

Syllabus for
COM 322—Interviewing
3 Credit Hours
Fall 1999

I. COURSE DESCRIPTION

Theory and practice are combined to develop interviewing skills appropriate to a broad range of interviewing situations. Emphasis is on the interview as a communication process, a tool for management of communication effectiveness, a means of collecting and disseminating information by means of the mass media, and a strategy for research.

II. COURSE GOALS

This course is designed to assist the student in his or her quest to do the following:

- A. become more professional as well as a participant in a broad range of interview situations.
- B. develop skills in analyzing an interviewing situation while participating in it.
- C. choose the most effective interviewing strategy in relation to the specific person being interviewed.
- D. develop practical skills in planning, managing, and interpreting interviews.

III. COURSE OBJECTIVES

Upon completion of this course, the student should be able to do the following:

- A. define and explain components of the interview process.
- B. identify specific questioning techniques used in each section of the interview.
- C. conduct employment, journalistic, exit, performance appraisal, and exploratory interviews.
- D. write multiple strong resumes and corresponding letters.

IV. TEXTBOOKS

- A. Required Textbook
Stewart, Charles (1997). Interviewing: Principles and practices. Dubuque: Brown and Benchmark Publishing.
- B. Optional Textbook
Brett, Pat (1990). Writing for results: A resume workbook. Belmont: Wadsworth Publishing Co.

V. COURSE PROCEDURES

A. Course Prerequisites - COM 101

B. Evaluation Procedures:

1. Course Assignments and Grading

a.	Exams:	% of Final Grade
	Test I	10%
	Test II	10%
	Test III	10%
b.	Projects/Papers:	
	Informative Interview	10%
	Persuasive Interview	10%
	Employment Interview	10%
	Performance Interview	10%
	Selection Interview	10%
c.	Homework	10%
d.	Class Participation	<u>10%</u>

TOTAL 100%

2. Late Work/Absences

Students are responsible for turning in assignments on time. If a student is absent, assignments are still due on the due date. Absences prior to or on the due date do not excuse the student from handing work in on time. All assignments and exams must be completed on time to receive full credit. Assignments turned in late will be penalized two letter grades.

C. University Policies

1. “Consistent with Section 504 of The Rehabilitation Act of 1973, and the Americans with Disabilities Act, ORU ensures that no ‘qualified individual’ will be denied reasonable accommodation in the form of modification of policies, practices and/or procedures.” Students with disabilities who wish to access services should contact their professor(s) and the Office of Disability Services at Ext. 7355 to initiate the process.
2. Students and faculty at Oral Roberts University adhere to all laws addressing the ethical use of others’ materials, whether it be in the form of print, video, multimedia, or computer software.
3. Students taking a late exam because of an unauthorized absence will be charged a late exam fee.

VI. ATTENDANCE POLICY

- A. Attendance at each class or laboratory is mandatory at Oral Roberts University.
- B. Double cuts will be assessed for absences immediately preceding or following holidays or breaks.
- C. Excessive absences can reduce a student's grade or deny credit for the course.
- D. Unexcused Absences
 - 1. One unexcused absence will be allowed per the number of times a class meets per week. Since this class meets three times a week, three unexcused absences will be allowed over the course of the semester. Absences in excess of the allowed number will earn the following penalties:
 - 1 absence: one letter grade dropped
 - 2 absences: two letter grades dropped
 - 3 absences: three letter grades dropped
 - 4 or more: the student will fail
 - 2. A student missing class due to illness must use the two personal days given. Extended illnesses will be handled on an individual basis and will require a doctor's verification to reschedule assignments.
- E. Administratively Excused Absences

Students who at the University's request must miss classes for University-sponsored activities, such as athletics, musical performances, forensics, television tapings, and Laymen's Seminars, will receive administratively excused absences. Such absences permit the student to make up missed work within a reasonable length of time and according to reasonable stipulations without penalty. Accordingly, students absent for reasons that are administratively excused shall conform to the following procedures so that they can make up missed sessions without penalty.

