

How to Conduct an Interview

Summary

When conducting interviews, it's vital that students practice, practice, practice! Below is the pacing I used to facilitate purposeful practice and preparation before students conducted interviews with community members.

<p>Day 1 4 Tips for an effective interview & Peer interview</p>	<p>I used and modified a lesson from Story Corps on how to conduct an effective interview & an opportunity to practice a low-stakes interview with a familiar peer.</p>
<p>Day 2 Practice interview with unfamiliar peer + recording</p> <p>On this day, we also had a documentary filmmaker speak to the class about conducting interviews.</p>	<p>After arranging with another teacher, students interviewed peers from another class (who they didn't know well) with the goal of getting to know their story.</p> <ol style="list-style-type: none"> 1. Prepare questions 2. Assemble note taking materials - questions, pen/pencil, recording device (REQUIRED) 3. Conduct 10 minute interview (minimum) 4. Create and present a short presentation of learning about interviewee 5. Interview debrief/reflection
<p>Day 3 Develop questions for project interview</p>	<p>With their project partners, students will develop, critique & refine interview questions for their real interviewee</p> <ol style="list-style-type: none"> 1. Review the <i>purpose</i> of the interview, and brainstorm effective questions (refer to what you learned in Day 1) 2. Join another pair of students to critique and provide feedback of questions 3. As a class, develop a list of highly effective questions
<p>Day 4 Plan and practice interview procedures</p>	<p>Students finalize and PRACTICE their interview questions and plan.</p> <ol style="list-style-type: none"> 1. Complete the interview preparation sheet (in resources) 2. Consider the following when preparing for your interviewee: <ol style="list-style-type: none"> a. Put yourself in their shoes b. Make sure the interviewee is comfortable c. Start with small/comfortable questions d. Make sure your recording device is charged and has plenty of storage!
<p>Day 5 Conduct project interview</p>	<p>Get it done!</p>