

COM 325: Interviewing – Syllabus (Fall 2014)

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BRNG 2161 by appointment or:
4:00 to 5:00 pm, Monday
9:30 to 10:30 am, Tues. & Thurs.

Textbook:

Stewart, C. J., & Cash, W. B. (2011). *Interviewing principles and practices*, (13th ed.). New York: McGraw-Hill.

This book includes an Online Learning Center provided by the publisher with a number of resources you may find helpful. To access, visit:

http://highered.mcgraw-hill.com/sites/0073406813/information_center_view0/

Course Overview: This class focuses on communication in interviewing situations. During the course, students will learn about the fundamental principles of interviewing, the three common types of interview, and ways to prepare for interviews. Students will apply this in interviewing experiences both inside and outside of the classroom. This is NOT merely an employment interviewing course.

Availability: I am available in person during office hours, and by appointment in addition. My office hours are scheduled for your benefit, but some students go an entire semester without stopping by. I like students! Feel free to come by for any reason or no reason at all—even after you're done taking the class. I check and respond to my e-mail once every day, except on the weekend. I do not check my e-mail at the same time every day, so I cannot guarantee a response within 24 hours. Sometimes messages do fall through the cracks or are zapped by overzealous spam filters—if I have not replied after a few days, please re-send the message. You can also call when I am in the office.

Classroom Environment: You are an adult; be respectful to others. Students who are not respectful will be asked to leave. Electronic devices should be silenced and may only be used for minor tasks during the occasional lull in classroom activity. You may not leave electronic devices out, or use them in a sustained fashion, including taking notes or accessing copies of readings for the class. (Studies consistently show that students perform best in class when they hand-write their notes.) The sound on my phone will be on during class because Purdue distributes emergency information via text message.

Access: All students have the right to an accessible environment. Students who think they would benefit from accommodation (seating placement, arrangements for examinations, exceptions to policies, etc.) should inform me at the beginning of the course so appropriate arrangements can be made. Accommodations cannot be retroactive, so work from the beginning to ensure you get

the most possible from this course. Students should also contact the Office of the Dean of Students for additional information on accommodation:

<http://www.purdue.edu/odos/drc/welcome.php>.

Campus Emergencies: There are two predominant types of emergencies: evacuation and shelter-in-place. I am familiar with the proper course of action in both cases, so please follow those directions. After a major campus emergency, course requirements, deadlines, and grading percentages are subject to change that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. Information about course changes related to campus emergencies can be accessed via Blackboard.

Academic Dishonesty: Academic dishonesty is bad, and will not be tolerated in this course. Purdue has strong policies against academic dishonesty. Anyone engaging in academic dishonesty will be reprimanded and subject to disciplinary action which can result in a minimum of a ZERO on an assignment, but may include failure of the course or expulsion from the university. Students are advised to become familiar with Purdue's Student Code of Rights and Responsibilities to resolve questions about this matter. The following publication from the Office of the Dean of Students may prove helpful as well:

<http://www.purdue.edu/odos/aboutodos/academicintegrity.php>. Academic dishonesty includes, but is not limited to:

A. Plagiarism:

1. Copying someone else's work and claiming it as your own.
2. Paraphrasing someone else's work and claiming it as your own.
3. Collaborating with another person and claiming the work solely as your own.

B. Misrepresentation:

1. Re-using work from another course.
2. Re-using work from a previous semester in this course.

C. Cheating

Grading

Assigned Materials: The entire content of assigned materials is important. Some content will not be reviewed in class. Assigned materials will generally be written, but I reserve the right to assign other media. You should approach these media the same way you would approach other assigned materials. Content from assigned materials which has not been discussed in class **will** affect your grade.

Attendance: Attendance is strongly encouraged. The classroom environment encourages discussion, which promotes clear understanding and familiarity with course content. Attendance

will be taken in each class. Content from class meetings which has not been covered in assigned reading or media **will** affect your grade. You will lose one percentage point (1%) from your final average grade for each absence (**excused or unexcused**) after the first three. Being late for class 3 times is considered one absence. There will be some days when you will be excused from attending class (“off days”), since it is not necessary for you to observe every interview in every round. You will know these days in advance. There will still be days where you will be asked to do peer observations--you must attend these days.

