**Interview Lab**

*Description* The first step in this lab is to find someone that is a database administrator (DBA) and talk to them. This can be someone that you know. You can also read a white paper on the Oracle web site. White papers are case studies on what Oracle did for several businesses. You may also write about your own experiences. I am also available.

*Conducting Interviews* Prepare a list of 5-10 questions to ask. This helps to keep you on subject. It also shows respect for the interviewee’s time.

*Executive Briefing Format* This report should be in executive briefing format. This document is prepared using this format, so emulate this style. It should consist of several single spaced paragraphs with bold headings. This makes it easier for executives to find the information that they are looking for. These papers should be long enough to cover the subject but short enough to be interesting. Typical papers are 1-3 pages. Detail work should be included in an appendix but summarized in the normal paper.

*Grading* This lab is worth 10 points. It will be graded on the format of the paper as well as the content. Papers should include complete information on the interview but not be long and boring. This is not a novel.