- 1. Inform the professor by signed official excuse form of the absence before its occurrence. Such notification is the student's responsibility, and failure to provide it will forfeit the right to make up missed work.
- 2. Arrange to complete either the missed work or an appropriate alternative assignment recommended by the instructor. For example, some quizzes cannot be made up. An alternative might be to read and write a brief report on a extra chapter of collateral material.
- 3. Complete all makeup materials within the time specified by the instructor. Normally, no makeup work will be accepted after fourteen days unless by prior arrangement with the instructor.
- 4. For absences which are scheduled in advance, for example, athletics, etc., the schedule of which is available to the student and he/she has reason to expect his/her absence will be required for an event, no makeup will be permitted if the student voluntarily commits himself or herself to a performance on a specific date, such as for oral reports, speeches, television tapings, etc. Such assignments for obvious reasons cannot be rescheduled at the student's convenience, nor can written or reading assignments be substituted for them.
- 5. For absences that are voluntary commitments by the student, i.e., agree to work on television taping crews, the student will be expected to decline such commitments which interfere with in-class performance, e.g., speeches, group oral reports, etc.

F. Tardies

Three tardies of less than 10 minutes equal one absence. Each student is responsible for clarifying the change from an Absent to a Tardy in the attendance record if he or she arrives late to class.

G. Late Exams and Tests

Any examination not taken at the scheduled time due to an excused absence must be made up at a time arranged with or by the instructor. Generally, tests missed for an unexcused absence cannot be made up. If a test absence is allowed to be made up, the University \$10 late-test fee must be paid in advance. Exams taken late because of an unexcused absence will be penalized two letter grades.

VII. COURSE CALENDAR

Week	Date	Topic	Assignment
	August 20	Course Introduction	
1	August 23	Introduction To Interviewing	Chapter 1
	August 25	Cont.	
	August 27	Cont.	
2	August 30	Structuring The Interview	Chapter 2
	September 1	Cont.	
	September 3	Cont.	
3	September 6	LABOR DAY	
	September 8	In Class Interview Day	
	September 10	Questions	Chapter 3
4	September 13	Cont.	
	September 15	In Class Interview Day	
	September 17	TEST 1	
5	September 20	The Journalistic/Probing Interview	Chapter 4
	September 22	Cont.	
	September 24	Cont.	
6	September 27	Cont.	
	September 29	Guest Speaker	
	October 1	The Exit Interview	
7	October 4	Cont.	
	October 6	In Class Interview Day	
	October 8	The Performance Interview	Chapter 9
8	October 11	Cont.	

	October 13	Cont.	
	October 15	The Disciplinary Interview	
	October 18 - 22	SPRING BREAK	
9	October 25	Cont.	
	October 27	Project 3 - In-class Interview	
	October 29	TEST 2	
10	November 1	The Selection Interview	Chapter 7
	November 3	Cont.	
	November 5	Cont.	
11	November 8	Cont.	
	November 10	The Employment Interview	Chapter 8
	November 12	Cont.	
12	November 15	Cont.	
	November 17	Cont.	
	November 19	Cont.	
13	November 22	THANKSGIVING BREAK	
	November 24	THANKSGIVING BREAK	
	November 26	Resume Critique Day	
14 & 15	Nov 29 - Dec 10	Project 4 In-class Interviews	
	Nov 29 - Dec 10	Final Interview Project	
	Dec 13 - 17	FINAL - TEST 3	

Susan McMurray
Name of Instructor

COM 322
Course No.

Interviewing
Title of Course

Communication Arts
Name of Department

MISSION

The lifestyle at ORU is rooted in the word “Wholeness.” ORU seeks to educate the whole person, with balanced emphasis placed on the development of mind, spirit, and body.

GENERAL OUTCOMES

1. Spiritual Development
2. Physical Development
3. Communication
4. Analysis
5. Problem Solving
6. Valuing in Decision-making
7. Social Interaction
8. Global Perspectives
9. Effective Citizenship
10. Aesthetic Responsiveness

MAJOR OUTCOMES

Understand questioning skills so that they can become more proficient as an interviewer and an interviewee.

Apply analysis skills to assess effectiveness of information shared and facilitate correctional strategies.

Choose the most effective interviewing strategy in relation to the specific person, context, and particular job at hand.

Develop practical skills in planning, and interpreting interviews.

COURSE GOALS

The student will be able to:

Define and explain the components of the interviewing process.

Identify specific questioning techniques used in each section of the interview.

Understand the differences between employment journalistic, persuasive, performance, appraisal, and exploratory interviews.

Have a variety of quality resumes, vita, and corresponding letters.

ASSESSMENT OF COURSE GOALS

STIMULI:

Quizzes over material
Papers
Letters
Resumes
Informal interviews
Formal interview

CRITERIA:

Videotaping of interviews to help students critique themselves.