

Semi-structured interview guide for an online interview of course instructor(s)¹ (the interview is conducted after the evaluation results are sent to the instructor(s)):

(Before the interview starts, interviewer introduces herself /himself)

A. Introduction of the purpose of the interview

Interviewer: The purpose of this interview is to receive your feedback on your teaching experience in the course X. We are especially interested to learn how to improve our support of your teaching and make your experience more enjoyable. The key results of the interview will be summarized and sent to you first for your approval before being shared with the IPSDS team.

B. Making sure that the evaluation report was clear and comprehensive

1. Is there anything in the provided evaluation report that was not clear to you and requires additional clarification?
2. Is there anything that you would like us to add to the evaluation report (e.g., additional summary or comparison) or to the evaluation questionnaire?

C. Discussion of the teaching experience

3. How would you describe your overall experience in teaching this course?
4. Is there anything that you would like to change in the course (e.g., updating material, assignments, structure, etc.)? If yes, what is it and how do you plan to proceed with the change?
5. (If there is a problem indicated in the evaluation, the interviewer should discuss it here: ask about instructor(s)' perception of the problem and (if they consider it to be a problem) a possible solution)

D. Feedback on IPSDS support of the instructor(s)

6. Is there anything that we (IPSDS) can do to improve our support of your teaching?

E. Additional Comments

7. 7. Is there anything else that you would like us to know with respect to the course and your teaching experience?
8. 8. (If it is known that the instructor(s) will continue teaching the future, the interviewer should discuss scheduling the next run of the course: start and end date as well as the time and date of the online discussion section)

(At the end of the interview, the interviewer thanks the instructor(s) and reads aloud the discussed action items (e.g., action item can be sending the summary of the interview to the instructor(s)).

¹ If a course is taught by more than one instructor, the interview is conducted with the entire team or with each instructor separately (depending on the preferences and availability of the instructor(s)).