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.