

Requirements

Before

- Call and set up interview
- Create 10 questions
 - Must require multiple sentence answers
 - Must directly relate to the project
- Type up questions and save

During

- Dress appropriately
- Be on time
- Take notes
- Have proposal signed
- Be polite

After

- Turn in signed proposal by mentor
- Turn in typed questions and answers (in Q/A format)
- Turn in a thank you letter addressed and in an envelope with a stamp