Investigating: Interactions (Pathway 2: Understanding My Industry)

**This form is for students who are following Pathway 2: Understanding My Industry.**

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| Project Deliverables | |
| 1 | Proposal and Plan |
| 2 | Investigating: Research |
| **3** | **Investigating: Interactions** (Pathway 2: Understanding My Industry) |
| 4 | Deliverable/Reflection |

For Project Pathway 2: Understanding My Industry, you will need to meet (interact) with an expert in your industry. Use this form to plan and document your learning, and be sure to consult the rubric (available in the Interactions dropbox).

Your group needs to fill out one copy of this form. Each student in your group needs to help plan the interview, attend it, and help complete the reflection section.

Here are the steps you can take to complete this assignment:

* schedule your informational interview.
* complete the **Part 1: Plan your Interaction** section of this form.
* get feedback on your Part 1 section during an in-class activity.
* revise part 1 as needed, and document your feedback and changes by completing **Part 2: Get Feedback and Revise**.
* participate in your informational interview.
* complete **Part 3: Reflect on your Interaction.**
* submit this form to the Interactions Dropbox.

For this assignment, interviewees must have professional experience in your target industry and location. No personal informational interviews (parents, siblings, cousins, uncles, etc.) for this assignment, please.

When you want to interview someone to learn from them, it is very important that you:

* explain why you want to speak to them in writing and in person (including why you want to meet, what you hope to learn, and what your goals are).
* do not ask for more than 15 minutes of your interviewee’s time to respect their busy schedule.
* get consent in advance if you want to record the interview.

Part 1: Plan your Interaction

**Set Goals**

Setting specific goals will help you make the best use of your limited time with the interviewee. Your goals for your interaction should connect with some of the goals that you established in your Proposal and Plan assignment, go beyond what you have learned from the COMM-2172 classes and readings, and take into account feedback that you have received on your JRC first submissions.

Answer these questions to help you prepare for your interaction.

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| Who are you interviewing? Include their name, job title, and organization. |  |
| Briefly describe their experience and/or areas of expertise. |  |
| When and where will your interaction take place? |  |
| What are your goals for the interaction? If members of your group have different goals, please note that. |  |
| How do these goals align with the three goals that you established in your Proposal and Plan? Please include reference to each group member’s individual goals. |  |
| How do your goals for this interaction build on what you have learned from your COMM-2172 classes and readings already? |  |

**Prepare your questions**

What do you really want to know from the people you may one day be working with? What insights do you think they can share with you?

You have set some goals based on the feedback you receive about your Job Ready Communication, and these goals build on what you have learned already in the course. Now it’s time to create some questions that can help you reach your goals.

Prepare five questions to ask during your meeting. Use open-ended questions when possible, and list your questions in order or priority. You do not need to stick to these questions if the interview goes in an unexpected direction and you do not need to ask all the questions.

Your interview should not extend beyond 15 minutes but must not fall too short either (less than 10 minutes) as this will appear unprepared and unprofessional.

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| Question 1: |
| Question 2: |
| Question 3: |
| Question 4: |
| Question 5: |

# Part 2: Get Feedback and Revise

To get the most out of your interaction, your instructor will set up an in-class opportunity for you to get some feedback on the goals and questions that you developed in Part 1. Document your feedback and revisions here:

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| --- | --- |
| Who gave you feedback? |  |
| What strengths did they identify? |  |
| What areas for improvement did they identify? |  |
| What changes did you make to Part 1 as a result of your feedback? Get specific, quoting your initial and revised goals and questions. |  |

**Part 3: Reflect on your Interaction**

**Interview Notes**

Make notes during your informational interview with an industry professional. Use a numbered list to organize them by question, adding in any additional or follow-up questions that you asked.

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# Summarize and Reflect on your interaction

Write a 1-2 paragraph reflection using the questions below to help you.

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| * What did you learn in this interaction? Give specific examples. * How will you use this information? For example, how will you use it to adapt your Job Ready Communication or move your career forward? |
|  |
| Briefly indicate what your next learning steps will be. Even if it is your last interaction for the project, identify what further learning you still need. |
| * What are your next steps for continuous learning? * Who would you like to meet with next, and what will your goals be for those interactions? |
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# Post-Interview

You will not be graded on the post-interview thank you email, but you should ABSOLUTELY send one within 48 hours. Following up in this way can help strengthen the networking connection you have made. Here’s a sample thank you email:

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| --- | --- | --- |
| Pyramid Structure | Contents | Sample |
| Summary and Context | Who/what/where/when/why of the email and interview session | Thank you for meeting with [me/us] on [date] to talk about [x]. It was great learning more about [the general goal of the interview] |
| Details | Summary of what you learned and its value to you/your team | The information you shared about [some specific detail you learned] will be valuable to [me/us] and [how you might use that information in your employment search/workplace] |
| Outcome or Action | Request for further connection/Offer of support in the future, etc. | It would be wonderful to reconnect with you again at some time in the future. Thank you again for your time. |