



Interviewer Manual

Overview of the research protocol

1. Preparation before meeting with the participant
2. English consent form
3. English interview
4. Cuestionario sociodemográfico
5. Spanish interview
6. BLP
7. Save files, backup, field notes

Before meeting with the participant

1. When making an appointment with the participant, consider the following things:
 - a. Make sure that you block out 2 hours of your own time. The study alone takes 1.5 hours and you will need enough time to first set up the recording devices and the materials, and then after the study ends, save files and finish note-taking, etc.
 - b. The interview should take place in a quiet room without any other people. Also, to avoid echo, the room should be FURNISHED. Keep this in mind when deciding the location.
2. Once the time and location are set, send a confirmation email/text to the participant.
3. Send a reminder the day before the interview.
4. The batteries are rechargeable. Make sure the batteries are fully charged.
5. FAMILIARIZE YOURSELF WITH THE INTERVIEW QUESTIONS! Prepare some follow-up questions in case the participant only gives short answers.
6. Things to bring on the day of the interview: (a) head-mounted microphone, (b) recorder + fully charged batteries + USB cable, (c) consent form, (d) interview questions in Spanish/English, (e) BLP + additional language questionnaire, (f) a pen and (g) a gift card to give to the interviewee after completing the interview (\$25).

Interview procedures

1. Before recording, talk for a little while with your participant, make him/her feel comfortable.
2. Ask for cellphones to be either turned off or silenced.
3. English consent form
 - Explain to your participant that it is just a formality. It is very important to make sure your participant doesn't see this as a formal situation.
 - Each participant will receive an alphanumeric code of [UC_Campus]_[interviewer code+number]_[participation order]. When analyzing data, we will use these codes instead of participants' real names to protect their identity.



[UC_Campus]: UCSC, UCLA, UCB
[interviewer code+number]: initials+number
[participation order]

For example, the first UCLA participant who is interviewed by JK1 would get the code "UCLA_JK1_1."

- Write the code on the top right of the consent form and explain to the participant that we are going to use the code instead of their name to protect their identity. You will use this code for all paper documents and when naming the electronic files.
 - Briefly explain the study procedures and answer any questions the participant may have.
 - Give the participant enough time to read through the consent form.
4. While the participant is reading the consent form, set up the recorder.
- Make sure that the room is furnished and quiet. Close any doors and windows, and turn off the air conditioner/fan and any other electronic devices that may cause even small background noises. Do not allow other people in the room.
 - Connect microphone to the recorder port #1 (see picture below).
 - Turn on the recorder. Make sure the red light is on "MTR", "Folder 1", and "1" (see picture below).
 - DO NOT START RECORDING YET.



5. Once the participant is done reading the consent form, ask if they have any questions. Tell them to sign, date, and put initials on the bottom of the page. You don't have to explain in detail at this point. Tell the participant that you will explain in more detail as you go.
6. Put the microphone around the participant's ears. The microphone should be 2 inches (approx. 4 finger length) away from the mouth. Make sure the microphone is correctly positioned (see below).



MuHSiC

MULTILINGUAL HISPANIC
SPEECH IN CALIFORNIA



- Press the “REC” button once to ensure that the microphone is capturing the voice. The button will start blinking and the first soundbar on the screen will fluctuate.
- Press the REC button again to start recording. The button will turn solid red (see picture below).



7. English interview

- Make sure the REC button is solid red.
- Use the **Sociolinguistics interview questions (English)**
 - Hide the printed out questions behind the folder so that you can glance at them when needed, but not in an obvious way that will make the interview feel too scripted or formal. The key is balancing quick glances at the next question with maintaining eye contact and facial engagement with the participant as they are speaking.
- The interview should follow a normal conversation flow.



MuHSiC

MULTILINGUAL HISPANIC
SPEECH IN CALIFORNIA

- Be engaging (but don't exaggerate) and ask follow-up questions if the participant answers in short phrases.
- It is completely fine if you do not cover all questions and if the conversation diverts to different topics.
- Remember, the goal of the interview sections is to elicit naturalistic speech. It is important that participants speak comfortably.
- DO NOT obviously read questions during the interview. You do not want to make this seem like a formal interview, so scan the question that is coming up next beforehand so you can ask it naturally and without having to read. Keep the questions hidden to the participant!
- Also, DO NOT take notes during the interview. Take mental notes about what the participant says and how the participant says it (e.g., speech style, intonation, gestures) and write them down in the Field notes AFTER THE INTERVIEW (while the participant is filling out the cuestionario sociodemográfico).
- Once you have reached **35 min of the interview** and the participant has finished answering the question press the STOP button.

