**Interview Assignment**

***DIRECTIONS:*** Construct at least **SIX probing questions** that you will pose to the person you are interviewing. This person can be your mentor/advisor, or he/she can be an individual working in your field of research. Be sure that you choose to interview someone related to or who can contribute to your research topic so that the interview CAN be used in your research paper as a human resource reference. Begin by contacting the person and scheduling an appointment with him/her so that you can conduct the interview at a convenient time and not as he/she is walking out the door. You want to be comfortable; you want the interviewee to be comfortable. Try to get all of the questions answered in one sitting. Plan well in advance of the due date, as it takes time to schedule the interview, conduct it, and transcribe it.

**INTERVIEW QUESTIONS:** **You must share your questions with me before conducting the interview**. If you are having difficulty developing questions, I will help you.

**LISTENING AND RECORDING:**  **A good interview starts with a good listener.** LET THE PERSON BEING INTERVIEWED TALK! Do not interrupt someone while he/she is answering a question. Instead, record the interview and take notes, and then build on his/her answer with the questions you have formulated while he/she is talking to you. These follow-up questions are often the most powerful and critical questions. They show the person being interviewed that you are being a good listener.

**OPEN ENDED:**  Do not ask questions that can be answered with a yes or no response. The object of the assignment is to acquire some vital information that you could use when writing your research paper. Your final paper needs to reflect a variety of sources, and human resources are a fantastic way to go beyond looking in books or on websites.

**THOUGHTFUL QUESTIONS:**  Make certain that your questions are not illogical or obvious. For example, if you go to interview the head of NHS, do not ask the question, “So what exactly is NHS?” Questions such as this prove that you did not even bother to research any background on the group so that you could prepare for the interview. If you have the opportunity to have the head of a company, a doctor, a politician, or any other person vital to your research in front of you, take advantage of their knowledge. Don’t waste their time asking them obvious questions that you could look up the answer to online. **USE THE RESEARCH YOU HAVE DONE FOR THE PAST SEVERAL WEEKS TO FORMULATE THOUGHTFUL, INTELLIGENT QUESTIONS.**

**TRANSCRIBING:** Interviews need to be transcribed. If the interview is recorded, listen to it and type everything as you hear it. If you don’t have a recording device available or the interviewee is uncomfortable being recorded, take LOTS of notes and then write the interview IMMEDIATELY. For how to type a transcribed interview see <http://www.unt.edu/wmoen/dissertation/AppendixC.pdf>.

**FINAL INTERVIEW FORMAT:**

* Be sure to put a header on the paper with your name, class and date. Above your transcription, write **the name of the interviewee, the name of his/her workplace, the title of the person you interviewed, and the date of the interview**.
* Transcribe the interview in the format modeled at <http://www.unt.edu/wmoen/dissertation/AppendixC.pdf>.
* At the end of the interview, type the heading “Reflection” and include a short paragraph discussing your opinion on:
	+ How the interview went
	+ What you would change for your next interview
	+ What was easy/difficult about the interview and/or preparation process.

**RUBRIC:**

\_\_\_ 30 points Asks at least six open-ended questions and records answers without typos. Uses follow-up questions that show thought and encourage the interviewee to expand on responses. (Points will be deducted if you do not follow-up short answers and the interview lacks information.)

\_\_\_ 10 points Uses proper format for transcribing interview.

\_\_\_ 10 points Includes a thoughtful, well-written one-paragraph reflection.

\_\_\_/50 total points