

| <b>Instructor</b>                     | Myrna Galligano; 321-459-1580; <a href="mailto:mgalligano@cfl.rr.com">mgalligano@cfl.rr.com</a><br>Office Hours: 30 minutes before class start   |  |                      |            |                             |     |                                       |     |
|---------------------------------------|--|--|----------------------|------------|-----------------------------|-----|---------------------------------------|-----|
| <b>Catalog Description</b>            | <p>Students participate in seminars designed to examine contemporary issues in management. The professional seminar supplements the core and elective courses in the area of management by focusing on issues of current and special interest. Course may be repeated for credit if content differs. Graduate students may apply a maximum of 3 credit hours of these seminars as electives to meet the credit-hour requirements for graduation. This course may not be completed by directed study.</p> <p><b>Course Description (this seminar):</b> This course will examine the various issues involved with interviewing, including how these issues impact management, how interviewing should be conducted, and the importance of the interviewing process, both from a management and legal standpoint. To achieve these goals, the course will include lecture and review of the text, group discussion, role-playing activities and a research paper project.</p> |  |                      |            |                             |     |                                       |     |
| <b>Prerequisites</b>                  | NONE   |  |                      |            |                             |     |                                       |     |
| <b>Course Level Learning Outcomes</b> | <ul style="list-style-type: none"> <li>• To understand the role of interviewing in managerial functions</li> <li>• To understand the various interviewing techniques</li> <li>• To understand the legal aspects of interviewing in managerial functions</li> <li>• To develop skills in evaluating job applicants through various interview techniques</li> <li>• To develop skills to deal with various interviewing problems and issues</li> </ul>   |  |                      |            |                             |     |                                       |     |
| <b>Materials</b>                      | <p><b>REQUIRED TEXTS:</b> <i>Interviewing Techniques for Managers</i> (Briefcase Book) by Carolyn B. Thompson, ISBN 0-07-139131-2, CWL Publishing Enterprises; available at <a href="http://www.Amazon.com">www.Amazon.com</a>.</p> <p><b>SUGGESTED SUPPLEMENTAL READINGS:</b> Will be supplied by instructor</p>  |  |                      |            |                             |     |                                       |     |
| <b>Grading</b>                        | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">COURSE REQUIREMENTS:</th> <th style="text-align: left;">% OF GRADE</th> </tr> </thead> <tbody> <tr> <td>a. Written Research Project</td> <td style="text-align: center;">30%</td> </tr> <tr> <td>b. Group Activities and Participation</td> <td style="text-align: center;">70%</td> </tr> </tbody> </table> <p>Take the numerical score from the formula above and use the chart below to determine the letter grade.</p>   |  | COURSE REQUIREMENTS: | % OF GRADE | a. Written Research Project | 30% | b. Group Activities and Participation | 70% |
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| A  | 96-100% (4.0)   |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
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| <b>Activities</b>  | <ul style="list-style-type: none"> <li>• <b>CLASS SESSIONS:</b> Class will review and discuss text, participate in mock interviews, prepare evaluation of potential job candidates, and critique mock interviews</li> <li>• <b>RESEARCH PROJECT REQUIREMENTS:</b> Students will be required to complete a research paper, which should be a minimum of 5 pages and a maximum of 10 pages of text, typed, double spaced, in accordance with the Webster University Space Coast Campus Guidelines for Writing a Research Paper. Topics will be related to interviewing or the employment selection process. Research project topics will be discussed with and approved by the instructor prior to the end of the seminar. The main focus of the paper will be devoted to an in-depth analysis of the selected topic. Research projects are due no later than April 30, 2012.</li> </ul>  |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |
| <b>Policy Statements</b><br><br><b>University Policies</b> | <p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p><b>Academic Honesty</b><br/>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p><b>Drops and Withdrawals</b><br/>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p>   |              |                 |   |               |    |               |    |               |   |              |    |               |   |              |   |                |   |                |   |          |

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|   | <p><b>Special Services</b><br/>If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p><b>Disturbances</b><br/>Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p><b>Student Assignments Retained</b><br/>From time to time, student assignments or projects will be retained by the academic department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p><b>Contact Hours for this Course</b><br/>It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p> |
| <b>Course Policies</b>  | <p>Attendance at all class sessions is expected.</p> <p>Late research project will be accepted if prior arrangements have been made with the instructor but will be given reduced points based on how late the research project is submitted after the due date for this assignment.</p>  |
| <p><b>Day 1</b><br/>Friday, March 30, 2012; 5:30 to 9:30 PM</p> | <p><b>PREPARATION FOR CLASS:</b> Read textbook</p> <p><b>CLASSROOM DISCUSSION TOPICS:</b> Lecture on topic; review of textbook material; discussion of interview material &amp; mock interview activity; discussion of research project</p>   |
| <p><b>Day 2</b><br/>Saturday, March 31, 2012; 8 AM to 5 PM</p>  | <p><b>PREPARATION FOR CLASS:</b> Review mock interview material</p> <p><b>CLASSROOM DISCUSSION TOPICS:</b> Participate in mock interview activity &amp; prepare interview evaluation; discussion of mock interview activity; discussion of research project</p> <p>8:00-8:30; Discussion of Mock Interview Group Activity</p> <p>8:30-11:30; Mock Interview Group Activity</p> <p>Lunch Break: 11:30 – 12:30</p> <p>12:30 – 5:00; Mock Interview Group Activity</p>   |

**PURCHASING TEXTBOOKS--**Most textbooks can be purchased either by phone or online through **MBS Direct**. Required information is the campus location (for the purpose of ordering

books, the campus is **Space Coast Campus**), course name, course number, section number, and most important, the **title, author, edition, and ISBN** of the book you are ordering. MBS Direct will buy back your book at the end of the term should you elect not to retain it. Orders should be placed no earlier than 4 weeks prior to the start of the term.

**MBS Direct:** 1-800-325-3252; <http://bookstore.mbsdirect.net/WEBSTER.HTM>

**Original approved by:**

Stanley Helm, Faculty Coordinator, Merritt Island Campus, January 31, 2012