This is the paper version of the form. Use if you want to take notes by hand. Pages 11 and 12 are tables that might best be filled out manually. Print these out before you start, even if you are using the electronic form, just in case.

For the most part, the words you will use with the interviewee are printed below. There are spaces for comments after every question – use these to record additional information.

This interview will occur AFTER an initial introduction to the project by phone or email.

Please give the interviewee lots of options to stop and turn the rest of the questions over to the designated person. If at any time the interviewee wants to stop, please skip to Question 30 and ask him/her about the letter of endorsement if it seems appropriate (see note at the end of the interview). This applies ONLY to department or program chairs, someone who would have authority to write such a letter.

Before the interview begins, fill in through questions 3, 9, and 28.

Date:________________

Interviewer:_________________________

1. School Name:_____________________

2. Person being interviewed: ________________

3. Primary role of person being interviewed
   [ ] Chair
   [ ] Program Director
   [ ] Staff
   [ ] Dean
   [ ] Other Faculty
   Comments: ________________________________________________
             _______________________________________________________

INTRO: Thank you for taking the time to talk with me today. I think you have received some information about our project — but before we start, do you have any questions I could answer? ____________________________________________

______________________________________________________________
Some of these questions may include details that you have no reason to know about. Is there someone else you can refer me to for that kind of detail – someone most familiar with the mathematics classes for elementary teachers?

Name ___________________________________
Just let me know if anything I ask you would be better asked of that person.

4. Is your university’s academic calendar on
   □ a. Semesters
   □ b. Trimesters
   □ c. Quarters
   □ d. or some other system. Can you describe the organization of the calendar, then? __________________________________________

5. We were looking at your Web site and found that you graduate about _____ elementary ed students per year. Does that sound about right to you?
   □ Yes, that is right
   □ No, that is not right.

Can you estimate approximately how many elementary ed students graduate each year from your undergraduate program?
_______
Comments:
____________________________________________________
________________________________________________________________
________________________________________________________________

6. Do members of your department serve on a committee that determines what mathematics courses are part of that certification program?
   □ a. Yes
   □ b. No

If not, do you know how that is determined?
________________________________________________________________
________________________________________________________________
________________________________________________________________
7. I’d like to ask you about your department’s collaboration with the school or college of education. On a scale of 1 to 4, with 1 being NO COLLABORATION and 4 A GREAT DEAL OF COLLABORATION, How close is the collaboration for

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<th>1. LOW</th>
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<th>4. HIGH</th>
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<tbody>
<tr>
<td>a. Planning the content of specific mathematics courses</td>
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<td>b. Designing overall curriculum for prospective elementary teachers</td>
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<tr>
<td>c. Teaching together</td>
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<td>d. Coordinating methods and content courses</td>
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<td>e. Collaborating on research</td>
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</table>

Comments on Collaboration with Education

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

8. Does your department offer classes that are designed specifically for prospective elementary teachers?
   a. □ Yes
   b. □ No

Comments

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If Yes, go to 9a
If No go to 9b
9a. We learned from your WEB SITE, that you offer these courses:
   Course 1: ________________________
   Course 2: ________________________
   Course 3: ________________________
   Course 4: ________________________
   Other courses: ________________________
   ________________________

Are these the courses designed for elementary education majors?

a. □ Yes
b. □ No

If yes, go to 9c. If no, ask for the right courses and make corrections above.

9b. Since you do not offer courses specifically designed for elementary teachers, can you tell me the courses they are required to take, or most likely to take?
   Course 1: ________________________
   Course 2: ________________________
   Course 3: ________________________
   Course 4: ________________________
   Other courses: ________________________
   ________________________

9c. Are these courses sequential, taken in a specified order with each prerequisite for the next?
   a. □ Yes
   b. □ No
   Comments:
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

9d. Is there a prerequisite before students can take these courses?
   a. □ Yes
   b. □ No
   If Yes, please describe the prerequisite(s): ________________________________
   ___________________________________________________________________

10. Do you have different requirements for students preparing to teach early grades for those planning to teach later grades?
    a. □ Yes
    b. □ No
If Yes, please explain the differences, especially in the math courses they take. :
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

11. Which of these courses is the first course required for elementary education students, (or the first one most of them are likely to take if specific courses are not required)?
Name and Number of Course A: ________________________________

Let’s talk about some of the specifics of that course. Are you offering more than one section of COURSE A for pre-service K-8 teachers in the 2006-2007 school year?
a. ☐ Yes  
b. ☐ No
(If yes, go to 12. Otherwise, go to 17.)

12. Is there a designated departmental coordinator or faculty advisor for these sections of COURSE A?
a. ☐ Yes  
b. ☐ No
(If yes, go to 13. Otherwise go to 15.)

