

Informational Interview Guide

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The following resources provide key information to help you complete this assignment. Refer to them frequently as you work through each step.

- [Informational Interviewing with Steve Dalton \(7:55\)](#)
- [How to Ask for an Informational Interview \(and Get a Yes\)](#)
- [Informational Interview](#)

1. What is an informational interview?

Answer: An informational interview is an informal, conversational meeting whose main purpose is to learn about a person's career path, daily responsibilities, and advice for entering that field. Unlike a job interview, you are not applying for a position, but rather gathering first-hand information and expanding your professional network.

2. What are a few specific things you want to accomplish in your interview?

Answer:

- Understand how the teacher integrates specific educational technologies (e.g., LMS features, interactive tools, virtual labs) into their curriculum.
- Learn which technical skills and pedagogical approaches are most valuable when designing technology-enhanced lessons.
- Identify the challenges they have faced (e.g., student access, learning curves, maintenance) and how they have overcome them.
- Gather recommendations on training resources or certifications in educational technology.
- Explore potential opportunities for collaboration or research in educational technology at Beehive School.

3. Make a list of areas of IT you would love to work in and job titles or positions you would be interested in.

Answer:

Areas of IT:

Educational Technology / Instructional Design
Learning Management Systems (Canvas, Moodle, Blackboard)
Educational Data Analytics (student engagement metrics)
AR/VR simulations for education

Job Titles:

Instructional Designer
Educational Technologist
eLearning Developer
LMS Administrator
Learning Experience (LX) Designer

4. What is the name, title, and company of your interviewee?

Answer:

Name: Cesar Arana

Title: Teacher

Institution: Beehive School

5. When is your interview (date, time and place)?

Answer:

Date: Saturday, September 20, 2025

Time: 3:00 PM

Place: In his house

6. In your research, what have you learned about your interviewee and their company?

Answer:

Cesar Arana uses technology to organize tasks and feedback.

He implements Kahoot! weekly to review concepts.

He participates in Cognia's program.

7. What are at least ten questions you want to ask during the interview?

Answer:

1. How did you become interested in using technology to improve your teaching?
2. Which technologies or platforms (LMS, tools, add-ons) do you find most effective and why?
3. Can you describe a class in which you successfully integrated an interactive tool?
4. What technical skills do you recommend a new instructional designer master?
5. How do you assess whether a new technology will truly benefit students?
6. What challenges have you encountered (e.g., student resistance, technical glitches) and how have you addressed them?
7. How do you stay up to date on emerging educational technologies?
8. Are there any certifications or courses you would recommend to aspiring educational technologists?
9. What role does data (analysis) play in the design and improvement of your courses?
10. How do you collaborate with IT support and instructional designers on campus?
11. (Bonus) What advice would you give to someone who wants to pursue a career that combines computer science and education?

8. What was the interviewee's response to your questions?

Answers:

1. A few years ago, I noticed that after a long class, students would lose focus, so I started using short, specific videos that they could watch again at their own pace. When I saw that their participation and quiz scores improved, I knew that integrating multimedia made my lessons more effective.
2. I mainly use three tools: instructional videos (YouTube or school portal) to introduce or reinforce concepts; Kahoot! for live quizzes that encourage competition and provide immediate feedback; and Google Forms or Quizlet for reinforcement exercises and quick checks at the end of class.
3. On the topic of linear equations, I assigned a 5-minute video as homework. The next day, we started with a Kahoot! quiz on that content: the students came prepared and with more in-depth questions. We closed with a Google Form as an "exit ticket" to capture any final questions.
4. "I recommend mastering at least: basic video editing (cutting, subtitling), creating quizzes in Kahoot! or Quizlet, and building forms in Google Forms or Microsoft Forms."
5. I test each technology in a single class: I measure participation (percentage of responses in Kahoot!, video viewing time) and learning gains (quiz results or exit tickets). If both improve, I expand it; if not, I adjust or discard it.
6. The main challenges have been connectivity issues and the perception of quizzes as useless work. For the former, I always provide paper summaries. For the latter, I share improvement reports with them: when they see their own progress, they are more accepting of the dynamic.
7. I keep up to date by subscribing to EdTech newsletters, following specialized YouTube channels, and attending the district's monthly "technology tips" meeting, where I test new applications with a small group before implementing them on a large scale.

8. I recommend: Google Certified Educator Level 1 certification, the Kahoot! Academy course for designing effective quizzes, and a basic video editing workshop at a community college.
9. Data is essential: Kahoot! reports show which questions are most frequently missed, and Forms exit tickets are compiled into a spreadsheet that I review every night. If more than 30% fail on a point, I review it the next day.
10. For technical issues, I open a ticket with the district helpdesk. For lesson design, we meet monthly with the instructional coach, share best practices, and co-develop quiz templates and video scripts.
11. Start by teaching or tutoring and identify where students are struggling. Then create a small technological solution (video, questionnaire, script) for that problem. That practice of solving real challenges with tools or code defines a good educational technologist.

9. Did you accomplish your purpose from section #2? What else did you learn?

Accomplished: Yes, I accomplished my purpose. I learned in detail why and how César uses videos, Kahoot!, and Google Forms, as well as the basic technical skills he recommends for effective technology integration.

Additional learnings:

Short, focused videos keep students more engaged than long lectures.

Game-style quizzes like Kahoot! can improve class participation and make review sessions more interactive.

Having a backup plan (like printed summaries) is essential when using online tools to prevent learning gaps due to connectivity issues.

10. What went well? What would you have done differently?

Went well:

The interview flowed naturally and covered all planned questions.

The interviewee gave concrete, real-life classroom examples.

I gained practical tips that I can apply directly to educational technology projects.

Would change:

Next time, I would ask more about how he measures the long-term impact of his technology use on student performance, and I would consider recording the interview (with permission) to capture details more accurately.