Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C:\Users\Miranda E. Wilkerson\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\L2U0JG7F\MC900332546[1].wmf**Professor Interview**

***To the student***: You will interview a professor who teaches at the college. Choose a professor who teaches a class (or classes) you wish to take. For example, if you are interested in psychology or sociology, you should interview a professor from the Psychology and Sociology Department. If you are interested in business, find a professor in the Business Administration Department to interview. This activity has multiple tasks with the primary goal being to build your confidence in interacting with faculty. Please work independently on this assignment. No help or guidance from others is permitted.

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| **TASK 1**  *\_\_\_ points* | Faculty titles and rank are important at academic institutions. What do they mean? Match the title in the box below with the description. If you need help, consult this site: <http://www.religionsource.org/Contents/SiteGuideAcademicCredentials.aspx>. |
| 1. Someone who is hired at the institution temporarily. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. A full-time faculty member of the highest rank. This person has demonstrated excellence in teaching and research. It usually takes about ten years to earn this title. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. A retired professor who had a distinguished academic career. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. A full-time faculty member who has a terminal degree (e.g., Ph.D.). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. A faculty member who teaches part-time at the institution. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. A full-time faculty member who has tenure but has not achieved the rank of (full) professor. It usually takes seven years to earn this title. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Associate Professor Adjunct Professor Visiting Professor  (Full) Professor Assistant Professor Professor Emeritus | |

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| **TASK 2**  *\_\_\_ points* | Familiarize yourself with the academic departments at our college ([link]). Then, peruse the faculty who teach in these departments ([link]). Answer the questions below in complete sentences. |
| 1. How many departments are there at [institution]? 2. Which department would you like to learn more about? Why? Which degree(s) can a student earn in this department? 3. Name **three** professors (including their titles, e.g., *Assistant Professor, Associate Professor, etc.* and email addresses) you are interested in interviewing who teach in this department.    1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       1. Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       2. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       1. Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       2. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       1. Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       2. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **TASK 3**  *\_\_\_ points* | Find the section (WT14) in the back of your *Oxford American Dictionary for Learners of English* on writing emails. Use these email models as a guide to writing *your* own email. You may also wish to consult online resources, such as <http://www.wikihow.com/Email-a-Professor> or <http://www.usnews.com/education/blogs/professors-guide/2010/09/30/18-etiquette-tips-for-e-mailing-your-professor>.  In your email, politely ask if you can meet with the professor. Suggest a few dates. You should (1) have a clear subject line; (2) use a formal greeting; (3) explain why you are writing; (4) be direct but polite when asking to visit; and (5) use a formal closing. Write a draft of your email here. DO ***NOT*** SEND YOUR EMAIL TO THE PROFESSOR YET! |
| Subject line: | |

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| **TASK 4**  *\_\_\_ points* | Determine your interview questions. *What questions do you have for this professor?* Ask at least **5** open-ended questions. Include some possible follow-up questions as well. Examples are provided. |
| 1. …. 2. …. 3. …. 4. …. 5. ….   *Examples:*   * What led you to a career in academia?   + Would you choose this career again if you could go back in time? [follow-up] * What do you love most about teaching at this college?   + Do you think your answer might change in 5 years? [follow-up] * In what ways have international students influenced your classes?   + When was the last time you had an international student in your class? [follow-up] * What are some of your favorite courses to teach?   + May I see a copy of one of your syllabi? [follow-up] * What jobs are available for graduates of this program (e.g., history, English, business, etc.)?   + Can you give me some examples of recent graduates? [follow-up] | |
| **STOP!**  Wait for my feedback before continuing to Task 5. | |

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| **TASK 5**  *\_\_\_ points* | Once you have revised your email from Task 3 and questions from Task 4, do the following: |
| 1. **Schedule Interview.** Schedule an interview by email with one the professors listed in Task 2.  * Professor I will interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * His/her office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  1. **Predict Content**. Prepare for information you might hear from this professor during the interview.  * Write what you know about this professor’s discipline in 2 to 3 sentences:      * Write 5 words or phrases you might hear during the interview:  1. *…* 2. *…* 3. *…* 4. *…* 5. *…* | |

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| **TASK 6**  *\_\_\_ points* | Write your questions (and possible follow-up questions) here (see revisions from Task 4). You can use this chart to take notes during the interview as well. Jot down the professor’s responses as well. |
| 1. **Question** |  |
| *Response* |  |
| **Follow-up Question** |  |
| *Response* |  |
| 1. **Question** |  |
| *Response* |  |
| **Follow-up Question** |  |
| *Response* |  |
| 1. **Question** |  |
| *Response* |  |
| **Follow-up Question** |  |
| *Response* |  |

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| --- | --- |
| 1. **Question** |  |
| *Response* |  |
| **Follow-up Question** |  |
| *Response* |  |

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| 1. **Question** |  |
| *Response* |  |
| **Follow-up Question** |  |
| *Response* |  |

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| **TASK 7**  *\_\_\_ points* | After the interview, do the following: |
| 1. What is your opinion, reaction, or feelings about the interview (e.g., *Did it go well? Do you feel successful? Were you comfortable talking with this person? What was the most interesting thing you learned? Would you do anything differently next time?*) Write a short reaction (5-8 sentences). 2. Respond to the following statements with **True** or **False**. If **False**, explain why.  * \_\_\_\_\_\_ I enjoyed talking with this professor. * \_\_\_\_\_\_ My prediction was correct. The professor used at least one word I expected to hear (see Task 5). * \_\_\_\_\_\_ S/he could understand me easily. * \_\_\_\_\_\_ I could understand him/her easily. * \_\_\_\_\_\_ I did not have to repeat any of my questions. * \_\_\_\_\_\_ I had to ask the professor to repeat himself/herself more than once. * \_\_\_\_\_\_I confirmed understanding at least once. * \_\_\_\_\_\_ The professor confirmed understanding at least once. * \_\_\_\_\_\_ The professor checked for understanding at least once. * \_\_\_\_\_\_ The professor avoided answering a question. | |

***Thank you.***

**I cannot wait to learn what you discovered!**