

## Appendix 6

# GUIDELINES FOR CONDUCTING INTERVIEWS

The evaluation process involves two steps:

**1)** Each of the consortium partners revised past and current educational programs in secondary school and university education in three European countries assigned according to the links maintained with other EU countries. The programs were selected with the following selection criteria:

- Information about program is available (on internet)
- The program has been put in practice
- The program is well-established and recognizable
- The programs represent secondary schools, universities or both.
- The programs represent different time spans (short/long term).

To conduct the evaluation, each partner used the evaluation form and follow the instructions to fill the form. After the data was collected, the partners delivered the data to PEEP.

**2)** Of the programs covered in step one, PEEP selected the top 25% performing programs. The selection is based on the scores in the evaluation form. After that, PEEP coordinated the conduct of interviews with the selected high performing program organizing institutions. The interviews aimed at collecting insightful information to identify five reference entrepreneurial training models on secondary education and five exemplary models of university education.

Finally, PEEP developed a report on good practices in cooperative entrepreneurial education training models in Europe. The good practices can be recognized analyzing quantitative data from questionnaires together with the gathered qualitative data. This report contains guidelines on key success factors of cooperative entrepreneurial programs, detailed information on the successful training models identified as good practices, as well as a conclusion on context, identified gaps, tendencies and innovative ideas regarding the future of cooperative entrepreneurial education models. The guide is available online on the project's website and will be disseminated through the projects social media channels.

Instructions for data gathering through interviews (see next page)

**INSTRUCTIONS FOR DATA GATHERING THROUGH INTERVIEWS**

**First contact with the informant and before the meeting:**

- contact the course/program stakeholder
- present the ECOOPE project in a nutshell and tell what kind of information of the courses and/or programs are needed and why (= to find good practices). Furthermore, highlight the three key elements in the project:
  - youth unemployment and employability
  - co-op
  - entrepreneurship education
- How is the confidentiality of the discussion? How is the data used?
- Set an hour and a half meeting with him/her
- Book a quiet meeting place, recording is needed
- Acquire a digital recorder and learn how to use it. Do some tests with the voice and learn how to download the recording afterwards
- Agree beforehand with the stakeholder about the used language. If not in English, contact to make sure the transcribed data is in suitable language and/or agree on who will do the translation if needed

**Just before and during the meeting:**

- Take a recorder and notes with you
- Do your best to create a peaceful but relaxing atmosphere
- Record the discussion, but before starting, let the informant know the purpose and use of the record (to transcript the data gathered, to make sure all relevant information is clearly understood and interpreted)
- Check the confidentiality with the project partners (see above)
- Take notes while discussing: you can't write down all (but record it and transcript afterwards)
- Use the questions (below) as a frame in your meeting. In case the discussion is winding around, make sure you have reached information in all the themes
- The informant (most likely) may say something like "I'm sure you know about that [content, method, methodology, item...]". Although you may know "that", ask the informant to describe all useful information in his/her own words instead of leaning towards your earlier experience or knowledge and presumption that you do understand correctly and in similar way
  - While discussing / listening, make sure you reached the information needed – it is very normal to repeat the questions and ask the informant to describe something more clearly, another time, more specific.
  - Let the informant speak as much as possible and try to concentrate on listening and taking notes
  - During the discussion, ask the informant to provide you with some "digital" material about the course / program (brochure, presentation, website...)