ASSIGNMENT (60 points total):
• Working together with a partner(s), conduct a 30-45 minute informational interview of a nutrition professional at his/her work site. At the end of the session, have the “interviewee” sign the “Verification Form”.
• If time and schedules permit, make arrangements to do a field observation of the program or services in action, such as a nutrition education class session, tour of facility, or possibly observe one of their Nutrition Assistant staff in action.

PART I: Written Report (due Thursday, September 9th, 50 points)
Each student will write his/her own 3-4 page narrative of the informational interview. Include a brief description of the organization, summary of the interview, and a summary reflection paragraph (analyze and evaluate your experience—i.e. What did you learn from this interview—both positive and negative impressions? How does a nutrition career path fit with your own interests, abilities, and goals? What surprised or inspired you?) Please turn in the completed “Verification Form” with your report.

PART II: Discussion Groups: (due Thursday, September 9th, 10 points)
Be prepared to participate in a small group discussion by giving a 15 minute summary of your informational interview.

Informational Interviewing

One of the best sources for gathering information about what's happening in an occupation or an industry is to talk to people working in the field. This process is called informational interviewing. An informational interview is an interview that you initiate—you ask the questions. The purpose is to obtain information, not to get a job. Informational interviewing can be one of your most valued strategies in gathering information and establishing contacts as you build plans for the future.

Reasons to Conduct an Informational Interview:

• to explore careers and clarify your career goal
• to discover employment opportunities that are not advertised
• to expand your professional network
• to build confidence for your job interviews
• to access the most up-to-date career information
• to identify your professional strengths and weaknesses
Steps to Conduct an Informational Interview:

1. Identify the Occupation or Industry You Wish to Learn About
   Assess your own interests, abilities, values, and skills, and evaluate labor conditions and trends to identify the best fields to research.

2. Prepare for the Interview
   Read all you can about the field prior to the interview; find out background information about the place of employment. Decide what information you would like to obtain about the occupation/industry. Prepare a list of questions that you would like to have answered.

3. Identify People to Interview
   Start with lists of people you already know - friends, relatives, fellow students, present or former co-workers, supervisors, neighbors, etc. Professional organizations, the yellow pages, organizational directories, and public speakers are also good resources. You may also call an organization and ask for the name of the person by job title. For this assignment, a list of professional contacts is already provided for you, and your instructor has asked for their permission to be included on the list of possible interviewees.

4. Arrange the Interview
   Contact the person by e-mail or telephone to request an interview appointment. Be sure to give a choice of a couple of dates and times, and reconfirm the appointment a day or so ahead if you have made the appointment far in advance. Pre-visit the site so you know the location, parking situation, or public transit route.

5. Conduct the Interview
   Dress appropriately. Arrive 10-15 minutes before your appointment, be polite, gracious, and professional. Refer to your list of prepared questions; stay on track, but allow for spontaneous discussion. Adhere to the original time request.

6. Follow Up
   Be sure to send a thank-you note to your contact within a day or two after the interview.
Professional Contacts

* has served as a preceptor for the field experience
** has hired one or more of our graduates

**Community/Public Health Nutrition**

*May Woo, RD
Program Representative
**U.C. Cooperative Extension
300 Piedmont Ave., Bldg B, Room 227
San Bruno, CA  94066
(650) 871-7559
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http://cesanmateo.ucdavis.edu/

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(925) 646-6128
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*Sylvia Lau, MPH, RD, CDE
**Chinatown Public Health Center
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1490 Mason St.
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Sylvia.Lau@sfdph.org
http://www.sfdph.org/dph/comupg/oservices/medSvs/lthCrs/ChinatownLthCtr.asp
(NOTE: only works on W & F; former instructor for NA Program)

*Lydia Guzman, MPH, RD
San Mateo County Health Services
2000 Alameda de las Pulgas, #200
San Mateo, CA  94403
(650) 573-2025,
lguzman@co.sanmateo.ca.us
http://www.co.sanmateo.ca.us/portal/site/health/menuitem.f44138fe5f6ec63d74452b31d17332a0/?vgnextoid=bfba03508b0a0210VgnVCM1000001d37230aRCRD&cpsextcurrchannel=1

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3600 Telegraph Ave.
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Annette.Laverty@acgov.org
Amy.Glodde@acgov.org
http://www.acphd.org/user/services/AtoZ_PrgDtls.asp?PrgId=54

Laura Brainin-Rodriguez, MPH, MS, RD
Coordinator Feeling Good Project
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Tel:  (415) 575-5687
laura.brainin-rodriguez@sfdph.org
http://www.sfdph.org/dph/default.asp

*Chris Weahunt, RD, CDE
Nutrition & Fitness Director
Native American Health Center
3124 International Blvd, Suite 201
Oakland, CA 94601
(510) 535-4462
chrisw@nativehealth.org
http://www.nativehealth.org
http://www.sfdph.org/dph/default.asp
(available in Aug, vacation from 9/3)

Marianne S. Szeto, MPH
Shape Up San Francisco
San Francisco Department of Public Health
Community Health Promotion and Prevention
30 Van Ness, Suite 2300  
San Francisco, CA 94102  
(415) 581-2430  
Marianne.Szeto@sfdph.org  
www.ShapeUpSF.org  
http://www.diabettes.org/wp/  

*Madoka Gaspar, Community Nutritionist  
Second Harvest Food Bank, San Mateo County  
1051 Bing St.  
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(650) 610-0800x413  
mgaspar@shfoodbank.com  
http://www.2ndharvest.net/  

