

**NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY
CST 125 - INTERVIEWING (3 CR.)**

Course Information

Studies theory and practice of interviewing, emphasizing the informational interview, the journalistic interview, the employment interview and the performance appraisal interview. Lecture 3 hours per week.

General Course Purpose

Provides students with instruction and practice in one-to-one interviews with the opportunity to analyze the event in four specific settings: informational interview, journalistic interview, employment interview, performance appraisal interview.

Course Prerequisites/Co-requisites

Fluency in Standard American English. Recommend proficiency in reading and writing at English111 level.

Course Objective

Upon completion of this course, the student will demonstrate proficiency in interview competencies in four settings: informational interviews, journalistic interviews, employment interviews, and performance appraisal interviews.

Major Topics to be Included

- a. Review and analysis of interviewing as an oral event
- b. Communication barriers and biases in interviewing
- c. Listening and questioning competencies
- d. Interview preparation and strategies
- e. Interviewing "problem people" and avoidance of communication breakdown
- f. Executive Order #112446: Equal Employment Opportunity Act