

Approval Chart for Curriculum Changes

A = Approve I = Information Item¹ R = Advise & Respond²

COMM 384

Course Number _____ or Degree Plan(s) _____
 State the requested change and reason. A memo may be attached if more space is necessary.

This is currently an upper division course (COMM 384, Interview Communication). However, this course should be a lower-division course due to its skills-based content. It should also be lower-division because it is useful for exploring what to do with a communication degree and preparing for early internships. We would also like to change the number to COMM 230 to indicate that it should be taken early in the sophomore year.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

		COUNCIL ³						
		Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD
Change to a Course								
1.	Title (description unchanged)	A	A	A		I		I
2.	Description (not affecting content)	A	A	A		I		I
3.	Course term(s)	A	I	A		I		I
4.	Content (substantive change)	A	A	A		I		A
5.	Number of hours (lecture, lab, contact)	A	A	A		A		A
6.	Course number within the hundred	A	A	I		I		I
7.	Course number beyond the hundred	A	A	A		A		A
8.	Prerequisites	A	A	A		I		I
9.	Course fee(s)	A	--	A		--		A
10.	From U to G or G to U	A	A	A		A		A
11.	Cross list with another department: U or G level	A	A	A		A		A
12.	Department of record	A	A	A		A		A
13.	Open or close a course	A	A	A		A		A
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A		A		A

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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		COUNCIL ³										
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--	A				A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I
8.	Major – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
9.	Major – Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A	A				A	A	A	--
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--
12.	Minor — Add	A	A	A	A				A	--	A	--
13.	Minor – Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--
14.	Minor – Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A	A				A	A	A	I
16.	Degree – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
17.	Degree – Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--

COUNCIL ³										
	Provost-Proposed Change	Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	Board of Trustees
1.	Major/Graduate Program – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I
2.	Minor – Discontinue (proposed by the Provost)	A	R	R	A			--	A	--
3.	Degree – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I

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COUNCIL³

	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--		A		A	A	A
2.	Admission requirements	--	--	--		A		A	A	A
3.	Policies governing academic probation and suspension	--	--	--		A		A	A	A
4.	Requirements for graduating with honors	--	--	--		A		A	A	A
5.	Other academic policy changes	--	--	--		A		A	--	A

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² The Dean and Department should respond to the Provost's recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

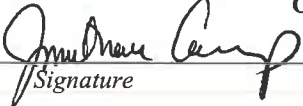
⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

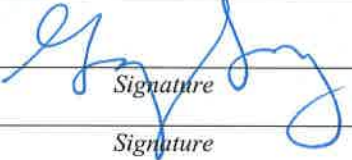
⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 3-8-17

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
 Signature	11-30-2018 Approval date
_____ Signature	_____ Approval date

College Academic Council(s)	
 Signature	3-1-19 Approval date
_____ Signature	_____ Approval date

Dean(s)	
 Signature	3/6/19 Approval date
_____ Signature	_____ Approval date

Teacher Education Council	
_____ Chair's signature	_____ Approval date

General Education Council	
_____ Chair's signature	_____ Approval date

Undergraduate Academic Council	
_____ Chair's signature	_____ Approval date

Graduate Council	
_____ Chair's signature	_____ Approval date

Provost	
_____ Signature	_____ Approval date

Faculty	
_____ Chair of faculty senate	_____ Approval date

President	
_____ Signature	_____ Approval date

Interview Communication, COMM 230.01
Abilene Christian University
Dr. Lynette Sharp Peña
Fall 2019, TR 9:30-10:50, Sherrod Building 216

Office: Sherrod 128

Telephone: 674-2136 (office)

E-mail: sharp.pena@acu.edu

Mailing Address: ACU Box 28156

Office Hours: MWF 9:30-11:00 a.m., MWF 1:30-2:30 p.m., & by appointment

ACU Mission: "To educate students for Christian service and leadership throughout the world."

College of Arts and Sciences Mission: "The mission of the College of Arts and Sciences is to engage students with humanity's greatest ideas to create understanding, apply insights, and serve the world as Christian thinkers and problem solvers."