**Nutrition Counseling**  
*Heather D’Eliso Gordon, RD, CSSD  
Nutrition Health Coach, Sports Dietitian  
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San Francisco 94115  
(415) 833-2692  
heather.x.d’elisogordon@kp.org  
http://www.permanente.net/  
homepage/kaiser/pages/d12354-top.html  

Eric Hernandez, RD  
Community Health Resource Center  
2100 Webster St., Lobby Level  
San Francisco, CA 94115  
(415) 923-3997 (direct line)  
HernanEM@sutterhealth.org  
http://www.cpmc.org/chrc/  

Teresa Leu, RD, Nutritionist/Health Educator  
(P/T Instructor for NA Program)  
San Francisco State University  
Student Health Service  
1600 Holloway  
San Francisco, CA 94132  
tleu@sfsu.edu  
www.sfsu.edu/~shs  
(NOTE: you might be able to participate in a nutrition assessment at the SFSU Student Health Center walk-in clinic by peer educators – a great opportunity, but must make 2 weeks advance arrangements with Teresa.)  

*Iran Pont, RD or *Maria Gutierrez, RD  
Mission Neighborhood Health Center  
240 Shotwell  
San Francisco 94110  
(415) 552-1013 x221, iranpont@mnhc.org  
(415) 552-1013 x276, mariagutierrez@mnhc.org  
www.mnhc.org  

**WIC Program**  
Magdalene Louie, MPH, RD  
WIC Program Coordinator  
**SF Department of Public Health  
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(415) 575-5789  
http://www.sfdph.org/dph/comupg/oprograms/PHP/WIC/WIC.asp  

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http://www.acphd.org/user/services/AtoZ_PrgDtls.asp?PrgId=59

**Child Nutrition Programs**

*Elizabeth Schindler, MPH, Health Services Coordinator

**Head Start**
Institute for Human & Social Development (IHSD)
1265 Mission Road
So. San Francisco 94080
(415) 246-1721
eschindler@ihsdinc.org
www.ihsdinc.org

*Brianne Tsang, Nutrition Services Coordinator or Marcy Spaulding, Health & Nutrition Services Manager
San Francisco Head Start
205 13th St., Suite 3280
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http://www.sfheadstart.org/

*Teresa Chan, RD, Health/Mental Health Manager
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831 Broadway Street, 2nd floor
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*Mark Elkin, Nutrition Education Project Coordinator, or *Jessica Frazier, Lead Site Coordinator
SFUSD School Health Programs
Nutrition Education Project
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FrazierJ1@sfusd.edu
http://www.healthiersf.org/Nutrition/index.html

**Education**

Eugenia Lau, RD
Instructor, Merritt College
Nutrition and Dietetics
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*Karaliese Brown, MEd, RD, Nutrition Education Coordinator
Alameda County Office of Education - California Healthy Kids Resource Center
313 W. Winton Ave, Room 176
Hayward, CA 94544
(510) 670-4562
kbrown@acoe.k12.ca.us
http://www.californiahealthykids.org/
Older Adult Nutrition Programs & Services

*Frances Chan, RD
Instructor, CCSF Consumer Education Department, non-credit classes for seniors; Nutrition Consultant for Adult Day Health Centers
fcchan@ccsf.edu

Sau Fong Lee, RD
Senior Nutritionist
Area Agency on Aging
Alameda County Social Services Agency
6955 Foothill Boulevard, Suite 300
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saflee@acgov.org
http://www.alamedasocialservices.org/public/services/elders_and_disabled_adults/aaa.cfm

*Gladys Diamonon, MS, RD or
*Gloria Fishburn, RD
**Meals on Wheels of San Francisco
1375 Fairfax
San Francisco, CA  94124
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gdiamonon@mowsf.org
gfishburn@mowsf.org
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*Natalie Krelle-Zepponi, RD
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NKrelle-Zepponi@ci.berkeley.ca.us
http://www.ci.berkeley.ca.us
(NOTE: available T only)

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http://www.openhand.org/

Nutrition Paraprofessionals

Jan McCulloch (NA Grad 2003)
janmcculloch2006@yahoo.com
(from 2003-2009 worked at UC Cooperative Extension as a Nutrition Education Program Representative teaching EFNEP classes to low-income families; currently “freelancing” teaching cooking classes for child care providers/families at Our Second Home; conducts kids cooking camp at SSF Parks & Rec; monthly Saturday nutrition workshops for overweight children & parents at Dr. Tran’s Children’s Clinic at SF General Hospital – Sat Aug 28, noon-2:00)

Mike Tortorelli (NA Grad 2007)
justbreathe@yahoo.com
(specializes in physical activity for kids. Juggles many different jobs/projects: afterschool lunch program at McKinley; ShapeDown program; the WeCAN program at Chinatown Public Health; and works with Jan McCulloch conducting the physical activity component of the monthly Saturday nutrition workshops for overweight children at SF General Hospital- Sat Aug 28, noon-2:00)
Job Exploration Project

I verify that the student(s) of the Nutrition Assistant Program conducted an informational interview of me at a pre-arranged location and time.

Professional Contact’s Signature: __________________________________________
Organization/Agency: ___________________________________________________
Date: _________________________________________________________________

Thank you!

Students: Please submit this “Verification Form” with your written report.

City College of San Francisco
Nutrition Assistant Program
HOEC 98 “Introduction to the Nutrition Assistant Program”

Job Exploration Project

I verify that the student(s) of the Nutrition Assistant Program conducted an informational interview of me at a pre-arranged location and time.

Professional Contact’s Signature: __________________________________________
Organization/Agency: ___________________________________________________
Date: _________________________________________________________________

Thank you!

Students: Please submit this “Verification Form” with your written report.