**COMM2090 – Communication & Interviewing**

**Syllabus – Fall 2017**

**Instructor:** Ruonan Zhang

**Class Meeting:** MoWeFr 8:30am - 9:20am Kuhlin Center 208

**Office:** Kuhlin Center405

**E-Mail:** ruonanz@bgsu.edu

**Office Hours:** Th 9:30am - 6:00pm by appointment

**Required Texts:**

Stewart, C. (2002). *Interviewing principles and practices: Applications and exercises*. Kendall Hunt. (Available on Amazon at <https://www.amazon.com/Interviewing-Principles-Communication-Charles-Stewart/dp/0078036941>

or [https://www.amazon.com/Interviewing-Principles-Practices-Charles-Stewart/dp/0073406813/ref=pd\_lpo\_sbs\_14\_t\_0?\_encoding=UTF8&psc=1&refRID=12RPXXRB0V1Q3RJEPSF3](https://www.amazon.com/Interviewing-Principles-Practices-Charles-Stewart/dp/0073406813/ref%3Dpd_lpo_sbs_14_t_0?_encoding=UTF8&psc=1&refRID=12RPXXRB0V1Q3RJEPSF3))

Additional reading materials will be posted on Canvas.

**Course Expectations**

* To enhance knowledge and understanding of interview as a communication process.
* To enhance knowledge and understanding of how to prepare for, conduct, and evaluate informational interview, survey interview, recruitment interview, employment interview, performance interview, persuasion interview, and counseling interview.
* To become more equipped and strategic job candidate by conducting research and constructing professional interview package

**Assignments (1000 points in total)**

***Attendance and Participation (150 points)***

Attendance and participation are the foundations of success in this class. You should attend all class meetings throughout the semester once you are enrolled in this course. You should not be late and should not leave the room before the class is dismissed. Also, attendance is not equal to participation. Therefore, you should actively participate in the discussions and answer in-class questions. Each week of course is worth **9** points. Since we have three meetings per week, each class meeting is worth **3** points. Students who attended all class meetings but didn’t participate in any in-class discussion will not earn full points for their weekly attendance and participation.

Since attendance is an important part of final grade, student missing more than 9 class meetings (3 weeks) cannot receive an A, regardless of their final score; students missing more than 18 class meetings (6 weeks) cannot receive a B or higher, regardless of their final score.

***Canvas Weekly Questions (200 points)***

Throughout the semester, 13 weekly questions will be given to students on Canvas to indicate their thoughts regarding the reading materials. With the exception of chapter 8, which has two weekly questions, each chapter will have one weekly question. Each weekly question is worth **15** points. Students are expected to answer the weekly questions after reading correspondent chapter materials. *Students* ***MUST*** *use their own words to answer the* weekly *questions.* Copy and paste of the textbook sentences are strictly prohibited.

***Informational Interview (100 points)***

For the informational interview project, students are expected to prepare for, research about, and conduct interviews on a subject of their choice. Interview subject must be preapproved by the instructor. Students should also summarize the interviews into a **2-3** page, typed, double spaced, 12-point font with 1-inch margin report. Additional instructions on this project will be posted on Canvas.

***Professional Interview Package (250 points)***

For the professional interview package, students are expected to develop a package of materials to assist their future job interview. The package includes: an analysis of the job candidate (students themselves), a search report on positions, a research report on employer (the field, the organization, the recruiter, the position, and the interview process), a resume, a portfolio, a cover letter, a professional website (optional), an answer sheet for potential interview questions, and a list of questions for future interviewer.

Students should prepare a **7 to 10-minute** presentation on their professional interview package to share with the class their research and analysis. Visual aids (e.g. PPT, Prezi, pictures, audios, or videos) are expected to assist the presentation.

The professional interview package is worth **200** points and the presentation **50** points.

***Exams (300 points)***

There will be two non-cumulative closed-book exams. The first exam (100 points) will cover materials from chapter 1 to 4. A review session and a Q&A session will be given to students on materials covered by the first exam to ensure quality learning. The second exam (150 points) will cover materials from chapter 5 to 12. Makeup exam will be given only to students with medical excuses AND supporting documents.

***Initial Assessment***

|  |  |  |
| --- | --- | --- |
| Attendance & Participation  | 9 \* 16 weeks + 6  | 150  |
| Weekly questions | 15 \* 13 questions + 5 | 200  |
| First exam | 150 | 150  |
| Informational Interview Project  | 100 | 100  |
| Professional Interview PackagePresentation | 200 50 | 200  50  |
| Second exam  | 150 | 150  |
| Total |  | 1000  |

**Grading**

Once the initial assessment is completed, your final score will be calculated by counting your absences. If the number of absences does not exceed 9, a letter grade will be given according to the following criteria: A ≥ 900, 750 ≤ B < 900, 600 ≤ C < 750, 500 ≤ D < 600, F < 500.

