**Notes for Conducting the Teacher Interview**

**At the beginning of the interview:**

Introductions should be formal. Shake hands and say thank you for agreeing to this interview. “I know it’s a time commitment.” Use courtesy title (Mr./Mrs./Miss/Ms.) when addressing interviewee. Start by asking spelling of name and position. Ask for first name too. Teacher should bristle—“Why do you need my first name? That’s none of your business.” Interviewer explains publication policy. If teacher wants to debate policy, suggest that teacher contact editors to voice her concerns.

**During interview**:

Teacher can balk at some questions, ask for questions to be rephrased, take offense at others, refuse to answer some and avoid answering others. Teacher may start out hostile to questions (because of issue over courtesy titles) but will warm up over course of interview.

Student interviewer should ask follow up questions, redirect teacher if teacher gets off topic, take time to finish taking notes (asking specifically for the time to do this), read back a direct quote to the teacher for approval and fail to ask follow up question and instead doggedly continue asking questions, maybe even cutting off teacher in order to get in question. (The interviewer should model a mix of good and bad interview techniques, if possible.)

**At the end of the interview:**

Student interviewer should thank teacher for interview and ask if it would be okay to meet for a short time for a follow up interview. “You’ve given me so much wonderful information, but I’m sure once I read over my notes there will be something I forgot to ask.” Teacher will say maybe, and here’s my email address in case we can’t fit in another interview. Then teacher will say that she would like to read the story before it comes out, just to make sure it’s right. “I’ve read some articles in the publication that are wrong, you know, and I don’t want this piece to be wrong.” Student should say that she understands and she’ll make every effort to be careful, accurate and fair, but it is against the publication’s policy to give stories to sources to read prior to publication. The student ends by saying, “This story is very important to me, and I want it to be right. If I have any questions, I promise I will come find you.”