

## **7.03.01**

### **RCLS 470: Professional Interview**

Fall 2015

Memo to Instructor Due: 10/15/15 Remaining Professional Interview Materials Due: 11/19/15
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**Professional Interview:** In teams of two, students are required to go out and interview a recreation or community health administrator (telephone interviews are not acceptable). The goal of this exercise is to expose the RCLS 470 student to recreation and community health professionals who are actually working in the field and might be able to provide some insight regarding the day-to-day duties and challenges of management and administration. This exercise also presents an excellent opportunity for the recreation or community health senior to interview with key management personnel at a potential internship site. That said; securing an internship site is not the primary purpose of this assignment. Moreover, questions should focus on day-to-day management duties and challenges – save the career exploration questions for another time.

#### **Required Activities:**

- **Memo** (1): Each student will write the instructor a memo (per class specifications) identifying the following items:
  - Who your class interview partner is
  - The person you will be interviewing in the field: their name, agency, title, responsibilities, and years in the field
  - When and where the interview will take place
  - Memo must be signed in ink (next to your name)
- **Letters** (2): Two letters are required in this exercise. The expectation is that each team member will write one letter (of the two - per class specifications):
  - Letter of confirmation (to be written and mailed before the actual interview; instructor gets one copy)
  - Thank you letter (to be written and mailed after the interview; instructor gets one copy)
  - Letters must be signed in ink (Under or next to your name)
- **Description of the organization**: (brief 1 - 2 page summary)
  - Agency purpose and overall goals and objectives
  - Sources of finance: private, public, profit, non-profit, etc. Please note that "Public" is not enough of a response. Even public agencies have multiple sources of revenue, i.e. legislated funding, services, activity and program fees, and soft funds such as grants and awards. Be thorough.
  - Types of participants
  - Types of services and programs
  - This information should be researched prior to the interview
- **Interview Guide**: (This section contains two parts)
  - First, provide me with a clean outline of the questions asked during the interview process (in other words a clean interview guide, separate from the summaries).
  - Next, provide a second interview guide, which includes brief, summary responses to each of the questions asked (responses should not be handwritten and I expect this section to be neat and organized).
- **Interview summary**: (Brief 3-4 page summary of the interview process. I want each student to respond with his or her own reactions: 1.5 – 2 pages each – please label each reaction with a name)

The following are some suggested topical areas:

- How did the interview go overall?
- What did you hear?
- What were the major themes of the interview?
- Did the recreation professional have any advice in terms of training and preparation?
- What were your reactions?
- Did you gain any insights?
- Were there any surprises?
- Do you feel prepared or overwhelmed for the work world?
- Are there things you need to do before graduation?
- Are you still motivated to be a recreation administrator

**Assignment will be graded on:**

- Following Directions (10 pts.)
- Letters (2: 20 pts.) & Memo (1: 10 pts.):
  - Correct format/margins
  - Correct spacing
  - Appropriate paragraphs
  - Correct spelling and grammar
  - Sentence structure
  - Must be signed
- Description of the organization: (20 pts.)
  - Fully addresses all four questions regarding agency background information
  - Section is well organized and flows logically
  - Correct spelling and grammar
- Interview Guide: (20 pts.)
  - Questions are well organized (funnel technique), and well written
  - Interview is structured around open-ended questions
  - Use of probing or follow-up questions
  - Adequate number of questions for a 45-60 minute interview
  - A clean interview guide is provided – no summary responses on this one
  - A second interview guide is provided that offers brief, summary responses, to each question on the interview guide
- Interview Summary: (20 pts.)
  - Section is well organized and flows logically
  - Correct spelling and grammar
  - Section addresses (at a minimum) the following:
    - Overall evaluation of the interview (how did it go?)
    - Major themes of the interview
    - Advice from the professional (if appropriate)
    - Student reactions and insights
    - What you might do differently or change in light of this information?