**Interview Rubric**

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|  | Exemplary | Proficient | Below standard | Did not demonstrate | Total points |
| Interview questions | Student shows a good balance of prepared questions with potential follow-up. Questions promote in-depth interview. Effective balance of 5W’s and H questions evident. Questions focus on specific story angle. | Student shows some balance of prepared questions with follow-up questions, but interview lacks depth. More emphasis needed with how and why questions. Story angle could be clearer. | Student depended on prepared questions and showed little or no ability to ask follow-up questions. Lack of balance with 5W’s and H questions. Story angle is too general, revealing a lack of background research. | Student did not prepare interview questions. |  |
| Conducting the interview | Student planned, set up and conducted interview before deadline. Opening question asks name, title and spelling of interviewee. Last question asks for additional information. Self-evaluation reflects good listening skills. | Student planned, set up and conducted interview before deadline. Student asks opening question but failed to get either title or spelling of name. Final question may or may not allow for final comments. Self-evaluation reflects good listening occurred. | Student missed deadline for planning and conducting interview or missed appointment. Student did not get name or title of source interviewed. Final question did not allow for additional comment. Self-evaluation shows need for better listening skills. | Student did not conduct interview. |  |
| Transcribing notes and quotes | Quotations are clear and free of errors in grammar and mechanics. Quotes are full of detail and well-developed. Facts are evident from research and interview. | Quotations may contain a few errors in grammar and mechanics. Some detail and development apparent. Facts are evident from research and interview. | Quotations are incomplete or contain frequent errors in grammar and punctuation. Quotes lack detail and development and may consist of incomplete sentences. Few facts are evident. | Student did not transcribe notes or included only research notes. |  |
| Reflection  (Use Interview Reflection Handout or other reflection questions) | Answers to reflection questions are thoughtful and well-stated. | Reflection questions are answered, but show little thought. | Reflection questions are only partially answered. | Student did not complete reflection. |  |
| Total points |  |  |  |  | \_\_\_/ points |