



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 some basic knowledge about the topic and site.
- \_\_\_\_\_ 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** and **Field Kit**.
- \_\_\_\_\_ 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 **Folklife Survey Form** 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.

### DURING THE INTERVIEW

- \_\_\_\_\_ Locate a quiet place to setup 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 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 **Written Permission Form**.

### **AFTER INTERVIEW**

- \_\_\_\_\_ Write follow-up field notes about your impressions, ideas, and questions you still need to ask.
- \_\_\_\_\_ Label your tapes. Complete your **Tape Log** and **Photo or Slide 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.