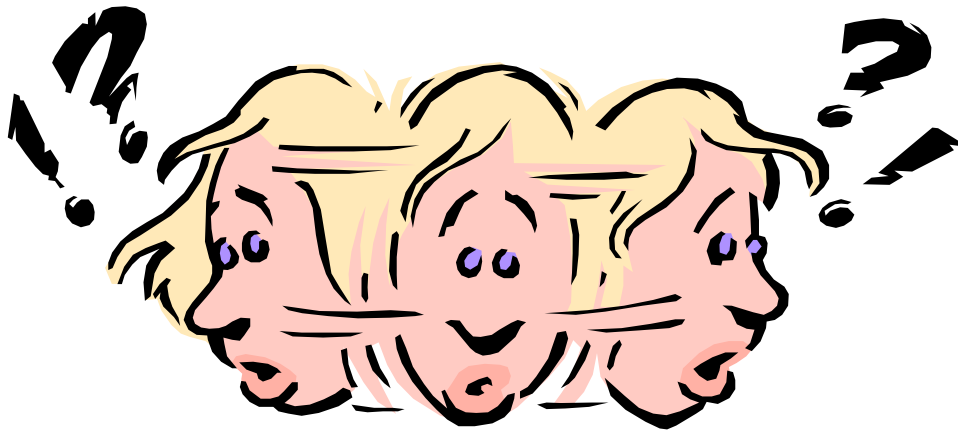


# Extended Portfolio Handbook

2006 to 2008





## The Extended Portfolio HL only, 10%

### Introduction

The extension to the portfolio consists of an interview undertaken to investigate an issue raised in one of the portfolio pieces. The student will be expected to relate results of the interview to their research in the original portfolio piece. The structured interview can be conducted using a range of methodologies such as personal interview, responses by e-mail, phone or fax. Where appropriate, students may wish to conduct more than one interview and compare the different perspectives.

**The original portfolio is considered the theory of the situation by analyzing news articles and information about an issue, whereas the extended portfolio is a look at a real life situation.**

### Requirements

The portfolio extension should be 800–1,000 words in length. The word limit does not include the appendix. It consists of a report and an appendix that contains the questionnaire and the summary of the interview(s) (transcript with questions and answers, summary of responses, quotes). The student may determine the most appropriate format for reporting the interview. The summary of the interview must include a header with the name of the person interviewed, qualification/ position, name/address of organization, date/place of interview.

As a result of the interview, the student may wish to interview up to two other individuals who are knowledgeable about the issue and may contribute supportive or conflicting views. Full transcripts are not necessary. The student should provide fully referenced summaries and quotes to support their findings.

If the portfolio extension is obviously greater than the word limit, the external moderation will be based on the first 1,000 words.

### Presentation

The portfolio extension includes:

- coversheet that clearly identifies the portfolio title and the issue being addressed
- report addressing assessment criteria N–R
- appendix containing the summary of the interview(s).

The report must be written using the criteria headings N–P.



## Description

Students must extend one of their portfolio pieces to include primary and secondary research into either a global or a local interaction in the form of a local interview/global interview, for example via chat/e-mail.

The portfolio extension should be 800–1,000 words in length.

The word count does not include the cover page, appendix or bibliography.

The questionnaire must be created by the student and approved by the teacher.

Students must record the interview(s) in order to produce a transcript or summary.

The student can determine the most appropriate format for reporting the interview(s), for example, transcript with questions and answers, summary of responses, quotes.

Where appropriate, students may wish to conduct more than one interview and compare the different perspectives. In this case, full transcripts will not be necessary.

The student should provide summaries and quotes to support their findings. These must be included in the appendix together with the questionnaire(s).

Students must include a cover sheet that clearly identifies: portfolio title; issue being addressed; date completed; word count; and candidate name.

The report must be written using the criteria headings N–P. This method enables students to present their work in a structured and coherent way.

## Process

1. Choose one of the three portfolio pieces to be submitted for moderation.
2. Complete the portfolio extension proposal.
3. Decide on the most suitable interviewee(s).
4. Establish contact (via letter) to determine their willingness to be interviewed.
5. Establish the place, date and time of the interview.
6. Design the questionnaire (10–15 open and probing questions).
7. Test the questionnaire with an appropriate person and refine it as necessary.
8. Provide the interviewee(s) with the questions in advance.
9. Confirm the time, date, place and method of recording the information.
10. Complete the interview(s) and record the responses. Obtain a follow-up contact number or e-mail address from the interviewee(s).
11. Transcribe/summarize/quote (or a combination, as appropriate) the interview(s) and make contact with the interviewee(s) to clarify any questionable areas. A transcription header must be included: name of person interviewed; qualification/position; name/address of organization; date/place of interview; and method of recording interview.
12. Follow up the interview(s) with a letter of thanks and offer a copy of the final report.
13. Analyze the data collected.
14. Write a draft with an appendix including the questionnaire and the transcript(s) of the interview(s).
15. Complete a self-check using a checklist based on the assessment criteria.
16. Submit the draft to the teacher for comments.
17. Refine the draft according to the teacher's comments.
18. Write the final report. Include the cover page, bibliography and appendix.



