
Calumet College



of Saint Joseph

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Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

COURSE SYLLABUS

Term: Fall, 2018 (151), August 27-December 10, 2018

Course: Interviewing Techniques 312

Instructor Information:

Instructor Name	Dr. Allen Brown
Office Number:	407 (two left turns off the elevator, office on right)
Phone Number:	Home: 219-513-0877
Email:	abrown@ccsj.edu
Hours Available:	Mon/Wed: 9:30-10:10 am., 11:30-noon, 1:30-2:00 pm; Tue/Thu: 9:30-10:10 am., 11:30-noon, 1:30-2:00 pm, 3:15-4:00 pm. Other hours by appointment. Please reach me by home phone anytime.
Instructor Background: Practicing Attorney at Law, Indiana & Illinois, Personal Injury, criminal law, DUI/OWI, civil law. (Damn Good); Former social worker & business owner.	

Course Information:

Course Time:	Tue/Thu Noon-1:30 pm
Classroom:	207
Prerequisites:	
Required Books and Materials:	"Interviewing" by Denise Gosselin , 2019. NOTE: Students will be dropped from this course without a Textbook!!

Learning Outcomes/ Competencies:

Students in this course will:

1. Learn to interview in any general setting.
2. Be able to understand & discuss several major interviewing techniques.
3. Be able to recognize how interviewing applies to many aspects of life.
4. Be able to recognize and discuss subjects of resumes & cover letters.
5. Be able to distinguish between interviewing and interrogation.

This course meets the following learning objectives for the Criminal Justice Program :

1. Gaining a basic understanding of the subject.
2. Developing specific skills, competencies, and points of view needed by professionals in the field of this course.
3. Develop ethical reasoning or decision making.

Course Description:

This course examines the subject of interviewing and skills necessary to become a good interviewer. Interviewing as it applies to many aspects of life will be examined. General interviewing skills will be learned. Part of the focus will be on resumes & job interviews, the other part will focus on interviewing and interrogation in the criminal justice setting.

Learning Strategies:

lecture, discussion, group projects, etc. will be used.

Experiential Learning Opportunities:

Because grants provide funding for experiential learning, we are required to report on this category annually. Please list all the experiential learning activities you use in your class: problem-based learning activities, project-based learning, service learning, and/or significant undergraduate research leading to presentations or publication.

Assessments:		
Major Assignments:	Examinations	<u>75</u> %
Class Participation	Participation & assignments	<u>25</u> %
Presentations	Papers or Folders	<u>0</u> %

Course Schedule:		
Class Date	Assignment/Coverage	Tests and Grade Scale

Month	Tue	Thu		Tests: 1. Chs. 1-3 2. Chs. 4-6 3. Chs. 11-14
Aug	28	30	Overview & General Coverage	
Sep	04	06	Resume	
	11	13	Questions at Interview	Grade Scale:
Oct	18	20	Ch. 1	A 94-100
	25	27	Ch. 2	A- 90-93
	02	04	Ch. 3	B+ 87-89
	09	11	Ch. 4 ; Test 1	B 83-86
	16	18	Ch. 5	B- 80-82
Nov	23	25	Ch. 6	C+ 77-79
	30	01	Ch. 11; Test 2	C 73-76
	06	08	Ch. 11-12	C- 70-72
	13	15	Ch. 12	D+ 67-69
	20	<u>22</u>	Fall Break	D 63-66
Dec	27	29	Ch. 12-13	D- 60-62
	04	06	Ch. 13-14	F 59 or less
	11	13	Ch. 14	
			FINALS	

I reserve the right to change this schedule to meet the needs of the class.

Responsibilities	
Attending Class	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.</p> <p>No more than <u>Four</u> (4) absences allowed; requests for an exception MUST be in writing within one week of returning to any class. Given at Instructor's discretion.</p>

Turning In Your Work	You cannot succeed in this class if you do not turn in all your work on the day it is due. All homework/assignments are to be submitted when due; late work will be downgraded. After one week late work will NOT be accepted. Medical or other excuses at Instructor's discretion.
Using Electronic Devices	All electronic devices <u>shall</u> be turned off PRIOR to entering the classroom, whether or not class has started. If you have an electronic textbook permission to use your device may be granted. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent. Any medical or emergency exceptions by Instructor approval only.
Participating in Class	You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent. You must prepare for every chapter we cover fifteen (15) important factual statements: give the statement, the page number, and the location on the page (top, middle, or bottom).
Doing Your Own Work & Not Allowing Cheating/Dishonesty	All students enrolled in a criminal justice course must adhere to the CRIJ "Honor Code" which states that every student MUST make the Instructor aware of actual or suspected cheating by any student. This means that not only the suspected student but any other student that also observed the incident. Any student observing cheating and failing to report it shall also be deemed guilty of cheating. Preparing to enter the field of criminal justice requires a code of honesty. If you feel that you cannot turn someone in who is dishonest or cheating, please find another major field of study!! If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College. Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner. PLEASE NOTE: All papers may be electronically checked for plagiarism.
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

Resources

Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
CCSJ Alerts:	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html .

Student Assistance Program	Through a partnership with Crown Counseling , Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, contact Kerry Knowles SAP Counselor , at 219-663-6353 (office), 219-413-3702 (cell), or kerryk@crowncounseling.org .
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CCSJ Book Rental Program	The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see http://www.ccsj.edu/bookstore . All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.
CCSJ Student Honor Code	This course asks students to reaffirm the CCSJ Student Honor Code: I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to: <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;

	<ul style="list-style-type: none">• Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.
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