Connecting With Professionals: Assignment

Learning Outcome

Students will create their own communication scenarios and emails.

Preparation

Have students watch the video *Communication Competency: Connecting With Professionals*

Have students consider a professional at Valencia with whom they would need to communicate:

Examples

- Librarian
- Advisor
- Tutor
- Campus Security
- Career Development Center
- Internship Office
- Department Dean

Instructions

The purpose of this assignment is to assess students’ written communication skills.

PART I: Students will develop and write an appropriate scenario for meeting with a Valencia professional

(Do not use a “Professor” or the “Answer Center” since those were in the videos)

- A scenario summary (3-4 sentences) should clarify
  - The reason for the meeting, why do you need to meet with the professional?
  - What can the professional provide or offer?
  - What will you bring to the meeting?
  - What is the expected outcome of the meeting?

- Additionally, the scenario should have at least two (2) paragraphs. Each will describe the point-of-view for a person, student and professional (as seen in the role play activity)

PART II: Students will develop and write an appropriate follow up email

Imagine the meeting has taken place and you are sending a follow up email to the Valencia professional.

- Recap the outcome of the meeting. If needed, request an additional meeting.
- Thank the professional for their time and assistance.

Additional Resource: OWL Purdue Email Etiquette
**Assignment Grading**

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**Assignment**  
50 points total