



DOANE
UNIVERSITY

Course Overview

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| Course Title | Interviewing and Investigation |
| Course and Section Number | CMS-334-1 |
| Number of Credits | 3 Semester Credits |
| Term | 22/AUTM |
| Course/Section Dates | 08/22/2022 – 10/15/2022 |
| Meeting Time | Class meets on Wednesday's at 6:00PM CDT |
| Instructor | Thomas Duden |
| Doane Email Address | tom.duden@doane.edu |

Textbook Information:
(e.g. title, edition,
publisher, ISBN)

Title: Principles and Practices, 15th ed.
Author: Charles Stewart & William Cash
ISBN-13: 9781259870538

Link to Doane Bookstore:

<https://www.bkstr.com/doaneuniversitystore/shop/textbooks-and-course-materials>

Additional Course Materials

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.



Foundational Area of Knowledge

Course Learning Outcomes/Objectives

- 1) Pre-plan interview questions and apply them in a designed sequence appropriate to the type and purpose of the interview.
- 2) Engage in mock and actual interviews and articulate the information gained in a report.
- 3) Demonstrate verbal and non verbal communication techniques that are adaptable and flexible for the purpose of establishing a rapport with the interviewee.
- 4) Interpret responses from questions for their accuracy and integrity.
- 5) Control interviews professionally by applying direct and empathetic language

Technology Requirements

For the successful use of Canvas please refer to Doane University's [minimum computer requirements](#). This may also include:

- Reliable computer and internet connection
- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Word processing software -Microsoft or Google Docs
- Webcam and mic

Syllabus Addendum

[Addendum](#) includes information regarding:

- Academic Support
- Military Friendliness & Services
- Study Time
- Credit Hour Definition
- Catalog and Policies

Technological Support

If you are in need of technical assistance, please contact the help desk at 402-826-8411 or by email at helpdesk@doane.edu.

Learning Management System

Canvas: <https://doane.instructure.com>

Campus Network or Canvas Outage

When access to Canvas is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).