SOC4010 Job Interviewing Workshop, Advanced
Course Syllabus

COURSE REQUIREMENTS
Job Interviewing Workshop is an advanced course. Students should have completed SOC1010 and SOC2010

COURSE DESCRIPTION
Do you know why manhole covers are round, or how many times the hands on the clock overlap during the day, or how to develop an evacuation plan for the city of San Francisco? These are just some of the sample questions that used to be asked by a famous tech company. The anticipation of being put in a situation like this is one of the reasons employees say that interviewing for a job is an overwhelmingly stressful experience. Yet it doesn't have to be that way if a person is properly trained and prepared.

This course is designed to decrease anxiety in the interview process. The Student will not only learn techniques to prepare for and perform interviews but will gain practical, hands-on training. Workshops, brainstorming, and peer review will be used to help the student feel confident and successful when interviewing.

LEARNING OBJECTIVES
Job Interviewing Workshop will explore advanced techniques for preparing for and participating in interviews. Proper preparation and hands-on training will be given to equip the student for the interview process. By the end of this course the student should be able to:
- Identify the various kinds of interviews
- Research prospective companies and their hiring practices
- Properly evaluate their personal skills and weaknesses
- Take part in mock interviews
- Recognize different types of interview questions
- Benefit from peer review and feedback
- Gain skills in extemporaneous speaking

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.

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.

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. 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

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 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

Mind Map

Brainstorm your strengths, weaknesses, and value to a company. Create a mind map with the company you are applying to in the middle of the map. Branch out to strengths, weaknesses, skills, company qualifications, interview questions, and note anything that might be relevant to the position.

Flowchart -

Create a series of flowcharts that show your potential weaknesses. Branch down to show how they can be mitigated. Highlight situations in the past where this weakness has been put to the test. Show what you learned to help you handle a similar situation.

Flash Cards -
Write down experiences from your past that demonstrate your positive qualities using the STAR method. Be specific and detail how each situation illustrates particular skills. These flash cards will be the basis of an in-class exercise.

WEEKLY ASSIGNMENTS

Week 1	Overview of course and coursework Introduction: You Have What They Need!
Week 2	The Right Way to Research
Week 3	Types of Interviews
Week 4	Workshop: Student exercises. Student will take a previously unknown subject and speak authoritatively for 5 minutes. The instructor will provide feedback. A student will start a story or experience. The other students will then take turns expanding on this. *Mind Map Due*
Week 5	Video review and Exam
Week 6	Preparing to Answer Interview Questions
Week 7	Giving Evidence of Problem Solving Ability
Week 8	Workshop: Students pair off and take turns discussing each weakness from their flowcharts and explain how it can be used as a strength. The other student will provide feedback. The instructor will follow up with practical advice explaining how an interviewer perceives the answers to this sort of question. *Flowchart Due*
Week 9	Video review and Exam
Week 10	Extemporaneous Speaking
Week 11	Demonstrating Emotional Intelligence
Week 12	Mock Interviews: Conduct Peer Reviewed mock interviews. Use flashcards to explain situational abilities. *Flashcards Due*
Week 13	Video review and Final exam