

HDL670 Diversity Interview

DO NOT begin this interview until after the diversity research topic has been approved! The diversity research project, diversity interview, and immersion experience all focus on the same diversity/multicultural topic.

Directions: Based on your approved diversity research topic for this semester: Interview an individual (in person or by phone) from your selected diverse population and preferably working in your present/future career field.

Before the interview, find four research articles that relate to this chosen area of diversity. These can also be used in DRP2.

Your diversity interview assignment report must include the following sections:

Part I. Review of related literature. In this part, please introduce a historical overview of research related to your approved diversity research topic and major findings (and/ or major ideas/ themes) using the information from at least four relevant articles that you have found. (Please write this part in narrative format.)

Part II. The person you interviewed. Please do NOT include the name of your interviewee in your assignment (You can use a pseudonym for the person you interviewed). You shall report gender, approximate age, home culture, and relations to you, etc. In this part, you need give us a brief description of the individual you interviewed while keeping his or her identity confidential unless your interviewee gave you written permission.

Part III. Setting. Describe in detail the time, location, and environment in which the interview occurred. Please be specific.

Part IV. Transcript/ Summary of your interview. You are expected to have a voice-recorder and notebook/pen with you for your interview. You need first ask your interviewee whether she or he would allow you to record the interview.

Scenario 1: If you have his or her permission, record the whole interview. Then transcribe the whole interview word for word. Your transcript of the interview will be your part IV.

If you are using this option, please begin this part with a statement to the effect that you have your interviewee's permission to record the interview and this is an exact transcript of the interview recording. You can use "Interviewer:" or "Interviewee:" to order your transcript. For example:

Part IV. Transcript of my interview

I have the permission from my interviewee to record the interview. The following is an exact transcript of the interview recording.

Interviewer: May I have your permission to record our interview?

Interviewee: Yes, it is fine with me.

Interviewer:

Scenario 2: If you do NOT have his or her permission of voice recording, you shall respect your interviewee's choice. Then politely ask your interviewee 1) whether he or she would allow you to take notes during the interview, 2) whether he or she would go over your notes with you at the end of the interview to make sure what you wrote down is exactly what he or she wanted to express, and 3) whether he or she would approve your notes by signing a verification form for you.

Scenario 2-a: If the answer is YES to all three questions, you can start the interview and take notes. Then review your notes with your interviewee to make sure what you wrote down is exactly what your interviewee wants to express. Ask your interviewee to sign the verification form. Your summary based on the approved notes will be your part IV.

If you are using this option, please begin this part with a statement to the effect that you have your interviewee's permission to take notes and your interviewee has also signed the verification form for you. Then, you need present the questions in the order you asked. Each question must be followed by the summary of your interviewee's answer. For example:

Part IV. Summary of my interview

I did not have the permission from my interviewee to record the interview. However, I do have his permission to take notes. My interviewee had also signed the verification form for me. The following is a summary of my interviewee's answers to each question approved by him.

Interviewer: May I have your permission to record our interview?

Interviewee: No.

Interviewer:

Scenario 2-b: If the answer is NO to any of the three questions, you need thank that person politely and end your conversation. Then, you need to find another appropriate person to interview for this assignment.

Interview Questions (Required interview questions are as follows. Please paraphrase those questions if needed and/or elaborate those questions with examples to help your interviewee understand. In addition to the required interview questions, you are required to ask follow-up questions based on your interviewee's response. Also, you can ask questions of your own in addition to the required questions.)

1. Tell me about your diversity background – and then ask follow-up questions (Focus on what you want to know about the area of diversity related to your approved diversity research topic).
2. What are some cultural traditions that you greatly value? (Ask follow-up questions)
3. How does your cultural background affect how you interact with diversity? (Ask follow-up questions)
4. What have been some challenges for you because of your culture/diversity? (Ask follow-up questions)
5. What are some positive experiences you have had with diversity? (Ask follow-up questions)
6. How have you learned about the other cultures? (Ask follow-up questions)
7. Have you encountered culture shock working with individuals from a different background/culture? (Ask follow-up questions)
8. What have you encountered in adjusting to working with individuals of a different culture? (Ask follow-up questions)

Part V. Discussion. Please summarize the major findings from your interview (Part IV). Please discuss how your findings are supported or not supported by information in the four related research articles. Please reflect on what you learned about yourself and the other culture from this experience. Please discuss how you will apply what you have learned from this experience.

Part VI. References. Please list the four research articles in APA style.

How to submit: Please use the provided template (downloadable from Canvas). Save your work either as Microsoft Word document (.doc), or rich text format (.rtf), and submit it via the File upload function of Canvas. You shall name your file in this fashion: “your last name_assignment name.”

Grading

This assignment will be graded on the quality of your interview, writing, organization, and depth of thinking.

Rubric for Evaluating Interview Assignments

Quality of the interview

The written interview clearly demonstrated the interviewer’s effort in communicating with the interviewee, learning and understanding diversity issues. (Such efforts may include but no limit to respecting the interviewee, asking all the required interview questions, and asking necessary follow-up questions.)

Writing

Organization

The interview is organized according to the assignment instruction.

Depth of thinking

The written interview clearly demonstrated the interviewer’s broader understanding attributed to this experience as evidenced by the reflection and application.

5 points - It meets all the requirements.

4 points - It meets most requirements.

3 points - It meets some requirements.

2 points - It meets few requirements.

1 point – It meets very few requirements.

0 points - It does not meet any requirements.

Criteria	5	4	3	2	1	0
Quality of the interview						
Writing						
Organization						
Depth of thinking						

Frequently Asked Questions:

Do you have a sample interview transcript?

Yes, you shall find a sample interview transcript (excerpt from the Jan 2009 issue of Murray State University Magazine) at Canvas. Though the example has several columns in page format, you shall have only ONE column for your paper. Please do NOT have two or more columns in page format.

Whom shall I interview for this diversity interview assignment?

Based on your approved diversity research topic for this semester:

Interview an individual (in person or by phone) from your selected diverse population and preferably working in your present/future career field.

Do I need to fill in the Interview Verification Form?

If your interviewee would not grant you the permission of recording the interview, you need have him or her to complete the Interview Verification Form for you. Submit this form to your instructor via Canvas on the due date of this assignment. You can find this form at Canvas.

If you are providing a word-for-word transcript based on the recording of your interview, you do NOT need this form.

Do I need to turn in the voice recording of my interview?

No. However, you need keep your voice recording of your interview for one full month or until this assignment is graded. You may be asked to provide your recording to your instructor for verification purpose.

Where can I buy a voice recorder?

You shall find voice recorder (either digital or regular tape-recording type) at your local stores such as Wal-Mart, or Office Depot. Most of cell phones, MP3 players, iPods, digital cameras, or laptops have the voice recording function.

Where can I find any suggestions on how to conduct an interview?

Read articles at the following website:

General Guidelines for Conducting Interviews

<http://www.managementhelp.org/evaluatn/intrview.htm>

Interviewing

<http://owl.english.purdue.edu/owl/resource/559/04/>