

# Project Guidelines



F1rst Gen Mason

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## Project Description

Thank you for your interest in our Majors at Mason Video Project! Mason is home to eighty-five different bachelor's degree programs, all of which have their own unique opportunities and experiences. These majors are all listed and thoroughly described on Mason's various websites, but this isn't always the most effective way to communicate this information to students with various different learning styles. This is why F1rst Gen Mason has made it our mission to take the next step and host a video series wherein we interview students and faculty within each major to learn more about what each major entails, and to share this information with all George Mason students. The goal of this project is to document information about every single major in order to give students another key resource that will help with their overall success in college.

**Your task in this project would be to choose one faculty, advisor, undergraduate student, or graduate student and interview them about their degree program. The questions for this interview are provided in the latter parts of this packet and are categorized based on whom you will be interviewing.** This packet was organized by F1rst Gen Mason to help aid you in the process of scheduling and conducting your interview. It contains the interview guidelines, email templates, and interview questions that should be utilized as you set up and proceed with your interview. By following these guidelines, we can ensure that the interview will be both professional and informative. Please look through this process carefully and ensure to follow all steps.

Your contribution means a lot to F1rst Gen Mason and your fellow students. With your help, we will come one step closer to our goal of providing an accessible database of resources and knowledge to the first generation community. **If you run into any problems throughout the duration of your process, please reach out to our Coordinator for Special Projects, Huy Dang, at [hdang8@gmu.edu](mailto:hdang8@gmu.edu).**

## Interview Set-Up Instructions

- 1) Research the interviewee, and find their email address.
- 2) Go the following website and fill out your interview information:  
[https://docs.google.com/spreadsheets/d/19-oRAXz\\_LE1\\_kbus3yNehdd6JkryOINUMbfJdiyNEXQ/edit?usp=sharing](https://docs.google.com/spreadsheets/d/19-oRAXz_LE1_kbus3yNehdd6JkryOINUMbfJdiyNEXQ/edit?usp=sharing)
- 3) Copy and paste the Email Template in the next page and edit it in a separate word document. Note: If you wish to use the fill in the blank feature, download the email template document on the F1rst Gen Mason main website (<http://www.f1rstgen.org/Majors-At-Mason>).
- 4) Fill out the template and log into your **Masonlive Email**.
- 5) Copy and paste the **Subject**.
- 6) Copy and paste the template into your email.
- 7) Bcc the following email: [hdang8@gmu.edu](mailto:hdang8@gmu.edu).
- 8) Look over the email one last time before hitting *Send*.

## Email Template

**Subject:** F1rst Gen Mason Interview Request

Good Insert Morning/Afternoon Insert the Name of the Department/Person.,

My name is Insert your name, and I am a member of **F1rst Gen Mason**, a student organization dedicated to the success of first generation students on campus. We are asking students and faculty across campus to participate in our **Majors at Mason** video project that we are conducting to gain more information about each major that Mason has to offer.

I would like to interview you about the Insert a major and bold it program in order to provide beneficial information to first generation students. Along with asking you questions in the interview, I would like to record a video of our conversation so that we can make it available on our website.

Below are the interview questions:

Copy and paste the question from the Interview Guideline for the specific target.

Would you be comfortable with participating in the interview? Please let me know as soon as possible. Your participation would be a great help not only to F1rst Gen Mason, but to first-generation college students as well.

For more information about this project and to view sample interviews, please visit [f1rstgen.org/majors-at-mason](http://f1rstgen.org/majors-at-mason).

To learn more about F1rst Gen Mason and first generation students, please visit [f1rstgen.org/about-us](http://f1rstgen.org/about-us).

Thank you for your time,

Your name

## Interview Guidelines

- 1) Greet the person respectfully.
- 2) Introduce yourself and our organization.
  - a. First Gen Mission:

The mission of F1rst Gen Mason is to create an educational and supportive network that will increase the retention and graduation rate of first-generation students.
  - b. The purpose of the initiative:

To provide First Gen students the first-hand information from the perspective of advisors, undergraduate and graduate students from different majors at Mason.
- 3) Ask for permission to video record, and publish this on our website at [f1rstgen.org](http://f1rstgen.org)
- 4) Set up the Tri-pod, and start recording.
  - a. Note: If you choose to use your cellphone to record, please do it in **landscape**.
- 5) Ask them to speak to the camera:
  - a. Name
  - b. Job title / Major
- 6) Questions for...
  - a. Advisors:
    1. What type of students should want to look into the (Name of the major) ?
    2. What is (Name of the major)? In other words, what does it generally focus on?
    3. What are the classes that a student in the major typically needs to take throughout the program?
    4. What are the steps for declaring or switching into the major? What are the required prerequisite classes?
    5. Could you share a few success stories from the students in the major that you know throughout your career at Mason?

(Questions continued on next page.)

## Majors at Mason: Project Guidelines

b. Graduate Students:

1. Are you currently pursuing a graduate program or working full-time?

Questions for Graduate Students	Questions for Working Students
What are the steps to apply for your graduate program?	What company are you working for?
What was your GPA upon completing your Bachelor's Degree?	Could you share any tips for securing a job after graduation?
Could you share any tips for getting into a Master's program?	How often do you need to apply the knowledge you learned in your undergraduate classes?
Could you share any tips on how to afford graduate school?	Do you think you are financially secure? If yes, can you share a few tips on how to be manage money?
What is your schedule typically like as a graduate student?	What is your schedule typically like as a full-time worker?
Why did you decide to pursue a Master Degree?	Why did you decide to join the workforce after getting your Bachelor's Degree?
Why would a recent graduate want to pursue a Master's Degree?	Why should a recent graduate want to enter the workforce upon completing their Bachelor's Degree?

c. Undergraduate Students:

1. What classes are you taking?
2. What is your most favorite class?
3. What is your least favorite class?
4. How many hours do you typically put into studying?
5. What is the most challenging aspect about your major?
6. What are the skills or knowledge that you have developed to be successful in your major?
7. If you can describe your major in less than 5 words, what would you say?
- 7) Stop the recording and conclude the interview by thanking them for participating.
- 8) After your interview, upload the video to the following website:  
<https://drive.google.com/drive/folders/0BdGgeHITS5CMW9xUkNHcVZ2c00?usp=sharing>
- 9) Email the Coordinator for Special Projects, Huy Dang, at [hdang8@gmu.edu](mailto:hdang8@gmu.edu) once you have completed the process.

### Follow Up Email

The Follow Up Email is to thank all of our interviewees for participating in the **Majors at Mason** project, after the interview. We highly recommend you to use the following template for the follow-up email. Thank you.

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### Template

Dear Name of the Recipient,

Thank you for your participation in the Majors at Mason project. Once it has been processed, your interview will be posted to our organization's YouTube Channel. If you are interested in further helping to support first generation students at Mason, please check out our website at [firstgen.org](http://firstgen.org) and sign up to be a First Gen Ally at [firstgen.org/ally](http://firstgen.org/ally).

Sincerely,

Your name