Professional Interviews and Interviewing

LEAD 503
Proposed Syllabus

This is an example of the information that is needed – at minimum – in order to propose a new course into the UAB Catalog. Please note that additional information regarding specific assignments/assessments are expected to be expressed PRIOR to a course being approved for facilitation as a part of the LEAD graduate certificate program.

Day/Time:  TBD
Beginning Date:  TBD
Credit Hours:  1 - 2
Facilitators:  TBD

Canvas:
This course has a shell in Canvas which students will be expected to utilize for any out-of-class discussion posts, uploading assignments, and monitoring recorded grades. Facilitators for this course will utilize the “announcement” feature in Canvas to post course updates and share information pertinent to course preparation. Please be sure to check your UAB email and Canvas announcements for this course regularly.

Course Overview:
This course provides students with opportunities to apply skills associated with engaging in professional interviews as well as developing and conducting interviews.

Course Introduction:
In this course you will be expected to engage in learning opportunities through which you illustrate your abilities to represent your professional competencies during an interview. You will also practice developing interview questions and conduct mock interviews. Expect to engage in processes through which you will practice assessing the effectiveness of peers in their mock interviews, as well as providing meaningful feedback.

Desired Learning Outcomes:
Upon successful completion of this course, you will

- Demonstrate your comprehension and ability to apply interview strategies in manners that present your professional competencies.
- Articulate the relevance of interviewing skills and processes to your personal and professional success.
- Demonstrate your ability to provide develop and conduct professional interviews as well as provide meaningful feedback to others with whom you may work in a professional setting.
Course Requirement:
Assigned readings and other class preparation materials will be delivered to students via the associated Canvas course shell. Class preparation materials serve to provide a foundation upon which you can build comprehension, skills to apply, and analysis for improving upon leadership competencies. It is expected that students will read/review the assigned materials PRIOR to our weekly class meetings.

Course Meetings:
Designed to require students to engage in facilitated skill application, you will benefit most from this course if you come prepared to interact with the course content and your classmates. Consider the time we spend in the class as a leadership competencies learning lab.

Policies and Expectations:
1. All assignments, reflections, and class activities are expected to be completed and reported/turned in by the due dates in manners illustrating graduate level work.

2. Students are expected to participate in course activities and contribute to harvesting discussions. Through your participation you will demonstrate that you have acquired, improved upon, and are able to apply skills associated with leadership competencies. Attendance is also required; however, simply being present does not constitute participation credit. This is a class that requires active engagement and thinking.

3. Personal and Professional Leadership Demeanor: Displaying productive, educational, and positive intentions designed to foster trust and growth within yourself and your classmates is expected throughout all class meetings and interactions. We may discuss controversial topics, approach uncomfortable situations, and discover disagreement; however, we will remember to demonstrate respect, interest, and support to all classmates at all times. Recognize that we are a cohort seeking to learn and grow in our leadership and professional development.

4. Grades: To receive a passing grade in this course you must
   a. You must participate in a minimum of 70% of the class meetings,
   b. You must successfully complete a minimum of 70% of the reflection journals
   c. Provide meaningful feedback to at least 3 classmates final projects/presentations
   d. Develop and present a comprehensive final document that illustrates your personal and professional leadership competencies and a plan to continued leadership development.

Disability Support Services:
UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty and staff. If you are registered with Disability Support Services, please contact me to discuss accommodations that may be necessary in this course. If you have a disability but have not contacted Disability Support Services, please call 934-4205 or visit http://www.uab.edu/dss.
UAB Student Conduct Code:
The Student Conduct Code promotes honesty, integrity, accountability, rights, and responsibilities expected of students consistent with the core missions of the University of Alabama at Birmingham. This Code describes the standards of behavior for all students, and it outlines students’ rights, responsibilities, and the campus processes for adjudicating alleged violations. For more information and details please visit:
http://www.uab.edu/policies/content/Pages/UAB-UC-POL-0000781.aspx