Course Description

A course designed to enable the student to apply communication concepts in selected interview settings with emphasis on dyadic communication, questioning techniques, interview structure, and persuasion.

Textbook


Student Learning Outcomes

1. Analyze the basics of interviewing in a variety of settings.
3. Recognize the effect of equal opportunity laws on interview practices.
4. Interpret the latest research of all interview settings and the most recent interpersonal communications theory.

Course Goals/Objectives

Upon successful completion of the course the student will:
1. Acquire a working understanding of interview practices.
2. Receive knowledge to apply effective interviewing techniques in professional/personal settings.
3. Gain experience in the practice in orchestrating and conducting interviews in a variety of situations.

Student Contributions and Class Policies

Students will be expected to:
1. Participate in scheduled field trips and in-class presentations.
2. Complete assigned readings and exams.
3. Attend all classes. (Three absences in a row or six during semester results in a drop)
4. Complete assigned semester field project.
5. Participate in six interview sessions.
Evaluation of Students
The semester grade will be determined on a weighted average of the exam and project grades based on the following proportions: Term Project - 20%; exams - 30 %; final exam - 15%; interview sessions 30%; class activities - 5%.

Course Schedule
This class meets for 3 lecture hours per week as follows:

Weeks 1-2: Orientation, Introduction to Interviewing, chap. 1
Weeks 3: An Interpersonal Communication Process, chap. 2
Week 4: Questions and Their Uses, chap. 3

First Test
Weeks 5: Structuring the Interview, chap. 4
Week 6: The Probing Interview, chap. 5
Week 7: The Survey Interview, chap. 6
Week 8: The Recruiting Interview, chap. 7
Week 9: The Employment Interview, chap. 8

Second Test
Week 10: The Performance Interview, chap. 9
Week 11: The Persuasive Interview: The Persuader, chap. 10
Week 12: the Persuasive Interview: The Persuadee, chap. 11
Week 13: The counseling Interview, chap. 12
Week 14: The Health Care Interview, chap. 13
Weeks 15- 16: Presentations of semester project/Final exam
Instructor Information

Name:
Office phone: 685-4624
Office hours:
Office location:
E-mail address:
Division Secretary: Lula Lee, 141 AFA
Office phone: 685-4624

Note: Students are encouraged to contact the instructor at any time; however, making an appointment will guarantee the instructor’s availability at a specific time.