



**TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students.** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

Course Title
Interviewing

Course Prefix and Number
SPCH 2316

Department – Division
Fine Arts - Speech

Course Type – select from one of the following categories.

- **Academic General Education Course** (from ACGM – but not in TVCC Core)
- **Academic TVCC Core Course**
- **WECM Courses**

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	3	0

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

Application of communication concepts in selected interview settings. Emphasis is placed on dyadic communication, questioning techniques, interview structure and persuasion.

Prerequisites/co requisites

None

Topical Outline

Basic Interview Structure

Types and Purposes of Various Interviews

Types and Purposes of Various Interview Questions

Preparing to Conduct an Interview

Assessing an Interviewee through her/his Verbal and Nonverbal Responses

Preparing to Participate in an Interview

Course Learning Outcomes

Students will be able to

- create appropriate interview questions, following EEOC laws,
- structure interview questions effectively,
- understand the roles of the interviewer and the interviewee,
- understand the importance of verbal and nonverbal responses in an interview,
- engage in the interview process, fulfilling both roles, and
- critique the interview process.

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment is used as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
X	A. To communicate clearly and effectively in both oral and written English.

	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

To be determined

Optional Text(s)

None

Material/Technology to be supplied by the student

None

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

To be determined

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by Kelly Driskell	Signature	Date
Department Head Kelly Driskell	Signature	Date
Division Chair Kelly Driskell	Signature	Date
Vice President	Signature	Date