

Assignment Details and Rubric



Professional Development Activity

One of the most powerful tools for gaining insight into an occupation or industry is to ask for an information interview from someone who is working in the area that interests you. Unlike a job interview, an information interview is an activity that you can initiate. You will be the one asking for the appointment, and you will be the one asking the questions. The purpose of an information interview is to get information, insight, and understanding — you are not there to ask for a job.

The Kaplan University Career Network has provided you with helpful information about informational interviews, which you will see below:

Informational Interviews

An informational interview is a meeting that you initiate to learn more about a specific career you are interested in. The purpose is to obtain information to help you to understand more about the career/industry and skills needed from someone who is already working in the field and has first-hand knowledge. Conduct informational interviews with people who are successful in the area you are targeting — even if you are not currently job hunting.

How to Conduct an Informational Interview

- **Identify the person in the career/industry you would like to learn more about;** leverage your network to find someone you might already know; if you don't know anyone, you will have to do some research to find an individual who would be willing to meet with you – utilize Google™ and LinkedIn™ to research
- **Prepare for the interview by researching the company,** such as mission, vision, values, etc.; go to the company website, LinkedIn™, Jigsaw™, etc.; doing your research will help you to identify the right questions to ask during the informational interview.
- **Set up the Informational Interview** – make a phone call to the person you would like to meet with and set up a time that would work in both of your schedules.
- **The In-Person Informational Interview:**
 - Arrive 15 minutes early
 - Dress professionally
 - Make good eye contact, firm handshake
 - Stay for the allotted period of time – do not overstay your visit
 - Some sample questions:
 - What do you do in a typical day?
 - What personal qualities are important to being successful in this job?
 - What part of this job do you find most satisfying? Most challenging?
 - How do you see jobs in this field changing in the future?
 - Any special advice you have for a person entering this field?
 - Which professional journals and organizations would help me learn more about this field?

- With the information you have about my education, skills, and experience, what other fields or jobs would you suggest I research further before I make a final decision?
- **Follow up** – send a thank you note via e-mail or mail within 24 hours to thank them for their time.

For this Assignment, you will locate and interview a Certified Public Accountant (CPA) or any business professional that utilizes accounting in their daily role. The interview can take place in person, via telephone, or e-mail. For this interview, pose the following questions to your interviewee:

- How has having a CPA certification or consulting with a CPA helped you do your job?
- Has having a CPA helped you to obtain a job, or have you thought about obtaining a CPA to enhance your skill set?
- Do you belong to any local or national professional organizations for CPAs or business professionals?

Before you contact a CPA or a business professional that frequently utilizes accounting for your information interview, you should first visit the American Institute of Certified Public Accountants.

Please utilize the search engine of your choice and locate the AICPA. Explore the site and see what it has to offer. You should pay particular attention to the information regarding CPA candidates and the related to the AICPA's mission statement, code of professional conduct, and by-laws.

Please summarize your interview in a 1-page paper.

Directions for Submitting your Assignment

Compose your Assignment in a Microsoft Word document and save it as Username-AC300 Assignment-Unit#.doc (Example: TAllen- AC300_Assignment-Unit1.doc). Submit your file by selecting the Unit 1: Assignment Dropbox by the end of Unit 1.

Assignment Requirements

Written work should be free of spelling, grammar, and APA errors. Points deducted from the grade for each writing, spelling, or grammar error are at your instructor's discretion.

Review the grading rubric below before beginning this activity.

Assignment grading rubric = 15 points

Assignment Requirements	Points Possible	Points Earned by Student
1. Introduces the person interviewed and describes how they utilize accounting in their daily role either as a CPA or business professional.	0–4	
2. Shares information gained from the interview regarding the CPA certification either in a personal context or in consulting with CPAs.	0–5	
3. Shares information gained from the interview regarding professional organization membership and potential benefits to participating in such organizations.	0–4	
4. Writing is clear, easy to read, and successfully communicates the information gained from the interview.	0–2	
Total (Sum of all points)	0–15	
Points deducted for spelling, grammar, and/or APA errors. Plagiarism is unacceptable.		
Adjusted total points		