

# Sample Course Planning Map

## Course/Training Name/Topic

Conducting a Quality Interview

## Course/Training Objectives

- CO 1: Employ research skills to create background information for your interview subject.
- CO 2: Create a list of interview questions in preparation for your interview.
- CO 3: Evaluate the best practices of interview skills and techniques.
- CO 4: Adapt interview techniques and skills to a new interview situation.

## Lesson Overview

- Lesson #1: Preparing for an Interview
- Lesson #2: Crafting Interview Questions
- Lesson #3: Best Practices for Conducting an Interview

## Lesson 1: Preparing for an Interview

### Lesson Overview

A quality interview begins long before you meet your interview subject. Imagine walking into a room for an interview knowing little to nothing about the person you're interviewing. You might feel lost, nervous, or unprepared. The best way to ensure that you feel confident and prepared for an interview is to research your subject before the interview and then arrive equipped with their background information. This lesson will teach you how to generate reliable, trustworthy research so that you can come to your interview ready to go.

### Lesson Objective(s):

- CO 1: Employ research skills to create background information for your interview subject.

### Lesson Objectives:

- MO 1.1: Gather reliable, trustworthy research.
- MO 1.2: Evaluate how to prepare for real-world interview scenarios.
- MO 1.3: Create a background information sheet for an interview.

### Lesson To-Do List

Activity	Instructions/Directions	Objective Alignment
Interactive text	Read interactive text describing the types of information you might need to gather for different types of interviews (i.e., with public figures, private citizens, etc.). Answer embedded reflection questions in the video.	CO 1 MO 1.2
Case study scenarios	Navigate through some real-world scenarios to evaluate how to prepare for specific interview situations.	CO 1 MO 1.2
Video	Watch a short video covering how to triangulate research information from multiple sources.	CO1 MO 1.1
Quiz	Take a multiple-choice quiz with automated feedback for a formative evaluation. The quiz	CO1 MO 1.1

	tests your understanding of gathering reliable, trustworthy research.	
Video	Watch a short video that walks through the process of creating a background information sheet based on gathered research.	CO1 MO 1.3
Activity: Create a Background Information Sheet	Students will choose from a list of options of politicians for a hypothetical interview. The student must conduct research on this person and generate a reliable, trustworthy background information sheet.	CO1 MO1.1 MO 1.2 MO 1.3

## Lesson 2: Crafting Interview Questions

### Lesson Overview

Now that you've conducted your research, you're feeling more prepared for your interview. But there's still more work to do before you sit down for your interview. What would happen if you walked into your interview without any questions prepared? Usually, this leads to a disorganized interview that might not cover all the important information you need to know. This lesson will teach you how to create insightful and flexible interview questions so that you can come to your interview prepared.

### Lesson Objective(s):

- CO 2: Create a list of interview questions in preparation for your interview.

### Lesson Objectives:

- MO 2.1: Classify open-ended and closed-ended questions.
- MO 2.2: Evaluate the quality of interview questions.
- MO 2.3: Create a list of interview questions.

### Lesson To-Do List

Activity	Instructions/Directions	Objective Alignment
Interactive reading	Read an explanation of open-ended and closed-ended questions and the value of each. This includes interactive elements like flip-cards.	CO 2 MO 2.1 MO 2.2

Sorting activity	Sort question examples into “open-ended” and “closed-ended” categories. Then, sort questions according to the type of information you need.	CO 2 MO 2.1 MO 2.2
Interactive text and video	Read and watch a video explaining how to avoid interview question pitfalls, such as vague/overly general questions or leading questions.	CO 2 MO 2.1 MO 2.2
Activity: Create a List of Interview Questions	Building on the assignment in Lesson 1, the students will use their background information sheets to create a list of at least 10 quality interview questions for their chosen subject.	CO 2 MO 2.1 MO 2.2 MO 2.3

## Lesson 3: Best Practices for Conducting an Interview

### Lesson Overview

Once you’ve thoroughly prepared, there’s still the challenge of actually doing the interview. It can be difficult to go deep and obtain substantial answers in an interview with someone you’ve just met or know only a little. And no matter how well-prepared you are, sometimes a challenging situation will arise. This lesson will teach you skills and techniques to put you both at ease and conduct a quality interview. You will also learn how to overcome common interview challenges and adapt to unforeseen circumstances.

### Lesson Objective(s):

- CO 3: Evaluate the best practices of interview skills and techniques.
- CO 4: Adapt interview techniques and skills to a new interview situation.

### Lesson Objectives:

- MO 3.1: Recognize specific skills and techniques necessary for a good interview.
- MO 3.2: Evaluate the quality of interview examples using evidence to support your critiques.
- MO 3.3: Examine common challenges in interview situations and strategies to overcome them.
- MO 3.4: Adapt interview best practices to challenging interview situations.

### Lesson To-Do List

Activity	Instructions/Directions	Objective Alignment
Text and videos	Watch a series of short videos and read the accompanying text on techniques for creating rapport, choosing an interview space, putting the interviewee at ease, and adapting to the situation as it unfolds.	CO 3 MO 3.1
Quiz	Complete a brief multiple-choice quiz to reinforce what was learned in the videos. This includes automated feedback for incorrect answers.	CO 3 MO 3.1
Evaluate interview examples	The students will be provided with a few brief interview examples. They will then critique the interview quality and explain what the interviewer did well and where they could improve.	CO 3 MO 3.1 MO 3.2
Text	Read about common challenges in interview settings.	CO 4 MO 3.3
Challenging situations scenarios	Complete an interactive simulation that walks the student through a challenging interview situation and asks the student to make decisions about how to apply best practices to each situation.	CO 4 MO 3.3
Capstone: conduct an interview	The student will conduct an interview with someone of their choice and record it. Afterward, the student will review the interview. Finally, the student will post a video response to a course discussion board reflecting on what went well, what was challenging, and what they learned from this course.	CO 3 CO 4 MO 3.1 MO 3.2 MO 3.3 MO 3.4