Career Infusion Activities

**Informational Interviewing Assignment**

Using provided resources as a guide, students will identify one or more professionals in a career field of interest (using personal connections, the Ole Miss Alumni Association Connections group on LinkedIn, or other means), develops a series of 8-12 questions for that individual to gain insight into the career field, schedules and carries out an informational interview (by phone call, Zoom, GoogleMeet, in-person, etc.), and reports knowledge gained. Prior to conducting the interview, students are expected to submit the name/title/organization of the interviewee along with the questions they intend to ask. Following the interview, students are expected to submit a thank-you letter or email to the interviewee. Also, they must submit an essay discussing the information learned from the interview

**Assignment Takeaways**:

1. Students will demonstrate the ability to connect with a professional in a field of potential career interest.

2. Students will produce evidence of developing thoughtful questions to elicit personally meaningful insight into field of interest.

3. Students will demonstrate the ability to write a professionally acceptable thank-you letter.

4. Students will articulate in writing knowledge and insight gained into career field of interest.

By completing this assignment students will be working on multiple NACE (National Association of Colleges and Employers) Competencies including:

1. Oral/Written Communication
2. Digital Technology
3. Career Management

**Essay Prompts:**

* + How did it feel to contact and interview a professional in your field of interest?
	+ What did you like/dislike about the person’s office space and overall work environment?
	+ Based on your conversation, what educational credentials (courses, degrees) are typically required for entry into this career field? Does this educational path correspond with your current plan of study?
	+ What internship/co-op/volunteer experience does this person recommend for preparing for this career field and how might you obtain that experience during your undergraduate work?
	+ What aspects of this profession match your interests, skills, and values? What aspects do not match your preferences? Explain.
	+ If you are still interested in this field, what will you do next to further your exploration/preparation?
	+ If you are no longer interested in this field as a result of your informational interview, what will you do next to continue your career exploration?

**T h e U n i v e r s i t y o f M i s s i s s i p p i C a r e e r C e n t e r**

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