COMMUNICOLOGY 290
INTERVIEWING
(Fall 2013: CRN 79538)

Instructor: Dr. Bill Sharkey
Office: George Hall 332
Office Hours: T & R 9 - 10:15 W 12-2 and by appointment.
Phone: 956-8407
Fax: 956-3947
E-mail: sharkey@hawaii.edu
Speech Dept: http://manoa.hawaii.edu/communicology/

Classroom: Saunders 244
Time: TR 1:30-2:45pm


Additional readings and assignments on Laulima

Supplies: One 4-8GB flash drive
Materials: Access materials for class via Laulima

Course Description:
This course is about interviewers, interviewees, and interviewing. In many ways, it is a skills class. That is, by the end of the term you should have acquired or refined a number of behaviors that will increase your chances of being an effective and appropriate interviewer and interviewee. In addition, it is a class that requires “thinking about” and analyzing interviewing as a communication process. It is likely that this increased knowledge will, at a minimum, make you a wiser participant in the interviewing process and at best, a more effective one.

Learning outcomes of this course are:
1. Understand the processes involved in interviewing
2. Understand the roles played in interviews
3. Understand and differentiate between the different types of interviews
4. Understand and demonstrate methods of preparing for interviews
5. Understand and differentiate between different probing techniques
6. Understand and demonstrate an understanding of laws related to interviewing
7. Understand and demonstrate an understanding of ethics related to interviewing
8. Demonstrate one’s ability to evaluate the performance of interviewers and interviewees
9. Demonstrate one’s ability to evaluate one’s own interviewing performances, including a demonstration of competent writing skills (e.g., organization, grammar, mechanics, and analytic ability)
10. Demonstrate ability to develop an interviewing guide and a moderate schedule of questions
11. Demonstrate ability to produce an employment cover letter and resume and complete an employment application
12. Demonstrate the skills needed in information gathering interviews, employment interviews (as both an employer and applicant), and persuasive interviews

Because this is a writing intensive course, you will apply what you have learned about communication in interviewing settings using practical writing formats such as interview guides and schedules, a resume, a cover letter, self-analyses, and so on. This course adheres to the criteria set-forth by the Manoa Writing Program:
1. The course uses writing to promote the learning of course materials
2. The course provides interaction between the professor and students while students do assigned writing
3. Written assignments contribute significantly to each student’s course grade (at least 40%)
4. Students write at least 4,000 words (about 16 typed pages - not including drafts and in-class essay exams)
5. The course is limited to 20 students.
**Attendance:** Regular attendance is expected and required. The nature of the course requires you to be in class and on time. Regular and prompt attendance is necessary for students to become skilled interviewers and interviewees. Most of the activities build upon one another so attendance and preparation for each class period is vital. If you are going to miss a class, be sure to call the instructor **BEFORE** class. If you will be missing an interview, you must contact the instructor AND your interview partner **BEFORE** class. This is a courtesy needed in interviewing situations -- and in this class. You are allowed no more than three (3) excused absences (e.g., illness, death in the family, hospitalization, required school related activity). Any other excuse is negotiated between the instructor and the student. After three excused absences, your final grade will drop 10 points for each additional day absent.

Unexcused absences automatically drop your grade by 10 points. Those students with perfect attendance or only one excused absence will be given 10 points extra credit at the end of the semester.

**Opportunities** (a.k.a., exams): (100 points) Two mid-opportunities will be given. Each Opportunity is worth 25 points and will cover information from your text, additional readings, and lectures. A Final Opportunity will be cumulative and is worth 50 points.

**Interviews:** (100 points) You will perform four (4) recorded interviews during the semester: one probing interview, two employment interviews (one as an interviewer and one as an interviewee), and one persuasive. Further information about these interviews can be found on Laulima. We will discuss these projects in more detail during the semester.

**Self-analyses:** (80 points) You are required to provide a 4-8GB flash drive. When you complete your interview, you will provide the instructor with a 4-8GB flash drive. The instructor will download your interviews onto the flash drive. You will need to pick up from your professor your flash drive the day of your interview (after class) or the next day, so you can begin your self-analysis. More information about this assignment is located on Laulima. We will discuss this in more detail during the semester.

**Interview Plans and Materials:** (40 points) For each interview, you are required to provide an interview guide and schedule. There are additional requirements for the employment interview. More information about these materials can be found on Laulima.

**Observer Evaluations:** (20 points) You will be assigned to a number of interviews to evaluate the participants. You will then be asked to provide an evaluation of the interviewer/interviewee interview. More information about these assignments can be found on Laulima.
Breakdown of Grades for the Course:

I. Interviews (Each student must supply his or her own 2GB flash drive) 100
   - probing interview 25
   - employment interview (applicant) 25
   - employment interview (employer) 25
   - persuasive interview 25

II. Observer Evaluations 20
   - observer of probing interview 5
   - observer of employment interviewee 5
   - observer of employment interviewer 5
   - observer of persuasive interview 5

III. Interview Plans and Materials 40
   - probing guide and schedule 5
   - employer guide and schedule 5
   - employee guide and schedule 5
   - job description, resume, cover letter, application 20
   - persuasive guide and schedule 5

IV. Opportunities 100
   - 2 Opportunities (25 pts each) 50
   - Final Opportunity 50

V. Self-Analysis 80
   - self-analysis based on observation of recorded interviews
     - probing interview 20
     - employment interview (applicant) 20
     - employment interview (employer) 20
     - persuasive interview 20

340 Total Points

NOTE: LATE WORK WILL BE LOWERED (10%) FOR EACH DAY IT IS PAST DUE. In general (expect in extreme situations), interview assignments CANNOT be rescheduled.

Final Grading Divisions

Grades will be assigned on the following basis:

A+ = 328.1 - 340; A = 314.5 - 328; A- = 304.3 – 314.4; B+ = 294.1 – 304.2; B = 280.5 – 294; B- = 270.3 – 280.4;
C+ = 260.1 – 270.2; C = 236.3 – 260; D+ = 226.1 – 236.2; D = 212.5 – 226; D- = 202.3 – 212.4; F < 202.2