

# **SOC2010 Job Interviewing Skills II**

## **Course Syllabus**

### **COURSE REQUIREMENTS**

This course requires the completion of SOC2010 Job Interviewing Skills, Intro

### **COURSE DESCRIPTION**

Most job seekers say that the job interview is the most challenging part of seeking employment. It often seems like an unnatural test of an employee's qualifications for a job. As a result, many job seekers go into an interview with uneasiness and uncertainty.

This course will equip a student with the skills needed to exhibit confidence in a job interview. It will prepare the student for various types of interviews. The goal is to reduce anxiety and generate confidence in the student's ability to get the job.

### **LEARNING OBJECTIVES**

Job Interviewing Skills II will dig deeper into the methodology that can be employed to have a successful interview. It will discuss ways to convey competence and confidence in your abilities. It will detail various types of interviews and the best way to handle each one. By the end of the course the student will:

- Know what comprises a good resume, cover letter or introductory email
- Learn how to analyze their skills
- Understand how to emphasize their marketable skills
- Know what qualities employers are looking for
- Prepare themselves for differing interview environments
- Examine good and bad interview techniques
- Employ interview skills in practice sessions

### **ATTENDANCE**

Attendance is mandatory for all students. Excellent attendance is imperative for mastery and application of the information dispensed. Whether you are sitting at a desk in a classroom or attending via Skype, your attendance is vital to your success. Late arrivals are distracting and disrespectful. Please refrain from being tardy. Grades will be affected by absences and tardiness. Participation in class is a prerequisite. You learn from lectures, discussions and presentations.

### **CLASSROOM BEHAVIOR**

Students are expected to treat all persons with respect. We should all conduct ourselves in a courteous and responsible manner. Be considerate, you can disagree, don't insult.

Please set all your electronic devices to silent during class so as not to be a disturbance to others in the class.

## **TUTORIAL ASSISTANCE**

We maintain an open-door policy for our students. We are absolutely willing to discuss any matter that may arise during the course. If you have any questions, problems, or need help with the course material, we urge you to reach out as soon as the issue arises. If you want to contest a grade, you must do so within 48 hours and put it in writing. Please ask your student advocate for help. If you do not have a student advocate send an email to: [tutordept@usilacs.org](mailto:tutordept@usilacs.org).

## **NON-DISCRIMINATORY STATEMENT**

All students regardless of age, race, gender, religion, physical disability, class, etc., shall have equal opportunity without harassment in this course. Any problems with or questions about harassment can be discussed confidentially via email at: [hr@usilacs.org](mailto:hr@usilacs.org).

## **DRESS CODE**

For students enrolled who are attending in a classroom or via Skype, please be sure you are dressed modestly and respectfully. Please refer to [www.merriam-webster.com/dictionary/business%20casual](http://www.merriam-webster.com/dictionary/business%20casual). NO short shorts or skirts. Avoid low-cut tops. We want to present ourselves in a dignified manner at all times.

## **NETIQUETTE**

- Always read through all the comments of the class before responding. This will avoid duplicating comments or questions asked.
- Avoid language that could be offensive. All profanity is strictly prohibited. Remember that using all caps when replying online signifies shouting. This would be rude and combative.
- Be sensitive to the fact that there will be fellow students from all parts of the world with many differing backgrounds and languages. Remember that slang and idioms will most likely be misconceived and/or misinterpreted. These should be avoided.
- Respect others views or opinions.
- Be thoughtful of the privacy of others. Ask permission before sharing email addresses or other personal information.
- Do not forward inappropriate material such as: virus warnings, chain letters, jokes, etc. The sharing of pornographic material is strictly prohibited.
- Use good spelling and grammar. Avoid using texting shortcuts.
- Strive to compose your comments in a positive, supportive and constructive manner at all times.

Any of these offenses will be dealt with by the school disciplinary committee.

## **ADA ACCOMMODATIONS**

All reasonable accommodations will be provided for students with disabilities. Any student attending USILACS who needs an accommodation due to a chronic challenge (i.e. blindness, deaf or hard of hearing, mobility issues, psychological, or learning disability), register with:

USILACS Registrar's Office  
1221 Brickell Ave.  
Miami, FL 33131  
1-305-330-2202  
[registrarsoffice@usilacs.org](mailto:registrarsoffice@usilacs.org)

## **ACADEMIC DISHONESTY/CHEATING**

We encourage collaborating with others, either in person or online, to study and learn. When you complete your assignments or your exams, however, the wording has to be your own.

Plagiarism is the theft of someone else's work and ideas. You are permitted to cite or even quote someone else, however you must properly cite them. There are two accepted ways of doing this. They are known as Modern Language Association (MLA) or American Psychological Association (APA). You can visit [www.citationmachine.net](http://www.citationmachine.net) for help in correctly citing information.

As a school that strives to maintain high moral standards, we strongly caution our students to be ethical and honest. Endeavor to be honest in conducting yourself in regard to any coursework you accomplish or exams you may take. Cheating is a dishonest practice.

## **REFERENCE MATERIALS**

The vast majority of textbooks are outdated by the time they are published. USILACS education programs are not based upon outdated printed textbooks. USILACS programs are based on the most accurate and reliable knowledge available; specifically, up-to-date vetted internet-based information.

For those who would like some reference or Internet search recommendations, we would recommend the following:

Monster.com. Career Advice. Job Interviews (online).  
The Ultimate Job Interview Preparation Guide.  
Curry College Center for Career Development. Interview Playlist. YouTube.  
Wall Street Journal. How To Guides - Careers (online).

## **MINIMUM REQUIRED SUPPLIES**

All students will need all of the following:

- Computer with camera, microphone, and speakers.
- Skype installed on the computer with an active Skype account.
- Internet
- Printer
- Notebook paper
- Pens/pencils

If the student does not have a computer or internet, there will be some available for use at the school in the computer lab.

## **GRADING SYSTEM**

There will be three tests throughout the course. Each test will count for 33.3% of the final grade.

Grade	Percentage	Grade Point
A+	99	4.0
A	97	3.8
A-	94	3.7
B+	89	3.3
B	85	3.0
B-	81	2.7
C+	77	2.3
C	73	2.0
C-	69	1.7
D	66	1.0
F	59	0.0

All students must earn at least a “D” in order to pass the class.

## **ASSIGNMENTS**

*Resume -*

Prepare a resume highlighting your qualifications in a specific field.

*Flow Chart -*

Create a process flowchart detailing a specific interview type. Outline the best way to prepare for the interview and how you should conduct yourself during the interview.

*Practice Interview -*

Prepare for a practice interview session using your resume. In class be prepared to handle difficult questions and criticism about negative aspects of your resume.

## **WEEKLY ASSIGNMENTS**

<b>Week 1</b>	Overview of course and coursework Introduction: Developing Confidence and Reducing Uncertainty
<b>Week 2</b>	Resume Basics
<b>Week 3</b>	Cover Letters and Introductory Emails
<b>Week 4</b>	Analyzing Your Personal Skills <i>Resume Due</i>
<b>Week 5</b>	<i>Video review and Exam</i>
<b>Week 6</b>	Understanding What Employers are Looking For
<b>Week 7</b>	Types of Interviews
<b>Week 8</b>	Proper Protocol for In-Person Interviews <i>Flowchart Due</i>
<b>Week 9</b>	<i>Video review and Exam</i>
<b>Week 10</b>	Expert Interview Techniques
<b>Week 11</b>	Things to Avoid During an Interview

**Week 12**      Mock Interview Sessions  
*Practice Interview Due*

**Week 13**      Video review and Final exam