Reading Quizzes: There will be several 25-point reading quizzes which cover obviously important terms and concepts from assigned reading. The course includes these instead of a midterm and final exam, you should study for them accordingly. The first reading quiz will be due prior to the second day of class. **Quizzes cannot be made up** except in extreme and unforeseeable circumstances as required by university policy. Quizzes are administered electronically and are completed outside of class time, so an ordinary attendance excuse will often not apply to them. Contact me with specific questions.

Interviews: You will have four in-class interviews: a skill building interview, an informational interview, an employment interview, and a focus group interview. You will be graded on your performance as an interviewer (R) and as an interviewee (E). In the event of an unforeseen absence on a scheduled interview, the interview will be rescheduled at the convenience of your partner and the instructor.

Field Project: Students will also be responsible for a large final project. This project is an opportunity to engage in interviewing beyond the classroom. More information about this project will be provided in the early part of the semester.

Grading Disputes: You must wait 24 hours after receiving a grade to discuss it with your instructor. This ensures that you have the opportunity to prepare a solid case **with documentation** to support your claims. A meeting should be scheduled with the instructor to contest a grade. I will not discuss grades (good or bad) in front of other students, in the classroom before/after class, in the hallway, or if you run into me around campus or in town. I cannot discuss the grades of other students, and will not discuss student grades in the presence of other students, friends, family, etc. **Grades and scores are considered final unless the instructor is contacted within two weeks of their return.**

Extra Credit: Participation in research is not a requirement of this course. However, students may earn a bonus of 2% by completing surveys about this course that are being conducted to support a future course redesign. This opportunity allows you to see how we develop the courses you take.

Students who do not wish to participate in research may request (by e-mail) 1 or 2 short writing assignments to complete in order to earn a 1% or 2% bonus.

Grading Policy: Grades are a system of communication, and as such must be used in similar ways by everyone in order for them to have meaning. Work which satisfies the requirements of an assignment is not “A” level work—it is “C” level work. Professionalism is expected. Although this is not a grammar or writing class, it is a communication class. All work should be free of significant (i.e. distracting or confusing) spelling, grammar, and punctuation errors, as these impair communication.

Late Work Policy: *ALL assignments must be turned in for you to pass this course!* Late assignments are accepted for ½ credit within 7 days, but will earn no points afterward. All late work will only receive limited grading feedback. Regardless of your performance on any other course material, you must turn in ALL of your assignments by the end of the last class period of the semester in order for you to pass.

Calculating Final Grades: Final grades are a weighted average:

Weights	Grade Cut-offs	
Reading Quizzes 20%	A+ 97-100	C+ 77-79
Skill Building Interview 5%	A 93-96	C 73-76
Informational Interview 10%	A- 90-92	C- 70-72
Employment Interview 20%	B+ 87-89	D+ 67-69
Focus Group Interview 15%	B 83-86	D 63-66
Self & Peer 10%		
Observations	B- 80-82	D- 60-62
Field Project 20%		

For all COM Majors & Minors: If you are planning to count this class toward your requirements for either the COM major or the COM minor, you must earn at least a C- in this course.

COM 325 – Interviewing

Syllabus

Calendar

Mon	Wed	Fri	Subject	Readings & References
08/25			Class Orientation,	Syllabus , Safety Information
	08/27		Introduction to Interviewing	Chapters 1 and 2
		08/29	Probing and Common Question Pitfalls	Chapter 3
09/01			No Class (Labor Day)	
	09/03	09/05	Interview Structure: Guides & Schedules, Openings & Closings	Chapter 4
09/08			Interview Structure (Continued)	
	09/10		Assign Skills Building Interview	Skills Building Interview Assignment , Blurbs , Your Individual Case (Blackboard Course Content Page)
		09/12	Assign Field Project	Field Project , Example Skills Building Interview Video (Blackboard)
09/15	09/17		Skills Building Interviews	You must bring: (1 Folder) A folder with your name on it to turn in all documents, (1 Copy) Skills Building Grade Sheet , (1 Copy) Your Completed Interview Guide, (1 Copy) Your Detailed Notes of your Interviewee Scenario (Example Notes), (2 Copies) Your Schedule of Questions (so you can take notes on them), (2 Copies) Skills Building E Feedback Form , (2 Copies) Skills Building Observer Form
		09/19	Self Evaluation Due , Assign Informational Interview , Review Skills Building Interviews	Self Evaluation , Informational Interview Assignment
09/22			Field Project Proposal Due ,	Chapter 5 and pp. 376-384 , Field Project Proposal Assignment ,

