

SYLLABUS & TENTATIVE CLASS SCHEDULE SCHOOL OF COMMUNICATION

Summer Session A Inter Session: May 14 - 25, 2018 5:00 – 9:00 P.M.
COS 391 B 80/U80 INTERVIEW SKILLS (3 credits)
 Study of interview skills, listening techniques, voice and diction.

INSTRUCTOR: VALERIE MANNO GIROUX, PH.D.
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OFFICE HOURS BY APPOINTMENT

COURSE OBJECTIVES:

This course is designed to improve students' interview skills. Throughout the semester students will create and conduct effective interviews and respond coherently to interview questions in face-to-face settings. Since good communication skills help further one's career, every effort will be made to increase the students' awareness of appropriate professional techniques in responding to interview questions and presenting themselves in a public setting. Voice and articulation will be stressed, as well as listening skills. Appropriate interview questions and formatting will also be an important area of focus.

ORAL COMMUNICATION: Students shall be able to respond coherently to interviewers questions. They will understand the power of speech and will respond with appropriate language, articulation, pitch, inflection, and nonverbal behaviors to enhance their self-presentation goals.

LISTENING: Students shall develop and/or improve listening skills.

COURSE PREREQUISITE: None

MATERIALS FEES: None

COURSE REQUIREMENTS

Six oral activities will take place this semester: an introduction of oneself to the class; two one-on-one interviews; and a team project involving a panel discussion. Three written assignments include two analyses of video interviews and a topic paper on any aspect of the interview process that the student finds interesting or worthy of further research and exploration. For an alternative assignment, the student may conduct an interview outside of the classroom. This will include an introduction describing the interviewee, the company for which she or he works, and his or her title. It will also include the questions the student asked and an analysis of the interviewee's responses. These reports/interviews will be presented to the class orally and to the professor in writing.

INTRODUCTIONS: Students will have three minutes to tell the class something about themselves that makes them unique. (No grade)

FOUR ONE-ON-ONE INTERVIEWS: Students will participate in interviews as interviewer or interviewee and then switch roles. Students work in dyads for one-on-one interviews. (10 % each interview)

TWO INTERVIEW YOUTUBE ANALYSES: Students provide an interview to present to the class and critique the questions and responses of both the interviewer and interviewee. Two typed pages minimum. (10% each analysis)

TOPIC PAPER/ INTERVIEW OUTSIDE OF CLASS: Student is to select a topic s/he finds interesting in the area of interviews. Suggested areas of study may include: televised interviews, entertainment, sports, news, types of questions, importance of voice, articulation, or listening skills, various purposes and settings for interviews or appropriate nonverbal behavior. Students will write a five to seven (5-7) page paper to be shared with the class. An alternate to this paper is conducting an interview outside of class and writing about the person whom you interviewed as well as a commentary/analysis of the interview. (15%)

PANEL PRESENTATION: Students will work in groups for final project wherein they will produce an interview conducting and responding to questions as a panel. The students will present a group schedule of planned questions. (20%)

HOMEWORK ASSIGNMENTS: Students will submit homework assignments as advised by professor.

TEXT:

Interviewing: Principles and Practices by Stewart and Cash. Brown & Benchmark, 13th ed.

CLASS ATTENDANCE:

ATTENDANCE POLICY: Students are expected to attend all classes. There will be no make-up interviews. If a student is absent on the day of the interview, she or he will be assigned a grade of zero on that assignment. Three points will be subtracted for each absence from the five point participation grade and, thereafter, the cumulative point grade.

ATTENDANCE IS MANDATORY! TARDINESS WILL NOT BE TOLERATED!!!

This is primarily a performance course. Your attendance is essential. Lecture days will provide theoretical information which will prove beneficial to one's performance on various exercises and presentations.

ATTENDANCE ON PRESENTATION DAYS IS CRITICAL. Absence, even excused, for interviews or on presentation days will result in no grade. One's dyad partner/group is relying on the student to do his/her part.

Slight variations in scheduling may occur, in which case the instructor will make the necessary alterations. **NO ABSENCES ON PERFORMANCE DAYS AND NO LATE ASSIGNMENTS WILL BE ACCEPTED.** If you read the syllabus carefully, you may plan for the entire semester. Remember, three points will be subtracted for each absence from the five point participation grade and thereafter, the cumulative point grade. If absences exceed the five point participation grade, the grade will be reduced by ONE FULL LETTER GRADE.

**Obtain telephone numbers and e-mail addresses of group members so that if one is absent or late, s/he may procure notes and announcements. Late assignments due to absence will not be accepted.

RELIGIOUS HOLY DAY POLICY:

It is the student’s obligation to provide faculty members with notice of the dates they will be absent for religious holy days, preferably before the beginning of classes but no later than the end of the first three class days. Absences due to observance of religious holy days not prearranged within the first three class days may be considered unexcused and there is no obligation to allow any make up work, including examinations. Missing a class due to travel plans associated with a particular religious holy day does not constitute an excused absence. The University’s complete Religious Holy Day Policy can be found in the *2016-2017 Bulletin*.

