Job Analysis

For our fourth formal essay assignment, you are to write about a career field that interests you using the rhetorical strategy of Analysis by Division. To develop content for the essay, you will conduct library research and an informational interview. You will format the essay as a report.

Analysis by Division

In Essays at a Glance, Lee Brandon describes Analysis by Division:

If you need to explain how something works or exists as a unit, you will write an analysis by division. You will break down a unit (your subject) into its parts and explain how each part functions in relation to the operation or existence of the whole. The most important word here is *unit*. You begin with something that can stand alone or can be regarded separately: a poem, a heart, a painting, a car, a bike, person, a school, a committee. (111)

Brandon recommends a four-step procedure for writing Analysis by Division. The first step is to choose a subject, which will be the unit you analyze (your unit will be a specific career or job). Second, select a dividing principle, and third identify the parts that make up the unit. Lastly, explain the individual parts as they relate to the unit.

For our essay, we using Myer’s essay *Air Traffic Control as a Career* as a model. The dividing principle of his essay is the aspects of a career that are relevant to a job seeker. The parts he describe are the following: (1) Nature of the Work; (2) Working Conditions, Benefits, Pay, and Retirement; and (3) Training, Employment, and Job Outlook. You will choose a career field that interests you and then write about it in terms of these three categories.

Note that “nature of the work” refers to tasks, duties, and responsibilities of the job. “Working conditions” includes amenities, physical environment, stress and noise levels, degree of safety or danger, and so on. “Training” includes on-the-job training and also any education or certification required to apply for the job. “Employment” refers to who is hiring and where jobs are available.

Research

For this assignment, you will get practice conducting primary and secondary research, and you will get practice integrating the research into your writing. The first type of research you are conducting is library research. Go the library (or go online) to get information about the career field you are exploring in your essay. The second type of research is an informational interview.

Richard Bolles, author of the famous job-hunting book *What Color Is Your Parachute*, defines informational interviewing as “testing a career by going to talk to people who are actually doing the work you would like to do” (122). Some of the benefits of informational interviewing include the following: (1) you can learn about the types of work being done by people from your same major, (2) you can learn firsthand about the realities of working in a particular career or job, and (3) you can expand your network in a specific career field.

For the informational interview, you are to interview someone who currently works in your chosen career field. Ideally the interview will be held face-to-face, but if necessary, you may conduct a phone or email interview. Whichever style it is, you should prepare some interview questions in advance; however, as Bruce Ballenger, author of *The Curious Researcher*, says,
“Once you’ve built a list of questions, be prepared to ignore it. Interviews are conversations, not surveys” (emphasis added) (89).

Writing a Report

Unlike a typical academic essay, a report is utilitarian: its purpose is to communicate information efficiently. The language of a report is straightforward and to the point. Although both academic essays and reports use titles, a report uses section headings rather than transitional sentences to signal the different parts of the report. Headings make the content easily accessible to the reader.

Steps and Due Dates

<table>
<thead>
<tr>
<th>Step</th>
<th>Due</th>
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<tbody>
<tr>
<td>Rough Introduction (in class)</td>
<td>March 12</td>
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<tr>
<td>Interviewee Selection</td>
<td>March 12</td>
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<tr>
<td>Interview Transcript</td>
<td>March 26</td>
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<tr>
<td>Research</td>
<td>March 31</td>
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<tr>
<td>Revised Introduction</td>
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<tr>
<td>Rough Body</td>
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<tr>
<td>Rough Conclusion (in class)</td>
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<td>Revised Draft</td>
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<td>Final Draft</td>
<td>April 16</td>
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**Rough Introduction:** We are doing pre-writing and drafting of the introductory paragraph in class. First, choose a career field. If you already have a declared major, you will likely pick a career field related to your major; otherwise, pick something that interests you. The subject of the paragraph is the career field and the focus is how you came to choose this particular career field. First, brainstorm to generate ideas for the paragraph, and then write the paragraph. Your paragraph needs a topic sentence, supporting sentences, and a concluding sentence. Connect your ideas using appropriate and sufficient transitional signals.

**Interviewee Selection:** Confirm the person you will interview by X. Via Blackboard, submit to me the full name, title, organization, contact phone number, and contact email of your interviewee. Inform the interviewee that I may contact her/him to confirm her/his participation.

**Interview Transcript:** Complete your interview and type up a transcript. Upload a copy of the transcript to Blackboard—submission of the transcript counts towards your Quizzes and Other Writing grade.

