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**COURSE PREFIX/NUMBER:** HUS 230  
**COURSE TITLE:** Interviewing Techniques  
**LECTURE HOURS/WEEK:** 3.0  
**LAB HOURS/WEEK:** 0.0  
**CREDIT HOURS/SEMESTER:** 3.0

[Distance Learning Attendance/VA Statement](#)  
[Textbook Information](#)

**COURSE DESCRIPTION:**

This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge in supervised field placements.

**COURSE COMPETENCIES:**

Upon completion of HUS 230—Interviewing Techniques, students should be able to:

**Module 1: Building the Foundation as a Competent Interviewer Responsible Practice: Appreciating Diversity and Differences.**

1. Explain the impact of one's personal values on the helping relationship.
2. Clarify personal values.
3. Discuss the role of ethics in the helping relationship and interview process.
4. Articulate the need for multicultural awareness.
5. Recognize helper biases and the potential for doing harm within the interview process.
6. Develop strategies to become multicultural competent.

**Module 2: The Ingredients of an Effective Interview, and Helping Relationship Principles, Skills, and Strategies of an Effective Interviewer.**

1. Discuss the nature of the relational, interactional, and multicultural dimensions of the interview process.
2. Identify and demonstrate interviewer behaviors and settings conducive to an effective and successful interview.
3. Identify cultural/ethnic/gender/behavior variables which may influence an interviewer.
4. Develop and demonstrate attending and listening skills.
5. Display support and empathy within the context of the interview.
6. Develop and demonstrate exploration and elaboration skills.
7. Develop and demonstrate assessment and goal setting skills.
8. Develop and demonstrate appropriate planning and evaluation skills.
9. Design and demonstrate appropriate termination and transition strategies.
10. Discuss the rationale for setting boundaries.
11. Discuss the appropriateness of self-disclosure.

## **Module 3: Professional Development**

1. Attend workshops or seminars addressing multiculturalism.
2. Attend workshops or seminars addressing effective communication skills.
3. Develop strategies for self-care to include stress management, time management, team building and conflict management skills and techniques.
4. Demonstrate appropriate professional behavior to include professional dress when applicable.
5. Select appropriate work samples for developmental portfolio.

### **MINIMAL STANDARDS:**

A minimal grade of C is required in this course.

### **COURSE REQUIREMENTS:**

#### **Attendance Policy:**

The Attendance Policy contained in the College Catalog and Handbook will be enforced. Students are responsible for all material covered and for all assignments made in all classes.

The instructor may initiate a withdrawal from class if student has not:

- been in contact with the instructor within the first two (2) weeks of the term
- submitted assignments as specified
- completed assignments in proctored setting as specified
- attended lab as scheduled

If the withdrawal occurs prior to midterm, the student will receive a grade of "W." If the withdrawal occurs after midterm, the grade will be assigned at the instructor's discretion.

#### **Policy on Academic Dishonesty:**

The policies stated in the York Technical College Catalog and Handbook will be enforced. Any student involved in cheating or any other form of academic dishonesty will be given a grade of zero and will be subject to further disciplinary action.

Academic includes using another's work or words without giving proper credit to the source, cheating on tests and other assignments, forging supervisors' signatures on department forms, violating the confidentiality of instructors' or other students' work (folders, grade books), falsifying timesheets, sharing information from tests/quizzes, or **ANY OTHER FORMS OF UNETHICAL OR UNPROFESSIONAL BEHAVIOR.**

#### **EVALUATION STRATEGIES/GRADING:**

HUS 230 is designed for completion in one semester. A final grade of C must be earned for successful completion of this course. Failure to accumulate enough points for a letter grade of C would mean that competencies for the course have not been adequately met. Therefore, students earning a final grade lower than C must repeat the course.

All assignments/assessments are expected to be submitted/completed within the specified time frame. Points will be deducted on those assignments/assessments received after the due date.

#### **Grading Scale**

All assignments carry a specific point value. The final grade is computed by totaling points earned on all assignments. The letter grade will be assigned according to the total number of points earned as follows:

## Grade/Point Value

450--500	A
400--449	B
350--399	C
300--349	D
0--299	F

## Module Grading Breakdown

Module I	150 points	30%
Module II	300 points	60%
Module III	50 points	10%
TOTAL	500 points	100%

**ENTRY-LEVEL SKILLS:** The willingness to read, comprehend, and communicate effectively.

**PREREQUISITES:** None

**CO-REQUISITES:** None

**Disabilities Statement:** Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Offices (SR) at 803-327-8007 in the 300 area of Student Services. The SRO coordinates reasonable accommodations for students with documented disabilities.