Judy’s tips on conducting the Interview

Below I have written down recommendations we gave to students verbally in class.

**Before going to interview:**

1. Connect with your partner and decide when you can both do the interviews.
2. Contact the person you will interview and set up a time and place for the interview.
3. Reserve and pick up from Media Loan a digital recording device, if you need one.
4. Familiarize yourself with the equipment you will use at the interview.
5. Study the interview questions, and be sure you understand which questions are most critical, and which can be skipped if time becomes short. Also be aware of how you will use the probes.
6. Start to journal about your interviewing. Consider journaling your own “prejudices” about the topic, to help you remain neutral. One way to do this would be to briefly write down your own responses to the interview questions.
7. Review the contacts of the packet you’ve been given, and
	1. write your name legibly on the “Letter to Participant”, then sign it.
	2. write your name, telephone number, and email on the “Informed Consent Form” in the appropriate places (NOT the first line, which is where the participant writes his/her name!)
	3. write the participant number (given to you with his/her name) on the surveys.
8. Practice the interview with your partner.
9. Be clear about which of you is doing what at the interview. The observer is there to take notes, help you with the materials and recorder, etc. He or she is NOT there to talk.
10. Dress nicely for the interview. You need not wear a suit (for example), but be neat.
11. Gather the equipment and documents you will use in the interview:
	1. name, address of the participant, and directions on how to get to the location
	2. digital recorder (don’t forget batteries!)
	3. timepiece so you can keep track of time
	4. pad of paper and pen; have a spare pen or pencil for the participant to fill out the short survey
	5. packet

At the interview: Plan on this taking at least one hour, but possibly as long as 90 minutes if your interviewee is very chatty. We do not advise going any longer.

1. plan on being a little early.
2. Introduce yourself and the study, using a version of the Sample Intro Script that works for you. Explain what is involved in the study. Give them the Letter to Participants and Informed Consent Form.
3. At the end of the interview, give the participant the not-stamped envelope, and the 15-question survey and ask them to fill it out right away, seal it in the envelope, and give it back to you. (offer a pencil for them to use!) Write your name on that envelope, and bring the envelope to class Tuesday, Week 9.
4. Give the participant the stamped envelope, and the 23-question survey and ask them to fill it out during the next 7-10 days, and send it to us, using the attached envelope.
5. Thank the participant.

After the interview:

1. Take notes about your interview as soon as possible after the interview, and be sure to get your observer’s notes!
2. Move the digital recording file to a safe and secure location (and back it up).
3. Destroy all information about the participant that you have (address, phone number, etc.) – but be sure that you have the PARTICIPANT NUMBER on the
4. Transcribe and analyze the interview. Don’t wait too long to transcript the interview! We will learn how to do this in class Thursday Week 8, and there will be some references posted on the Term Project Web Page.
5. Tuesday, in class, return the sealed envelope with 15-item questionnaire to faculty, and the signed informed consent form.