Department of Communication Mission: "To educate students for Christian service and leadership throughout the world by developing communication skills through analyzing, managing, changing, and advocating ideas, people, organizations, and cultures."

Catalog Description, Audience, and Pre-requisites: COMM 230 (3-0-3) is offered each Fall and is a lower-division, undergraduate course. As indicated in the course catalog, this course focuses on the theory and practice of communication strategies in the interview process. Class experiences include formal (employment, appraisal) and informal (informing, persuading) interview activities. The course has no pre-requisites.

Course Rationale & Goal

Interviewing knowledge and skills are not only crucial to getting and advancing in a job, but they are also important in a variety of fields, including sales, journalism, medicine, social science research, management, and counseling (Stewart & Cash, 2011). As a result of this course, you should be more competitive in these and related fields by learning how to communicate verbally and nonverbally to enhance your success in interviewing contexts.

The course goal will be satisfied by meeting the following competencies:

Competencies	Measurement Instruments
Know the fundamental principles of interviewing, including the interpersonal communication process, questions, and structure	Exams; Daily work; Interviews
Know the principles and techniques of common types	Exams, Interviews

Competencies	Measurement Instruments
of interviews.	
Know the methods of interview preparation	Exams, Daily work
Demonstrate the ability to effectively prepare for and perform in various types of interviews from both interviewer and interviewee roles	Interviews, Daily work
Demonstrate the ability to evaluate interviewer and interviewee performance in various types of interviews	Interview evaluations, Daily work

Required Materials: The following materials will be used throughout the course of the semester.

- Stewart, C. J. & Cash, W. B. (2017). Interviewing: Principles and practices (15th ed.). Dubuque, IA: McGraw-Hill. (*required text*)
- Other resources posted throughout the semester on Canvas.

Course Requirements and Policies

- **Course Communication:** All written course documentation (e.g., syllabus, assignments, etc.) will be available on Canvas. Additionally, you will be able to communicate with me and other students through Canvas. You will receive email from me and other students periodically. Therefore, you should check your ACU email account on a regular basis. If you do not use your ACU email account, you need to forward your ACU email to whatever account you use. If you need help in forwarding your email, please contact Team 55.
- **Attendance:** You should be prepared to ask and answer questions, provide thoughtful commentary, and engage in meaningful discussions of the assigned readings by the due dates listed in the syllabus. This will require that you do more than “skim” the reading material. You are responsible for any information you miss in class (e.g., missed notes or assignments, changes to the syllabus, returned assignments/exams, etc.). If you are absent (excused or unexcused) for more than 20% of class time during the semester, then you should withdraw from the course. If you are still enrolled in the course at the end of the semester, then you will be assigned an “F” regardless of your performance in the course. This policy will be enforced if you have 7 or more absences. Note that if you have an unexcused absence, you will be assigned a zero for daily work.
- **Participation, Observation, & Technology:** This course provides a unique opportunity for many hands-on learning experiences. You should be prepared to fully participate in and/or observe these activities.

To earn “Daily Work” points, as discussed below, you need to be fully engaged during class. Apart from using electronic devices to take notes, you should not use laptops, iPads, cell phones, or other electronic devices in class (unless requested to do so by me). Use of such devices outside of designated classroom activities is distracting to you, other students, and me. In the very least, you will be counted absent if you use these devices in class. (Please note if you have an exceptional circumstance for using one of these devices in class, you should talk with me for prior approval.)

If you bring a laptop to class, you should use it for work related to the course. Please refrain from engaging in non-classroom related activities (e.g., checking email, surfing the Internet, updating Facebook, etc.).

If you feel you must engage in unapproved activities, please leave your technology-related devices at home.

- **Due Dates, Assignments, & Exams:** Following is the policy for due dates and a short synopsis of each type of assignment.

Due dates: Due dates for all readings and assignments are listed in the Canvas course calendar. I will not announce due dates for anything in class unless I am making a change to the calendar. All assignments must be presented or turned in on the assigned date. If you will be absent for a university-sponsored activity on the day an assignment is due, you must turn in the assignment before you leave, or it will not be accepted. Late work will not be accepted for a grade unless you have an "excused absence" (i.e., a documented, medical or family emergency). Unexcused late work or work not turned in prior to a university-related absence will receive a zero.

