

Information Interview Project (40 pts)

OPTION 1: Conduct ONE information interview and write a 3 to 5 page paper, typed, double spaced, that includes the following:

1. A review and discussion of an informational interview conducted with someone employed in a career area that you may be of interest to you. Preferably, the person will not be a relative and will be employed outside of SBCC. Include the reason you chose to interview somebody in this field. Refer to Informational Interviews in your textbook for ideas on questions to ask. Consider:
 - The nature of the work (duties, responsibilities)
 - Qualifications necessary (education and/or experience)
 - Typical lines of advancement in this field
 - Typical hiring organizations for this kind of job
2. A summary of the nature of the organization in which the professional is employed. Consider:
 - The organizations structure
 - Profits or funding sources
 - Services provided
 - Work environment
 - Types of entry-level positions for college graduates
3. If available, attach any handout information such as annual report or organizational brochure.
4. A written review of your reaction to your interview with the professional.
 - How similar or different was the information you obtained compared to your previous knowledge of the career field?
 - What effect has this information had on your interest in the field and your decision to pursue it?
 - What information do you still need about this career?
 - What are your next steps or plans of action?
5. A title page with your name, the name of the person you interviewed, the organization, date of the interview, and the interviewee's full mailing address and telephone number.

NOTE: You also will make a brief presentation about your interview to the class.

The following criteria will be used in grading your paper:

- | | |
|---|---------|
| 1. Information about the interviewee | 10 pts. |
| 2. Information about the organization | 5 pts. |
| 3. Your reaction and thoughts | 10 pts. |
| 4. Overall presentation—organization, grammar, spelling | 10 pts. |
| 5. Oral sharing | 5 pts. |

Total 40 pts.

OPTION 2: Conduct TWO information interviews and write two short papers typed, double spaced. Each interview/paper is worth 20 pts. The following criteria will be used in grading your papers:

Did the interviews have relevant substance and include the following information?

1. Name of interviewee
2. Position title
3. Type of employing organization
4. Date of interview
5. Brief summary of interview content (1-2 paragraphs and a list of key questions posed)
6. Personal reactions to interview (1-2 paragraphs; e.g., What new information did you obtain? Were you surprised by anything you heard or saw? Is this still an area of interest?)
7. Anything else you'd like to share...

Did you present key points of at least one interview orally to the class?