APPENDIX B

INTERVIEW PROTOCOLS
Teacher-Coordinator of Cooperative Education Interview

Date and time: ___________________ Location Code ________________
Name:_____________________________________________ Gender __________

School name and location, interviewee phone:
_____________________________________________________________________

Subject(s) taught: __________________________________________

INTERVIEW PROTOCOL

My name is Margaret Moore. I am working on an approved research study at Virginia Tech regarding the connection between school-based learning and work-based learning. The study will involve ten school sites in southwest Virginia. Do you have any questions at this time?

Thank you for your willingness to participate in this research project. Before we begin the interview, I would like to reassure you that this interview will be confidential and the tape and transcripts available only to me. Do you mind if I record the interview? ________<if yes> If there is anything you don’t want me to record; just let me know and I will turn off the recorder.

Excerpts of this interview may be made part of the final research report, but under no circumstances will your name or identifying characteristics be included in this report.

Is it all right for me to turn on the recorder now?

1. I would first like to discuss your involvement with the cooperative business education program. Does your involvement include (describe, if yes)
   a. School-based activities
   
   b. Work-based activities
   
   c. Activities that link the school and the workplace?

2. Now, tell me of five specific learning activities or experiences that you have provided the student that focus on the application of knowledge, attitudes, and skills as they are
used in the workplace?

a. Of the activities and experiences you listed, select one that you think helped the student most in transitioning to the workplace.

b. Who was involved?

c. What happened?

d. What was the outcome?

e. What knowledge? What skills? What attitudes were being learned?

3. Next, I want to focus on specific experiences the student has had during cooperative placement that relate to the student’s school-based learning experiences? Can you identify five work-based experiences the student has had that relate to the student’s school-based learning experiences.

a. Of those experiences you just identified, select one that you feel has had the greatest impact upon the student’s school-based learning experiences and tell me about it.

b. Who was involved?

c. What happened?

d. What was the outcome?

e. What knowledge, skills, attitudes were being learned?
4. And last, could you tell me what additional school-based experiences could students have that would make them better connect school with work? (Skills, competencies, employability skills)
Attachment A

Student Enrolled in Cooperative Education Interview

Date and time: ______________________ Location Code ______________________
Name: __________________________________________ Gender: __________
School name and location, interviewee phone: _______________________________

Grade and Cooperative Education Position: _________________________________

INTERVIEW PROTOCOL

My name is Margaret Moore. I am working on an approved research study at Virginia Tech regarding the connections between school-based learning and work-based learning. The study will involve ten school sites in southwest Virginia. Do you have any questions at this time?

Thank you for your willingness to participate in this research project. Before we begin the interview, I would like to reassure you that this interview will be confidential and the tape and transcripts available only to me. Do you mind if I record the interview? ______<if yes> If there is anything you don’t want me to record; just let me know and I will turn off the recorder.

Excerpts of this interview may be made part of the final research report, but under no circumstances will your name or identifying characteristics be included in this report.

Is it all right for me to turn on the recorder now?

1. First, I would like for you to discuss your involvement with the cooperative business education program. Does your involvement include (describe, if yes)
   a. school-based activities
   b. work-based activities
   c. activities that link the school and the workplace?

2. Now, list five significant/important experiences you have had in your high school classes or learning activities that have prepared you for the workplace.
   1.
   2.
   3.
   4.
   5.
a. Of those experiences that you have just listed, select one that has had the greatest impact.

b. Who was involved?

c. What happened?

d. What was the outcome?

e. What knowledge, skills, attitudes did you learn?

3. Next, I want to focus on specific experiences you have had during your work experience that relate to your high school classes? Can you identify five specific work experiences that relate to your learning experiences at school?

a. Of those experiences you just identified, select one that has had the greatest impact upon your school learning experiences and tell me about it.

b. Who was involved?

c. What happened?

d. What was the outcome?

e. What knowledge, skills, attitudes were being learned?
4. And last, can you describe experiences you would have liked to have had in your school activities that you feel would have helped you or that you would like to have that would make you better connect school with work.
Student’s Work-Site Supervisor Interview

Date and time: ___________________ Location Code ________________

Name: __________________________________________ Gender: ______________

School name and location, interviewee phone:
_____________________________________________________________________

Position: __________________________________________________________________

INTERVIEW PROTOCOL

My name is Margaret Moore. I am working on an approved research study at Virginia Tech regarding the connection between school-based learning and work-based learning. The study will involve ten school sites in southwest Virginia. Do you have any questions at this time?

Thank you for your willingness to participate in this research project. Before we begin the interview, I would like to reassure you that this interview will be confidential and the tape and transcripts available only to me. Do you mind if I record the interview? ______<if yes> If there is anything you don’t want me to record; just let me know and I will turn off the recorder .

Excerpts of this interview may be made part of the final research report, but under no circumstances will your name or identifying characteristics be included in this report.

Is it all right for me to turn on the recorder now?

1. First, I would like you to discuss your involvement with the cooperative business education program. does your involvement include (if yes, describe)
   a. school-based activities
   b. work-based activities
   c. activities that link the school and the workplace?

2. Now, can you tell me of five specific learning activities the student has been provided at school that focus on application of knowledge, attitudes, and skills as they are used in the workplace?
a. Of those five activities that you just listed, select one that you think has helped the student most in transitioning to the workplace.

b. Who was involved?

c. What happened?

d. What was the outcome?

e. What knowledge? What skills? What attitudes were being learned?

3. Next, I want to focus on specific experiences the student has had during cooperative placement that relate to the student’s school-based learning experiences? Can you identify five work experiences the student has had that relate to the student’s school-based learning experiences?

a. Of those experiences you just identified, select one that you feel has had the greatest impact upon the student’s school-based learning experiences and tell me about it.

b. Who was involved?

c. What happened?
d. What was the outcome?

e. What knowledge? What skills? What attitudes were developed from this activity.

4. And last, can you tell me what school-based experiences could students have in their high school classes that would make them better connect school with work? (Skills, competencies, employability skills)
Site Demographic Sheet

Demographic Survey for Teachers

1. Number of years teaching? _________

2. Number of years serving as cooperative teacher advisor for students? ______

3. Compared to students you have worked with over the years in the cooperative education classes is this student

   top 10%   top 25%   top 50%   below 50%

4. Have you worked in the business environment? Describe your work experiences.

Demographic Survey for Workplace Supervisors

1. Describe the business.

2. What is your job title?

3. What are your responsibilities in this position?

Demographic Survey for Students

1. What business courses have you taken?

2. Where do you work? What type of job?

3. Describe school experiences.

4. Grade level____________ Business or marketing ____________