

## UTRGV COURSE SYLLABUS

Interview: Theory & Practice- COMM 3331.11  
Spring 2018  
M & W 1:40 p.m. – 2:55 p.m. / LHSB 1.316

Professor: Nikkie S. Hodgson. Ph.D.  
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Office Hours: Tuesday's 11-3/ Main 1.210

### Textbook and/or Resource Material

**Interviewing: Principles and Practices** by Charles Stewart and William Cash 15<sup>th</sup> Edition.  
ISBN: 978-1-259-87053-8

### Course Description and Prerequisites

Theory, application and selected practice of the interview process in a variety of situations. Students have the opportunity to develop basic skills in selection, appraisal, counseling, discipline, exit, persuasive and focus interviews; interviews in mass media contexts, in data analysis and in other important techniques. Ethical guidelines stressed throughout.

### Learning Objectives/Outcomes for the Course

Upon completion of instruction, learners will be able to:

- Demonstrate competency in critical thinking via writing, speaking, and the evaluation of readings and interview results.
- Demonstrate competency in speaking via conducting interviews and in-class presentations.
- Demonstrate competency in computer literacy via research in preparation for interviews, and course communication via Blackboard.
- Demonstrate competency in listening via interview practice and classroom interview activities.
- Demonstrate competency in writing by drafting interview questions and briefing on interviewing results.
- Identify strengths and weaknesses on various interviewing styles and techniques.
- Define the elements and types of interviews.
- Define external and internal sources that affect the interviewing process.
- Define the importance of verbal and nonverbal communication on the interviewing process.
- Identify the importance and elements of the listening process and its different variations in interviews.
- Recognize the variables that affect self-concept and its influence on the interviewing process.
- Discuss elements of the perceptual process
- Discuss the sources of emotions and their impact
- Recognize the nature of language and how it affects interpersonal relations
- Discuss the various elements of nonverbal communication

### Course Requirements and Grading Policy:

Course Requirements	Points
1. Motivation Score (attendance)	50
2. Classroom Activities: (5-quizzes & 5-journals) (2 one-on-one interviews with Dr. Hodgson 25pts each)	150

3. Two Examinations	
Mid-Term Exam #1	100
Final Exam #2	100
4. Oral Chapter Presentation (6 groups, 2 each)	100
<b>Total Points</b>	<b>500</b>

UTRGV's grading policy is to use straight letter grades (A, B, C, D, or F). Grades will be distributed in the following manner: 450 – 500 = A; 400 – 449 = B; 350 – 399 = C; 300 – 349 = D; and 000 – 299 = F

**UTRGV Calendar of Activities:**

Include in this section a table or list that provides information for students regarding important dates, assignments or activities. The UTRGV academic calendar can be found at <https://my.utrgv.edu/home> at the bottom of the screen, *prior to login*. Some important dates for spring 2018 include:

January 16	First day of classes
January 19	Last day to add a course or register for spring 2018
March 12 – 17	SPRING BREAK – NO classes
March 30 – 31	EASTER HOLIDAY – NO classes
April 12	Last day to drop a course; will count toward the 6-drop rule
May 2	Last day of classes
May 3	Study Day – NO class
May 4 – 10	Spring 2018 Final Exams
May 11 - 12	Commencement Ceremonies

**CLASS Policy Statements**

- Your attendance and participation in class is essential for a complete learning experience. The type of learning that takes place in a human communication course is a result of social interaction between you and your instructor and between you and your classmates. You gain the most from the giving and receiving of feedback, which is not possible in your absence.
- All students are expected to show up on time, listen, participate, do all assignments, and engage in class activities.
- The use of cell phones, iPOD's, IPADS, voice recording devices, tablets and laptop computers, is strictly prohibited, unless previously approved by the instructor.
- No late assignments will be accepted, no exceptions.
- Make-ups will not be given for any assignment, interview, analysis, quiz, or test.
- Excused absences must be in writing by a doctor, a university professor/official, or a law enforcement official who can make an authoritative validation of the nature of the absence.
- **Students may not turn in assignments for each other.**
- Assignments not delivered will result in a zero for that specific assignment.

**Other Information:**

- Students will be responsible for the study of textbook, lecture notes, additional readings, and completion of all assignments.

