



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Interviewing I
Course Number: COM223

Required Materials

Textbook(s): Stewart, C. (2025). Interviewing: Principles & Practices (Stark State College Custom Edition). Instant Access.
Required Readings: None
Additional Materials: Access to Brightspace, Webcam, Microphone

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

16 Week Calendar

Week	Chapter/Topic/Lab
1	SECTION 1 Chapters 1 & 2 Review all SECTION 1 Materials CHAPTER 1 SmartBook Introduction Discussion Post CHAPTER 2 SmartBook Introduction Discussion Replies Application Exercise 1
2	SECTION 1 Chapters 1 & 2 Review all SECTION 1 Materials CHAPTER 1 SmartBook Introduction Discussion Post CHAPTER 2 SmartBook Introduction Discussion Replies Application Exercise 1

Week	Chapter/Topic/Lab
3	SECTION 2 Chapters 3 & 4 Review all SECTION 2 Materials CHAPTER 3 SmartBook Application Exercise 2 CHAPTER 4 SmartBook Application Exercise 3 Schedule Interview with Professor Skills Building Interviews
4	SECTION 2 Chapters 3 & 4 Review all SECTION 2 Materials CHAPTER 3 SmartBook Application Exercise 2 CHAPTER 4 SmartBook Application Exercise 3 Schedule Interview with Professor Skills Building Interviews
5	SECTION 2 Chapters 3 & 4 Review all SECTION 2 Materials CHAPTER 3 SmartBook Application Exercise 2 CHAPTER 4 SmartBook Application Exercise 3 Schedule Interview with Professor Skills Building Interviews
6	SECTION 3 Chapters 5 & 6 Review all SECTION 3 Materials CHAPTER 5 SmartBook Skills Building Reflection Secure Partner for Survey Project CHAPTER 6 SmartBook Survey Interview Guide & Team Contract Work with Partner on Survey Project Survey Interview Schedule
7	SECTION 3 Chapters 5 & 6 Review all SECTION 3 Materials CHAPTER 5 SmartBook Skills Building Reflection Secure Partner for Survey Project CHAPTER 6 SmartBook Survey Interview Guide & Team Contract Work with Partner on Survey Project Survey Interview Schedule

Week	Chapter/Topic/Lab
8	SECTION 3 Chapters 5 & 6 Review all SECTION 3 Materials CHAPTER 5 SmartBook Skills Building Reflection Secure Partner for Survey Project CHAPTER 6 SmartBook Survey Interview Guide & Team Contract Work with Partner on Survey Project Survey Interview Schedule
9	SECTION 4 Chapters 7 & 8 Review all SECTION 3 Materials CHAPTER 7 SmartBook Application Exercise 4 CHAPTER 8 SmartBook Application Exercise 5
10	SECTION 4 Chapters 7 & 8 Review all SECTION 3 Materials CHAPTER 7 SmartBook Application Exercise 4 CHAPTER 8 SmartBook Application Exercise 5
11	SECTION 5 Tabulate Findings and Create Survey Project Presentation
12	SECTION 5 Survey Project Presentation
13	SECTION 5 Survey Project Individual Reflection Employment Interview Position & Organization Report
14	SECTION 5 Cover Letter & Resume Schedule Employment Interview with Professor
15	SECTION 5 Employment Interviews (scheduled by appointment only) Course Reflection Discussion Post
16	Employment Interview Reflection Course Reflection Discussion Replies