Comments:
___________________________________________________________

13. Can you tell me about that person? What is his/her position in the university/college?
Choose one.
a. ☐ Professor  
b. ☐ Associate professor  
c. ☐ Assistant professor  
d. ☐ Postdoctoral appointment  
e. ☐ A full-time faculty member who holds a visiting appointment in your department
f. ☐ A full-time faculty member without a doctorate who is not listed above
g. ☐ A full-time faculty member with a doctorate who is not listed above
h. ☐ A part-time faculty member  
i. ☐ A graduate teaching assistant
j. ☐ Other/comments: _____________________________________________

Comments:
___________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________
14. Can you give me the name of the course coordinator or faculty advisor for possible follow-up?
Name: ________________________________________________________________

15. If you know, do all sections of COURSE A use common assessments, such as a common final exam?
   a. ☐ Yes
   b. ☐ No
   Comments: :
   ____________________________________________________________________

16. In the Course A, what is the overall format?
   ☐ a. Common lecture with sections
   ☐ b. Individual sections of the same class, but no common lecture session
   ☐ c. Other ____________________________________________________________
   Comments: ____________________________________________________________________

17. Do all sections use the same textbook? (for a single section, which textbook is use?)
   a. ☐ Yes
   b. ☐ No
   Comments: ____________________________________________________________________

18. Which textbook is used as the primary textbook for COURSE A ?
Is it one of the following? *(read authors or publishers if necessary)*


O. □ Other Please specify:

Comments
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

19. Is there an established departmental syllabus for COURSE A?

a. □ Yes

b. □ No

Comments: :
20. What, if any, are the qualifications for teaching COURSE A?

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

21. I have some questions about who teaches COURSE A. How would you best describe how instructors are assigned to COURSE A? Let me read you some options we have found to be common (check any that apply)

a. Does the same person/people teach it every year? ☐

b. Is the course is routinely assigned to individuals new to the department, such as new faculty or new graduate students? ☐

c. Do individuals apply to teach the course through an application process? ☐

d. Does responsibility for teaching this course is rotated through members of the department? ☐

e. Or is there some other way of assigning this course that I haven’t mentioned? Please explain:

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

Comments:

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

22. How difficult is it to find instructors for COURSE A?

☐ a. Easy

☐ b. Somewhat difficult

☐ c. Very difficult

☐ d. Could not fill the vacancy

Comments: :
23. What is the main source of difficulty in finding instructors for COURSE A?

☐ a. Not enough qualified instructors
☐ b. Not enough willing instructors
☐ c. Scheduling conflicts
☐ d. Other

If Other please explain:

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

24. From your perspective as (Chair) how much control do instructors of Course A have over the class? I’ll ask you about 8 aspects of the class, and if you could respond with a number from 1 to 4, where 1 is no control and 4 is complete control. That is, a 4 means that the instructor is entirely free to determine that aspect of the class.


<table>
<thead>
<tr>
<th></th>
<th>Course content/topics to be covered in course</th>
<th></th>
<th>Selecting the sequence in which topics are covered</th>
<th></th>
<th>Organization of course</th>
<th></th>
<th>Specific textbooks/materials to be used</th>
<th></th>
<th>Writing the syllabus</th>
<th></th>
<th>Deciding on methods by which to assess students</th>
<th></th>
<th>Determining content of student assessments</th>
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<th>Deciding how much weight to give to various forms of assessment</th>
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</table>
25. During which year of their college careers are your pre-service K-8 teachers most likely to take COURSE A?
   □ a. Freshman
   □ b. Sophomore
   □ c. Junior
   □ d. Senior

Comments
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

26. What percentage of the students in COURSE A had higher level math, such as trigonometry or calculus, in their high school education? If you are not sure, please give your best estimate.
   □ a. 0-25%
   □ b. 26-50%
   □ c. 51-75%
   □ d. 76-100%

Comments
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

27. What percentage of the students in COURSE A have taken or will take Calculus in college? Again, if you are not sure, give your best estimate.
   □ a. 0-25%
   □ b. 26-50%
   □ c. 51-75%
   □ d. 76-100%

Comments
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

28. Courses:
<table>
<thead>
<tr>
<th>Course #</th>
<th>Title and Enrollment expected for 06-07</th>
<th>Primary Content Area</th>
<th>Other Content Areas</th>
<th>How many sections taught by:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Data and Statistics</td>
<td>Number and Operations</td>
<td>Problem solving</td>
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<td>A</td>
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Comments: _________________________________________________________________________________
29. Now I’d like to get information about who will be teaching these classes – particularly Course A – this fall. We would like to contact these instructors and ask them to participate in the research. Of course, they are free to decline and we will follow our IRB procedures about contacting them so as not to put pressure on them in any way.

<table>
<thead>
<tr>
<th>Line number</th>
<th>Instructor's Name</th>
<th>Position</th>
<th>Department</th>
<th>Course</th>
<th>Term</th>
<th>First-time</th>
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<tbody>
<tr>
<td></td>
<td>Please list all instructors of this mathematics course.</td>
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<td>If an instructor will teach more than one section of this course this year, please list him/her for each time they will teach the course.</td>
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Comments:

ME.ET Project  Page 12  10/4/06
(DO #30 if it seems appropriate. NOTE: I HAVE NOT DONE THIS IN ANY CASE SO FAR – BY THE TIME WE TALK TO THESE PEOPLE, THEY HAVE ALREADY SPREAD THE WORD AND THIS SEEMS UNNECESSARY. SO, USE YOUR JUDGEMENT HERE. Otherwise skip to 31.)

30. There is one more thing I would like to ask you for. We would like for instructors to know that you would find it acceptable for them to participate in this research. If you are willing, it would be helpful for you to give us a very brief letter of endorsement, simply stating that they are free to participate if they choose to do so. I have written a short paragraph that I can send you via email. If you are willing to do this, we would include this document in our correspondence with instructors, as part of the consent process.

Can I send you this sample letter?

If yes, I can send it by email. What address should I use?

Address:

Comments:

31. Thank you so much for taking time to talk with me. I really appreciate your help with this project and hope we will have some interesting results to report in the near future. Please let me know if you have any questions or comments about what we are doing.