Syllabus – CMS 334 Interviewing and Investigation
Doane College, Grand Island

Credits: 3 hours

Instructor: Peter Kortum E-Mail: peter.kortum@doane.edu Phone: 402-705-9674

Day & Time: Wednesday - 6:00 P.M. Location: College Park - Grand Island

Course Description: A study of the strategies used to gain information from individuals, businesses, government agencies, and health care organizations. The principles applicable to all interviewing situations will be examined, as well as the various techniques and approaches used. Students will develop skills for structuring, planning, and conducting an effective interview and for accurately analyzing and recording the information gained.

Course Learning Outcomes: Students will gain an understanding on how to:
1. Prepare for an interview by developing interview questions and apply them in a designed sequence appropriate to the type and purpose of the interview.
2. Conduct an interview using various verbal and non-verbal communication techniques that are appropriate for the type and purpose of the interview.
3. Interpret the responses from an interview for its accuracy and integrity that is appropriate for the type and purpose of the interview.

Learning Strategies and Instructional Methods:
This course will attempt to achieve the course learning outcomes through reading material, lecture and instructor led discussion, mock interviews, group and individual exercises, and exams. In addition, students will share their knowledge and experiences in order to enhance the learning process.


Advance Assignment: Prior to our first meeting read:
Chapter 1 - An Introduction to Interviewing
Chapter 2 - An Interpersonal Communication Process.
Grading and Assessment of Student Performance:

Grading points (100 maximum) will be a combination of class participation, group and individual interview exercises, and exams.

Participation – 30 points
Interview Exercises 40 points
Exams 30 points

Grading:

- 90-100 = A
- 85-89 = B+
- 80-84 = B
- 75-79 = C+
- 70-74 = C
- 65-69 = D+
- 60-64 = D
- 59 or less = F

Course Policies:

The Doane College Academic Integrity policy will be adhered to in this class. All projects and exams will represent you or your group’s work. Any use of others’ ideas and words without proper citation or sources is plagiarism and will result in penalties to be determined by the instructor and/or the dean of undergraduate studies.

In the event a student needs to miss a class, any assignments that were due will need to be turned in via email or by the opening of the next scheduled class, to be determined by the instructor. The student will be unable to earn class participation points for any missed class.

If a student misses more than one class session, additional assignments will be required to confirm to the instructor that the student thoroughly understands all of the learning objectives. The additional assignments will be extensive. It would be much better to attend class.

Papers/Assignments are due as assigned, otherwise, no credit.