Daily Work: You will be asked to complete assignments prior to class to prepare for the day's topic and inside the classroom to practice or demonstrate understanding of a skill or concept.

Exams: There will be three exams (objective and short answer format) including the final. The final exam is comprehensive.

Interviews: You will participate as interviewer and/or interviewee in 4 types of interviews: skills building, information gathering, employment, and persuasive.

Interview Evaluations: You will evaluate yourself as interviewer and interviewee at various points in the semester.

- **Grading:**

<u>Assignment</u>	<u>Percentage</u>	<u>Grading Scale</u>
Daily Work	15%	90%-100% = A
Exams	20%	80%-89% = B
Interviews	60%	70%-79% = C
Interview Evaluations	5%	60%-69% = D
		Below 60% = F

- **Academic Integrity:** A zero-tolerance policy is in force regarding academic dishonesty. “Violations of academic integrity and other forms of cheating,” as defined in ACU’s Academic Integrity Policy, “involve the intention to deceive or mislead or misrepresent, and therefore are a form of lying.”

More specifically, the Policy defines academic integrity as “academic work completed as assigned for each class by the individual or group responsible for the work. Academic work includes but is not limited to reading assignments, assessments, examinations and tests, attendance at required out-of-class activities, written or oral presentations, and laboratory experiments and research.”

According to the Policy, “Expectations of academic honesty and integrity extend to both university employees and students. Every member of the community is responsible for protecting the integrity of learning, scholarship, and research. Being responsible requires action against violations in spite of peer pressure, loyalty, or compassion. Individuals must take responsibility for their own conduct and discourage misconduct by others.” The full Academic Integrity Document is available for review [here](#).

Specific examples of academic dishonesty in this course include, but are not limited to, the following:

- ✓ Using others' ideas and words without proper documentation (i.e., failing to cite original sources of information);
- ✓ Using notes, resources, and/or other materials during an exam (unless allowed by the instructor);
- ✓ Using another person's work as your own (e.g., a resume or cover letter, not participating in group work but taking credit for it, exam answers, etc.);
- ✓ Falsifying information (e.g., fabricating an interview, sources, and/or their content).
- ✓ Sharing, giving, and/or showing any written work you have completed to another student when it is an individual assignment (e.g., case study, crisis management plan, exam answers, etc.);
- ✓ Working with another person on an assignment when it is an individual assignment; and
- ✓ Allowing another person to copy your work in part or in whole.

Any degree of academic dishonesty will result (at the least) in an automatic zero for the assignment or exam. Any subsequent academic dishonesty will result in a failing grade for the course. All instances of academic dishonesty will be reported to the Chair of the Department of Communication and the Dean of the College of Arts and Sciences. To appeal a decision, click this [link](#).

- **ACU Anti-Harassment Policy:** “As a Christian community, Abilene Christian University has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Harassment is defined as unwelcome behavior or conduct based on sex, religion, race, age, color, national origin, veteran's status, disability, or any other characteristic protected by law when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in University programs or activities, (2) submission to, or rejection of, such conduct by an individual is used as the basis for a decision affecting an individual's employment, education, or participation in University programs of activities, or (3) such conduct has the purpose

or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for work, education, or participation in a University program or activity. Harassment should be reported. See the full university policy, including how to report an incident, by following [this link](#).

- **ACU ADA Statement:** "Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The Alpha Scholars Program facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please call the Alpha Scholars Program office directly at 325-674-2667."
- **Office Hours:** Please feel free to come to my office to discuss course materials, assignments, or any problems that may arise throughout the semester. If my office hours are not convenient, we can arrange another time to meet. If you need to speak with me when I am not in my office, the best way to contact me is through e-mail. Apart from weekends or when I am out of town, I will normally respond to e-mail the same day I receive it.
- The instructor reserves the right to make necessary changes in the syllabus as the semester progresses.