Overview

The Baylor Interdisciplinary Core Informational Interview Program connects current BIC students with BIC alumni for one-time informational interviews. We hope this program helps BIC students learn more about potential career fields and graduate/professional school opportunities, while also providing an opportunity for our alumni to reconnect with BIC and Baylor.

Volunteer BIC alumni will be added to a list of alumni who are willing to have conversations with current BIC students about their careers and/or graduate/professional school experiences. If students are interested in connecting with one of the alumni on the list, the BIC office will facilitate these connections. At any time, alumni can take their names off the list, depending on their availability and desire to participate in the program. Students and alumni should expect a conversation for approximately 30 minutes via phone or video chat (Skype, etc.).

Professional Responsibility Agreement

As a participant of the BIC Alumni Mentor Program, I understand I will be held to high ethical standards and responsibility. I recognize that the University holds itself to the highest level of professional integrity and social responsibility.

I understand and agree to the policies and principles below, which have been established to ensure my professionalism and character during the informational interview process. I recognize that my actions will reflect upon me, fellow students/alumni, and the University. I will provide accurate information in all materials and actions during my participation in the program and while interacting on and off campus with those in the University's community (includes: alumni, students, faculty/staff, and community partners).

I understand any inappropriate behavior may result in my removal from the program.

1 Portions of this document are adapted from an agreement form developed by the Baylor Career and Professional Development office.
Alumni Responsibilities

- Approach the conversation with a willingness to share from your own education and career experiences, while offering encouragement and support to the student.
- After the BIC office connects you with a student, correspond in a timely manner with the student to arrange a time for the conversation.
- Set aside approximately 30 minutes for the conversation and eliminate distractions during your meeting time. If you meet over the phone or video chat, set aside time when you are not driving or distracted--both for your safety and so that you can be fully present to the conversation.
- Participation in this program is strictly voluntary. Contact the BIC Assistant Director of Student & Alumni Initiatives at any time with any questions or concerns and with productive feedback, so that we can make improvements to the program for future students and alumni (email Adam Moore at Adam_D_Moore@baylor.edu).

Student Responsibilities

- Approach the conversation with a desire to listen and learn. Be prepared with questions to ask and be willing to share your own goals and uncertainties about your future plans.
- After the BIC office connects you with one of the BIC alumni, correspond in a timely manner to arrange a time for the conversation. Respect his/her time and be reliable. Be patient and allow him/her time to respond to your communication.
- Set aside approximately 30 minutes for the conversation and eliminate distractions during your meeting time. If you meet over the phone or video chat, set aside time when you are not driving or distracted--both for your safety and so that you can be fully present to the conversation.
- Participation in this program is strictly voluntary. Contact the BIC Assistant Director of Student & Alumni Initiatives at any time with any questions or concerns and with productive feedback, so that we can make improvements to the program for future students and alumni (email Adam Moore at Adam_D_Moore@baylor.edu).
- If requested, provide a brief reflection on your experience in the program to be used for the BIC blog and/or website.

Preparation and Possible Questions for Students to Ask

Before the conversation, do some research on the career field or graduate/professional program and become familiar with the person you will be speaking with. Be prepared with questions and goals for your conversation. Do not simply ask each of the questions listed below. Put some time and thought into your questions before the conversation.
For the first few minutes you should talk some about your own interests and goals and what you are hoping to gain from the conversation. The following questions are merely suggestions. Feel free to go in different directions as the conversation develops. These questions will hopefully help get the conversation started and help when the conversation comes to a break.
Questions for Career Conversations

- Where do you currently work? What is your job title?
- What do you do on a daily basis? What does a typical day/week look like for you?
- What are your primary responsibilities? What kind of decisions do you have to make?
- What do you enjoy about your job? What is most challenging?
- How did you become interested in this career path?
- What did you study at Baylor? What additional education, if any, did you pursue?
- How did BIC help prepare you for this particular career path?
- Does your current career directly relate to what you studied at Baylor? Is a particular educational background necessary for this career?
- How did you get to where you are now in your career? What were the keys to your career advancement? What were some of the key parts of the journey that led you to your current job (education, internships, previous jobs, relationships, networking, etc.)? What are your long-range goals?
- Do you have any suggestions for ways I could obtain these kinds of necessary experiences?
- How do most people get started in this field? What are some entry-level jobs?
- How does your position fit within your organization/career field/industry?
- What are some common career paths in the field?
- Are there any related fields I should look into?
- What kind of personal skills and abilities are necessary for someone in this kind of career?
- How can I evaluate whether or not I have the necessary skills for a position such as yours?
- If you could do it over again, would you choose the same career path for yourself? If not, what would you change?
- What are the salary ranges for various levels in this field? Is there a salary ceiling? (Don’t ask about his/her actual salary)
- How does your job impact your life outside of work?
- What current issues and trends in the field should I be aware of?
- What can I be doing now to help prepare myself for future experiences? — books or publications to read, classes to take, what to be involved in, networking, jobs/internships, etc.
- What else should I be thinking about now as an undergraduate student, if I am wanting to eventually be in a career field similar to your current career?
- What advice do you have for success at Baylor?
- What additional advice would you have for someone who wants to work in this field?

Thank him/her for their time and expertise. You might ask to connect on LinkedIn and/or ask if he/she is open to additional communication over email.
Questions for Graduate/Professional School Conversations

- What degree are you currently pursuing? Where?
- How long do you expect the degree program to last before completion?
- What was your process like for applying to graduate/professional schools?
- What were the most helpful things you did during your application process? What do you wish you would have done differently?
- How many schools do you recommend applying for? Do you recommend any particular strategies? How did you determine schools to apply for?
- What different types of programs did you look into?
- Do graduate/professional programs in this field of study usually receive funding? What kinds of financial scholarships/internships/assistantships are generally available? How did you navigate this process when applying to schools?
- What did you study at Baylor? Did Baylor help prepare you for the program you are in?
- How did BIC help prepare you for this particular path?
- Is a particular program of study required in undergrad for the graduate/professional program you are pursuing?
- Did you go straight into your graduate/professional program after undergrad? If not, what did you do between programs?
- What do you do on a daily basis? What does a typical day/week look like for you in school?
- What has been most challenging about graduate/professional school? What has been most surprising?
- What is social life like during graduate/professional school?
- What can I be doing now to help prepare myself for graduate/professional school? — books or publications to read, classes to take, what to be involved in, networking, jobs/internships, etc.
- What advice do you have for success at Baylor?
- Other than my classes, what additional activities and experiences do you recommend I pursue while at Baylor? Do you have any recommendations for how to spend my summers?
- What kinds of experiences do you think are most beneficial for getting into good graduate/professional schools?
- How important are grades and test scores for admission to graduate/professional schools in your field of study?
- What else should I be thinking about right now regarding preparation and application for graduate/professional school?

Thank him/her for their time and expertise. You might ask to connect on LinkedIn and/or ask if he/she is open to additional communication over email.