



Unit II Fieldwork Basics  
Lesson 1 - 5

## Conducting an Interview Evaluation

Name \_\_\_\_\_

Date \_\_\_\_\_

- Use this sheet to record which steps you learned about in each lesson.
- Some steps may occur in more than one lesson.

Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	<b>BEFORE THE INTERVIEW</b>
					Decide on a topic.
					Research basic knowledge about the topic.
					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 <b>Interview Folder</b> and <b>Field Kit</b> .
					Practice using the tape recorder, camera, or other equipment, prepare forms for collecting biographical information and practice using them.
					Prepare a list of questions to guide the interview. Use the <b>Folklife Survey Form</b> if you need more information.
					Decide if you are an insider or outsider at the interview. Beforehand, write in your Journal about things that may affect the interview.
					<b>DURING THE INTERVIEW</b>
					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 <b>Oral Release Form</b> into the recorder.
					Start with general, biographical information and narrow to specific questions.
					Pause early in the interview to check your tape recorder.
					Do more listening than talking.
					Take necessary notes in your Journal. Ask for clarification of special language and terms.
					Take pictures of the Interviewee.
					Have Interviewee sign a <b>Written Release Form</b> .
					<b>AFTER INTERVIEW</b>
					Write follow-up notes about your impressions, ideas, and questions you still need to ask.
					Label tapes. Complete your <b>Tape Log</b> and <b>Photo or Slide Log</b> .
					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.

\_\_\_\_ Teacher's Grades