

Deciding Whom to Interview

Interviews

Interviews provide you with a reason to discuss a project or topic area with others who have more experience and expertise. You are required to conduct at least three interviews. You are strongly encouraged to go outside of the CVU community to the community at-large.

Interviews must be done with individuals who have several years of experience and/or expertise in the area you have chosen to research. It is expected that you will complete all your interviews in person.

Interviews should be conducted in person. Telephone and email interviews are acceptable only when interviewing someone outside Chittenden County and after a discussion with your Advisor. These interviews must be listed in your bibliography and included in the body of the paper. Bring prepared questions, a notebook, and a pen or a tape recorder every time you meet with an interviewee. If using a tape recorder you must ask your interviewee ahead of time. It is polite to ask if s/he has any objections.

Finding Interviewees

First, ask your Community Consultant for names (and phone numbers) of individuals who may be helpful to you in learning more about your topic. Also ask your Advisor, Grad Challenge Coordinator, CVU Faculty, and community members for names of possible interviewees.

<i>Acceptable Interviewees</i>	<i>Acceptable, but preferably as a fourth interviewee</i>	<i>Not Acceptable</i>
Anyone with years of expertise	CVU faculty and staff	Parents
	Relatives from extended family	Fellow students
		College students

Encouragement

Students often say that they sent an email to a perspective interviewee and didn't hear from them. When contacting someone with expertise to interview, assume they are busy (or that your email was on considered spam by their email filter). Although email is generally a time-efficient way to communicate, it is **best** to contact the person first by phone or in person and ask if you may interview them. Follow-up contact may occur by email to set up the time and place, however, the interview should take place in person.

A Note About Anonymous Interviews

Anonymous interviews must be approved by both your Advisor and the Grad Challenge Coordinator and/or Direction Center Director. Please take responsibility for getting a copy of an email stating approval to the Grad Challenge Coordinator be included in your Grad Challenge file should this be questioned at a later time by a faculty reading group.