



WORK-BASED LEARNING PROGRAM

Informational Interview Assignment and Report

This assignment is designed to expand your professional contacts (strategically pick your interviewee!) and gather insight from an expert in a particular field of interest. It's an exploratory method of talking with someone about their area of work, asking questions about how they got started and what it's like to do the work they do.

Instructions: During the quarter, identify an interviewee and complete parts one, two and three below.

Part One: Interview

Identify and interview a person employed in a career of interest to you:

- Contact this person and explain that you are a student at LTCC in the Internship/Work Experience program working on an assignment that is career related.
- Ask him/her if it would be possible to take 20 minutes to talk either in person (preferred) or via telephone.
- Ask questions pertaining to below and record the answers to include in your written Informational Interview Report:
 - 1) *What is their name, title, organization?*
 - 2) *What is their educational background?*
 - 3) *How did he/she get into the field and what is their experience?*
 - 4) *What qualifications are necessary to enter this field?*
 - 5) *What is a typical day like?*
 - 6) *Do they have any 'words of wisdom'?*
 - 7) *Ask one additional question of your choice.*

Part Two: Report

Type a one page (double-spaced, 12-point font) Informational Interview Report answering the following specific questions:

- *Whom did you interview? (Name, title, organization, etc...)*
- *Did you conduct the interview in-person?*
- *What new information, insights, or ideas did you gain?*
- *Did the individual offer you a different view of the field? How so?*
- *Did the interview increase or decrease your interest in the field?*
- *Does this career/job reflect your interests, values, personality, and skills?*
- *Can you envision yourself in this type of job or in this field?*
- *What "words of wisdom" did they have for you?*
- *Additional thoughts.*

Part Three: Debrief

At the final, end-of-quarter meeting, come prepared to discuss key insights and submit your Informational Interview Report. **Make sure your name is on your report!**