

Senior Project Planning Meeting Questions

Senior projects should be a fulfilling and productive experience for both the senior and the supervisor or organization. We find that this happens most frequently when both parties communicate with each other openly and clearly in advance about the nature of the work and expectations.

You should have a planning meeting with your supervisor in advance of agreeing to the project. This meeting is designed for both of you to get to know each other and to make sure that you know what you are getting yourself into when you leave here in April. In order to help you in this we have come up with some questions for you to ask during this meeting.

First present your resume and any relevant experience, discuss your interests, answer any questions, and then make sure that you know what you are getting into.

Suggested Topics to Cover

- Have you worked with interns before?
- What exactly can I do in this situation?
- What would a typical workday look like?
- How many people will I be in contact with in the workplace?
- Can I be involved in a variety of tasks?
- I understand that entry-level, day-to-day or clerical work will likely be involved, but will I have the chance to observe or participate in other, more significant work in order to learn about your profession?
- How much time would you have to guide me in understanding your profession?
- Do you feel that you have time for this?
- What is the dress code for working here?
- What should I know about the culture of how you work?

Follow-up

Thank them for their time and let them know you'll be in touch soon.

- If it sounds like a good fit, get back to them within a few days with any further questions and to let them know you will share your proposal with them when it's complete.
- If you're not sure, thank them for their time and tell them that you're exploring other options as well, and that you'll get back to them soon about whether you'd like to pursue a project with them. Ask them if there's a final date by which they'd need to know for sure.
 - Then make sure you really do get back to them!
- If it doesn't sound like a good fit, get back to them within a few days to thank them for their time, but that you're planning a different project. (NOTE: be careful about doing this, if you think there's a chance you'd still be interested later.)