

“Interview Guide” Guidelines

Instructor: Khanna

Your **interview guide** will consist of 15-20 well thought-out questions that you will ask your interviewee for the Cultural Knowledge project in this class.

As you prepare your questions, consider the following guidelines:

- **Are the questions open-ended?** Do NOT ask questions that can be answered by a “yes” or “no”. Incorporate words/phrases such as *what, where, how, why, in what way, can you explain, to what extent, in your experience, etc* to make your questions more open-ended.
- **Are the questions in an order that would flow well in an interview?** It is recommended that you start your interview off with some general questions to get comfortable with the interviewee, and then get more specific in your later questions. Think about how questions are connected and if it makes sense to group some of them together (by topics/subjects, by follow-up or related questions).
- **Do the questions focus on cultural experience and communication behavior?** Remember the focus of this class. For purposes of this assignment, it is not appropriate to ask questions that are related to physical geography or factual/encyclopedic information that you could research and gather on your own. Focus the questions on learning something about the interviewee’s cultural background/experience and on their communication behaviors (both verbal and nonverbal).

STEP 1:

Bring a DRAFT of your interview guide (consisting of at least 5-7 clearly constructed interview questions) to class on Monday, February 8th .

We will briefly review these questions in class as well as share/brainstorm additional questions you might use for your interview.

STEP 2:

After receiving feedback and additional suggestions for questions, you will revise your interview guide and do a final version consisting of 15-20 good questions, keeping in mind the guidelines given above.

You will submit these **questions** (Number them and TYPE) along with the completed topic approval sheet (see website to download). This assignment will be graded.

DUE: No later than Tuesday, February 16th

Once you receive feedback from me on your interview guide (questions), you will revise your questions if necessary and then schedule and conduct your interview prior to writing your paper.