READ THESE DIRECTIONS CAREFULLY:
A. Don't be a "drop-in!" Be sure to make an appointment with the person you are interviewing.
B. You may NOT conduct the interview the same day the report is due.
C. You may interview full or part time OCC staff...not students or student assistants. (Exception: Associated Student President).
D. Be prompt, prepared, and attentive.
E. Answer the questions on this form or separate sheet of paper, either typed (preferred, +1 bonus pts) or neatly printed in black ink or on a computer, retype the form, questions, and your responses.

1. Name/title/campus location of person interviewed: __________________________________________

2. Office hours, or hours of operation of person interviewed: ________________________________

3. "Services" offered. Be specific. Do they serve on any committees presently? (If a faculty member, list courses she/he is currently teaching, and list office location and phone number)

__________________________________________
__________________________________________
__________________________________________

4. Specific advice for students who might consider using the program/service, or taking the class.

__________________________________________
__________________________________________
__________________________________________

5. Ask her/him to share one specific "success" technique or skill used when she/he was a college student.

__________________________________________
__________________________________________
__________________________________________
6. Write a personal and specific **Discovery Statement** about this activity.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

7. Signature of Interviewee, and Date of Interview (**to be filled out by staff, not student**):

____________________________________________(sign) ________________________(date)