Course Title: Interviewing Skills Intensive  
Course Number: AAA 408/508  
Term: Summer 2015  
Credit: 1 credit  
CRN: 42404/42405  
Grading Options: Pass/No Pass  
Meeting times: 100% online

Instructor Contact Information
Rick Guerra, M.S. GCD, PHR  
E-mail: rguerra@uoregon.edu  
Phone: 541-513-5818

Grading Criteria

<table>
<thead>
<tr>
<th>Final Grade</th>
<th>Percent of Grade</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>100%-47%</td>
<td>325–165</td>
</tr>
<tr>
<td>F</td>
<td>45%–0%</td>
<td>164–0</td>
</tr>
</tbody>
</table>

This course is PASS or NP only; your grade report will reflect either a P or NP grade.

Participation Requirement

Each student is expected to participate in the virtual classroom three out seven days during each week. It is recommended that students participate on a daily basis during the course.

Participation is measured on the student's interaction and contribution with the course and other students as demonstrated through active involvement on the virtual classroom discussion board. A student's contribution must add value to the course. A discussion board posting is determined to be of substance by containing information that supplements, contradicts, questions, or furthers discussion on a subject area contained in the course. Additionally, it is expected that student participation reflects critical thinking and good grammar.

Late Assignment Submission Policy

Late Policy

Project planning, time management, and contingency planning are essential in all professional activity, not just academic coursework. Thus, it is expected that assignments will be submitted by their respective due date.

To encourage personal commitment to learning and to maintain focus on the achievement of the student learning outcomes, late work is accepted with consequences.

The following consequences will be in effect for assignments submitted late:

- One day late results in 20% off the points earned.
- Two days late results in 30% off the points earned.
- Three days late results in 50% off the points earned.
- More than three days late results in zero points earned.
- Assignments are not accepted after the last day of the course.
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Point Value</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week One–Self Assessment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week One Participation</td>
<td>Minimum 3/7 Days Per week</td>
<td>15</td>
<td>Must contribute meaningful responses to the discussion board on a daily basis. See Participation Rubric for more details.</td>
</tr>
<tr>
<td>Finding Skill in Accomplishments Worksheet</td>
<td></td>
<td>30</td>
<td>Post to the weekly discussion forum as an attachment and to the Assignment Link for grading.</td>
</tr>
<tr>
<td>Transferable Skills Quiz</td>
<td></td>
<td>20</td>
<td>This quiz can be found under Assignments&gt;Week One folder. Post to the Assignment Link for grading.</td>
</tr>
<tr>
<td>Week Two–Preparing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2 Participation</td>
<td>Minimum 3/7 Days Per week</td>
<td>15</td>
<td>Must contribute meaningful responses to the discussion board on a daily basis. See Participation Rubric for more details.</td>
</tr>
<tr>
<td>Elevator Speech</td>
<td></td>
<td>20</td>
<td>Develop and submit an Elevator Speech. Post to the weekly discussion forum as an attachment and to the Assignment Link for grading.</td>
</tr>
<tr>
<td>Pre-Interview Assessment</td>
<td></td>
<td>20</td>
<td>This quiz can be found under Assignments&gt;Week Two folder. Post to the Assignment Link for grading.</td>
</tr>
<tr>
<td>Week Three—Type of Interviews and Questions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 3 Participation</td>
<td>Minimum 3/7 Days Per Week</td>
<td>15</td>
<td>Must contribute meaningful responses to the discussion board on a daily basis. See Participation Rubric for more details.</td>
</tr>
<tr>
<td>STAR Method Responses</td>
<td></td>
<td>30</td>
<td>Post to the weekly discussion forum as an attachment and to the Assignment Link for grading.</td>
</tr>
<tr>
<td>Week Four—Interview Practice and Follow Up</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 4 Participation</td>
<td>Minimum 3/7 Days Per Week</td>
<td>15</td>
<td>Must contribute meaningful responses to the discussion board on a daily basis. See Participation Rubric for more details.</td>
</tr>
<tr>
<td>Thank You Letter</td>
<td></td>
<td>20</td>
<td>Post to the weekly discussion forum as an attachment and to the Assignment Link for grading.</td>
</tr>
<tr>
<td>Perfect Interview</td>
<td></td>
<td>100</td>
<td>Send link to your instructor’s email.</td>
</tr>
<tr>
<td>Reflection Paper</td>
<td></td>
<td>25</td>
<td>Write a one-page reflection paper critiquing your Perfect Interview. Include what went well, what could have gone better and what you will remember to do in the interview.</td>
</tr>
</tbody>
</table>

*Note that no late assignments will be accepted after Saturday of Week Four.

**Please note:** Failing to submit your assignments to the appropriate location will result in a failing grade for the assignment!

