

Insights from the Past: How to organize your interview materials

Here are some guidelines to help you write the assignment:

- (1) Cover page with your name and the name of the person you interviewed, including his/her relationship to you (eg, grandmother). I will remove this page before I xerox the papers and compile them as a packet
- (2) At the top of the next page, start with these four lines:

DATE: [tell us when s/he went to the school(s) described in the interview

WHERE: [town/city and state (and country if outside the USA)]

SECTOR: [Public? Private? If private, what type of private school?]

GENDER: [male or female]

- (3) Organize the paper with **boldfaced subheads** that correspond to the questions on the interview protocol. If you asked additional questions (not just follow up probes to explore the protocol questions), use subheads for those, but in italics.
- (4) Include specific stories, anecdotes, and vignettes.
- (5) Try to include direct quotations for the most important material; paraphrase the rest
- (6) At the end, write one paragraph on this question: What is the greatest difference between your own previous educational experiences and those you heard from the person you interviewed.