COMM 3100: Interviewing

A. COURSE DESCRIPTION

Credits: 3
Lecture Hours/Week: *.*
Lab Hours/Week: *.*
OJT Hours/Week: *.*
Prerequisites: None
Corequisites: None
MnTC Goals: Goal 01 - Communication

This course emphasizes oral and written communication related to interview settings such as employment, job performance, information gathering, health, persuasive, and counseling. Students will learn fundamental concepts and principles of interviewing, develop skills for researching and collecting data relevant to interviews, create interview question guides, practice skills as the interviewee and interviewer in simulated and real settings, deliver presentations related to the interview process, and develop critical listening skills in interview settings. This course is designed to prepare individuals for taking part in various interviews throughout their career. Liberal Education Goal Area 1.

B. COURSE EFFECTIVE DATES: 08/27/2018 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Counseling Interviews
2. Development of Interview Questions Relative to EEO Laws and Diverse Audiences
3. Employment Interviews: Application and Employer
4. Health Care Interviews
5. Informational Gathering Interviews
6. Interpersonal Communication as Related to the Interview Process
7. Introduction to the Interviewing Process
8. Job Performance Interviews
9. Listening and Feedback in the Interview Process
10. Persuasive Interviews
11. Question Strategies and their Uses Appropriate for Various Interview Types
12. Structuring the Interview: Opening, Body, and Closing
13. Survey Interviews
D. LEARNING OUTCOMES (General)

1. critique and assess self and others¿ interviews and presentations (orally and in writing) in a thoughtful and thought-filled manner.
2. design and deliver formal presentation related to interview experience that reflects logical arguments and proper source documentation.
3. research, evaluate and synthesize interview resources and processes from various points of view.
4. identify functions, strategies, and techniques for the opening, body, and closing components of interviews.
5. identify and explain theoretical concepts, principles, and communication processes used in interview settings.
6. demonstrate appropriate communication skills (e.g., listening, giving and receiving feedback, critical thinking, cultural sensitivity,) utilized in interviews and group discussions.
7. prepare written interview documents (i.e., job description, resume, application letter, organization fact sheet, thank you letters) and question protocols as interviewee and interviewer that are effective, professional, ethical, and use appropriate language for diverse audiences.
8. conduct formal professional well-organized interviews as interviewee and interviewer in simulated and real settings demonstrating proper use of EEO laws, relational communication, and technical elements of interviews.
9. create documents, problem solve, critically think, and make decisions in pairs and groups related to interview processes and strategies.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

Goal 01 - Communication

1. Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
2. Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
3. Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
4. Select appropriate communication choices for specific audiences.
5. Construct logical and coherent arguments.
6. Use authority, point-of-view, and individual voice and style in their writing and speaking.
7. Employ syntax and usage appropriate to academic disciplines and the professional world.

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted