Course Information

Division
Communicative Arts

Course Number
COM 215

Title
Interviewing Principles and Practices

Credits
3

Developed by
Kyleigh Becker

Lecture/Lab Ratio
3 Lecture/0 Lab

Transfer Status

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<td>COM Dept Elective</td>
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Activity Course
No

CIP Code
09.0101

Assessment Mode
Capstone

Semester Taught
Fall

GE Category
Options

Separate Lab
No

Awareness Course
No

Intensive Writing Course
Yes

Diversity and Inclusion
No

Prerequisites
ENG 101 with a grade of "C" or higher

Educational Value
Beyond the job interview, individuals today need the necessary skills and information to understand and apply sophisticated approaches to interview situations. Students who have an understanding of the underlying principles of interviewing formats and settings will be more successful in gaining and evaluating information, providing services, and procuring employment which matches their individual strengths. This course can also empower individuals with the information needed to be stronger leaders, employers, family members, and participants in their own lives. Meets Intensive Writing/Critical Inquiry (IW) requirement.

Description
This course introduces students to the concepts and practices related to multiple interviewing approaches. The course covers the multiple methodologies, interview settings and approaches, communication behaviors and principles, written and oral interviewing practices, and addresses the interviewing skills of both an interviewer and interviewee. Structures of interviews, instrumentations,
multiple formats including: informational, recruiting, survey, health, performance reviews, employment and persuasive interviews is also covered.

**Supplies**
None

**Competencies and Performance Standards**

1. **Explain the nature of interviewing.**

   **Learning objectives**
   
   *What you will learn as you master the competency:*
   
   a. Recognize multiple formats, styles, and situations of interviewing.
   b. Identify common trends in interviewing practices.
   c. Recognize the effects of mass media and social media on interviewing situations.

   **Performance Standards**
   
   *Competence will be demonstrated:*
   
   o by identifying and explaining the meaning of interviewing
   o by successfully identifying multiple interviewing formats

   *Criteria - Performance will be satisfactory when:*
   
   o learner recognizes multiple formats, styles, and situations of interviewing
   o learner identifies common trends in interviewing practices
   o learner recognizes the effects of mass media and social media on interviewing situations

2. **Identify multiple interview situations and appropriate techniques.**

   **Learning objectives**
   
   *What you will learn as you master the competency:*
   
   a. Identify multiple interview settings.
   b. Locate the appropriate interview technique with its setting.
   c. Illustrate the strengths and weaknesses of various interviewing techniques.

   **Performance Standards**
   
   *Competence will be demonstrated:*
   
   o through successfully identifying an interview situation, organizing the appropriate methodology instrument or survey
   o through performing an appropriate interview using prepared materials
   o by providing feedback to peers on interviewing exercises

   *Criteria - Performance will be satisfactory when:*
   
   o learner identifies multiple interview settings
   o learner locates the appropriate interview technique with its setting
   o learner illustrates the strengths and weaknesses of various interviewing techniques

3. **Demonstrate personal strengths and weaknesses in interviewing situations.**

   **Learning objective**
   
   *What you will learn as you master the competency:*
   
   o
a. Identify personal interviewing preferences.
b. Recognize how individual perceptions impact interviewing situations.
c. Practice and analyze multiple interviewing situations/formats.

**Performance Standards**

*Competence will be demonstrated:*
- through self-survey and perception instruments and identifying individual strengths and weaknesses
- through identifying variables influencing their perception of others and self in multiple interviewing situations
- through identifying behaviors which can be changed in order to communicate more effectively

*Criteria - Performance will be satisfactory when:*
- learner identifies personal interviewing preferences
- learner recognizes how individual perceptions impact interviewing situations
- learner practices and analyzes multiple interviewing situations/formats

4. **Apply appropriate interviewing techniques.**

*Learning objective*

*What you will learn as you master the competency:*

a. Construct and develop appropriate interviewing techniques.
b. Analyze interviewing situations and generate appropriate communication.
c. Recognize the appropriate communication strategies as an interviewer and as an interviewee.

**Performance Standards**

*Competence will be demonstrated:*
- by observing and recording interview situations to create a portfolio
- through identifying negative interviewing techniques and response patterns
- by replacing negative techniques with positive interaction patterns

*Criteria - Performance will be satisfactory when:*
- learner constructs and develops appropriate interviewing techniques
- learner analyzes interviewing situations and generates appropriate communication
- learner recognizes appropriate communication strategies as an interviewer and as an interviewee

**Types of Instruction**

Lectures and discussion
Media presentation
In class activities
Student presentations
Self-reflection papers
Interviewing role-playing
Grading Information

Grading Rationale
Examinations          30%
Capstone              45%
Interviews            15%
Participation         10%

Grading Scale
A  100% to 90%
B  89% to 80%
C  79% to 70%
D  69% to 60%
F  59% to 0%