Professional Interview  
Summer 2007--SPCH 1321

This is the end-of-semester project and is the culmination of all the theories and skills we have explored in this course. You are to work with a partner and select a local business to examine. Your assignment is to interview one person (face-to-face) in management who will be able to meet with you and explore all the aspects of communication within that organization. Your job is to learn everything you can about how this company communicates.

Requirements
- You must work with at least one other person
- You may self-select your group. Choose wisely.
- No more than 3 people in one group.
- All students in your group must prepare together beforehand and actually conduct the interview together.
- All students must contribute to the success of the interview
- The grade will be based on all requirements and all students in the group make the SAME grade.
- Meet after the interview to discuss what you learned
- You will make a formal (business attire) presentation for about 10 minutes to the class. Establish your purpose of the presentation, and inform us about the individual, but mostly about the organization. Review the text before your presentation so we can understand your organization in terms we understand from the readings.
- Be creative, learn a lot and have fun!!!

Things to Be Graded
- Typed list of questions
- Explain all the decisions you made as a group (follow list below under Interview Decisions)
- Self-Evaluation/Reflection by each individual in the group
- Group Evaluation of the process (including the phases of group development)

Interview Decisions
- Decide who you want to interview. Decide the purpose of the interview.
- Decide which sequence of interviewing you are going to use.
- Decide who is doing what before, during and after the interview
- Rehearse the interview questions as if you are actually in the interview.
- DO NOT GO UNPREPARED!!!
Review your chapters to help you design your interview plan. Some of the questions you might consider are listed below.

1. What communication skills are important in your organization?
2. What is their organization structure?
3. Do they use action, interaction or transactional communication?
4. What is the mission? How was this developed?
5. What are their goals, beliefs, values?
6. Find out about their rituals, scope, procedures and roles?
7. Find out about their stories.
8. How do they motivate?
9. Ask about leadership styles, etc.
10. How do they handle conflict?
11. How do they handle complements and criticism?
12. How do you make decisions?

August 15—Group Professional Interview Presentation
As a group, turn in:
- Your List of Questions that you actually asked.
- Date and Time of Interview
- Location of Interview
- Basic information about Interviewee
- Thorough Review of your Process (what happened each step of the way, describe the environment)
- Oral presentation on August 15.
- This part of the assignment is a GROUP grade—everyone makes the same grade

As an individual
- Reflection on the experience. What worked, what didn’t? What would you do differently if you were doing it again? Be thorough and use terms from the text and the discussions to show you have a thorough understanding of the experience.
- This part of the assignment is an INDIVIDUAL grade—you will be assessed individually on the thoroughness of your reflection.