CMN 3300-700 INTERVIEWING

Leigh Bryan

(Course meets: Parkland College, D WING: D142)
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Office Hours: M 1-3 or R 1-4 on EIU Campus Or by appointment

Course Meeting Times:

Friday March 8th 6pm-10pm
Saturday March 9th 8am-6pm

Friday March 29th 6pm-10pm
Saturday March 30th 8am-6pm

Friday April 12th 6pm-10pm
Saturday April 13th 8am-6pm

Course Description: This writing intensive course is designed for students to become thoroughly knowledgeable in the process of interviewing in various contexts. Students will engage in projects related to each context and demonstrate expertise via several interview projects and major research papers.

Course Objectives:

- Understand and demonstrate the interviewing process in the following contexts:
  - Research
  - Persuasion/sales
  - Journalistic/media
  - Professional/career
  - Counseling/health care
- Demonstrate competence in structuring an interview appropriate to context.
- Demonstrate competence in the use of questions and questioning strategies.
- Be able to make recommendations from improvement based on description, analysis and evaluation of interviews.

Course Policies:

Attendance: This course meets 6 times over the course of six weeks. If you miss one whole Friday class period you lose one letter grade off your final grade. If you miss one whole Saturday class period you CANNOT PASS this course. Leaving after breaks and not returning for the rest of class will also result in loss of one letter grade off your final grade. Please do not be late to class, if you must be, do not disrupt the class. If you miss any of the major assignments you cannot get an A in this course (there are three).

Late Work: I do not accept late work. Ever. Life is about grabbing opportunities. If you do not take advantage of an opportunity, that is your decision, do not ask to make up assignments.

Expectations: I expect you to come to class and be ready to discuss and ACTIVELY participate in class. We will have in class assignments and activities and your participation is required.

Statement regarding disabilities: If you have a documented disability and wish to discuss academic accommodations, please contact the Office of Disability Services, 581-6583.

Grading: I grade assignments upon quality, not quantity. Although some assignments will have a page length, the quality of your work will be reflected in your grade more.

A= Exceptional work
B= Above average work
C= Average work
D= Below average work
F= Poor work/no work completed

Standards of Student Conduct: From Office of Judicial Affairs website:

"Standard I. Eastern students observe the highest principles of academic integrity and support a campus environment conducive to scholarship.

Violations of this standard:

a. Conduct in subversion of academic standards, such as cheating on examinations, plagiarism, collusion, misrepresentation or falsification of data.

b. Theft or the unauthorized possession of examinations; alteration, theft, or destruction of the academic work of others, or academic records, library materials, laboratory materials, or other University equipment or property related to instructional matters or research.

c. Submitting work previously presented in another course unless specifically permitted by the instructor.

d. Conduct which disrupts the academic environment; disruption in classes, faculty offices, academic buildings, or computer facilities.

e. Complicity with others in violations of this standard."

Plagiarism: "is the use, without adequate attribution, of another person's words or thoughts as if they were ones' own." (University Catalog).

Cell Phones: Be respectful. I know we meet for long chunks of time but we will have multiple breaks during each class section and an hour lunch break on Saturdays. Please try to make your calls during this time, but I do understand that life happens and you may need to take a call during class. Please be respectful of the class and your classmates and be discreet as you take your call in the hallway ☺ No texting during lecture/discussion will be tolerated.

Course Assignments Overview:

In Class Assignments: We will occasionally have an in class assignment/activity (short write, worksheet, etc) that cannot be made up if absent. These are 5% of your final grade

Resume & Cover Letter: You will all submit a resume and cover letter electronically (after we discuss them!) for grading. This assignment is 15% of your grade. We will have an in-class critique of 5 of your peers for an additional 5%

What would you have asked?: You will find an interview transcript and identify the purpose, style, critique all questions provided and then include a list of 15 questions you would have asked either in addition to the list or in place of the list. This assignment is 10% of your final grade.

Interview Critique: Each of you will watch a series of interviews delivered by ONE interviewer. You will then discuss their interview style, effectiveness of their interviews, overarching purpose of their interviews, and finally critique their question use. This assignment is 20% of your final grade.

Final Project: You will get into groups and perform an interview (scripted) in front of the class. It can be any style you want and your groups can be up to 4 people. Keep in mind to try to get your group to have all members living in the same geographical area. Your grade is not how good you perform your interview, it's the format, questions, functionality of it. This assignment and reflection paper are 20% of your final grade.

Final Exam: Your final exam will be a cumulative exam and is practical in format. This exam is 25% of your final grade and will take place during our last class time AFTER lunch. (we will review before lunch!)

ASSIGNMENT	POINTS
In Class Assignments	**50**
What would you have asked?	**100**
Resume/Cover Letter critique	**50**
Resume/Cover Letter	**150**
Interview Critique	**200**
In Class Interview	**50**
In Class Interview reflection	**150**
Final Exam	**250**
TOTAL:	**1000**

Class Schedule

Subject to Change

Topic Schedule:

Friday March 8th
Welcome
Getting to know one another
Course expectations/Syllabus
What we'll learn
What YOU want out of this class!
Desire2Learn mini-tutorial
Assignment overview
In class interview assignment

Saturday March 9th
What is interviewing?
How to design an interview
Questions: design, types and their uses
Researching for an interview
Journalistic/Entertainment style
Survey
Persuasive
Choosing interviewees

Friday March 29th
In class interviews (start)

Saturday March 30th
In class interviews (Contd)
Resume Design
How to write a cover letter
How to seek employment
Employment interview behavior
Employ. Interview from both sides of desk
Legal vs. illegal questions
Answering questions

Friday April 12th
Resume/Cover letter in class critique

Saturday April 13th
Cover What would you have asked
Review of semester topics
Final exam (after lunch)
- Practical section
- Multiple Choice section
- Short answer section

ASSIGNMENT DUE DATES

Interview Critique	**Friday March 22nd**
What would you have asked?	**Saturday April 20th *****
Resume and Cover Letter (in class)	**Friday April 12th**
Final Resume and Cover Letter	**Friday April 19th**
In Class Interview	**Friday March 29th**
Interview reflection paper	**Saturday April 27th *****

*****Some due dates are AFTER class has finished. Don't forget to turn in your assignments!*****