

## Interview Project Guidelines

### Overview

You will conduct an interview and write a reflection paper (minimum 800 words EXCLUDE title page, reference and appendix; double-spaced, 12-point font, 1-inch margin on all sides). The purpose of this assignment is to stand in the shoes of someone else. You should choose an interview topic on your interest. Your interviewee should be someone you know holds a different opinion than you on your topic. Although there is no time limit for the interview, 20-40 minutes should be a reasonable range for this project.

You can find sample papers on Moodle. They either earned the maximum grade or close to the maximum grade. \*\*\*

\*\*\*Keep in mind that the sample papers may have different word count requirement.

Your reflection paper will be graded on a 20 points scale and will be worth 20% of your final grade.

Please upload your reflection paper on Moodle no later than 23:59 on April 20<sup>th</sup>, 2022.

### Ethical Issues

This is an assignment from a course. Therefore, you do not need an IRB approval to conduct the interview. However, you should always ask for the consent from the interviewee before proceeding to the interview, especially if you plan to record the interview. If you do record the interview, only record audio.

You CAN NOT use the recording, notes, reflection paper or any other documents related to the interview outside of this class. You should delete the recording of your interview after the semester is ended.

### How to Interview....

Face-to-face interview is recommended. Facial masks and social distancing are strongly recommended. Video interview or phone interview are both acceptable as well.

Remember, you are there to listen. DO NOT ARGUE WITH YOUR INTERVIEWEE AT THE INTERVIEW. You can argue and defend your opinion as much as you want in your reflection paper later.

Ask questions in a conversational style. Build a rapport with your interviewee. Probe when needed and keep track of time.

You are encouraged to take notes during the interview. You do not need to transcribe the interview; however, your report should be an accurate reflection of the interviewee's words.

Grading Rubric / Templet for the Reflection Paper is attached below.

**Title page (1 points)**

*The title page has all the required information listed below.*

(Title of the Paper) \_\_\_\_\_

Date & Time of the Interview \_\_\_\_\_

Location of the Interview \_\_\_\_\_

Interviewer's Name \_\_\_\_\_

By signing below, I hereby agree that all the above are true and accurate.

Interviewer's Signature \_\_\_\_\_

### **Introduction (3 points)**

In this section, you will give a brief background of the topic, why do you choose this topic, the significance of the topic, and an overview of the paper.

The introduction should NOT exceed 150 words.

### **Reflection on the Interviewee's Opinion (4 points)**

In this section, you will thoroughly summarize the information you gathered at the interview. You should ONLY talk about the interviewee's opinions in this section. DO NOT mention your own opinion just yet. Organize the information in a logical way. Synthesize instead of simply restate.

The interviewee's section should have about 250 words.

### **Reflection on the Interviewer's Argument (4 points)**

In this section, you will write about whether your opinion on the topic has changed as a result of this interview and why. You should FOCUS on your own arguments in this section. You can interweave the interviewee's opinions but only do so if it helps develop your own argument. Again, organize your writing in a logical way.

The interviewer's section should have about 250 words.

### **Reflection on the Overall Experience of this Project (4 points)**

In this section, you will talk about how you feel about this interview experience overall. You should NOT talk about the topic BUT your experience before, during and after the interview. The following questions can help you write this section but please don't limit yourself with answering these questions. You certainly don't have to answer all questions here.

Was it difficult to choose a topic? How did you find your interviewee? Was the location OK for the interview? Any distractions? How did you feel before the interview? Were you nervous or it was all natural? Do you find it awkward interviewing people? How was your interviewer responding to your questions? Do you think the interview was conversational? Did you get enough information you need to write the paper? What would you done differently?

The overall experience section should have about 200 words.

### **Conclusion (1 point)**

Give a sentence or two to close the paper.

The conclusion should NOT exceed 50 words.

**Appendix (1 point)**

In this section, you will attach a copy of your interview questions, as well as the note you took during the interview. You can either include the typed note or attach the pictures of the hand-written note.

**Formatting & Proofreading (2 points)**

The entire document is free of spelling and grammatical errors.

The paper meets the word limit and should be fairly distributed among all sections of the paper.