---

## Frequently Asked Questions

- **How many people should be interviewed?**

Students are encouraged to interview more than one person. Interviewees should represent alternative viewpoints.

- **Who should I interview?**

Look at school to see if there experts in a particular field. Or for medical expertise try your family doctor or dentist or try family contacts.

- **Is the report written under criteria headings?**

Yes. The report must be written under the criteria headings N–P.

- **What methods can be used in the interview process?**

Some suggestions include personal interview, e-mail, online chat, telephone, fax or a combination of these.

- **What methods can be used to report the results of the interview?**

A hard copy of the transcript must be included in the appendix. This could be a full transcript with questions and answers, or a summary of responses or quotes.

- **Should the teacher comment on drafts?**

The teacher is encouraged to comment on one draft but should not heavily annotate or edit it.

- **Should the teacher write comments on the finished piece?**

Teachers are encouraged to justify their marks in pencil in order to facilitate the moderation process.

- **Is there a penalty for exceeding the word limit?**

If the work is obviously greater than the word limit, the external moderation will be based on the first 1,000 words.

- **How is the portfolio piece selected?**

The portfolio extension must be chosen from one of the three pieces submitted for external moderation.

- **What criteria should be used to justify the choice of interviewee?**

The interviewee must be over 18 and well qualified in the chosen area.

- **What types of questions are suitable to ask the interviewee?**

Questions should be well-structured, open questions rather than closed, allowing the interviewee to expand on the responses.

- **What should guide our choice of questions?**

Students should ask questions under each criterion in the original portfolio piece e.g. questions to find out more about the issue that was theoretically raised, the actual impact of the issues on the stakeholders; the technology actually being used in the real life situation and questions related to the problem and solution.

- **How many questions should be asked in an interview?**

The suggested number is between 10 and 15.

- **Are citations expected within the report?**

To gain full marks the student should cite evidence from the portfolio research and interview transcript(s) using a recognized referencing method.

- **Is it necessary for students to record the interview using video or audiotape recorders?**

This is not a requirement, but may be useful when producing the transcript. However, the interviewee should be asked for permission before any recording is made.



---

## CONDUCTING INTERVIEWS Guidance

### Practical Advice:

To pace the interview, place a small clock or watch on the table and refer to it inconspicuously.

To develop rapport use a firm handshake, be an active listener, establish good eye contact and talk in a pleasant tone of voice.

Use small talk to begin but don't get sidetracked from your purpose

The more talking the interviewer does, the less information will be gained.

The opening of an interview has 3 goals: to make the interviewee feel welcome and relaxed, to provide the interviewee with a sense of purpose, and to preview some of the major topics to be covered.

The interview is about the interviewee, not about you.

Don't rely on your memory - ask if you can record the interview. Verify the tape is working throughout.

### The Interview

Introduce yourself

Explain the purpose of the interview and why you selected the interviewee Indicate how long you expect the interview to take

Discuss confidentiality and how the information will be used

List the topics to be discussed in the order you plan to discuss them

For each topic list primary questions and potential follow-up questions Be sure the topics are in a logical order

Ask the interviewee if there are any questions

### Conclusion:

Let the interviewee know the interview is coming to a close Summarize the main points

Ask for any additional information if there is time Ask if there are any questions Thank the interviewee

Provide information such as email .address so you can be contacted if necessary.

### Questions:

Questions should be open-ended to allow the interviewee to choose the answers Keep questions neutral so you don't influence the answer

Don't react to responses - don't appear surprised

Keep questions clear

Move smoothly between topics - 'having covered I would like to move on to...' Try and keep the interviewee on track.

### Primary vs. Probing Questions:

Primary: introduces a new topic

Probing: intended to elicit elaboration

### References

McNamara, C. 1999 General Guidelines for Conducting Interviews,

<http://www.maono.ora/librarv/evaluatn/interview.htm> [4th November 2004] Sterk, Sandra ITGS Workshop

Tubbs, S. and Moss, S. 2000, Human Communication. 8th ed. McGraw Hill.



## Assessment criteria for the HL portfolio extension

The portfolio extension is assessed against five criteria that are related to the objectives of the HL ITGS course

Criterion N	Discussion and analysis of the interview	3 marks
Criterion O	Reflection on the interview	4 marks
Criterion P	Projection of broader implications from the interview and portfolio research	4 marks
	Interview process	7 marks
	<ul style="list-style-type: none"><li>• Appropriateness of the choice of the interviewee</li></ul>	
Criterion Q	<ul style="list-style-type: none"><li>• Appropriateness of the interview questions</li><li>• Comprehensive record of the interview(s)</li></ul>	
Criterion R	Quality of communication	2 marks
	Total	20 marks

### N Discussion and analysis of the interview

Level 0 Descriptor The student has not achieved level 1.

