Interview Assignment

You are required to conduct two tape-recorded interviews with experts as part of your Senior Exhibition project. For each of the interviews, follow these steps:

Part 1: Scheduling an Interview

Step 1: Research experts in your topic.
- Think about the best people to talk to about your topic. What types of jobs or fields discuss your topic in their studies or work?
- In many cases, college professors are good people to contact because they are informed and are typically good at explaining information

Step 2: Contact many possible interviewees through email and by phone. Remember that these experts will likely be busy, so the more you contact the better your chances will be of finding good interviews.
- When emailing, use your school-assigned email address.
- Often, calling is a more effective way of communicating than sending an email.
- Proofread your emails before you send them!
- After contacting the person, wait to hear back for five business days. If the person still has not gotten back to you, follow up with a gentle reminder about your request. If they still do not respond, it is time to pursue another interviewee.

Template E-mail:

Subject category: Request for an interview

Dear Doctor/Professor/Ms./Mr. _______________,

My name is _____________ and I am a senior at Oceana High School. As part of a graduation requirement at the school, each senior must complete a Senior Exhibition Project about a controversial issue our society currently faces. As part of the project, I need to conduct interviews with experts on my topic, which is _______________. Through my research I have gathered that you are an expert, and I am hoping that you would be willing to be interviewed to help with my project.

The interview should be face to face, and is recorded so that all of my information remains accurate. Please let me know if you are willing to sit down for an interview, and what dates and times might work best for you. Thank you.

I look forward to hearing from you,
Student Name

Step 3: Once a potential interviewee has responded to you, set up a specific time, date, and meeting place.
- Schedule the interview at a time that is convenient for the interviewee. Remember that they are donating valuable time to your project!
Step 4: On a piece of lined paper, write down the following information as proof that you have scheduled an interview:

- Name of interviewee
- Job Title
- Qualifications/justification (Why is this a good interviewee for you?)
- Contact information (email address or phone number)
- Time, date and location of scheduled interview

Part 2: Transcription Assignment

Step 1: Listen to the recording of the interview and type at least three pages of the most important parts of the interview. To do this, type a relevant question and below it type all of the information provided by the interviewee that answers the question.

- Single-spaced; one-inch margins
- This is a transcription, which means that you must type the interviewee’s statements word for word.
- Format the transcription as follows:
  
  Question: Type your question.

  Answer: Then list all the important quotes that answer the question. Remember to type up answers with specific data.

  **Example:**
  
  Q: How many people like peanut butter?

  A: At least one out of five people like peanut butter, because it is a healthy and delicious treat that provides easy protein.

Step 2: Type an annotated citation for the interview.

  **Example:**
  Hughes, Laurie. Personal Interview. 25 September 2013.

  This interview was about mindfulness and its use in classrooms. Hughes provided information from a Stanford study and personal anecdotes from teaching experiences. She has been a high school teacher for seventeen years, used mindfulness in her classrooms for four years and attended several mindfulness courses.

Step 3: Write a thank you card to your interviewee.

- The card should be small but thoughtful.
- Carefully proofread the three to four sentences.
- Clearly sign your name, so the person knows who sent it.
- Address the envelope and add a stamp, but do not seal the card.
- Write in pen.

Step 4: Attach the filled-out proof of interview sheet to the transcription.
Senior Exhibition Interview Proof

Interview # _____

Student’s name: ________________________________

Interviewee’s name: ________________________________

Interviewee’s job title/qualifications: ________________________________

_________________________________________

Interviewee’s phone number/email address: ________________________________

Interviewee’s address: ________________________________

_________________________________________

_________________________________________

I, ____________________________ (interviewee) verify that

_________________________________________

______________________________ (student) interviewed me on ___________________________ (date).

Signature of Interviewee: ________________________________