THE CITY UNIVERSITY OF NEW YORK

*Queens College*

*Urban Studies*

# Interview Protocol

**Title of Research Study:** [Come up with a title that expresses what you are interested in studying]

**Principal Investigator:** [Your Name]

Student Researcher

**Opening Introduction** Write a short script to guide you in introducing yourself and your research. It should be roughly 50-100 words. Please include the following:

* Your name and affiliation
* Purpose of your research—what you are studying and why, may include your research question(s)
* An assurance that you will keep their interview data (e.g. audio recording, notes, transcript) confidential [NOTE: for our purposes in this class we are not going to worry about obtaining informed consent or any of the other requirements needed by the Internal Review Board]
* How long the interview is expected to take and that they can terminate the interview at any time
* Ask if they have any questions or concerns

**Interview Guide** Develop five (5) open-ended interview questions that you believe will offer insight and will best help answer your research question or area of interest. [Note: questions about demographics, like age, gender, etc. are not part of the interview guide].

**Demographic Data** It’s good practice to obtain basic demographic data about your research participant. Develop 3-5 demographic-based questions.

**Closing Outro** Write a short script to guide you in concluding the interview. It should be roughly 50 words. Please include the following:

* Thank them
* Ask them if they have any final questions or concerns
* Be sure to leave them your contact information

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