1	The student describes the interview and refers to the summary of the interview.
2 3	The student discusses the interview and refers to the summary of the interview with some analysis. The student discusses the interview and refers to the summary of the interview with extensive analysis.

### O Reflection on the interview

Level	Descriptor
0	Level 1 is not achieved.
1	An attempt has been made to relate ideas arising from the interview to the portfolio research.
2	There is some reflection on ideas arising from the interview and applied to the portfolio research with supportive examples.
3	There is an extensive reflection on ideas arising from the interview and applied to the portfolio research with supportive examples.
4	There is an extensive reflection on ideas arising from the interview and applied to the portfolio research with supportive examples and new relationships are established.

## P Projection of broader implications from the interview and portfolio research

Level	Descriptor
0	The student has not achieved level 1.
1	An attempt has been made to project implications as a result of the interview or the portfolio research.
2	There is some projection of implications as a result of the interview or the portfolio research.
3	There is some projection of implications as a result of the interview and the portfolio research with supportive examples.
4	There is an extensive projection of implications as a result of the interview and portfolio research with supportive examples.

## Q Interview process

Level	Appropriateness of the choice of the interviewee
0	The choice of interviewee is not appropriate.
1	The choice of interviewee is appropriate.
Level	Appropriateness of the interview questions
0	There is no record of the interview questions.
1–2	The interview questions are partially appropriate.
3	The interview questions are appropriate.
Level	Comprehensive record of the interview(s)
0	There is no record of the interview(s).
1–2	There is a partial record of the interview(s).
3	There is a comprehensive record of the interview(s).

## R Quality of communication

Level	Descriptor
0	The student has not achieved level 1.
1	The student expresses arguments in a coherent or structured manner.
2	The student expresses arguments in a coherent and structured manner.



## Portfolio Extension Checklist

<b>Before the Interview:</b>	
Was the piece chosen from one of the three final portfolio pieces?	
Have you made initial contact with your interviewee to gain cooperation before you send them the questionnaire (via telephone, e-mail or face to face)	
<b>The Interview:</b>	
Is your interviewee suitably qualified to answer questions on this topic?	
Is the interviewee over 18 years old?	
Do you have 10-15 questions?	
Are the questions taken from each area of the portfolio A - D	
Are your interview questions open ended	
Do you have more than one interviewee – with an apposing view?	
Have you tested your questionnaire with your peers?	
Has your teacher checked the questionnaire?	
If you have checked all of the above – you are now ready to do the interview	
Have you conducted the interview and noted down all of the replies.	
<b>After the Interview:</b>	
Have you typed up your transcript	
At the top of the transcript have you included Name; Qualification or position; Name of Co and Date/Place of Interview	
<b>Report:</b>	
Has the report been written up under criterion headings Introduction N, O P?	
<b>Introduction:</b> Does it state the issue and the stakeholders (as identified in Section C, including the interviewee(s) Should be around 100 words.	
<b>N:</b> Have you given a background	
Have you explained how you did the interview?	
Have you summarized/combined responses from who you interviewed	
<b>O:</b> Have you compared the interview responses with the original portfolio	
Have you found similarities and differences?	
Have you found supporting or opposing views on the issue? E.g. quotes from the interview or citations from the portfolio	
Have you included several comparisons?	
<b>P:</b> Have you explained new future implications of these issues?	
Is your projection a new idea?	
Have you supported your projection with examples?	
<b>Documentation</b>	
Does the cover sheet include Portfolio title, bibliographic details of the news item, date the report was completed, issue being addressed, word count, candidate name and number and center name and number?	
Have you included a formal bibliography?	
Does the bibliography include the original news item from the portfolio	
Is the report word-processed, clearly set out and spell checked?	
Have you formally cited your evidence from the portfolio research and interview scripts	
Have you checked that you are within the word limit 800-1000?	
<b>Appendix</b>	
Have you included the questions of the interview?	
Have you included the full transcript of the interview?	
Have you included any summaries of other interviews?	





# ITGS



---

---

## Portfolio Extension Proposal

STUDENT NAME:

TITLE OF PORTFOLIO:

AREA OF IMPACT:

NEWS ITEM:

---

---

---

---

---

---

Author, title, publication, date

CHECKLIST:

Is this one of the 3 portfolio's to be finally submitted?

Identify the main issue to be investigated?

Identify an interviewee representing the main viewpoint?

How can you interview this main person?

(e.g. face to face meeting, email, phone, chat, fax or other)

---

---

---

---

---

APPROVED:

DATE: