



New Team Member Orientation Packet: Fall 2019

COM 228.01 Cohort/Training Time: MWF, 1:00-1:50/Location: Fell 152

COM 228.02 Cohort/Training Time: MWF, 2:00-2:50/Location: Fell 176

SUPERVISOR INFORMATION (How can I reach my supervisor?)

Name: Jenifer Milligan, M.S.

Title: Instructor

Contact: jmill3@ilstu.edu / (309) 438-8379

Anticipated email response within 2
business days M-F/8-5

Office Hrs.: M/W 8:50-10:50, Fell 405

*Due to my teaching schedule it is best to reach me via email (outlook) or during office hours. I am glad to help, but currently unable to accommodate discussions immediately preceding/following class.

FIRST DAY (What Materials Do I Need to Begin at Inner View?)

- Your New Employee Workbook (syllabus- available on ReggieNet)
- Establish peer employee(s) contact (to answer general questions about missed class/assignment details)
- Access to ReggieNet/Office 365
- Inner View required employee resources:
 - Required Text (15th Edition)/ ISBN: 9781259870538
Stewart, C.J. & Cash, W.B. (2017). Interviewing: Principles and practices.
New York, NY: McGraw-Hill Publishing.
 - Strengths Finder Access (student edition)- All employees will be required to take the *Clifton Strengths for Students* "top 5 strengths" test available online through the Gallup organization. The test cost is \$19.99. Further instructions on purchasing can be found on the "getting started in COM 228" tab in ReggieNet or by following this [link](#). Please do NOT select any assessment options differing from the test totally \$19.99 (the full assessment costs substantially more than this). If you have previously taken this test, please forward your instructor your results. This material will be used in the second week of the course.

ON THE DAILY (What Materials Do I Need Daily to Succeed at Inner View?)

- A smart device (tablet, laptop, phone)- we will regularly interact with multi-media content and ReggieNet tools in class. Please notify your supervisor ASAP if you have a connectivity/access issue that would prevent you from being prepared for class in this way.
- Your Required Text
- Your Reading Guide/Note Materials (electronic or hard copy)

Our course will be more workshop/activity-based meaning that we will spend the majority of class time discussion and applying concepts learned in our weekly readings vs. lecturing over key concepts. To accommodate this learning format, it will be important that you come prepared to each session with readings/reading guides completed prior to class. Resources will be provided to guide your out of class learning.

MISSION STATEMENT/CORE OBJECTIVES FOR INNER VIEW

Our primary mission at InnerView is to equip employees to become experts in the identification and communication of their strengths. Additional employee objectives include:

- Identify and distinguish different forms of interviewing
- Develop a systematic approach to answering interview questions
- Identify strengths and articulate transferrable skills
- Hone interviewing materials (e.g. LinkedIn Profiles, Resume, Cover letter)
- Increase confidence in communication skills apropos to the interview encounter
- Develop a repertoire of narratives/stories to communicate one's professional strengths
- Develop understanding of the basic structure of an interview
- Connect and partner with other resources within the enterprise (Career Center) to establish ties to continued education
- Develop acumen to "think like an interviewer" and hone interviewing skills specific to your major

POSITION INFORMATION/ EMPLOYEE COMPENSATION (Grades)

Exams (25%) - Three Exams be offered to assess your learning throughout the course. Exams will be conducted via ReggieNet.

- Exams will seek to assess employee comprehension of concepts presented via the training manual (text book) and training sessions (class sessions). Exam questions will be composed using both concepts discussed in class as well as some encountered during self-directed study (e.g. not ALL course concepts will be discussed in class, hence it is important to keep up with reading assignments/self-study). Reading guides will be provided to aid in your self-directed study and class preparation.
- Unit I Exam: Stewart & Cash chpts 1-3. + ReggieNet readings+Class Concepts
- Unit II Exam: Stewart & Cash chpts 4, 5, 8, 9 + ReggieNet readings+Class Concepts
- Unit III Exam: Stewart & Cash chpts 6, 7, 10, 11. + ReggieNet readings+Class Concepts

Assignments (25%) Assignment details will be communicated via ReggieNet. Some samples of assignments we will complete in this class include the following:

- Pitch--After Reflecting on your strengths finder results and FOCUS you will develop a 2-3 minute speech addressing your personal and professional strengths.
- Build your Brand- we will review and submit interviewing materials such as a LinkedIn Profile, Resume, a Cover letter, etc.
- Interview Stream- You will participate in an online/recorded interview and reflect on your experiences.
- InstaCareer/Career Fair event attendance and reflection- You will attend a career center event and complete a reflection speech regarding your experiences. Dates: Part-time job fair (8/29), Fall Internship/Career Fair (9/24), InstaCareer (9/4, 9/19) PLEASE BE SURE TO COMMIT TO A DATE EARLY. Following your attendance of the event, you will prepare a reflection speech. Reflection speeches will be delivered on 2 dates of the semester. *Failure to attend a Career Center event results in failure of this assignment. Signups must be arranged prior to event attendance. Details will be provided on ReggieNet. [Please see the Career Center's website for major specific career events.](#)*

*Please note this is not an exhaustive list. Additional assignments/assignment details will be provided via ReggieNet.

POSITION INFORMATION/ EMPLOYEE COMPENSATION (Grades)-continued

Daily Participation/Activities (25%)

- In Class Reflections: Your supervisor will collect assign points for in class activities and assignments that support the overall mission of InnerView. Each class session will provide an opportunity for you to reflect on and apply the content you are learning. Near the close of some class periods you will be given a question to reflect on OR you will be given time to develop a STAR interview answer. These responses should be added/saved to your weekly reading/participation guide. These responses will be periodically collected via ReggieNet.
- Reading Guide Challenges: You will be provided with reading duties to direct your out of class learning/reading time. Periodically your understanding of course definitions and concepts will be assessed. Employee's may use their reading guide notes to complete these challenges (e.g. open note, not open book quizzes)
- Employee Review: Near midterms you will be asked to prepare for an employee performance review. More details will be provided via ReggieNet
- Final Employee Review: At the close of your time with InnerView (finals) you will provide a reflection on your overall performance of the course providing a rationale for your pay increase (your grade).

*Attendance is mandatory to receive points for these experiences. (Supervisor will make allowances for absences within the University Bereavement policy and University related travel).

Selection/Major Specific Interview (25%)

- Selection Interview- You will be paired with a professional to participate in a mock interview experience in a mediated or face to face interview. Elements of this assignment will be due throughout the semester and include components such as:
 - "Application" to interview
 - Research- Org/Job/Interviewer
 - Submission of career materials
 - Interview
 - Thank You
 - Reflection/Follow Up plan
- Major Specific Interview- With a group of your peers, you will be required to conduct research and build a guide/resource for conducting interviews specific to your desired occupation field. More details will be provided via ReggieNet
- Information Seeking Interview and Reflection Speech-This assignment will have three components:
 - a) you will identify a career you are interested in holding and conduct background research re. an organization
 - b) you will conduct an interview with an individual in your desired field and
 - c) you will reflect on your findings in a prepared speech. As this assignment seeks to provide a networking opportunity, the business professional interviewed must not be an immediate family member/close friend of the employee.

POSITION INFORMATION/ EMPLOYEE COMPENSATION (Grades)-continued

Opportunity for Bonus Compensation:

Employees make seek up to 3% of their salary (grade) bonus if they choose complete a 1 page reflection following participation in any of the following development activities:

- Attend approved career development events,
- Participate in research studies provided by the SOC Research Board,
- Apply interviewing resources (books, podcasts, videos, etc.) to a course related concept.

Up to 1% will be given for each submission (total of 3 development opportunities). Participation in research studies is voluntary. Any combination of the aforementioned bonus opportunities may be utilized. Additional details will be communicated via ReggieNet.

Compensation Scale:

Your grades for this course are private and will be posted via ReggieNet. Your final grade will be assigned based on the following table:

Please note: Your instructor will only ‘round up’ students grades approaching the next letter grade by .5 or higher if the student has accumulated 3 or fewer absences and had turned in each assignment. The instructor also reserves the right to change point totals/assignments throughout the semester. These changes will be communicated in class and through appropriate course resources/assignment details (via ReggieNet)

A=	90-100%
B=	80- 89%
C=	70- 79%
D=	60- 69%
F=	<60%

ADMINISTRATIVE PROCEDURES (How will I be successful at InnerView?)

Assignment Submission: Assignments are due either prior to the start of class (if electronic/ReggieNet submission) or the start of class if hard copy. Failure to attend class will result in forfeiture of points available that day. You must be present in class for an online assignment submission to be considered. Exceptions to this rule would fall under the University Bereavement Policy or University Sponsored travel. For 'makeup' assignments related to University travel, arrangements must be made with the instructor prior to the date of departure. Late work/Missing work due to any other reason will not be accepted. For points lost due to unavoidable absences not covered by the University bereavement or University travel policies, 'bonus' compensation is available as described above and on ReggieNet.

Professional Communication: Mediated communication (emails, phone calls, text) between peers/instructors/professionals is expected to be representative of our rich SOC tradition- timely, respectful, and professional. If your communication is found to be lacking in this regard you will first be notified. Subsequent lapses in professionalism (especially with outside professionals) can result in failure of the assignment related to the professional lapse.

Tech Use/Recording/Reproduction of Classroom Materials: Recording/reproducing/distribution of classroom lectures, discussions, or learning materials (including but not limited to PowerPoint, ReggieNet resources, or Rubrics) is explicitly prohibited without prior consent by the instructor. Please do not record/photograph/screenshot any aspects of our classroom experience without prior permission. Failure to adhere to this guideline could result in forfeiting points for the day, or for more flagrant offenses (such as uploading documents to Study Blue/sharing plagiarizing reading guides, etc.) could result in failure of the class/appropriate disciplinary action through the Student Conduct and Conflict Resolution Office.

Professional Courtesy. Professional courtesy includes respecting others' opinions, not interrupting in class, being respectful to those who are speaking, and working together in a spirit of cooperation. I expect you to demonstrate these behaviors at all times in this class. With that in mind, sleeping, reading materials irrelevant to class purposes, texting, or disrupting the class will not be tolerated and will result in the student being considered absent for that particular class period.

Behavioral Expectation Policy. Should any student violate the expectations of appropriate classroom behavior (as mentioned in the professional courtesy and related policies above), the instructor will schedule a meeting to discuss these expectations and develop a behavioral modification plan. If these behaviors persist, you will be at-risk for failing the course.

ADMINISTRATIVE PROCEDURES (How will I be successful at InnerView?) - Cont.

Cheating/Plagiarism. Students are expected to be honest in all academic work, consistent with the academic integrity policy as outlined in the Code of Student Conduct. All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and unacknowledged collaboration on speech topics and/or the presentation of someone else's work warrants plagiarism. Students found to inadvertently commit acts of dishonesty will receive appropriate penalties specific to the assignment in question. Students found to commit intentional acts of dishonesty will receive a failing grade in the course and will be referred for appropriate disciplinary action through Student Conduct and Conflict Resolution Office.

Special Needs. Any student needing to arrange a reasonable accommodation for a documented disability and/or medical/mental health condition should contact Student Access and Accommodation Services at 350 Fell Hall, (309) 438-5853, or visit the website at StudentAccess.IllinoisState.edu.

Mental Health Resources. Life at college can get very complicated. According to recent research, nearly 40% of college students are at-risk for developing generalized anxiety disorder and are less likely to seek help for it compared to other mental health issues. Students also sometimes feel overwhelmed, lost, experience depression, and struggle with relationship difficulties or diminished self-esteem. However, many of these issues can be effectively addressed with a little help. Student Counseling Services (SCS) helps students cope with difficult emotions and life stressors. Student Counseling Services is staffed by experienced, professional psychologists and counselors, who are attuned to the needs of college students. The services are FREE and completely confidential. Find out more at Counseling.IllinoisState.edu or by calling (309) 438-3655.

Illinois State University Bereavement Policy. If a student experiences a death of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below. Upon notification of the absence and proper documentation, each faculty member shall excuse the student from class according to this policy and provide an opportunity to complete missed exams, quizzes, and other required work. Ultimately, the student is responsible for all material covered in class and must work with each individual professor as soon as they return to complete any required work. Details can be found at the following website: <http://policy.illinoisstate.edu/students/2-1-27.shtml>

Extended Absences:

If you should need to be absent for more than 3 consecutive days during the semester for health/emergent issues that may impair you from contacting your instructors, you are encouraged to contact the Dean of Student's office who will provide notification of your absence. Note that this notification does not necessarily "excuse" your absence: <https://deanofstudents.illinoisstate.edu/contact/absence/>

Changes to the Course:

Your instructor reserves the right to change/adapt course dates and policies as needed. These changes will be communicated in class and on ReggieNet.