- If you are not present in class on the day assignments are returned it is up to the student to come to my office during office hours to receive the graded assignment.
- **Cell phones must be turned off or at least put on vibrate during class. Answering your cell phone during class is prohibited. Walking out of class to answer you phone will be considered an absence.**
- Included in the instruction of this class will be the opportunity for students to share insights and reactions in class.
- Class time is considered crucial to one's success as a student.
- Students are to maintain courtesies at all times. Side conversations are not allowed. When one person speaks, everyone else listens.
- In keeping with principles of effective interpersonal skills there will be no “disconfirming messages” during class.
- The University's policy on plagiarism will be strictly enforced.

### **UTRGV POLICY STATEMENTS**

**STUDENTS WITH DISABILITIES:** If you have a documented disability (physical, psychological, learning, or other disability which affects your academic performance) and would like to receive academic accommodations, please inform your instructor and contact Student Accessibility Services to schedule an appointment to initiate services. It is recommended that you schedule an appointment with Student Accessibility Services before classes start. However, accommodations can be provided at any time. **Brownsville Campus:** Student Accessibility Services is located in Cortez Hall Room 129 and can be contacted by phone at (956) 882-7374 (Voice) or via email at [ability@utrgv.edu](mailto:ability@utrgv.edu). **Edinburg Campus:** Student Accessibility Services is located in 108 University Center and can be contacted by phone at (956) 665-7005 (Voice), (956) 665-3840 (Fax), or via email at [ability@utrgv.edu](mailto:ability@utrgv.edu).

**MANDATORY COURSE EVALUATION PERIOD:** Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account (<http://my.utrgv.edu>); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades. Online evaluations will be available: Spring 2018 (full semester) April 11 – May 2

#### **ATTENDANCE:**

Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences. UTRGV's attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for observance of religious holy days; or for military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations prior to the absence(s).

#### **SCHOLASTIC INTEGRITY:**

As members of a community dedicated to Honesty, Integrity and Respect, students are reminded that those who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to: cheating, plagiarism, and collusion; submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts. Since scholastic dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced (Board of Regents Rules and Regulations and UTRGV Academic Integrity Guidelines). All scholastic dishonesty incidents will be reported to the Dean of Students.

#### **SEXUAL HARASSMENT, DISCRIMINATION, and VIOLENCE:**

In accordance with UT System regulations, your instructor is a “responsible employee” for reporting purposes under Title IX regulations and so must report any instance, occurring during a student’s time in college, of sexual assault, stalking, dating violence, domestic violence, or sexual harassment about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at [www.utrgv.edu/equity](http://www.utrgv.edu/equity), including confidential resources available on campus. The faculty and staff of UTRGV

actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free from sexual misconduct and discrimination.

**COURSE DROPS:**

According to UTRGV policy, students may drop any class without penalty earning a grade of DR until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the “3-peat rule” and the “6-drop” rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

**COMM 3331: Tentative Calendar of Activities**

This is the tentative schedule for the semester. *The UTRGV academic calendar and final exam schedule can be found at <https://my.utrgv.edu/home> at the bottom of the screen, prior to login.*

**Items may change at the instructor’s discretion. You will be notified prior of any changes in due dates, assignments, and/or topics.**

WEEK 1	Jan. 17	Syllabus, Interviews and Introductions
WEEK 2	Jan. 22 & 24	Chapter 1: Lecture & activity (1)
WEEK 3	Jan. 29 & 31	Chapter 2: Lecture & Quiz (1)
WEEK 4	Feb. 5 & 7	Student and Professor Interviews (1)
WEEK 5	Feb. 12 & 14	Chapter 3: Lecture & activity (2)
WEEK 6	Feb. 19 & 21	Chapter 4: Lecture & Quiz (2)
WEEK 7	Feb. 26 & 28	Chapter 5: Lecture & activity (3)
WEEK 8	March 5 & 7	Chapter 6: Lecture & Quiz (3) , Mid Term Review
<b>WEEK 9</b>	<b>March 12 &amp; 14</b>	<b>Spring Break</b>
WEEK 10	March 19 & 21	Mid-Term Exam Chapter 7: Lecture & activity (4)
WEEK 11	March 26 & 28	Chapter 8 & 9: Lecture & Quiz (4)
WEEK 12	April 2 & 4	Chapter 10 & 11: Lecture & activity (5)
WEEK 13	April 16 & 18	Chapter 12: Lecture & Quiz (5)
WEEK 14	April 23 & 25	Student and Professor Interviews (2)
WEEK 15	April 30 & May 2	Review before final presentation
WEEK 16	May 7 & 9	Final Interview & Presentation