

Interview Guide Instructions

1. Prepare!
 - a. **Choose a recording device to capture your voice and your interviewee's voice.** Smartphones have a variety of apps for recording and downloading calls. Several are free. Some charge an additional fee for downloading the file. Some also have a transcribing service, but there is an extra charge. You can also use a simple handheld recording device. Conduct the interview using the speakerphone so both voices will be distinctly heard.
 - b. **Decide how you want to create the transcription.** As indicated above, you can use a transcription service; they will charge anywhere between \$1 and \$3 a minute. Alternatively, you can transcribe the interview yourself by typing the text into MS Word. This is free, but time consuming—about 1–2 hours, as you need to record the contents of the interview verbatim. Be sure to identify when the interviewee is speaking, and highlight the questions you ask.
 - c. **Create an Interview Guide Form.** An example is provided in the course, or you can create your own. If you use this one or another, be sure to leave space for your notes.
 - d. **Prepare a brief introduction.** There is an example in the Interview Guide Example.
 - e. **Practice** your interview with a friend to get comfortable with the questions and the recording device.
 - f. **Set up your appointment.**
2. Conduct your interview.
 - a. **Test to make sure your recording equipment is working.**
 - b. **Have your interview guide with you and a pen to take notes.**
Immediately after:
 - i. Make detailed notes of your experience. Include how you were feeling during the interview, and your unspoken reactions to the interviewee's comments.
 - ii. Check to make sure the recording worked
 - c. As soon as possible, **transcribe the interview.**

Questions:

1. Can you tell me what program are you in at Walden?
 - a. And what year did you start?

2. How was working for social change important to you before you came to Walden?
 - a. Can you give me an example of what you did?
3. How was the social change mission important to you in making your choice to come to Walden?
 - a. Please describe how it was important/not important to you.
4. From your perspective, what is social change?
 - a. Can you give me some examples of what you mean by that?