

Course	MNGT 5500 Professional Seminar: Management Guide to Interviewing						
Term	Fall 1, 2008						
Instructor	Name: Myrna Galligano Phone: 321-459-1580 Email: mgalligano@cfl.rr.com Office Hours: 30 minutes before class start						
Catalog Description	This seminar is intended to teach students the role of interviewing from a managerial perspective. Students will learn interviewing skills and techniques and understand the legal aspects of interviewing in managerial functions. 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.						
Prerequisites	NONE						
Course Level Learning Outcomes	After completing this course the student will: <ul style="list-style-type: none"> • Understand the role of interviewing in managerial functions. • Understand the various interviewing techniques. • Understand the legal aspects of interviewing in managerial functions. • Develop skills in evaluating job applicants through various interview techniques. • Develop skills to deal with various interviewing problems and issues. 						
Materials	REQUIRED TEXTS: Interviewing Techniques for Managers (Briefcase Book) by Carolyn B. Thompson, ISBN 0-07-139131-2, CWL Publishing Enterprises; available at www.Amazon.com ; other materials will be supplied by instructor. SUGGESTED SUPPLEMENTAL READINGS: NONE						
Grading	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>COURSE REQUIREMENTS:</th> <th>% OF GRADE</th> </tr> </thead> <tbody> <tr> <td>a. Written Research Project</td> <td>30%</td> </tr> <tr> <td>b. Group Activities and Participation</td> <td>70%</td> </tr> </tbody> </table> <p>Taking the numerical score from the formula above and converting it to the appropriate letter grade from the chart determine the student's letter grading for the course.</p>	COURSE REQUIREMENTS:	% OF GRADE	a. Written Research Project	30%	b. Group Activities and Participation	70%
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<p>Activities</p>	<p>CLASS SESSIONS: Lecture, group discussion, group activities and role-playing exercises.</p> <p>RESEARCH PROJECT REQUIREMENTS: 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 on subjects related to interviewing problems or conducting interviewing. 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 papers are due no later than October 3, 2008.</p>																				
<p>Policy Statements:</p> <p>University Policies</p>	<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>Academic Honesty 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>Drops and Withdrawals 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>																				

	<p>Special Services 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>Disturbances 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>Student Assignments Retained From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course 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>
<p>Course Policies</p>	<p>Attendance at all class sessions is expected.</p> <p>Late write-ups and written case assignments will be accepted if prior arrangements have been made with the instructor, but will be given reduced points based upon the number of class sessions it is late.</p>
<p>First Day Schedule</p>	<p><u>Friday, September 5, 2008; 5:30 - 9:30 PM:</u> Session 1 – Lecture on topic & discussion of research assignment</p>
<p>Second Day Schedule</p>	<p><u>Saturday, September 6, 2008; 8:30 – 5:30 PM:</u> Session 2 - 8:30-11:30; Group activity Lunch Break: 11:30 – 12:30 Session 3 – 12:30 – 5:30; Group activity</p>

PURCHASING TEXTBOOKS--Most textbooks can be purchased through **MBS Direct**. Check the syllabus for textbook information. Give MBS Direct the campus location (for the purpose of ordering books the campus is **Space Coast Campus**, course name, number and section number (i.e. Space Coast Campus, COMP5000/64) 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 as a reference book. Order by phone or online. Orders should be placed no earlier than 4 weeks prior to the start of the term.

MBS Direct: 1-800-325-3252

MBS Direct Website: www.mbsdirect.net/webster

Monday-Thursday, 7am-10pm (Central Time)

Friday, 7am-6pm (Central Time)

Saturday, 8am-5pm (Central Time)

Sunday, noon-4pm (Central Time)

In order to meet the course objectives this syllabus may be modified at the discretion of the instructor without approval of the students.

Original approved by:

Dr. Calvin D. Fowler Academic Dean Space Coast Region

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