

Career Profile Project

Directions: One of your assignments for this course is to research a specific career path by doing two tasks (1) Interview a professional in an area of personal interest (2) Research that area of interest. The purpose of this assignment is to provide you with the following:

1. Help you understand the roles and responsibilities of leisure service professionals.
2. Help you understand the variety of services offered by leisure service agencies.
3. Help you identify skills and expertise you want to obtain while in school.
4. Help you begin to network with professionals.
5. Help you focus on a possible career path.
6. Help you prepare for a specific career path.
7. Trains you to research a specific career path.
8. Help you improve your writing skills.

Please follow these steps:

1. Identify an area of personal interest. Then identify a professional currently working in that area.
2. Contact the professional via email or telephone and ask if you could conduct an interview. When you contact the professional, introduce yourself and the project. Include the following:
 - a. The course you are taking and my name
 - b. The purpose of the project
 - c. Thank him/her for time and effort
3. If the professional agrees, communicate via in person, email, or on the telephone. You do not have to do a personal interview.
4. If the professional does not respond or agree, **immediately** contact another professional. Please see me if you are having trouble. It is irresponsible to wait until the last minute to do an interview and expect the professional to alter his or her schedule for your benefit. It is suggested that you contact a professional at least 4 weeks before the assignment is due. You should compile all required information at least 2 weeks before the assignment is due. It is unacceptable to blame a late paper on your inability to contact a professional.
5. When you receive a response from the professional, see if there are any areas you need to clarify. Contact the professional with questions.

6. Write a paper reporting on your findings. The paper should include the elements below and be in professional language.
7. Using resources at your disposal such as: Occupational Outlook Handbook, RU Career Services, Internet Job Sources, Professional Organization Job Sources, etc. find examples of job announcements and job descriptions to supplement interview information. You are expected to refer to this information in the memo. You may attach job announcements.

Evaluation: Please see grading rubric – the grading rubric outlines the required components for structuring your paper.

Interview Questions: Please include the following questions. If you have additional questions, feel free to add them.

1. What is your educational background?
2. Did you do an internship and gain other practical experiences while in school? What was the most beneficial part of your practical experience and what was the most difficult part?
3. What are you currently doing? What is your title? What are your responsibilities? What is the best thing about your job? What is the most difficult or challenging part of your job?
4. What is the name of the agency for which you work? What type of agency is it? Who does the agency serve? Where does the agency receive its funding?
5. What has been your career path? Have you worked at other agencies? What did you do at other agencies?
6. What kinds of skills and knowledge would you recommend I obtain while in school? What do you like to see on a resume when you interview someone for an internship or job?
7. What kind of training opportunities should I participate in and which ones are most helpful in learning new skills and knowledge?
8. Do you have any other comments or recommendations?

SEE GRADING RUBRIC FOR CONTENT REQUIRED IN PAPER AND ASSESSMENT CRITERIA