**Oral History Interview Outline: A description of methods, including details of data collection, including how information will be recorded**

*Recruiting Interviewees*

Contact the interviewee by telephone or email and arrange the interview. Follow up and schedule an interview. Interviews may take place at homes or, if subject prefers, come to Keene State and meet in a room in the Mason library. Interviews will be approximately one hour in length. The final interviews will be edited to roughly fifteen minutes.

*Advance Preparation for Interviews*

Questions will be organized using the following guidelines: a) establish rapport, b) explain to the subject the purpose of the interview and how it relates to the project.

By email or paper, will give the subject a written overview of the project, and explain that with their permission would like to record the interview and use on a public web site. If they agree, they will be invited to sign a release form.

*Starting the Interview*

Will ask the subject to state his/her name and spell it

Will ask for date of birth.

Will ask where subject grew up.

Will ask when subject enrolled in the College.

Will ask what subject studied (academic major and/or minor).

Will ask year subject graduated and the degree (BA, BS, MA).

*Outline of Questions for Open-Ended Interviews*

Describe the ways you and/or your female colleagues participated in the life of the College?

Describe when or how you and your women colleagues shaped the experiences of students at the College?

Describe an experience when you and/or your female classmates felt empowered during your time at Keene State College?

Describe an experience when you and/or your female classmates felt as if you were disenfranchised during your time at Keene State College?

Were there social issues and/or movements during your time in College that affected your experience as a student?

What curricular and co-curricular opportunities were available for women students?

How did you choose your major or field of study? Or was it chosen for you? Do you think gender roles influenced what you chose to study?

How did you choose your major or field of study prepared you for what you did after College and/or your career?

Is there anything else you would like to add that will help all of us better understand the experiences of women as students at Keene State College?

*Following the Interview*

Will send a thank you note to each interviewee and a promise to share the final product when the web site is complete.

Will listen to the tape and make a transcript.

Will edit the audio for presentation on the web site.