

**Computer Lab**  
Career Project

Grade Scale					
A+	100.00	B-	85.00	D+	75.00
A	96.00	C+	83.00	D	72.00
A-	93.00	C	79.00	D-	70.00
B+	91.00	C-	77.00	F	0.00
B	87.00				

**Career Worksheet # 1**  
**Interview Setup**

Name \_\_\_\_\_  
Nbr \_\_\_\_\_  
Date \_\_\_\_\_

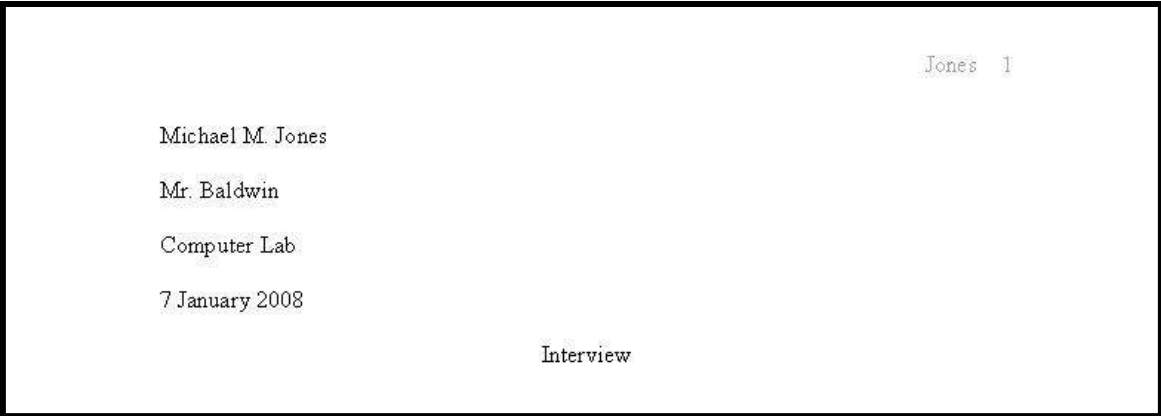


**Description:** For this assignment, you will type your interview questions and responses in MLA format. You will also provide information regarding who you interviewed.

**Instructions:**

- Create a right aligned header with your last name, followed by the page number:
  - Click on **View**, and then click on **header and footer**.
  - Click on the **right align** button, and type your last name.
  - Click on **Insert**, and then click on **Page numbers . . .** Click on **OK**.
  - Click on **Close** to exit out of **header and footer**.
- Left align what is to follow.
- Type your name, the instructor’s name, the name of this class, and the date on separate lines, double-spacing between the lines.
- Double space again and center the title.

*See the following example:*



- Type the following information that identifies who you interviewed. You will fill in this information later.
  - Interviewee:
  - Career:
  - Job Title:
  - Interview date:
- Double space
- Type the questions, double spaced and numbered, per the following example:

Michael M. Jones

Mr. Baldwin

Computer Lab

8 January 2008

Interview

Interviewee:

Career:

Job Title:

Interview date:

1. What is your job title?
2. How long have you held your current job?
3. How long have you been in this career?
4. What did you have to do to prepare for this career (training – both in school and “on the job”)?
5. What do you do on a typical day?
6. Are you happy with your compensation?
7. If you could have chosen a different career, would you?
8. What are things about your career choice that you like?
9. What are things about your career choice that you do not like?
10. How many hours per week do you typically work?
11. Do you recommend this career? Explain:
12. Additional comments:

## GRADING RUBRIC Checklist

<input type="checkbox"/>	Right aligned header with page number	2 points
<input type="checkbox"/>	Name, Instructor, Course and Date properly formatted	4 points
<input type="checkbox"/>	Title centered	1 point
<input type="checkbox"/>	Interviewee, Career, Job Title, Interview date properly formatted	4 points
<input type="checkbox"/>	Questions present and numbered properly	12 points
<input type="checkbox"/>	Spelling is correct	<u>1 point</u>
	<b>TOTAL</b>	<b>24 points</b>