

INTERVIEWING FOR COMMUNICATION
Comm 234-201
Spring, 2019

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SOC, Rm #013
10-11:15AM
Tuesday/Thursday

Course Overview

In this course, you will learn about interview preparation, listening skills, your communication style, framing skills and communication tools essential to sitting on both sides of an interview. We will address different kinds of interviews, including journalistic inquiry, research question, interviewing for employment, and organizational interviewing. Finally, you will be able to evaluate interviewing styles as well as your own, reflect upon them, and be able to recommend ways in which to improve your skills.

Course Objectives

1. To know and apply skills and concepts essential to being an interviewee
2. To know and apply skills and concepts essential to conducting a productive interview
3. To know, comprehend, and apply the Communication Model
4. To understand why the Communication Model is critical to the interview process
5. To know, understand, and explain your style of communication
6. To analyze the quality and content of an interview as an interviewee
7. To analyze the quality and content of an interview as an interviewer
8. To understand why leadership plays a role in the interview process
9. To be able to work in a group to prepare, produce and analyze an interview

Required Texts:

COMMUNICATING AT WORK, Alessandra, PhD., Hunsaker, Phil, Ph.D, Fireside

Attendance

You are expected to prepare for and attend every class session. Should special circumstances requiring your absence arise, you may miss up to two class without formal penalty. Bear in mind that there is no complete substitute for the learning that takes place during class, so missing any class can affect your performance in the

course. You are responsible for completing all work and assignments on time whether or not you attend class. Please make every effort to be an informed participant in each class meeting in order to live up to your responsibility as a member of this learning community.

If you are absent the day that you are scheduled to present you will receive an “F” for your presentation. If you have a documented excuse, or if you have spoken to the instructor prior to your speech date you will be allowed to make your presentation. In addition, students will be required to present your instructor with an outline of your speech at the time you are presenting your speech.

Policies:

- o Students are expected to be actively engaged in class discussions and to study all assigned readings by the due date.
- o Students are responsible for all readings whether or not they are discussed in the lectures.
- o All written assignments must conform to MLA style and be Loyola University Chicago/Department of Communication proofread meticulously.
- o University standards regarding academic integrity, examinations, and grading will be observed in this course. Plagiarism in academic work or dishonest examination behavior will result in an “F” for the assignments or for the course, and might carry further sanctions (*See Loyola Undergraduate Studies Catalogue*). Avoid any behavior that could be interpreted as plagiarism or academic dishonesty (*e.g. failing to credit a source, or using somebody else’s ideas with clarifying that they are not yours*).

Please Note: This syllabus is subject to change. Please bring it with you to every class so we may amend it as a group if necessary.

CLASSROOM BEHAVIOR AND A POSITIVE LEARNING ENVIRONMENT

The classroom is a place of discovery - trying out ways of learning about the world. Any behavior that detracts from that process will not be tolerated. Please respect the individual differences of all students.

PLAGIARISM

Any student found using the work, ideas or language of another writer or student without giving credit to the source will receive a failing grade. If you are unsure as to what constitutes plagiarism please see me.

CELL PHONES AND OTHER DEVICES

Please turn off all of your electronic devices when class begins. If you have a need to

keep any of your electronic devices on, please check with your instructor.

GRADES

Students will be graded on the quality of work, preparedness, classroom participation and attendance. Students will be graded on each major speech the day the speech is delivered. Speech grades are cumulative.

IN CLASS INTERVIEW	15%
GROUP PRESENTATION	25%
FINAL PROJECT	30%
CLASS PARTICIPATION & ATTENDANCE & PAPERS	30%

This syllabus is subject to change. Please have it available for every class so we may amend it as a group if necessary.

CLASS #1, January 15, 2019

Overview of the course of study. We will review the various situations in which an interview might be needed. We will review the Communication Model. Students will introduce themselves to the class.

Assignment for Class #2

Prepare a short paper that describes a communication situation in which you were involved using the communication model as the format. You will analyze the experience, reflect upon it, and diagram the experience using the communication model diagram. Communication Model assignment will be submitted on Sakai.

CLASS #2, January 17, 2019

We will review some of the experiences that students wrote about as it relates to the communication model. You will be given time in class to interview one another and present one another to the class.

Assignment for Class #3

You will write a short reflection paper related to your experience interviewing and being interviewed. You will describe the experience, reflect upon it and analyze how it could have been done better. Please post this assignment on Sakai. Please read Part 1 from **Communicating at Work**

CLASS #3, January 22, 2019

We will begin a discussion about the 4 Communication Styles as indicated in the book: relater, socializer, thinker, director.

Assignment for Class #4

You will write a one page paper about yourself and your particular communication style or combination of styles. Identify two aspects of your communication style that you think will be helpful as it relates to either interviewing or being interviewed. This will be posted to Sakai.

CLASS #4, January 24, 2019

Students will take the Communication Style Inventory and compare the results to their self assessment. We will begin a discussion about active listening and weave in the concept of leadership which is integral in the interviewing process.

Assignment for Class #5

You will read Part 2 – Communication At Work

CLASS #5, January 29, 2019

We will listen to the following podcast, <https://www.ccl.org/multimedia/podcast/the-big-6-an-active-listening-skill-set/>

We will review:

The listening process

The process of asking questions including the various styles of questions

Resolving conflict in discussion and even in the interviewing process

CLASS #6, January 31, 2019

We will review a YouTube Video. We will first listen to the video and then watch the same video. What is the difference between listening and watching and listening. What is the difference between watching and listening and simply listening? What is the impact of the verbal and non verbal body language?

