

MAYLAND COMMUNITY COLLEGE
Welcomes You To:

HSE 123
Interviewing Techniques
3 Credit and 4 Contact Hours

TERM: Fall 2007

Course Description

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

Prerequisites: None

Corequisites: None

Instructor Information

Instructor: Misti W. Silver, MSSW
Office Location: PS 2
Telephone Number: 828-765-7351 ext 412
E-mail Address: msilver@mayland.edu
Office Hours: M 8:30-10:00 and 11:20-4:30, TTH 8:30-9:00 and W 8:30-10:00 and by appointment

Course Information

Course Meets: Tuesdays and Thursdays 10:30 -12:20
PS 1

Required Text(s): Interviewing in Action: Relationship, Process and Change, 2nd edition
Murphy and Dillon

LRC Resources: None
Required supplies: Blank video tape/DVD, access to video camera (one person per pair), any necessary converter to play DVD in regulation-sized DVD/VHS player

Course Objectives/Competencies:

At the conclusion of this course students should be able to:

1. Understand the purpose of the clinical interview.
2. Demonstrate clinical listening skills.
3. Demonstrate the ability to conduct an interview using appropriate questions.
4. Describe the elements and parameters of confidentiality and informed consent.
5. Explain the use of the professional self.

Attendance Policy/Tardiness/Make-Up Work:

Students are expected to attend and participate in all class meetings. Two or more unexcused absences may result in a letter grade reduction at semester end. Students are expected to be in class on time and to remain in class until class end. Three late arrivals or early dismissals will equal one unexcused absence. Students are requested to contact the instructor in the event of any absence. Make-up work will not be accepted unless prior arrangements have been made with the instructor. Make-up assignments/exams must be completed at the next class meeting following the absence. In an emergency situation, the instructor may make exceptions to this policy.

Grading Criteria/Tests/Projects:

Please note that ALL of the following requirements for this course MUST be completed in order to pass this course. Failure to complete any of the following requirements will result in a failing grade regardless of performance on other requirements.

Quizzes (45%)

3 Chapter quizzes @ 15% each

Project (35%)

Interviewing skills can best be developed through practice. In this project, you will be asked to pair up with another classmate and video-tape a 15-20 minute interview session. Both partners are to create a believable client character for interview purposes. Both partners will take turns being the client and the interviewer. Each separate interview should last between 15-20 minutes. Taped interviews will be viewed and critiqued by the instructor and your fellow classmates during class. Taped interviews will be due on November 27.

Class attendance, participation and assignments 20%

This course will encompass much learning from in-class activities that cannot be duplicated outside of class. Assignments will be given at random and will be completed in class ONLY. The video supplement will be presented at various times during class to reinforce text concepts. This course will also involve many group and individual activities, role plays and discussions which best lend themselves to an in-class setting. As the purpose for in-class assignments and activities will be for experiential learning, no missed in-class assignment will be allowed to be made-up. Therefore, class attendance and participation is crucial to your success in this course.

Grading Scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

Inclement Weather Procedures:

On inclement weather days, follow the Mayland Community College Inclement Weather Policy posted on LEO. If class is cancelled, students are still responsible for any assigned reading.

Academic Standards/Student Expectations/Ethics:

Students will maintain behavior consistent with a good learning environment. Academic dishonesty which includes, but is not limited to, plagiarism, cheating or collaborating on a test, or submitting the academic work of another as one's own, is prohibited and may result in failing the course.

Withdrawal Dates: Fall 2007

End of Unconditional Withdrawal	Tuesday, September 25
End of Conditional Withdrawal	Thursday, November 1

Administrative Withdrawal

If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor.

ADA statement

Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

Weekly Course Topics

Week 1 Aug 21 and 23	Introduction of course and review of requirements A Different Kind of Talking (Ch 1)
Week 2: Aug 28, 30	Getting Started (Ch 2) Attending and Listening (Ch 3)
Week 3: Sept 4, 6	Support and Empathy: A Sustaining Presence (Ch 4) Review and choose partners
Week 4: Sept 11, 13	Quiz 1 Exploration and Elaboration (Chapter 5)
Week 5: Sept 18, 20	Assessment, Goal Setting, Contracting & Evaluation (Ch 6)
Week 6: Sept 25, 27	Gaining New Perspectives (Ch 7)

Week 7: Oct 2, 4	Changing Behaviors (Ch 8)
Week 8: Oct 9, 11	Fall Break, no classes Review and Project work
Week 9: Oct 16, 18	Quiz 2 Working with People in Crisis (Ch 9)
Week 10: Oct 17, 19	The Clinical Relationship: Issues and Dynamics (Ch 10)
Week 11: Oct 23, 25	The Clinical Relationship: Addressing Self-Disclosure (Ch 11)
Week 12: Oct 30 & Nov 1	Endings and Transitions (Ch 12)
Week 13: Nov 6, 8	Professional Issues (Ch 13) Review and project work
Week 14: Nov 13, 15	Quiz 3 Project Work
Week 15: Nov 20 Nov 22	Project Work HAPPY THANKSGIVING! NO CLASS
Week 16: Nov 27, 29	Video-tapes due Project presentations
Week 17: Dec 4, 6	Project presentations
Week 18: Dec 11, 13	Project presentations

Please note: the above syllabus is subject to change at the discretion of the instructor