

# Rubric for Assessing Learning through Documentary Production

## Interviewing

	No Knowledge <i>(I don't know how to do this)</i>	Basic <i>(I can do this with help)</i>	Intermediate <i>(I can do this independently)</i>	*Advanced <i>(I can teach someone else how to do this)</i>
<b>KNOWLEDGE AND SKILLS</b>				
<b>Mechanics of interviewing:</b>				
• Make eye contact				
• Speak clearly and loudly				
• Articulate questions clearly				
• Hold and use the microphone at an appropriate distance				
<b>Preparation for the interview:</b>				
• Have a clear intention or goal for an interview				
• Develop “open” rather than “closed” questions (questions that can be answered with a yes/no)				
• Write “strong” (relevant and concise) interview questions				
• Use research to develop questions				
• Organize a set of interview questions				
<b>During the interview:</b>				
• Memorize questions so as not to rely on question sheet				
• Listen (not wait to ask next question, but actively listen to answers without interrupting the interviewee)				
• Ask follow-up questions and probe interviewee to answer questions more fully				
• Make references to specific examples or facts from research				
• Paraphrase a response by an interviewee in order to probe more fully				
• Ask clarifying questions				
• Rephrase questions to make them more understandable for the interviewee				
• Use strategies for getting desired information from the interviewee (including “devil’s advocate”)				

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<b>After the interview:</b>				
• Learn from mistakes as an interviewer and use these mistakes to set goals for future interviews				
• Revise questions to be more effective				

*If you have reached advanced level in any skill, list who you taught and when		
Skill	Who you taught	When