

Chapter 19: Engaging and Amplifying Community Voices: An Interview Assignment Sequence

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Checklist for *Humans of Montgomery County* Interview Assignment

- _____ Arrange meeting time and place with interviewee and *arrive a bit early*.
- If interviewee is meeting you on campus, position yourself at an obvious and visible entry to greet them upon arrival.
- _____ Check out a camera and an external mic (if using) from [Equipment Location]
- _____ Practice with your sound equipment before the interview
- If using an iPad and mic, consider taking a small pillow to place under iPad to absorb some sound (practice with this set up before your interview appointment).
 - If using sound booth in the Media Center, email [person who schedules sound booth] AND complete a sound booth orientation before the interview.
- _____ On the day of your interview MAKE SURE you have the Letter to Participants with Consent Form
- Ask interviewee to read it before you start (as you're setting up).
 - Answer any questions interviewee may have.
 - Ask interviewee to sign and initial the form (page three).
 - Then Sign it yourself in interviewee's presence.
 - Leave the two-page letter with interviewee and return signature page (only) to [instructor].
- _____ Full Interview (unedited, uncut) due to Canvas by [beginning of class, two days after deadline for recording interviews].
- _____ Edited interview + Photograph due to Canvas by [class session, approx. five days after the deadline for recording interview]. *On this day, we will also have an in-class peer feedback session on rough drafts, so you will miss out on valuable feedback if your work is not submitted on time.*
- _____ Revised edited interview, approx. 2 minutes, due to Canvas by [class session, approx. one week after peer review].