

FORMAT 1

Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500).
See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a copy of the description.

	Lower division
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3. PROPOSED COURSE TITLE:	COMM F220 Professional Interviewing
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students taking the course. Typically, if either committee has qualms, they both do. More info online – see URL at top of this page.

6. FREQUENCY OF OFFERING:	As demand warrants
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F111X or permission of instructor)

16. PROPOSED COURSE FEES

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Has a memo been submitted through your dean to the Provost for fee approval?

Yes/No

ADDITIONAL: Add additional signature files as needed.

Comment on:

Approved programs

Approved programs

Approved programs

Approved programs

Approved programs

ATTACH COMPLETE SYLLABUS (as part of this application). The guidelines are online:

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/>

The Faculty Senate

COURSE SYLLABUS

COMMUNICATION F220

Professional Interviewing

University of Alaska Fairbanks

Credit hours 3

Instructor: Dr. Karen Taylor

Department of Communication

Office: 503C Gruening

Phone: 907-474-6818

email:

Paper critiquing observed practices	5%
Attendance	5%
Participation	10%

Grade criteria:

Grade criteria: +/- grading system based on percentage of total points

A+ = 97-100

A = 93-96

A- = 90-92

B+ = 87-90

B = 83-86

B- = 80-82

C+ = 77-80

C = 73-76

C- = 70-72

D+ = 67-70

D = 63-66

D- = 60-62

F = 59 and below

Prerequisites: (ENGL F111X or permission of instructor)

Policies:

ATTENDANCE: All students are expected to attend every class and the final exam.

Attendance/participation is a graded element of this course. You are also responsible for in-class activities (which cannot be made up). There are some circumstances for which absence is unavoidable, such as

illness or family emergency, in which case I expect written documentation. A student with an unexcused

absence on the day of their presentation will receive a **ze3-23(i)-23(.28 Tmy(r)ces)-7(f)-2trwl .28 Tmy(r)cesre43Dc73**

process, from brainstorming to final editing. Tutors are available for one-on-one sessions and can help stud

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Continue Discussion Ch.#4

In-class Exercise

Assigned readings for February 26, Ch.#6 The Survey Interview: Purpose and Research p. 147-148, Structuring the Interview p. 148-150, Survey Questions p. 151-161, Selecting Interviewees p. 161-163, Selecting and Training Interviewers p. 164-165, Conducting Survey Interviews p. 166-169, Coding, Tabulation and Analysis p. 170-171, The Respondent in Survey Interviews p. 171-172.

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Discuss Assignment Readings from Ch.#6

March

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Continue Discussion Ch.#6

Review for Survey Interview Class Assignment

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Survey Interview Class Assignment

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Survey Interview Class Assignment

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Survey Interview Class Assignment

Assigned readings for March 24, Ch.#5 The Information Interview: Preparing the Interview p. 109-111, Selecting Interviewees and Interviewers p. 112-115, Opening the Interview p. 116, Conducting the Interview p. 117-131, Closing the Interview p. 132, Preparing the Report or Story p. 133, The Interviewee in the Probing Interview p. 134-137.

17-21

Spring Break

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Discuss Assignment Readings from Ch.#5

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Continue Discussion Ch.#5

Assigned readings for March 31, Ch.#7: The Recruiting Interview: Where to Find Good Applicants p. 183, Preparing the Recruiting Effort p. 185-189, Obtaining and Reviewing Information on Applicants p. 190-194, Structuring the Interview p. 194-98, Conducting the Interview p. 198-206.

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Discuss Assignment Readings from Ch.#7

April

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Continue Discussion Ch.#7

Review for Recruiting Interview Class Assignment

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Recruiting Interview Class Assignment

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Recruiting Interview Class Assignment

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Recruiting Interview Class Assignment

Assigned readings for April 16, Ch.#8, The Employment Interview: Analyzing Yourself p. 217-218, Doing Your Homework p. 219-222, Conducting the Search p. 223-225, Preparing Credentials p. 226-235, Creating a Favorable First Impression p. 236-240, Answering Questions p. 240-246, Asking Questions p. 247-249, The Closing p. 250.

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Discuss Assignment Readings from Ch.#8

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Continue Discussion from Ch.#8

Review for Employment Interview Class Assignment

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Employment Interview Class Assignment

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Employment Interview Class Assignment

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Employment Interview Class Assignment

May

5

Paper critiquing observed practices due

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Final Exam