Assignment for Class #7

Please read Part 3 of **Communicating at Work**

CLASS #7, February 5, 2019

We will watch a video of Amy Cuddy on YouTube, and discuss the impact. We will also practice doing power poses in class. You will then be given time in class to reconnect with the person whom you interviewed the 2nd day of class. You will spend time interviewing them again keeping in mind all that you have learned in class so far.

Assignment for Class #8

Each team will prepare a short 5 minute presentation to be given in class of the second interview that was conducted with one another along with a short reflection about what they did differently Each team will submit a list of questions that were used for this round of interviewing along with a short description of what they learned the second time around. This will be submitted on Sakai.

CLASS #8, February 7, 2019

One half of the class will present their second interview experiences and outcomes..

Assignment for Class #9

All who presented today must prepare a short reflection on their experience in terms of presenting. This will be submitted on Sakai.

CLASS #9, February 12, 2019

The second half of the class will present their second interview experiences and outcomes.

Assignment for Class #10

All who presented today must prepare a short reflection on their experience in terms of presenting. This will be submitted on Sakai

CLASS #10, February 14, 2019

We will review what we have learned so far in the semester and then segue into establishing the content of the group projects. We will take a look at an interview situation and critique it in class. The class will then be divided into groups reflecting 7 different venues for interviewing. Each group will be assigned a specific venue: 1) live radio; 2) podcast; 3) live television; 4) Youtube/digital video; 5) print/newspaper/magazine; 6) websites/digital; 7) live/ one on one/in person. The groups will select examples of two effective interviews. They will present an example of each interview and compare, using content learned in class, why the interviewer and interviewee were effective. Each group will have 10 minutes to present their content. Each group will present a short paper explaining their selections, rationale for their selections, and what they learned from the experience. Group Presentations will begin on February 21, 2019

Assignment for CLASS #11

Continue working on your group assignments.

CLASS # 11, February 19, 2019

We will discuss some of the best practices for group work. How does one set goals, objectives. Is there a group leader? What is the best practice for group collaboration? You will continue working in your groups.

Assignment for CLASS #12

Complete your group assignments presentations.

CLASS #12, February 21, 2019

All groups will come in prepared to present their group selections. Two groups will present today. Each person presenting will be asked to prepare a short reflection paper related to this experience. This will be submitted on Sakai.

CLASS #13, February 26, 2019

3 Groups will present today. Each person presenting will be asked to prepare a short reflection paper related to this experience. This will be submitted on Sakai.

CLASS #14, February 28, 2019

2 Groups will present today Each person presenting will be asked to prepare a short reflection paper related to this experience. This will be submitted on Sakai.

NO CLASS MARCH 5 & 7 – SPRING BREAK**CLASS #15, March 12, 2019**

We will review the learning for the semester and review requirements for the rest of the semester. Your final individual project will be reviewed. Your final project for the class will be a 12 minute presentation related to an interview that you conducted with a person of your choice. You will need to indicate whom you interviewed, why you interviewed that person, and what your objectives were. You will need to provide an excerpt from the interview whether it is in audio or video so that the class can either see or hear. You will need to present this information verbally along with providing a list of questions that you created along with a paper that reflection upon the outcome of this experience for you. The paper needs to be a minimum of 2 pages. The final presentations will begin on April 9, 2019

CLASS #16, March 14, 2019

In this class we will review the concept of leadership and discuss how strong leaders interview and allow themselves to be interviewed. We will revisit the role of leadership in the interviewing process as well.

Assignment for Class #17

Identify a leader of your choice and select an interview that was done with this person. The interview must be digital, so please include the url. Explain why you selected this person as a leader and your evaluation of the interview either positive or negative based upon what you have learned in class. Be prepared to present your choice in class.

CLASS #17, March 19, 2019

We will discuss your selections per the assignment for today, and make time for students to present their selections.

CLASS #18, March 22, 2018

The job interview is perhaps one of the most important interviews that you will have throughout your lives. We will begin the exploration of best practices in terms of job interviews integrating the elements of verbal and non-verbal communication, research, preparation, and strategies for handling questions that you are not prepared to handle.

Assignment for Class # 19

Please bring a copy of your resume to class. If you do not have one, please put one together as best as you can.

CLASS #19, MARCH 26, 2019

In this class we will discuss the resume as it relates to the interview process. What role does the resume play in the job search and interview process. What does your resume need to include? How does an interviewer use your resume during the job interview?

CLASS #20, MARCH 27, 2019

In this class we will take a look at some examples of productive, effective job interviews both from the interviewer and interviewee's point of view. We will critique what we see, and determine ways in which to improve the job interviewing process.

CLASS #21, APRIL 3, 2018

In this class students will have a moment to practice mock interviews with their original partners from the beginning of class. Each person will switch roles from the interviewer to the interviewee.

CLASS #22, APRIL 4, 2019

This class is the same as Class #21.

CLASS #23, APRIL 9, 2019

Final Presentations

CLASS #24, APRIL 11, 2019

Final Presentations

CLASS #25, APRIL 16, 2019

Final Presentations

CLASS #26, APRIL 18, 2019

Final Presentations

CLASS #27, APRIL 23, 2019

Final Presentations

CLASS #28, APRIL 25, 2019

Class Review

 [Add attachments](#)