

S2PS230311T

Semester: III				
Programme: POLITICAL SCIENCE				
Course: CONDUCTING INTERVIEWS AND WRITING REPORTS				
Paper code: S2PS230311T			Credits: 3	
Hours/week: 3				
Category: CORE/MDS/SEC/VAC: SEC				
Theory / Practical / Composite: THEORY				
No of Modules: TWO				
<p>Course Overview: This course equips students with essential skills for qualitative research, focusing on the development and execution of interviews and Focus Group Discussions (FGDs), as well as the art and craft of writing structured research or policy reports. Students gain hands-on experience in forming effective questionnaires, conducting interviews and FGDs, summarizing and transcribing qualitative data, and analyzing case studies. Through module-based learning, the course guides students in both the technical and stylistic aspects of data gathering, report writing, and presentation, preparing them for practical research tasks and policy analysis in social sciences.</p>				
Course Outcome:				
<p>1. Remember: key concepts, stages, and tools required for conducting interviews, designing questionnaires, and organizing FGDs, as well as the components of effective research and policy reports.</p> <p>2. Understand: the logic, structure, and strategies behind qualitative research methods including interviewing and FGD, and the stylistic and technical requirements for report writing and data presentation.</p> <p>3. Apply: hands-on ability to collect, summarize, and transcribe qualitative data from interviews and FGDs; apply core techniques to write structured reports based on gathered evidence.</p> <p>4. Analyse: and critique case studies, interviews, and focus group transcripts; analyze strengths and weaknesses in qualitative data collection, report formats, and presentation strategies.</p> <p>5. Evaluate: various approaches to questionnaire design, interviewing, and report writing, justifying choices with reference to research objectives, data quality, and best practices.</p> <p>6. Create: original questionnaires, conduct effective interviews and FGDs, and produce comprehensive, well-structured research or policy reports that synthesize findings with clarity and analytical rigor.</p>				
Prerequisites: Basic knowledge about any prior course				
SYLLABUS				
UNIT/Module	CONTENT	HOURS or NUMBER OF CLASSES	CO Mapping	COGNITIVE LEVEL
I	1. Interviews: developing questionnaires and conducting	13	CO1 CO2	K1, K2, K3, K4, K5, K6

	interviews; summaries and transcriptions; illustrative case studies 2. Focus Group Discussions (FGD): Steps and strategies; summaries and transcriptions; illustrative case studies		CO3 CO4 CO5 CO6	
II	3. Writing a research/policy report: Structure, style, data gathering and presentation strategies; illustrative case studies 4. Report analysis and presentation	26	CO1 CO2 CO3 CO4 CO5 CO6	K1, K2, K3, K4, K5, K6
Text Books				
1. Sandra Halperin and Oliver Heath, Political Research: Methods and Practical Skills, OUP, 2012				
Suggested Readings:				
2. Report Writing Resources, The University of Melbourne, www.students.unimelb.edu.au/academicsskills/resources/report-writing				
3. Report Writing, Australian National University, www.anu.edu.au/students/academic-skills/writingassessment/report-writing				
4. Report Writing: Academic Tip Sheet, EDU Australia, www.intranet.ecu.edu.au/_data/assets/pdf_file/0018/20628/report_writing.pdf				
Evaluation: CIA: 12+3 END SEMESTER: 20+15				
Paper Structure for Theory Semester Exam Module: Module I 2 Qs of 10 marks out of 3 Module II 1 Q of 15 out of 2				

Course outcomes (COs) and Cognitive Level Mapping

COs	CO Description	Cognitive levels
CO1	Remember: key concepts, stages, and tools required for conducting interviews, designing questionnaires, and organizing FGDs, as well as the components of effective research and policy reports.	K1
CO2	Understand: the logic, structure, and strategies behind qualitative research methods including interviewing and FGD, and the stylistic and technical requirements for report writing and data presentation.	K2
CO3	Apply: hands-on ability to collect, summarize, and transcribe qualitative data from interviews and FGDs; apply core techniques to write structured reports based on gathered evidence.	K3
CO4	Analyse: and critique case studies, interviews, and focus group transcripts; analyze strengths and	K4

	weaknesses in qualitative data collection, report formats, and presentation strategies.	
CO5	Evaluate: various approaches to questionnaire design, interviewing, and report writing, justifying choices with reference to research objectives, data quality, and best practices.	K5
CO6	Create: original questionnaires, conduct effective interviews and FGDs, and produce comprehensive, well-structured research or policy reports that synthesize findings with clarity and analytical rigor.	K6