****Due dates stipulated (particularly for online/reggienet submissions) are due by the start of class. The assignment portal will close at the start of class and late work will not be accepted. You must also be in class the day an assignment is due/submitted for your submission to be accepted. Changes to the Course Schedule will be communicated via the weekly links in ReggieNet/in class.**

Tentative Course Schedule

Week	Date	Day	Ch./Reading	Material Covered	Assignment Due
1	Aug-19	M		Course Welcome & Interview Introductions	-Obtain course materials (syllabus, text, StrengthsFinder access, notecards) -Professional Profile document (in class)
	Aug-21	W	Ch. 1	What is an Interview/Types of Interviews	
	Aug-23	F	Ch.2	Interviewing and an Interpersonal Process: Perceptions of Self/Other-Professional Identity Development Professional Identity Development	-Complete MBTI (Meyer's-Brigg) Assessment+ Forum Response -Complete Syllabus Quiz Assign Career Center Reflection Speech
2	Aug-26	M	Ch. 2- Stewart & Cash + Brene Brown Rdg.	Listening & Feedback	-Strengths Finder Forum -Reading Guide W1/2
	Aug-28	W	Fugate et. al 2004	Org. Identity and Narratives	-FOCUS assessment -Assign Elevator Pitch
	Aug-30	F	Bolles (Friday)	Your Strengths and Your Dream Job	-Parachute/WS (printed) Career Center Reflection- date/Signup due
3	Sep-02	M		NO CLASS: LABOR DAY	
	Sep-04	W	Ch. 3	Questions and their Uses	
	Sep-06	F	Ch. 3	Question Pitfalls	-elevator pitch rough draft- hard copy W3 Reading Guide
4	Sep-9	M		Elevator Pitch Speeches	Your speech/outline/rubric (online)
	Sep-11	W		Elevator Pitch Speeches	Your speech/outline/ rubric (hard copy)
	Sep-13	F		Flipped Class- Adapting your elevator pitch to various settings	Condensed Elevator Pitch- Due in ReggieForum
5	Sep-16	M	Ch. 3	Exam Prep	W5 Reading Guide Assign Informational Interview Pt. Time Career Fair/InstaCareer Presentations (Career Event Reflection- Date 1/2)
	Sep-18	W	ReggieNet Readings	Guest Speaker: Mark Fauble, Career Center Advisor	
	Sep-20	F		Unit I Exam (Ch. 1-3 + Readings)	
	Sep-23	M	Ch. 4	Structuring the Interview	*Remember- Fall Career Fair- 9/24

6	Sep-25	W	Ch. 8	The Employment Interview- Job Searching/Research	Bring job description*
	Sep-27	F	Ch. 8	The Employment Interview- answering and asking questions	
7	Sep-30	M		Impromptu 'Interviews' + Fall Career Fair Presentations	Pre-Interview Materials Due
	Oct-02	W	ReggieNet Rdg.	Lab Day- LinkedIn	
	Oct-04	F	Ch. 8 + ReggieNet Rdg.	Non-Verbal COM and the Employment Interview	Professional Dress Activity Due Interview Stream Assignment Due
8	Oct-07	M		Interviews	
	Oct-09	W		Interviews	
	Oct-11	F		Interviews	
9	Oct-14	M	Ch. 5	Structuring the Interview	Assign Informational Interviews
	Oct-16	W	Ch. 5	Conducting/ending the Interview	
	Oct-18	F	Ch. 9	Performance Reviews	*Bring class metrics/laptop- Midterm Class 'metrics' due in class
10	Oct-21	M		Exam II (Ch. 4, 5, 8, 9 + Readings)	
	Oct-23	W		Fall Career Fair/InstaCareer Presentation	Career Event Reflection (Date 2)
	Oct-25	F		Informational Interview Day	
11	Oct-28	M			Informational Interviews Reflection Speeches
	Oct-30	W			Informational Interview Reflection Speeches
	Nov-1	F	Ch. 11	The Counseling Interview: Dr. & Mrs. Williams Guests	Assign Major Specific Interviews
12	Nov-4	M	Ch. 6	The Survey Interview	
	Nov-6	W		Lab Day- Survey Evaluation	
	Nov-8	F	Ch. 10	The Persuasive Interview	Career Event Reflection (Date 3- Final Presentation Option)
13	Nov-11	M		Ch. 7: Recruiting Interviews	
	Nov-13	W		Lab Day	
	Nov-15	F		Lab Day	
14	Nov-18	M		Major Specific Interview Presentations	
	Nov-20	W		Major Specific Interview Presentations	
	Nov-22	F	ReggieNet	Evaluating Interviewee's & Crafting Competencies	
15	Dec-2	M		Mock Interviews	
	Dec-4	W		Mock Interviews	

	Dec-6	F		Reflection speeches	Final Employee Review Due
16	Dec-9-13		Finals Week: Time/Location TBA Unit III Exam (Chpts. 6, 7, 10, 11 + Readings)		