**Campus Resources**

The UO is committed providing a learning environment in which students can be successful. The following resources are available to support students in being successful.

**Academic Learning Services** [http://als.uoregon.edu/](http://als.uoregon.edu/)

Overcoming obstacles to effective teaching and learning often requires more than teachers and students can accomplish individually. Programs, workshops, courses, tutors, and mentors are among the many resources we provide to help with educational pursuits at the University of Oregon.

(541)346-3226, 68 Prince Lucien Campbell Hall, als@uoregon.edu

**Bias Response Team** [http://bias.uoregon.edu/](http://bias.uoregon.edu/)

The University of Oregon Bias Response Team (BRT), based out of the Office of Student Life, works to gather information about bias incidents and to support those who unfortunately have witnessed, or have themselves become a target, of an act of bias.

(541)346-1134 or (541)346-1139, 164 Oregon Hall, brt@uoregon.edu

**Career Center** [http://uocareer.uoregon.edu/](http://uocareer.uoregon.edu/)

The UO Career Center is your bridge to the real world. We are dedicated to connecting our talented and diverse student community with the best professional opportunities available.

(541) 346-3235, 220 Hendricks Hall, career@uoregon.edu
Conflict Resolution Services http://studentlife.uoregon.edu/programs/crs/index.htm
CRS offers informal, voluntary and confidential processes to assist individuals and groups work through conflict, plan for the future, or make decisions. Students use CRS to help resolve a wide variety of conflicts such as conflicts with friends or roommates, issues regarding custody and/or divorce, conflicts related to university housing, workplace conflicts, conflict within or among student or workgroups.
(541)346-0617 or (541) 346-6105, lspanko@uoregon.edu (or) cmcgraw@uoregon.edu

Counseling and Testing Center http://counseling.uoregon.edu/dnn/
Individual Counseling, Group Counseling, Community Referrals, Eating Disorders Program, LD/ADHD Assessment, Outreach & Consultations, Special Populations, Substance Abuse
(541) 346-3227
2nd Floor, University Health, Counseling, and Testing Center Building, 13th & Agate

Crisis Center http://www.uoregon.edu/~uocrisis/index.html
The University of Oregon Crisis Line offers free, anonymous telephone counseling and referrals for help in dealing with a variety of problems including but not limited to academic concerns, suicidality, depression, relationship problems, eating disorders, grieving, gay/lesbian/bi-sexual issues, and sexual assault. The Crisis Line operates during all academic terms. The Crisis Line is staffed by trained students and volunteers who have completed a three-credit course in crisis intervention, in addition to substantial on-the-job training.
(541) 346-4488, UOCRISIS@GLADSTONE.UOREGON.EDU

Disability Services http://aec.uoregon.edu
The University of Oregon is working to create inclusive learning environments. Please notify me during the first class meeting if there are aspects of the instruction or design of this course that result in disability related barriers to your participation. You are also encouraged to contact the Accessible Education Center (formerly Disability Services) in 164 Oregon Hall at 346-1155 or uoaec@uoregon.edu.

Diversity Education & Support http://diversity.uoregon.edu/main.htm
Website to learn about events and connect with resources on campus.
(541) 346-1139, 164 Oregon Hall, jrr@uoregon.edu

Health Center http://healthcenter.uoregon.edu/
The Health Center offers students a broad variety of programs and services including primary medical care, psychiatry, dental care, sports medicine, physical therapy, allergy services, nutritional counseling, travel medicine, and health promotion.
Laboratory, pharmacy, and x-ray services are also available on-site at our convenient, centrally located campus location at the corner of 13th and Agate. We encourage you to take a moment to explore our website to learn more about the many services that are available to you as a student at the University of Oregon.
(541) 346-2770, 1590 East 13th Street,

LGBT Educational and Support Services http://lgbt.uoregon.edu/
Promoting a supportive environment at the University of Oregon for LGBT students, faculty, and staff through support services and educational efforts designed to reduce heterosexism, gender bias and homophobia.
(541)346-1134, 164 Oregon Hall, program@uoregon.edu

Men's Center http://www.uoregon.edu/~uomc/
The Men's Center exists to promote the physical, mental, emotional, and social health of men, and attitudes and behaviors that will benefit everyone.
(541)346-0743, EMU Suite 2 (Lower level of the EMU), uomc@uoregon.edu

Nontraditional Student Programs http://studentlife.uoregon.edu/programs/nontrad_student_prog/index.htm
The Nontraditional Student Program exists to assist nontraditional students in meeting their educational, career and personal goals, advocate for services that correspond to the diverse needs of the nontraditional student, provide a supportive and nurturing environment to engage
nontraditional students as active partners in the planning, delivery and evaluation of their own learning, and provide support and services to veterans returning to the university environment.

