**Informational Interview Questions**

**Instructions for Student:** Please summarize the responses from the Informational Interview and submit via e-mail to the Career Center and Faculty Sponsor.

- **Intern Name:**
- **Date of Interview:**
- **Interviewee Name:**
- **Interviewee Title:**
- **Interviewee Phone/Email:**

1. In what ways did your education prepare you for this field/position?
2. What has your career path looked like and is that typical for this field?
3. How does your use of time vary? Are there busy and slow times or is the work activity fairly constant?
4. What part of this job do you personally find most satisfying? Most challenging?
5. What does this organization contribute to its employees' professional development?
6. How would you describe the culture of this organization?
7. What professional journals and organizations should I be aware of?
8. Thinking about the most successful interns/employees you have had, what was it about their character, work ethic, abilities, etc. that made them exemplary?
9. Intern developed question:
10. Intern developed question:
11. Intern developed question:
April 9, 2014

9781 College Drive
Columbia, Maryland 21044

Mr. Jake Ryder
Managing Editor
Ms. Magazine
P.O. Box 6898
Seattle, Washington 98961

Dear Mr./Ms. Last Name:

Thank you for taking the time out of your busy schedule to speak with me about the field of journalism. I appreciated discussing your acclimation into the field and how your background and education helped contribute to your current position.

After speaking with you, I am even more excited about the possibility of one day working with your magazine or a similar field. I thoroughly enjoyed learning about the aspects of your office and the new initiatives that you and your team are working on.

Thank you again for your time and insight.

Sincerely,

Your name typed

OR

Space down and sign your name above your typed name

Hand Written:

If you intend to send a hand written thank you it should be in a thank you card, and would only include: salutation, body, and hand written signature.
Informational Interview Summarization Form

**Instructions for Student:** After completing the Informational Interview, please discuss the following topics based on the experience. Submit via e-mail to the Career Center and Faculty Sponsor.

What was the most significant piece of information you learned about this field through this interview?

In what ways did this interview influence your career plans?

In what ways will you continue to remain in contact with this person?
Midterm Evaluation of Intern

**Instructions for Supervisor:** This evaluation is designed to provide the Intern with feedback regarding their performance and professional growth. Please discuss this evaluation with the Intern and include any additional feedback that may promote professional or personal growth. You may contact the Career Center at any time with questions or concerns.

**Instructions for Student:** Please provide this form to your Site Supervisor for the midterm evaluation. Summarize the evaluation using in the Midterm Summarization Form and submit via e-mail to the Career Center and Faculty Sponsor.

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1. **What steps might the intern take to better prepare for professional work in this field?**

2. **What are the intern’s major strengths and how have they contributed to his/her performance?**
Midterm Summarization Form

Instructions for Student: After meeting with your Site Supervisor for a formal midterm evaluation, discuss the following topics based on the experience:

What area or areas were cited as your top strength(s)?

In what ways have you utilized this strength throughout the internship?

What areas of growth were discussed?

What is your plan for improving in this area?

Did you agree or disagree with any of the Site Supervisors feedback? Please explain.
Final Reflective Essay (1600 words)

Writing to a professional audience, create a reflective piece of approximately 1600 words that will allow you and your audience to make sense of your experience.

Submit to the Career Center and Faculty Sponsor
(Please send to corecurriculum@smcm.edu if using the internship to satisfy ELAW):

Typed 1600 word Essay using the following prompts:

- Your academic, professional, and personal goals related to the experience and how these evolved
- The way in which your expectations compare to what you actually experienced
- The skills you came to realize you needed to develop or have developed as a result of your experience
- Connections between concepts, ideas, facts, or skills learned in class and those learned through experience
- How your experience relates to your goals and future learning opportunities at SMCM or beyond

Note: Acceptance of the Final Reflective Essay by the Career Center does not guarantee acceptance for ELAW.