**Course Policies**

***Attendance***

Attendance will be taken by sign-in sheets. Students are responsible for making sure they have signed the attendance sheets. Excused absence will only be given to students who are attending university-sanctioned events or students with medical excuses. Proper documents must be submitted within seven days of the excused absence. Excessive tardiness will not be accepted. Students who are late for class for more than 15 minutes will not be allowed to sign the attendance sheet.

***Assignments via E-mail***

Assignments turned in via e-mail will NOT be accepted. All written assignments must be submitted via *Turnitin* on Canvas for plagiarism check. Late assignment will not be accepted and graded.

***Communicating with Your Instructor***

Students are advised to contact the instructor via ruonanz@bgsu.edu. Students’ emails are expected to be professional and courteous. Please put COMM 2090 in the subject line, use proper greetings, and sign your name to your emails. Emails regarding questions that can be answered by the syllabus will not be replied.

***Codes of Conduct and Academic Honesty Policy***

The instructor and students in this course will adhere to the University’s general Codes of Conduct defined in the BGSU Student Handbook. The Code of Academic Conduct (Academic Honesty Policy) requires that students do not engage in academic dishonesty. For details, refer to:

BGSU Student Handbook (http://bgsu.edu/downloads/sa/file15768.pdf)

The Academic Charter, B.II.H (http://www.bgsu.edu/offices/facsenate/page471.html)

Student Discipline Programs (http://bgsu.edu/offices/sa/studentdiscipline/index.html)

***Disability Policy***

According to the University policy, students with documented disability and require accommodations to obtain equal access in this course should contact the instructor at the beginning of the semester. Students can contact the instructor via email or by face-to-face meeting. Students with disabilities must verify their eligibility through the Office of Disability Services for Students (http://www.bgsu.edu/offices/sa/disability/).

***Religious Holidays***

In accordance with the University policy, each student should be able to observe their religious holidays without academic penalty. In such cases, students should contact the instructor to inform the dates they will be absent. However, students who are absent for religious reasons are responsible for completing required work (paper or exam) missed. (As stated in The Academic Charter, B-II.G-4.b at: http://www.bgsu.edu/downloads/bgsu/file919.pdf).

***University Closure***

The University will close for winter conditions only when the Wood County Sheriff’s Department declares a Level 3 emergency. Information about University closures is communicated by the Office of Marketing and Communications. Students can get the information from University Fact Line, local FM & AM radio stations and the four Toledo television stations (see Weather Policy for lists).

***Indicator of Support for Student Success***

COMM2090 requires a positive and supportive environment for all students. It’s the instructors job to make sure that all students are provided a safe learning environments. Therefore, some rules need to be made clear. No racist, sexist, homophobic, or any other type of oppressive, prejudiced language will be tolerated in this classroom. Students are expected to respect other students’ opinions, even with disagreement. Healthy, logical, and thoughtful debates are expected, instead of disrespectful insults. The instructor reserved the right to ask students who violated these rules to leave the classroom with no credit for attendance. Students who feel victimized by the above prohibited activities can contact the instructor via ruonanz@bgsu.edu or interpersonal meetings. My office hour is Thursday from 9:30am to 6:00pm.

Students are expected to use grammatically correct and word-processed in 12-point Times New Roman or Helvetica font for reflection questions, and double-spaced, spell-checked, grammatically correct, and word-processed in 12-point Times New Roman or Helvetica font with 1-inch margins for papers. For papers, please use introductions, transitions, and conclusions in accordance with standard academic writing. Students are expected to use APA or MLA style of academic writing. If students have any questions about any assignment, please contact the instructor via email. Students are also advised to use writing assistance (The Learning Commons, 140 Jerome Library, 419-372-2823).

**Pedagogical Efforts that Engage Students in the Learning Process**

Students are expected to read required readings before class and complete weekly questions on Canvas. Students are also encouraged to bring other related materials to share with the class. For papers and exams, if students encounter any difficulty, they are advised to contact the instructor through email or set up face-to-face meetings.