(541)346-1123, 164 Oregon Hall, gjewett@uoregon.edu

Office of Multicultural Academic Support http://www.uoregon.edu/~omas/
OMAS staff specializes in providing a culturally supportive environment that empowers self-identified students of color to fulfill their educational and career goals.

(541)346-3479, 164 Oregon Hall, omainfo@uoregon.edu

Office of Student Life http://studentlife.uoregon.edu/main.htm
The Office of Student Life staff are available to help you find solutions and resources to most issues and concerns on a drop-in basis.

(541)346-3216, 164 Oregon Hall, stl@uoregon.edu

Sexual Violence Prevention http://studentlife.uoregon.edu/programs/sexual_violence_prev_edu/index.htm
The Office of Student Life coordinates the Alliance for Sexual Assault Prevention, self-defense classes, courses about preventing sexual assault, and other programs and events designed to prevent unwanted sexual behavior. In addition, the office provides support for survivors of sexual and partner violence.

(541)346-1198, 164 Oregon Hall, aleeder@uoregon.edu

Teaching Effectiveness Program http://tep.uoregon.edu/
The Teaching Effectiveness Program offers a variety of activities and services to engage the academic community focus on teaching and learning, obtaining feedback on their teaching performance, and improving undergraduate instruction. TEP services are free to all who teach—faculty members, graduate teaching fellows (GTFs), staff and university departments. All consultations and midterm feedback services are confidential.

(541)346-2177, 68 Prince Lucien Campbell Hall

Women's Center http://www.uoregon.edu/~women/
The mission of the ASUO Women's Center is to advocate for the best educational and working environment for the women at the University of Oregon. We accomplish this by working toward societal change and the end of oppression and by supporting personal growth.

(541)346-4095, EMU Suite 2 (Lower level of the EMU), womenctr@uoregon.edu
Policies

Student Conduct

The University of Oregon has promulgated a Student Conduct Code which contains important regulations, policies, and procedures pertaining to student life. It is intended to inform students and members of the University community who work with them of students' rights and responsibilities during their association with the institution and to provide general guidance for enforcing those regulations and policies essential to the educational and research missions of the University. The full terms and conditions of the Student Conduct Code are contained in Oregon Administrative Rules Chapter 571, Division 21—University of Oregon. Highlights of the Student Conduct Code are published on the Dean of Students website.

- UO Student Conduct Code: http://uodos.uoregon.edu/StudentConductandCommunityStandards/StudentConductCode/tabid/69/Default.aspx
- UO Academic Misconduct: http://uodos.uoregon.edu/StudentConductandCommunityStandards/AcademicMisconduct/tabid/248/Default.aspx

Inclement Weather

When university operates on a curtailed schedule or closes, UO Media Relations notifies the Eugene-Springfield area radio and television stations as quickly as possible. In addition, a notice regarding the university's schedule is posted on the UO main homepage (in the News section) at http://www.uoregon.edu.

Accessibility

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- UO Accessible Education: http://aec.uoregon.edu

Grievance Policy

Information on filing a student grievance may be found at http://asuo.uoregon.edu/studentinfo.php?a=13#toc1200.

Conflict Resolution

Several options, both informal and formal, are available to resolve conflicts for students who believe they have been subjected to or have witnesses bias, unfairness, or other improper treatment. These include discussing the conflict with the specific individual or contacting the department head. You may also contact:

- UO Bias Response Team at http://bias.uoregon.edu/
- Conflict Resolution Services at http://uodos.uoregon.edu/SupportandEducation/ConflictResolutionServices/tabid/134/Default.aspx
- Affirmative Action and Equal Opportunity at http://aaeo.uoregon.edu/

Respect for Diversity

It is the policy of the University of Oregon to support and value cultural diversity. To do so requires that we:

- Respect the dignity and essential worth of all individuals.
- Promote a culture of respect throughout the University community.
- Respect the privacy, property, and freedom of others.
- Reject bigotry, discrimination, violence, or intimidation of any kind.
- Practice personal and academic integrity and expect it from others.
- Promote the diversity of opinions, ideas, and backgrounds which is the lifeblood of the university.

A&AA Inclusion Statement

The School of Architecture and Allied Arts is a community that values inclusion. We are committed to equal opportunities for all faculty, staff, and students to develop individually, professionally, and academically regardless of ethnicity, heritage, gender, sexual orientation, ability, socio-economic standing, cultural beliefs and traditions. We are dedicated to an environment that is inclusive and fosters awareness, understanding, and respect for diversity. If you feel excluded or threatened, please contact your instructor and/or department head. The University Bias Response Team is also a resource that can assist you. Find more information at their website at bias.uoregon.edu/index.html or by phoning 541-346-2037.