

Interviewing for Communication

COMM 234-201

Fall 2015

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**Course Overview:** In this course, you will learn about interview preparation, listening skills, framing skills and communication tools essential to sitting on both sides of an interview. As well, we will address different kinds of interviews, including journalistic inquiry, research questioning, interviewing for employment, organizational interviewing, questioning to persuade and helping professions interviews. Our ultimate goal is for you to be able to prepare for the role of interviewer or interviewee, ultimately gaining competence understanding the progression and effectiveness of any kind of interview.

Course Objectives

- 1) To become familiar with skills and concepts essential to being interviewed well
- 2) To become familiar with skills and concepts essential to carrying out a productive interview
- 3) To be able to differentiate among communication tools to achieve the goals of various types of interviews
- 4) To gain practice acting as questioner in interviews, being interviewed and analyzing the quality and content of an interview, whether as participant or observer

Required Textbook

R. Anderson & G.M. Killenberg (2009, 2<sup>nd</sup> ed.) *Interviewing: Speaking, Listening and Learning for Professional Life*; Oxford University Press, Oxford, England

\*\*\*NOTE: A complete and specific course schedule with due dates will be distributed by week two of class

Course Requirements:

Three In-Class Quizzes on Reading Material	300
Two page essay on external interview	100
One Sakai post of interview (With 1 para description of relevance to course)	100
In-class 15 minute Interview (As Interviewer)	200
In-class 15 minute Interview (As Interviewee)	100
Attendance & Participation	200
<b><u>TOTAL POINTS POSSIBLE</u></b>	<b>1000</b>

Participation Evaluation

You are expected to participate in this course in three important ways: a) as a prepared reader of course assignments, b) as a participant in structured exercises and “mini” assignments in class, c) as a consistently

contributing member of the class “community”, and d) by completing assignments on time and in proper form throughout the semester.

#### Final Grades

Final grades are based on simple addition. Please keep track of assignments handed back and the point values assigned to them. You will know as well as I do what grade you will receive in this class based on the following scale:

940-1000=A

900-939=A-

870-899=B+

840-869=B

800-839=B-

700-799=C+

740-769=C

700-739=C-

670-699=D+

640-699=D

639 or below=non-passing grade F

#### Evaluation Standards for All Coursework

***Substance:*** (the depth of your understanding of reading material demonstrated in discussions, on quizzes, in interviews and on Sakai post descriptions)

***Thoroughness:*** (how broad your understanding is of course materials; are you able to put specific ideas into a larger context of understanding?)

***Precision:*** (how accurate is your understanding of key concepts and do you use relevant terms thoughtfully and appropriately? Do you write and speak in specific terms, versus in generalities?)

***Critical Insight:*** (your ability to assess the strengths and limitations of interviews, to connect the reading materials to actual interviewing situations, and your ability to put those insights into practice)

#### For Successful Class Performance:

The key to doing well in this (and virtually any) class is consistency—that means attending class regularly, keeping up with the readings, participating in structured in-class exercises with a sincere and informed effort and taking notes from readings for your own retention. Grades are based on achievement, not effort; therefore, the thoughtfulness and informed quality of your comments, questions, interviews, quizzes and final interview analysis will build a “total” picture of your dedication to course materials and learning goals.

**Academic Integrity:**

There is no room for dishonesty in the School of Communication or Loyola University Chicago. We take these matters seriously and will follow through on any case where there is even an *appearance* that something may be awry. Please do not put yourself at risk.

**Accommodations for Students with Disabilities**

If you have a learning challenge that you are aware of or a chronic health condition that may affect your ability to perform in this class, please visit the Office for students with Disabilities in the Hub on Lake Shore Campus. You are entitled to a confidential evaluation and if warranted, you will be given a letter that will specify any accommodations you need. These matters are confidential.

**Students who travel on behalf of Loyola University Chicago**

If you are a scholar-athlete or member of another Loyola student organization that requires travel and possible absences, please let me know *in advance* that you will be gone on a particular date. I will expect you to complete your work ahead of the due date.

**Absences**

Missed assignments due to absences may NOT be made up unless you have clear, dated and specific documentation from, for example, a medical specialist or a memorial service. If you have a chronic medical condition that you think may interfere with your performance in class, please visit the Office for Students with Disabilities early in the semester or with the first onset of symptoms. **If you do not, you have no recourse for making up missed assignments without clearly dated medical excuses that verify the necessity of your absence.** Things that do NOT qualify as excused absences include weddings, early flights, work obligations, working on a project for another class, job or internship interviews, etc. You are adult enough to understand that choosing priorities sometimes requires a trade off or consequences in another area of your life.

**Class Responsibilities and Basic Courtesy**

- If you are late to class or absent and miss announcements or handouts, it is YOUR responsibility to get the information from a classmate. If you have a documented, excused absence, feel free to schedule a time to meet with me to get missed materials.
- Your syllabus, the schedule and formal assignment instructions handed out in class and posted on Sakai are my “contract” with you, the student. All evaluation of your work is based on the criteria outlined in these documents without exception. Please read all instructions carefully and be aware of the relative weight of each assignment.
- Please turn off ALL electronic devices PRIOR to entering the classroom.
- If you must eat during class, PLEASE consume something that you can eat QUIETLY; no crunching wrappers, noisy chewing, etc.
- Please DO NOT get up and leave class while it is in session except in the most urgent situation.
- If you arrive late, please come in quietly. If you have a compelling reason to leave class early, please notify me before class starts and sit near the door.
- If you have questions about anything substantive before class begins, it is probably best to wait until afterwards or to schedule an office appointment. When class is about to begin, I am likely to be focused on what we will be doing or the next hour, and my answer is not likely to be as thoughtful as I would like it to be.
- All class members are expected to respect others in the class, even when you disagree about something. Friendly disagreement is encouraged, though!