**Schedule and Methods of Assessment**

***Week 1: An Introduction to Interviewing***

**M 8/21:** Introduction to the Course, Syllabus, etc.

*\* Reading and Canvas weekly* question *due on Wednesday before class: Chapter 1 (Soft DDL, in case students haven’t received their textbooks. Hard DDL on 8/28 before class.)*

**W 8/23:** The Essential Elements of Interviews

**F 8/25:** Traditional and Nontraditional Forms of Interviewing

***Week 2: An Interpersonal Communication Process***

**M 8/28:** *Interviewer and Interviewee*

*\* Reading and Canvas weekly* question *due on Monday before class: Chapter 2*

**W 8/30:** Communication Interactions

**F 9/1:** The Interview Situations

***Week 3: Questions and Their Uses***

**M 9/4:** LABOR DAY, NO CLASS

*\* Reading and Canvas weekly* question *due on Wednesday before class: Chapter 3*

**W 9/6:**  Various Types of Questions

**F 9/8:** Common Question Pitfalls

***Week 4: Structuring the Interview***

*\* Reading and Canvas weekly* question *due on Monday before class: Chapter 4*

**M 9/11:** The Body of the Interview

**W 9/13:** The Opening of the Interview

**F 9/15:** The Closing of the Interview

***Week 5: Review and Exam***

**M 9/18:** Review of Chapter 1-4

**W 9/20:** First exam

**F 9/22:** ***conference***

***Week 6: The Informational Interview***

*\* Reading and Canvas weekly* question *due on Monday before class: Chapter 5*

**M 9/25:** *Preparation & Selection of Interviewees and Interviewers*

**W 9/27:** Opening, Conducting, and Closing the Interview

**F 9/29:** The Interviewee in the Probing Interview

***Assign Informational Interview Project***

***Week 7: The Survey Interview***

*\* Reading and Canvas weekly* question *due on Monday before class: Chapter 6*

**M 10/2:** Purpose, Research, Structuring the Interview, & Survey Questions.

***Informational Interview Topic Submission Due on Monday Before Class***

**W 10/4:** Selecting Interviewees, Selecting and Training Interviewers.

**F 10/6:** Conducting Survey Interviews & Coding, Tabulation, and Analysis

***Week 8: The Recruiting Interview***

**M 10/9:** FALL BREAK, NO CLASS

*\* Reading and Canvas weekly* question *due on Wednesday before class: Chapter 7*

**W 10/11:** Obtaining and Reviewing Information on Applicants

**F 10/13:** Conducting and Evaluating the Interview

 ***Informational Interview Project Due on Friday Before Class***

***Week 9: The Employment Interview – Part 1***

*\* Reading and Canvas weekly* question *due on Wednesday before class: Chapter 8-1*

**M 10/16:** Analyzing Yourself & Doing Your Homework

**W 10/18:** Conducting the Research

**F 10/20:** Preparing Credentials

***Week 10: The Employment Interview – Part 2***

*\* Reading and Canvas weekly* question *due on Monday before class: Chapter 8-2*

**M 10/23:** Management of First Impression

**W 10/25:** Answering and Asking Questions

**F 10/27:** ***Assign the Final Project***

***Week 11: The Performance Interview***

*\* Reading and Canvas weekly* question *due on Monday before class: Chapter 9*

**M 10/30:** Selecting an Appropriate Review Model

**W 11/1:** Conducting the Performance Interview

**F 11/3:** The Performance Problem Interview

***Week 12: The Persuasion Interview – The Persuadee***

*\* Reading and Canvas weekly* question *due on Monday before class: Chapter 11*

**M 11/6:** Ethics and the Persuadee

**W 11/8:** Be an Informed, Critical, & Active Participant

**F 11/10:** VETERAN’S DAY, NO CLASS

***Week 13: The Persuasion Interview – The Persuader***

*\* Reading and Canvas weekly* question *due on Wednesday before class: Chapter 10*

**M 11/13:** The Ethics & Selection and Analysis of the Interviewee

**W 11/15:** Analyzing the Situation & Researching the Issue

**F 11/17:** Planning and Conducting the Interview

***Week 14: The Counseling Interview***

*\* Reading and Canvas weekly* question *due on Monday before class: Chapter 12*

**M 11/20:** Preparing and Conducting the Interview

**W&F 11/22 – 11/24:** THANKSGIVING BREAK, NO CLASS

***Week 15: Final Project Presentations***

***\*Final Project Canvas Submission Due on Monday Before Class***

**M 11/27:** Presentations – part 1

**W 11/29:** Presentations – part 2

**F 12/1:** Presentations – part 3

***Week 16: Presentations***

**M 12/4:** Presentations – part 4

**W 12/6:** Presentations – part 5

**F 12/8:** Presentations – part 6

 ***Second Exam date and time: Fri., Dec. 15, 8:30 – 10:30 am***