8. Cuestionario sociodemográfico

9. Spanish interview

- Use the **Sociolinguistic interview questions (Spanish)**
 - Hide the printed out questions behind the folder so that you can glance at them when needed, but not in an obvious way that will make the interview feel too scripted or formal. The key is balancing quick glances at the next question with maintaining eye contact and facial engagement with the participant as they are speaking.
- Press the REC button twice and start recording (make sure the button turned solid red).
- Ask questions that are relevant to the participants. Participants come from different backgrounds and some questions may not apply to them or may make them feel weird. Remember, the goal of the interview sections is to elicit naturalistic speech. It is important that participants speak comfortably.
- DO NOT obviously read questions during the interview. You do not want to make this seem like a formal interview, so scan the question that is coming up next beforehand so you can ask it naturally and without having to read. Keep the questions hidden to the participant!
- Also, DO NOT take notes during the interview. Take mental notes about what the participant says and how the participant says it (e.g., speech style, intonation, gestures) and write them down in the Field notes AFTER THE INTERVIEW (while the participant is filling out the BLP).
- Once you have reached **35 min of the interview** and the participant has finished answering the question. After completing the interview, press the STOP button.

10. BLP (in whatever language they want)

- Ask the participant to fill out the BLP in the language of their choice.



11. While the participant is completing the BLP, complete the “Interviewer Field Notes.”

12. Subject payment log

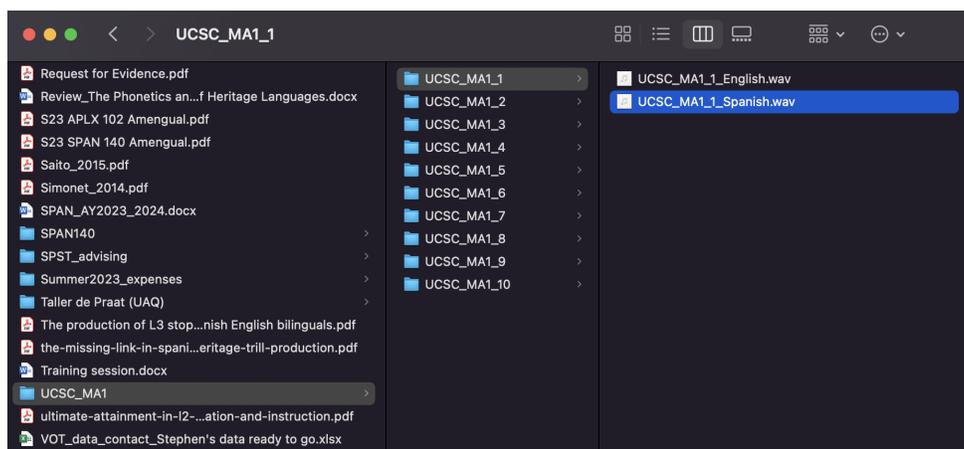
- a. Ask the participant to add the date and their initials to the Subject payment log
- b. Give the participant the \$25 Amazon gift card
- c. Thank the participant and say goodbye!

Immediately after the study: Data management protocol

- Complete the Participant Profile on Google Drive:
[\[https://drive.google.com/drive/u/1/folders/1BFQcXOPfkAgajg8-yL33ndtpGL8i1zVC\]](https://drive.google.com/drive/u/1/folders/1BFQcXOPfkAgajg8-yL33ndtpGL8i1zVC)
- Connect the recorder to your laptop using the USB cable.
- Open the sound files in Praat to check whether the interview has been successfully recorded.
- For each participant, you will have 2 audio files. If multiple tasks are saved in a single recording, don't panic! What's important is that all the data is there.
- Make a copy of the files and save them in a folder in your computer.
- Rename each file using the following format: [participant code]_[task: Spanish/English]

For example, the Spanish interview will be named “UCSC_MA1_1_Spanish.wav”

The English interview will be named “UCSC_MA1_1_English.wav”



- Upload the entire folder for each participant including the TWO sound files (for example: “UCSC_MA1_1_Spanish.wav” and “UCSC_MA1_1_English.wav”) to the Google Drive folder:
[\[https://drive.google.com/drive/u/1/folders/1BFQcXOPfkAgajg8-yL33ndtpGL8i1zVC\]](https://drive.google.com/drive/u/1/folders/1BFQcXOPfkAgajg8-yL33ndtpGL8i1zVC)



MuHSiC

MULTILINGUAL HISPANIC
SPEECH IN CALIFORNIA

Drive Search in Drive

[+ New](#)

- Priority
- My Drive
- Shared drives
- Shared with me
- Recent
- Starred
- Trash
- Storage
49.79 GB used

My Drive > Multilingual Hispanic Sp... ▾

Drop files here
or use the "New" button.