



SYLLABUS

Course Title	Interviewing and Investigation
Course Number	CMS 334
Number of Credits	3
Course Dates	1/14/19 – 3/9/19
Instructor	Tom Duden
Email Address	tom.duden@doane.edu
Office Hours/Availability	Day time & Evenings
Phone Number	402-450-8926
Textbook Information: (e.g. title, edition, publisher, ISBN)	Principles and Practices by Charles Stewart & William Cash; FOURTEENTH Edition under ISBN 0078036941.
Additional Course Materials	(Ex. You will need to create a Voicethread.com (free) account. If no other materials are required, please put N/A.)
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.
Program Outcomes	<ul style="list-style-type: none"> a. Understand the nature of delinquency and crime, criminal law and procedure b. Understand the goals and components of the American criminal justice system c. Obtain basic management and administrative skills d. Understand current trends, research techniques, and technological advances in various aspects of criminal justice e. Evaluate the societal needs and issues that impact criminal justice practice and reform f. Develop effective problem- solving skill needed in the criminal justice community
Course Learning Outcomes/Objectives	(Please check with the applicable Program Director for this information.)
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
Read Chapter 1	Introduction	Lecture and Discussion	Practical Exercise	Due Week 1.

Week 2 Read Chapters 2,3,4	Interpersonal Comm Process, Questions, Structuring the Interview	Lecture and some videos	Assignment #1 See list	Due week 2
Week 3 Read Chap 5,6	Informational Interview, Survey Interview			
Week 4 Read Chap 7,8	Recruiting Interview, Employment Interview			
Week 5 Read Chap				

Grading Assessments

Type of Assessment	Points	Total possible points
(e.g. Vocabulary Quiz)	(e.g. 10 points each (weeks 1-5))	(e.g.. 50)

Grade Scale

A+ = 97-100% A = 94-96%

A- = 90-93% B+ = 87-89% B = 84-86% B- = 80-83%

C+ = 77-79% C = 74-76% C- = 70-73% D+ = 67-69% D = 64-66% D- = 60-63%
F= 59% or below

Participation Policy	<p>A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.</p> <p>(Faculty to insert any additional class participation; see resource page for ideas.)</p>
Study Time	<p>Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.</p>
Late Work	<p>(Include expectations regarding late work; please see attachment for examples.)</p>
Submitting Assignments	<p>(Include expectations regarding students' submission of assignments, for example, in class or in Blackboard.)</p>
Communication Policy including Assignment Feedback	<p>(State your policy on timeliness of communicating with students and length of time needed before assignments will be graded, e.g. 48 hours.)</p>
Academic Integrity Policy	<p>New Academic Integrity Policy to be released AUTM 2018</p>
Academic Support	<p>Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support</p>
Disability Services	<p>https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University. Please contact Chris Brady at chris.brady@doane.edu or</p>

	402-467-9031 for assistance.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238
Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.