

## Informational Interview Project (15%)

An **informational interview** is a conversation with someone who can give you an insider's perspective on a profession, employer, or industry. An informational interview allows you to:

- Talk to knowledgeable individuals about your career interests
- Research a particular career path
- Enlist expert guidance
- Share your goals
- Position yourself as a potential candidate for the future

For this project, you will conduct an interview in English with someone in the ITM field, such as:

- a professional in the industry
- a family member or friend who is in the industry
- SeoulTech alumni
- an upperclassman who has completed their internship

### Steps:

- 1.) Write an **e-mail or letter** to introduce yourself and request an interview. You may need to do this several times if people rejected your request.
- 2.) To prepare for the interview, create **at least 10 questions** based on what we learned about interviewing.
- 3.) As you conduct the interview, take an **audio or video recording**.
- 4.) Write a **1-2 page essay** to reflect on your experience and answer the following questions:
  - a.) What did I learn from this interview?
  - b.) How does what I learned fit with my own interests, abilities, goals, or values?
  - c.) What additional information would be helpful to know?
  - d.) What plan of action should I take next?

Overview of Project 1 Assignments		
Assignment	Assign Week	Due Week
Introduction Letter	Week 1	By Week 2
Interview Questions	Week 2	By Week 3

## Informational Interview Project Rubric

**Total: /30**

Criteria	Excellent	Good	Fair	Poor	Unacceptable	0
<b>5 pts</b>	5	4	3	2	1	0
<b>20 pts</b>	20	19-16	15-12	11-8	7-1	0
<b>Interview Ques. (5pts.)</b>	10 questions that are insightful, relevant, appropriate, and purposeful that reflect a creative and deep understanding of class content. The sequence of the questions builds the interview well. No language errors.	10 questions that are useful for learning key insights about the topic. The question sequence structures the interview well, exploring deeply about the topics covered. There may be minor language errors.	10 questions that are useful for learning about the topic, but may be general and less purposeful. The question sequence structures the interview okay, but may have jumps or disconnects. There may be some language errors.	Less than 10 questions. Several questions are general and may lack a clear purpose. The question sequence does not provide a useful structure for the interview.	Less than 10 questions. Irrelevant, inappropriate, general, or vague questions reflect a lack of purpose or deep consideration. Sequence of questions seems random or otherwise lacking a productive structure.	Student did not complete interview project
<b>Interview (5 pts.)</b>	Video or audio recording of the interview conducted in English submitted.					No interview video or audio recording submitted, or interview may not be conducted in English
<b>Written Reflection (20 pts.)</b>	<ul style="list-style-type: none"> <li>• Thoughtful, cohesive structure and organization based on interview flow.</li> <li>• Provides deep reflection that shows creative insights from the interview content</li> <li>• Thorough answers to all 4 questions</li> <li>• No language errors.</li> </ul>	<ul style="list-style-type: none"> <li>• Well-structured writing that follows standard academic conventions</li> <li>• Provides a detailed, logical reflection based on interview content</li> <li>• Provides detailed answers to all 4 questions.</li> <li>• Few language errors.</li> </ul>	<ul style="list-style-type: none"> <li>• Well-structured writing with only minor errors.</li> <li>• Provides somewhat general, but logical, reflection based on the interview</li> <li>• Answers all questions but could have provided a bit more depth</li> <li>• Some language errors, but generally clear</li> </ul>	<ul style="list-style-type: none"> <li>• Several or serious problems with either essay or paragraph structure</li> <li>• General responses are difficult to understand</li> <li>• Misses some essential questions</li> <li>• Language errors affect comprehensibility</li> </ul>	<ul style="list-style-type: none"> <li>• Lacking paragraph and/or essay structure</li> <li>• Minimal, vague details difficult to understand</li> <li>• Misses answers to one or more questions.</li> <li>• Contains numerous language errors</li> </ul>	Student did not submit written reflection