GRADING:

Grades for the course will be based on the following:

<i>ASSIGNMENTS</i>	<i>PERCENTAGES</i>
FOUR (4) INTERVIEWS	40
TWO (2) INTERVIEW ANALYSES	20
TOPIC/INTERVIEW PAPER	15
FINAL PANEL INTERVIEW	20
CLASS PARTICIPATION GRADE	5
TOTAL	<u>100</u>

GRADING SCALE

	A	95	A-	90	SUPERIOR	
B+	88	B	85	B-	80	VERY GOOD
C+	78	C	75	C-	70	AVERAGE
D+	68	D	65	D-	60	POOR
F						FAILURE

HONOR CODE AND PLAGIARISM STATEMENTS:

Students enrolled in this course are expected to abide by the University of Miami Honor Code. The purpose of the Honor Code is to protect the academic integrity of the University by encouraging consistent ethical behavior in assigned coursework. Academic dishonesty of any kind, for whatever reason, will not be tolerated.

No honest student wants to be guilty of the intellectual crime of plagiarism, even unintentionally. Therefore, we provide you with these guidelines so that you don't accidentally fall into the plagiarism trap.

Plagiarism is the taking of someone else's words, work, or ideas, and passing them off as a product of your own efforts. Plagiarism may occur when a person fails to place quotation marks around someone else's exact words, directly rephrasing or paraphrasing someone else's words while still following the general form of the original, and/or failing to issue the proper citation to one's source material.

In student papers, plagiarism is often due to...

- Turning in someone else's paper as one's own
- Using another person's data or ideas without acknowledgment
- Failing to cite a written source (printed or internet) of information that you used to collect data or ideas
- Copying an author's exact words and putting them in the paper without quotation marks
- Rephrasing an author's words and failing to cite the source
- Copying, rephrasing, or quoting an author's exact words and citing a source other than where the material was obtained. (For example, using a secondary source which cites the original material, but citing only the primary material. This misrepresents the nature of the scholarship involved in creating the paper. If you have not read an original publication, do not cite it in your references as if you have!)
- Using wording that is very similar to that of the original source, but passing it off as one's own.

The last item is probably the most common problem in student writing. It is still plagiarism if the student uses an author's key phrases or sentences in a way that implies they are his/her own, even if s/he cites the source.

TENTATIVE CLASS SCHEDULE COS 391 80

PROFESSOR VALERIE MANNO GIROUX, PH.D.
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Week 1

Day 1 5/14	ORIENTATION/SYLLABUS/SCHEDULE Self- introductions 3 minutes in length. Q&A to follow Introduction to interviewing skills H.W. Read Chapters 1 Introduction to interviewing skills 2 Interpersonal communication process
Day 2 5/15	Chapter 1 Introduction to interviewing skills Chapter 2 Interpersonal communication process H.W. Chapter 3 Questions and their uses Chapter 4 Structuring the interview
Day 3 5/16	Chapter Questions and their uses Chapter 4 Structuring the interview Discuss analysis of interviews H.W. Read Chapter 5 The Informational Interview Chapter 8 The Employment Interview
Day 4 5/17	Discuss Chapter 5 The Informational interview and Chapter 8 The Employment Interview Work on ten interview questions for next class Listening to questions Listening techniques Break into dyads. Plan interviews H.W. Bring in You Tube informational interview and critique orally and in writing
Day 5 5/18	ANALYSIS OF INTERVIEWS due Share with class/Submit two page analysis Plan face-to-face interviews for next class

Week 2

Day 6 5/21

**ONE-ON-ONE INFORMATIONAL INTERVIEWS due
(with roles reversed)**

Discuss/ review interviews

Each dyad submit questions in folder

Discuss: Next one-on-one interview the employment interview

H.W. Bring in YouTube employment video and critique in writing and orally.

Bring in resumes for planning employment interviews

Day 7 5/22

ANALYSIS OF EMPLOYMENT INTERVIEWS due

Share with class / Submit two page analysis

Plan employment interviews for next class

Day 8 5/23

EMPLOYMENT INTERVIEWS DYADS (with roles reversed)

Each dyad submit questions in folder

H.W. Five to seven page typed report/ interview

Day 9 5/24

PRESENT REPORTS /INTERVIEWS

Plan group preparation for final presentation

Day 10 5/25

FINAL PANEL INTERVIEWS

Submit questions in group folder

Analysis of group presentation

Tear off and return with information required below to professor

STUDENT ACKNOWLEDGEMENT

I have received and read the syllabus for course COS 391 80 and understand the written and oral requirements, the grading system and the attendance policy. I have completed the prerequisite courses listed in the syllabus or have had the professor sign below to certify a waiver of the prerequisite.

SIGN _____

PRINT NAME _____

DATE _____

PROFESSOR PREREQUISITE WAIVER (IF NEEDED)

Summer A Intercession 2018 CONTACT INFORMATION

NAME _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

TELEPHONE/ CELL PHONE _____

E-MAIL ADDRESS _____

MAJOR _____

EXPECTED DATE OF GRADUATION _____

ADDITIONAL COMMENTS/INFORMATION INCLUDING EXPECTATIONS FROM THIS CLASS: