

**Physical Activity and Public Health Course
Telephone Interview for Faculty**

Form and Instructions

Public reporting burden of this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-0864).

Who to Interview

From 1996-2012, 96 faculty taught the researcher course and 100 faculty taught the practitioner course. Among these faculty, 67 taught both courses. In the past five years (2008-2012), 50 faculty taught the researcher course, 47 faculty taught the practitioner course, and among these faculty, 38 taught both courses.

We selected those to interview that taught at least 4 of 5 times since 2008. Because this list included more research faculty, we designated those that taught 4 of the past 5 years as alternates. The alternates will be chosen if we do not reach saturation of themes, or if we are unable to reach current research faculty. In addition, we will add Mike Pratt and Joan Dorn (alternate) because of their knowledge of the course from the beginning (1995). Analyses will be conducted separately for federal employees/course directors from the other faculty.

Recruitment Process-Directions to Interviewer

Contact each faculty no more than three times without response, according to the following protocol. If at any point you receive a response, then schedule a time to conduct the interview and send a confirmation email prior to the scheduled interview.

Contact 1: Send each potential faculty an email following the recruitment email script.

Contact 2: If no response after contact 1, then follow-up with an email after one week.

Contact 3: If no response after contact 2, then follow-up with a phone call (leave voicemail if necessary) after one week. If a phone number is not available, then send an email.

If no response after contact 3, then stop recruitment of this participant. If they later respond within the time period of interviews, then go ahead and conduct the interview.

Telephone Interview Guide for Faculty

Questions for Interviewer to Complete in Conjunction with the Interview (separate for faculty, research course fellows, and practitioner course fellows)

Assignment of ID – to use to name the recorded transcript so that names are not included in the transcription

ID assignment: F or S (faculty or fellow), R or P or B (researcher course, practitioner course, or both); two digit number (in numeric order of interview date).

Examples of file names: FR02, SP12, FB22.

Dates of sent emails for recruitment

Date interview guide and reminder email sent

Agreed to be interviewed (yes or no)

Date of interview

Start time of interview

End time of interview

Interviewer name

Name of interviewee

Organization interviewee currently works for

Current job title

City

State

Email

Phone number

NSPAPPH membership – yes or no

Practitioner course or researcher course or both, what years

Script

Thank you for agreeing to complete this interview with me. Before we begin, I would like to remind you that your responses will not be linked to your name in the analysis, such that you will not be identified. For the purpose of a final report, we will group quotes from former and current federal employees and course directors separate from other course faculty. Your participation is voluntary. Please let me know if you want to skip a question or end the interview early.

<If the interview ends early, please schedule a time to complete the interview before hanging up if possible.>

Do you have any questions before we begin? <answer questions>

First, I would like to ask some questions about you. <If needed, fill in any missing items from above on the excel spreadsheet.>

Thank you. Before I begin the interview I would like to get your permission to audio tape the conversation. We do this to monitor the quality of the interview and also to make it easier to conduct data analysis. Is this acceptable to you?

<If no, continue the interview by taking notes. If yes, start recorder now.>

1. We have recorded that you taught the <research / practitioner> course in <years from excel file>. On average, how many days did you typically attend the course (including days when you teach)?
2. Can you tell me how you became involved with teaching the course?
Why do you continue to stay involved with the course over time?
3. How have the courses changed over time?
4. What do you consider to be the strengths of the course?
Are there any examples or vignettes to share regarding your positive experience that illustrate this?

5. What about the course could be improved?
Are there any examples or vignettes to share that illustrate this?
6. Do you consider the topics that are covered to be critical to the course content?
Are there emerging topics or issues that should be added?
7. Do you have any suggestions for the ways the course could be revised to meet the challenges ahead?
8. Do you consider the delivery of the course as it currently occurs (including length and in-person format) critical?
Do you believe this course could be taught as effectively in other formats, such as online or through video conferencing? Why or why not?
9. **(For practitioner course faculty only)** Can you briefly describe your experience with the practicum and the usefulness of it as part of the practitioner course?

The practicum involves a practice-based exercise that includes a walking audit and engagement with town employees.
10. **(For initial course organizers)** Can you tell me if and how this course helped develop or change other physical activity courses worldwide?
11. Do you want to add anything else to this interview before we finish?

Those are all the questions I have for you. I will stop the recording now.

<stop recorder>. Thank you very much for your time!