Unit II Classroom Applications of Fieldwork Basics
Lessons 1,2,3,4

# INTERVIEW CHECKLIST

Name _____          Date _____

## BEFORE YOU LEAVE

_____Decide on a topic and choose a site where you can find out about it.

_____Research the topic and site to gain basic knowledge.

_____Choose a person to interview and make an appointment with him or her at a quiet place.

_____Make sure all supplies and forms are in your **Interview Folder – For the Teacher** and **Field Kit – For Teachers**.

_____Practice using the audio recorder, camera, or other equipment; prepare forms for collecting biographical information and practice using them.

_____Prepare a list of questions to guide the interview. Complete the **Folklife Survey Form** if you need more information.

_____Decide if you are an insider or outsider at the interview. Write in your journal about things that may affect the interview. Consult the **Insider/Outsider Worksheet** for more ideas about this aspect of fieldwork.

## DURING THE INTERVIEW

_____Locate a quiet place to set up and test the recorder.

_____Begin by recording the biographical data. Explain to your Interviewee exactly what will be taking place and have him or her read the **Oral Permission Form** into the recorder.

_____Start with general, biographical information and narrow to specific questions.

_____Pause early in the interview to check your recorder levels.

_____Take pictures of the Interviewee.

_____Have Interviewee sign a **Written Release Form.**

# AFTER THE INTERVIEW

_____Write follow-up fieldnotes about your impressions, ideas, and questions you still
need to ask.

_____Label your audio files. Complete your **Audio Log** and **Photo Log.**

_____Start transcribing as soon as possible.

_____Analyze your findings to identify the important points. Decide if any follow-up
is needed.

_____Send your Interviewee a thank-you note.