PART A Directions:
You will interview an educator (teacher, counselor, or a librarian) to identify which types of software products are used administrative tasks, such as writing reports, maintaining grades and attendance. You will also identify which technologies are used for the students in the classroom.

In a minimum of two pages, write your interview report in the narrative format. Add your own summary paragraphs detailing how your view using technology in the classroom has or has not been changed as a result of what you learned from the interview.

Suggestions:

- You may interview any teacher at any level (elementary, middle, secondary, adult), except at the college level.
- If you don’t know the instructor already, introduce yourself and explain why you are requesting the interview.
- Include the name and school of your interviewee.
- Be sure to be on time for the interview. Have your questions ready and take accurate notes. You may wish to tape record the interview but be sure to get your interviewee’s permission first.
- You may interview the teacher face to face, over the phone or via email.

TEACHER INTERVIEW QUESTIONS
Develop three additional interview questions to ask the teacher. (List the questions and the responses at the end of your paper).

1. What kind of educational software is used for student learning and for administrative use, as grading, report writing, etc?

2. Which software products do you find most effective in the teaching and learning process?

3. Did you enroll in professional development classes to learn how to use the software? Or did you learn how to use the software on your own?

4. How much time do you spend on teaching the students how to use the software products?
5. Do you feel that there is a digital divide in your school or in the school system? Please elaborate. If yes, what do you feel needs to be done to decrease the digital divide or technology gap in schools?

6. Do you feel that technology interferes with teaching and learning in the classroom?

7. What are your suggestions to improve the use of technology in the classroom?
PART B
ADMINISTRATOR INTERVIEW

Directions: Identify a school in the Clark County School District and interview an administrator (principal, assistant principal, dean or the ECS (education computer strategist) to answer the following questions. In a minimum of two pages, report your interview in a narrative format. Include three additional interview questions and the responses at the end of your paper.

1. Does the school and the district have a technology plan? Who creates the plan and how are they related to each other? What are some of the items included in the technology plan? (Review the school’s website)

2. How are decisions made as to which technologies should be purchased and where they should be placed in the school?

3. If a teacher would like a technology for their classroom, what is the process they must follow to purchase it?

4. If a problem arises with a technology in the classroom, who does the teacher turn to for support? How long does it usually take to get a problem resolved?

5. What kind of professional development courses or workshops are available for teachers to learn how to use hardware and software? How often are they offered to teachers?

6. Is there a technology committee active in the school? What input does it have on technology decision-making?

7. Are there any events or activities that involve the community with the school’s technology?

8. What are the school’s best features related to technology in learning? What is the school’s greatest problem or challenge?

9. Do you feel that a digital divide exists among schools in the school district?

10. How can the schools and teachers ensure that all students have an equal opportunity to learn how to use computers while enrolled in school?