	<u>Informational Interviewing</u>	<u>Field Project Proposal Grade Sheet</u>
09/24	<u>Informational Interviewing: Being the Interviewee</u>	
09/26	<u>Informational Interviewing: Being the Interviewer</u>	
09/29	Field Project Interview Guide(s) Due, <u>Field Project Interview Guide Grade Sheet</u> Being the Interviewer (Continued)	
10/01 10/03	Informational Interviews	You must bring: (1 Folder) A folder with your name on it to turn in all documents, (1 Copy) Your Completed Interview Guide, (2 Copies) Your Schedule of Questions (so you and I can take notes on them), (1 Copy) <u>Informational Interview Interviewer (R) Grade Sheet</u> , (1 Copy) <u>Informational Interview Interviewee (E) Grade Sheet</u> , (2 Copies) <u>Peer Evaluation Form</u>
10/06 10/08	Complete Informational Interviews	
10/10	Self Evaluations Due (1 page, typed), <u>Assign Employment Interviews</u> , Review Informational Interviews	<u>Employment Interview Assignment</u> , <u>US Equal Employment Opportunity Laws</u> , <u>Purdue Hiring Policies</u>
10/13	No Class (Fall Break)	
10/15	<u>STAR Questions</u>	<u>Society for Human Resources Management, SHRM's Competencies, Key Behaviors, and Sample Questions</u> , <u>Behavioral Interviewing</u>
10/17	<u>Preparing as an Employment Interviewer</u>	Chapter 7, <u>Employment Interview Recruiter Worksheet</u>
10/20	Profile Form: Organization, Position, Applicant Due, <u>Preparing as an Employment Interviewee</u> , Cover Letters	Chapter 8, <u>Profile Form: Organization, Position, Applicant</u>
10/22	Resume Construction	<u>Preparing a Scannable Resume</u>
10/24	Cover Letters and Resumes Due, <u>Employment Openings and Closings</u> ,	Sample Interviews: pp. 208-210, 252-255

Critiquing Sample Interviews

10/27 Handling Typical Screening Interview Questions [Responses to "Tell me about yourself"](#)

10/29 Interviewee Questions,
Interview Tips (Find, print, and bring at
least two tips)

10/31 **Employment Interviews**

You must bring:

(1 Folder) A folder with your name on it to turn
in all documents,

(1 Copy) Your Completed Interview Guide,

(2 Copies) Your Schedule of Questions (so you
and I can take notes on them),

(2 Copies) Your Resume & Cover Letter,

(1 Copy, 2 pages) [Employment Interview](#)

[Recruiter Worksheet](#),

(1 Copy) [Employment Interview Applicant](#)
[Gradesheet](#),

(1 Copy) [Employment Interview Recruiter](#)
[Gradesheet](#),

(1 Copy) [Peer Evaluation Form \(Applicant\)](#),

(1 Copy) [Peer Evaluation Form \(Recruiter\)](#),

(1 Copy) Five Typed Hypothetical Questions
for the Recruiter

11/03 11/05 11/07 Continue **Employment Interviews**

11/10 11/12 Complete **Employment Interviews**

11/14 **Self-evaluations Due** (2 pages, typed), [Self-evaluation Guide](#)
Review Employment Interviews

11/17 Naive Focus Groups

11/19 [Assign Focus Group Interviews](#) [Focus Group Assignment](#),
[How to Conduct Focus Groups](#)

11/21 No Class (National Conference)

11/24 **Field Project Final Report Due**, [Final Report Grade Sheet](#),
Focus Group Proposal Due, [Example Final Report](#),
[Conducting Focus Groups](#) [Focus Group Proposal Grade Sheet](#)

11/26 11/28 No Class (Thanksgiving Break)

12/01 12/03 Conducting Focus Groups (continued)

12/05 Focus Group Interviews

You need to bring: [Group Grade Sheet](#) (1 copy per group),
[Individual Grade Sheet](#) (1 copy),
[Participant Evaluation](#) (2 copies)

12/08 12/10 Focus Group Interviews (continued)

12/12 **Focus Group Evaluations Due,**
Field Project Discussion

[Individual Grade Sheet](#)

??? Final Exam