

DEPARTMENT OF COMMUNICATION  
WESTERN KENTUCKY UNIVERSITY  
COMM460: INTERVIEWING  
SPRING 2018 SYLLABUS

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INSTRUCTOR:	S. Gayle Allison, MA
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OFFICE HOURS:	T 7:15 am-7:45 am, 2:15-4:00 pm CST Wednesday 11: am- 2:00 pm CST TR 7:15 am-7:45 am, 2:15-4:00pm CST Or by Appointment
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### If You Need Help

WKU is committed to fostering a safe, productive learning environment. Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and support applied against other protected categories such as race, national origin, and religion.

If you have experienced any form of sexual misconduct (sexual assault, stalking, domestic or dating violence) we encourage you to report this to the University. Please understand WKU is legally obligated to respond to reports of sexual misconduct and cannot guarantee the confidentiality of a report, unless made to a confidential resource. You can speak confidentially with the **Counseling and Testing Center, 270-745-3159; Talley Family Clinic, 270-745-4204; and Hope Harbor, 270-782-5014.** **I am not a confidential resource. I must inform the university if you share with me an incident has occurred.** You have the right to maintain your privacy. **I will report only what you share with me to the Office of Student Conduct.** We report to make sure you have all the support and help you need, both on campus and in our community..

For more information about our policies and resources or about reporting options, please visit:

<https://www.wku.edu/eoo/documents/titleix/titleixmandatoryreportingguidelines.pdf> and  
<https://www.wku.edu/eoo/documents/titleix/wkutitleixresources.pdf>; <https://www.wku.edu/studentconduct/>

### COURSE DESCRIPTION

COMM 460 is designed to explore the fundamental principles and practices of Interviewing while applying it to the coursework. This course will develop skills that will enable students to look at interviewing from both the interviewer and the interviewee perspective. Students will be involved in all types of communication including: listening, questioning, structuring interviews, behavioral/performance interviews, persuasive interviews, selection/recruitment interviews and surveys. The course is rigorous and offers students the opportunity to use fundamentals of interviewing in all types of applications.

### REQUIRED MATERIALS

Textbook Stewart, C., & Cash, W. Interviewing Principles and Practices. 13<sup>th</sup> Edition, Boston: McGraw Hill.

## **COURSE OBJECTIVES**

After completing this course

- students will take the Interpersonal communication process structure and apply it to their field of study in a way that will allow them to exchange information in an interview setting;
- students will practice the proper methods for both the interviewer/interviewee process;
- students will demonstrate insight into the most common types of interviews: traditional and nontraditional;
- students will conduct interviews with professionals in various occupational fields;
- students will be able to demonstrate their knowledge as an interviewee/interviewer upon completing the class.

## **COURSE REQUIREMENTS**

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|---|------------|
| 1. Participation/Activities /Discussion Board | 100 Points |
| 2. Interviews (3 @ 100pts each)               | 300 Points |
| 3. Resume/Cover Letter                        | 200 Points |
| 4. Quizzes/Exams/taken @ testing site         | 300 Points |
| 5. Practice Interview                         | 100 points |

## **SCHEDULE**

A detailed schedule will be provided the first week of the semester.

## **FINAL GRADE**

Grade will be based on the total number of points earned. The following grading scheme will be used:

900-1000 points	A
800-899 points	B
700-799 points	C
600-699 points	D
0-599 points	F

## **PARTICIPATION, ATTITUDE AND PERSONAL PERFORMANCE**

During the semester students should

- demonstrate a willingness to try new behaviors;
- maintain openness to feedback and change;
- demonstrate acceptable levels of involvement in this online class, i.e., initiate interaction, cooperate, respond willingly and help accomplish the “business” of the course.
- maintain confidentiality regarding information learned about other students in the class through discussion board, email, etc.

## **ATTENDANCE POLICY**

It is the student's responsibility to drop the class within the first week if you do not wish to continue the class past the first week. Even though this is an online course, you are expected to login and check the course site for any updates or posts on a routine basis. Keeping up with assignments is very important as an online class opens and closes information according to the schedule. Think of it as coming to a class. Once you leave the classroom, the door is closed. Think of the attendance policy the same way. You must check in every week, get the assignments, complete the work and post the work. Attendance is thought of as posting your work so if you miss several assignments that is the same as missing a face-to-face class. **Missed assignments because you did not log in or not post work cannot be made up unless you present a documented excuse. See this information also under ASSIGNMENTS.**

## **ASSIGNMENTS**

**All assignments are due on the assigned date. Assignments are not accepted late for any reason.** If, an assignment cannot be completed because of a dire circumstance beyond your control (death in the immediate family, hospitalization of yourself, or for some reason that you have contacted me in **ADVANCE** about, it will not be accepted. **Documentation will be required for these unforeseen circumstances.** It is the student's responsibility to keep up with the class assignments. If the schedule changes, a new schedule will be announced via email and distributed through Blackboard.

## **RESUME/COVER LETTER ASSIGNMENT**

Each student will develop a new or refine an existing professional resume and cover letter relevant to the profession you are seeking. The intent is to generate a professional document that could be used in your current and future employment search. Students will secure a critique of their resume and cover letter by a member of a Career Development Center followed by the same personnel providing oral feedback to the student.

All work to be submitted for a grade will be typed and submitted in Blackboard.

## **TECHNOLOGY**

Blackboard and the Internet are used for work in this course. Should technical problems arise, direct your questions to the WKU's IT Help Desk at 1-270-745-7000. The person at the end on the line at the IT Help Desk is the professional with Blackboard issues, I'm not.

## **ADA NOTICE: DISABILITY and ACCOMMODATIONS**

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Office for Student Disability Services in Downing Student Union, A-200. The phone number is 270-745-5004. Please do not request accommodations directly from me without a letter of accommodation from the Office for Student Disability Services first.

## **TESTING**

Exams in Interviewing 460 will be open all week during exam week with the exception of finals week and the final will cut off on Thursday of that week (pending hours at the testing locations). Exams will be proctored through the Western Kentucky University Testing site or through an approved testing location. Go online at [wku.edu/testing](http://wku.edu/testing) and read the information on the Center's website. You will find the two Bowling Green, Kentucky locations listed, other approved test sites are listed, hours of operation, and information for test takers.

Students will be responsible for making the necessary arrangements to take the exams. Exams will be taken through Blackboard and will be proctored by the testing center's personnel. WKU's Testing Center does not require a fee to take an exam. Other sites may require a fee.

**Revised 1/1/18**