**Research:** Complete your research and type up your research notes. Upload a copy of the notes to Blackboard—submission of the notes counts towards your Quizzes and Other Writing grade.

**Revised Introduction:** Revise your introductory paragraph and add a second paragraph to the introduction section that introduces your interviewee. For the paragraph about your interviewee, first, tell us the interviewee’s name, title, organization, education, and any other relevant background information. Next, tell us about where, when, and how the interview was conducted...
(face-to-face, by phone/Skype, or via email). Next, explain that you conducted the interview to learn more about a career field. Lastly, add the thesis sentence of the essay. The thesis must include the subject (your chosen career field) and focus (the career in terms of categories relevant to you as a job seeker). If you choose, you may also include a list of subtopics.

**Rough Body:** Write the three body sections of your essay. The sections are as follows: Nature of the Work; Working Conditions, Benefits, Pay, and Retirement; and Training, Employment, and Job Outlook. Each section may contain more than one paragraph. For every paragraph, include a topic sentence, supporting sentences, and a concluding sentence. Connect your ideas using appropriate and sufficient transitional signals. Also, provide specific supporting details by integrating your library research and interview research into the paragraphs. Using MLA formatting, properly cite all references, paraphrases, and quotes. Before printing out a copy, add in the introduction section, and then evaluate the draft by filling out a *Writing Rubric Worksheet* (WRW) (available on Blackboard). Submit an electronic copy of the rough draft to Blackboard and turn in hard copies of the draft and WRW—submission of these counts towards your *Quizzes and Assignments* grade.

**Rough Conclusion:** We are doing pre-writing and drafting of the concluding paragraph in class. The purpose of the conclusion is to signal the end of the essay, to remind us of your main points (either by summarizing the subtopics or paraphrasing the thesis), and to give us your final thoughts. For your final thoughts, share any new insights, new attitudes, and/or predictions about your future career. First, brainstorm to generate ideas for the paragraph, and then write the paragraph. Your paragraph needs a topic sentence, supporting sentences, and a concluding sentence. Connect your ideas using appropriate and sufficient transitional signals.

**Revised Draft:** Edit and revise your introductory, body, and concluding paragraphs. Evaluate the draft by filling out a WRW. Submit an electronic copy of the revised draft to Blackboard and turn in hard copies of the draft and WRW—submission of these counts towards your *Quizzes and Assignments* grade.

**Final Draft:** Put together the introduction, the body, and the conclusion, and then edit and revise them. Evaluate the draft by filling out a WRW. Submit an electronic copy of the final draft to Blackboard and turn in hard copies of the draft and WRW—submission of these counts towards your *Quizzes and Assignments* grade. In addition, the formatting of the final draft is graded as pass/fail and counts towards your *Quizzes and Assignments* grade. The final draft of your *Comparison and Contrast* essay counts for 25% of your *Formal Essays* grade.

**Evaluation Criteria**

The general grading criteria for our *Analysis by Division* essay are defined in the *Grading Rubric for Essays* (GRE). The GRE covers the following seven categories: Introduction, Thesis, Structure, Content, Conclusion, Sources, and Language, Editing, and Formatting. To accurately interpret the GRE, please refer to the *Writing Rubric Worksheet* (WRW).

One of the criteria under the “Language, Editing, & Format” category of the WRW reads as follows: “Composition fulfills requirements of the assignment (see assignment guidelines).” The specific requirements for our *Analysis by Division* essay include the following:
• Includes the four aspects of *Analysis by Division* (unit, dividing principle, parts, and relationship of parts to unit).
• Describes the following: Nature of the Work; Working Conditions, Benefits, Pay, and Retirement; and Training, Employment, and Job Outlook.
• Effectively incorporates library and interview research using paraphrase and quotation.

**Formatting Guidelines**

The formatting guidelines include the following:

• Text formatted in 12-point font and Times New Roman type.
• 1-inch margins all around.
• All text is double-spaced.
• Student’s name, instructor’s name, course title, and date (in DD Month YYYY format) are in upper left corner of first page only and double-spaced.
• Title is centered on first page (after heading) without underlining, italicizing, or quotation marks.
• Page numbering on every page except for first page.
• Page numbers preceded by student’s last name.
• Uses headers to divide sections (starting after the introduction section).

A formatting template is available on Blackboard for you to use.