



**James Cole Elementary School**  
**6418 East 900 South**  
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**Michael Pinto, Principal**



## **Cole Professional Academy Interview Day**

**When:** February 1, 2019

**Schedule:**

1:00-1:45 Setup

2:00-2:45 Interviews

2:45-3:00 Debrief with students

**Location:** James Cole Elementary School Gymnasium

**School Contact:** Mike Pinto, Principal; [mpinto@tsc.k12.in.us](mailto:mpinto@tsc.k12.in.us); 765-772-1968



January 14, 2019

Dear Friend of the Cole Professional Academy,

We are excited to launch the inaugural Cole Professional Academy Interview Day on Friday, February 1, 2019 in the James Cole Elementary School Gymnasium. The Cole Professional Academy is a grassroots efforts created by the Cole Staff and assisted by volunteers like you who give our fifth grade students opportunities to learn various 'soft skills' that will be needed for students to be successful in life. Each month we dedicate one afternoon as an "Academy Day". During these days students are exposed to a variety of topics including: *What is a Mentor? Dressing for Success; Table Etiquette; Food Preparation and Grocery Lists; Funeral, Museum, and Concert Etiquette; Sportsmanship; Job Application/References; Email Etiquette; Interview Skills; Internet and Social Media Safety; and Plagiarism.* Fifth grade students are paired with a school staff mentor and complete assignments after each academy day. The Cole Professional Academy Interview Day is a way for us to give our students some classroom background about interviews and then have a chance to apply their new knowledge in an interview format.

We plan to arrange the gymnasium with tables represented by local businesses. If you can bring your company's table covers and backdrops to make the effect more real, that would be wonderful. If not, we will have table coverings. We then plan to assign each student two seven-minute interviews with the volunteers. Volunteers will be given a script of seven questions that they will ask. Our intent is to give the students real-life experience from the opening handshake until the final good-bye in an interview. These fifth graders will be nervous, but will gain such insight from you during these brief encounters. We are excited about this possibility.

Once the interviews are finalized, students will meet together with you all in a large group format to discuss takeaways and to debrief about their experiences. This is our first year with this process so you are helping us to launch a process we hope will be offered at our school for years to come.

Thank you in advance for your participation.

Mike Pinto  
Principal

**Tippecanoe School Corporation**  
**Dr. Scott Hanback, Superintendent**