**Interview Notes Rubric**

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|  | **Exemplary** | **Proficient** | **Below standard** | **Did not demonstrate** | **Total points** |
| **Interview questions** | Students show a good balance of open-ended and two-part questions. Questions prompt full, interesting responses. Effective balance and coverage of 5W-1H questions evident. Questions focus on specific story angle. | Students show some balance open-ended and two-part questions, but interview lacks depth. Somewhat effective balance of 5W-1H questions but more emphasis needed with how and why questions. Story angle could be stronger. | Few open ended or follow-up questions. Lack of balance with 5W-1H questions. Story angle is too general, thus showing a lack of background | No questions written. |  |
| **Conducting the Interview** | Student shows complete control of the interview. Student creates a conversational tone. Opening question asks name, title, and spelling of interviewee. Good listening skills are apparent. Interviewer allows for final comments, using prepared questions along with follow-up questions during interview. | Students show some control of interview. Students ask follow-up questions but lack a conversational tone at some points during the interview. Students ask opening question but fail to get either title or spelling of name. Improvement in listening skills needed. Final question may or may not allow for final comments. | Students are not in control of the interview. Students do not ask follow-up questions, and the interview lacks a conversational tone. Students did not ask name and title of interviewee, thus spelling or grade level is incorrect or missing; final question does not allow for final comments. | Interview not conducted. |  |
| **Transcribing Notes and Quotes** | Research is clear and to the point. Quotations are error-free in grammar and mechanics. Quotes are full of detail and well-developed. Facts are in evidence. | Some evidence of research, but incomplete. Quotations may consist of a few errors in grammar and mechanics. Some detail and development apparent. | Research is poor or nonexistent. Quotations consist of frequent errors in grammar and punctuation. Quotes lack detail and development and may consist of incomplete sentences. | No notes transcribed. |  |
| **Total points** |  |  |  |  | **\_\_\_/ points** |