Instructions for Conducting Interview

Objective: The objective of this phase of the project is to gather primary data through interviews with your selected industry professionals. The interviews will focus on the utilization of technical, research, and business writing skills in your area of interest and academia, with a particular emphasis on how these skills contribute to success in the field.

Requirements:

1. **Identify Interviewee:** Select a professional/researcher in the selected industry or academia. Ensure that the interviewee has relevant experience of minimum 3 years and expertise in the field.
2. **Contact Interviewee:** Reach out to the selected interviewee and request his/her participation in a video (or audio) interview. Clearly explain the purpose of the interview and the estimated time you require to gather answers for all your questions.
3. **Schedule Interview:** Arrange and schedule the interview at a mutually convenient time.
4. **Interview Guides:** The approved comprehensive interview guide from phase 1 of the project will cover topics related to technical, research, and business writing skills, and their significance in the area of your interest. Remember that the guide consists of open-ended questions, which means you are required to probe into the discussion topics as you about the interview.
5. **Ethical Considerations:** Prior to conducting interviews, familiarize yourself with the ethics of data collection and usage. Respect the privacy and confidentiality of interviewees. Ensure informed consent from the interviewee. The interview consent form is attached to GCR.
6. **Conduct Interviews:** Conduct the interview according to the prepared guides. Ensure that the interview is professional, respectful, and thorough.
7. **Record Interviews:** With the interviewee's consent, record the interview for accurate data collection and analysis.

Informed Consent Form:

An informed consent form that includes the purpose of the interview, the rights of the interviewee, the use of recorded materials, and the assurance of anonymity is available on GCR. Ensure that interviewees sign this form before the interview.

Instructions for Data Compilation and Preliminary Analysis

Objective: The objective of this phase is to compile and organize the data collected from the interview, conduct a preliminary analysis to identify recurring themes, notable quotes, and key takeaways. This phase sets the stage for in-depth analysis in the next phase.

Requirements:

1. **Interview Recording:** record interview accurately, ensuring that the recording captures all relevant details and nuances of the conversation.
2. **Preliminary Analysis:**
   - Review the recording and your notes thoroughly, paying attention to the expert's responses.
   - Identify recurring themes, patterns, or commonalities that emerged during the interview. Look for key insights related to technical, research, and business writing skills and their significance in the field.
3. **Key Takeaways:** Summarize the key takeaways from the interview with the expert. These takeaways should encapsulate the most significant points and insights provided by the interviewee.
4. **Data Presentation:** Consider how you will present your preliminary analysis findings. Think about whether visual aids, such as charts or graphs, or a narrative format will best convey the insights you have gathered.

Submission:

- Submit the recording of the interview.
- Prepare a summary document that outlines your preliminary analysis findings and share it with your instructor as part of your project progress.

Note: Rubrics for the recorded interview and the summary document are attached separately.