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.

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.

Upon successful completion of the course the student will:

1. Develop improved writing and reporting skills to cover public affairs events and issues.
2. Acquire heightened awareness of news values.
3. Develop understanding of newspaper and magazine operations.
4. Acquire the discipline of meeting deadlines and honoring commitments.
5. Apply news values to researched articles.
7. Use adapted interview techniques for information gathering.
8. Experience the environment of a commercial news gathering organization.
9. Use publication editing and design software.
REQUIRED TEXTS AND MATERIALS (Text may vary)
Required
Adobe Reader (Links to an external site)

Student Contributions and Class Policies

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.

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

EVALUATION OF STUDENTS

Semester grades will be determined as follows:

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%.

DROP / WITHDRAWAL

The student is responsible for initiating a drop or withdrawal, not the instructor.

Withdrawal from course: The instructor is not able to withdraw a student from the course after the census date. A student wishing to withdraw must fill out the withdrawal form (Links to an external site) online.

2018-2019 WITHDRAWAL DATES

Fall
Fall First 8-Week Session
Fall Second 8-Week Session
December Mini-Semester
Spring
Spring First 8-Week Session
Spring Second 8-Week Session
May Mini-Semester
Summer I
Summer II
November 16
October 5
November 30
December 28
April 12
February 22
April 26
May 23
June 27
August 6

ACADEMIC RESEARCH

For Research information, tutorials, library information, web links and more, access the Distance Learning Webpage for the Midland College Fasken Learning Resource Center (Links to an external site).
Academic Database Access

**EBSCO** (Links to an external site)
User name: mc72cc
Password: mc#chaps1mc

For the Gale Database use this username/password combination:
User name: txshracd2528
Password chaps

TECHNICAL SUPPORT

If you experience technical difficulties with Canvas, click the Help link at the bottom of the Canvas login page (Links to an external site), or in the top-right green toolbar from any page within Canvas, select Report a Problem, provide details, and submit the ticket. Your request will automatically be sent to the Midland College information technology support center. Check your email for support updates.

FREE ACCESS TO MICROSOFT 365

All Midland College students have a free Microsoft Office 365 account via the Midland College website https://www.midland.edu/audiences/current-students/office365.php. Students should go to that website for instructions for accessing their account to create Word, Excel, and other Microsoft documents.

INSTITUTIONAL ACCESSIBILITY STATEMENT

**ADA Statement**-- The Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination by any program or activity provided by an institution or entity receiving federal financial assistance. It is this Section 504 mandate that has promoted the development of disability support service programs in colleges and universities across the country. Subpart E of Section 504 deals specifically with this mandate for institutions of higher education. While it does not require that special educational programming be developed for students with disabilities, it does require that an institution (public or private) be prepared to make appropriate academic adjustments and reasonable accommodations in order to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students.

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify
Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

Phone, Midland College Special Needs Counselor: 432-685-5598
Midland College Disability Services (Links to an external site)
Microsoft Accessibility (Links to an external site)
Canvas Accessibility (Links to an external site)
Turnitin Accessibility (Links to an external site)
Adobe Reader Accessibility (Links to an external site)
Google Reader Accessibility (Links to an external site)

ACADEMIC SUPPORT SERVICES

Academics and Student Services (Links to an external site)

Phone, Midland College Testing Center: 432-685-4735

Phone, LanguageHub, Midland College On-Campus Writing Center: 432-685-4811, 182 TC
Language Hub Online (available to all students in Canvas)

STUDENT RIGHTS AND RESPONSIBILITIES AND DUE PROCESS
Midland College Student Rights and Responsibilities (Links to an external site)

PRIVACY POLICIES
The below privacy policies apply to this course, as they are applicable to your conduct on this online platform.

Midland College Website Privacy Policy (Links to an external site)
Canvas Privacy Policy (Links to an external site)
YouTube Privacy Policy (Links to an external site)
Canvas Student Guide (Links to an external site)
Turnitin Privacy Policy (Links to an external site)
Instructor Information:

Instructor Name:
Email:
Office Location:
Office Phone:
Office Hours:
Fine Arts and Communications Division Dean: Dr. William Feeler
Secretary: Ms. Lula Lee
Division Office: 141 AFA
Phone: 432/685-4624
Division Office hours: 8-5, M-F

NON-DISCRIMINATION STATEMENT

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Tana Baker
Title IX Coordinator/Compliance Officer
3600 N. Garfield, SSC 242
Midland, Texas 79705
(432) 685-4781
tbaker@midland.edu

Or

Natasha Morgan
Human Resources/Payroll Director
3600 N. Garfield, PAD 104
Midland, Texas 79705
(432) 685-4534
nmorgan@midland.edu

For more information on notice of non-discrimination, visit the Office of Civil Rights website for the address and phone number of the office that serves your area, or call 1-800-421-3481.

UPDATED AUGUST 2018