 Due: Nov. 2 at 9 a.m.

 You should have gotten your alumni name and contact.

 1.  Write them an email requesting an interview by October 22 at 10 a.m. (Friday)

 2. If you have not heard back from them by Monday at noon,  write them again and copy me in.

  3. If you haven't heard by Tuesday morning, let me know.

   -  For the interview

1. Write a professional email requesting an interview to your assigned alumni.
2. Do background reporting about your alumni so that you can ask informed questions.
3. Conduct a 15-20 minute interview with your alumni about their experiences at UD and  about their career.
4. Your interview must include

* Asking about the correct spelling of their name (check spelling),
* age, current location,
* year of graduation and major
* current or past occupation
* AT LEAST FIVE open-ended questions based on your reporting
* AT least two follow-up questions
* Try to get them to tell you a story about something
* I'm looking for about 10 questions in total that start and end with grounding questions.
* None of these questions can be "can you give me some advice."

We should get a sense of their personality.  Pay attention.  Make sure you ask them if it’s OK to record if you’re recording.  Get their contact information in case you have follow up questions.  Remember the ethical rules about reviewing before publication.

Turn in:

* A copy of the email you sent and their response
* Name (check spelling),
* age, location,
* year of graduation
* major
* current or past occupation
* A list of all the questions you asked.

  Answer:

1.   Using Mara Reinstein's profiles as a guide, write what you think would be the first sentence of a profile about your person.  (The Tom Hiddleston one is good. Here's one about [Idina Menzel (Links to an external site.)](https://parade.com/952447/maramovies/idina-menzel-frozen-2/).

2.  Tell me what question worked out the best and the answer they gave?

3.  What was the best story they told?

4.  What did they say that surprised you? OR that you found most interesting?

5.  How did you feel about doing the interview going in?

6.  How do you think you did after?

7.  What would you do differently next time?

What grade do you think your person will give you?

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What your alumni will get:

Who interviewed you?

Were they prepared?

What was the best question they asked you?

What do you wish they had asked?

You were probably their very first interview. Tell them something great they did.

Rubric

Email:  10 points

* Do you identify who you are? What you are asking and for how much time? Do you ask social media links? A Zoom call?  Do you come across as professional and respectful?

Interview:

Basics – 5  (do you answer the basic questions about your alumni)

Background reporting – 15 points (Can I tell you have done the background reporting from the questions you ask?

Follow-up questions – 10 points – Do you ask follow-up questions showing that you have been actively listening?

Open-ended questions that get people to tell a story – 10 points

Your answers to the questions:  I am looking for some real thought in your answers similar to the responses to the guest speakers and on the exams.  – 40 points

Alumni response – 10 points  (if they don't email me, that is not on you, you will automatically get the points.)