

Basic Course Information

Semester	Fall 2014	Instructor's Name	Glenn N. Granish
Course Title & #	AJ 108/Report Writing	Instructor's Email	glenn.granish@imperial.edu
CRN #	10119	Webpage (optional)	ggranish@yahoo.com
Room	32110	Office (PT Faculty:809)	Arrange with instructor
Class Dates	8/18/2014 – 12/13/2014	Office Hours (n/a for PT Faculty)	To be arranged with each student
Class Days	Monday/Wednesday	Office Phone # (PT may use dept. number)	760-355-6280
Class Times	305pm – 430pm	Who students should contact if emergency or other absence	Dept Secretary is an option
Units			
3 units			

Course Description

This course is an introductory course, dealing with all aspects of public safety communication. It will cover the techniques to effectively communicate facts, information, and ideas in a clear and logical manner for a variety of public safety systems reports, crime violations, incident reports, letters, memorandums, directives, and administrative reports. Emphasis on criminal justice terminology, use of English, and organization of information. Students will gain practical experience in note taking, interviewing, report writing, and presentation of testimony in courts. (Formerly AJ 120/CSI 120).

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Identify the importance of honesty and truthfulness in gathering information and documenting that information for possible future prosecution. (ILO1, ILO2, ILO3)
2. Recognize the importance of gathering information through Interviewing and Note-taking for inclusion in criminal reports and use in a court of law. (ILO1, ILO2, ILO3, ILO4)

Identify and distinguish facts, information and statements into a logical and understandable format that fulfills the legal requirements of a lawful arrest and applicable procedures for both misdemeanor and felony arrests. (ILO1, ILO2, ILO3, ILO4, ILO5)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate knowledge of the Criminal Justice System and various uses of written report required in law enforcement.
2. Practice the ABC's or writing: Accuracy, Brevity, and Completeness. Organize sentences in a logical sequential order, relatively free of errors.
3. Practice and apply basic rules of English to effectively communicate information as required within the Criminal Justice System to include: who, what, where, when, why and how
4. Organize information into an effective reportable format. Student will demonstrate knowledge and use of different forms, formats, and reporting styles.
5. Take field notes and compile data to be used in cohesive formal reports.
6. Understand and demonstrate the basic steps of an interview and interrogation, using verbal and non-verbal techniques and satisfactorily document the interview/interrogation.
7. Interpret and synthesize case studies, simulation, and role plays, into accurate and complete reports.
8. Demonstrate knowledge and use of technology (computers, laptops, recordings, etc.) utilized in report writing.
9. Competently complete and proofread crime, probation, parole, violation, incident, and other reports for their use in court proceedings and/or hearings.

10. Practice testifying in mock courtroom and other legal proceedings as to information contained in previously written testimony.

Textbooks & Other Resources or Links

For the Record/Report Writing for Law
Enforcement
Karen M.Hess/Christine Hess Orthmann
6th Edition
ISBN: 0-940309-19-X

Course Requirements and Instructional Methods

Course Requirements:

- ENGL 101 and READ 019 with a minimum grade of C or better

Instructional Methods:

- The methods of instruction in the Public Safety Report Writing class will include most or all of the following:
- Class Activities, essay, oral assignments, interactive assignments, problem solving exercises, skills demonstration, quizzes, tests (6), and a comprehensive final examination.

Course Grading Based on Course Objectives

Total Points: 1170

Tests: Six tests at 50 points each = 300 points

- Assignments = (25 points each assignment) 250 points
- Self tests = (all self-tests MUST be turn in for total points) 120 points
- Group Project and Presentation = 10 – 15 minute Presentation = 100 points
- Term Paper = (Topic Approved by Instructor) = 100 Points
- 2 Ride Alongs = (50 Points each) 100 points

Final Exam = 200 Points

Extra credit is available, try asking!

PLEASE NOTE:

Assignments and Self Tests are due on the date stated on the syllabus.

There will be no “Late Assignments.”

Make every effort to turn in assignments on time or you may receive a zero for that assignment.

TESTS/EXAMS:

There are a total of six (6) tests and one (1) comprehensive Final Examination in this course. Each of these tests will consist of a twenty-five (25) question test worth a total of fifty (50) points. Each test will have a time limit of 30 minutes, which means that class starts at 1:30 pm, class attendance is taken, then the test is handed out to the students. You will have 30 minutes, no longer. If you show up late to class, you will have what time is left to complete the test. There will be NO makeup test given. Failure to take an exam will result in a zero for that exam unless prior approval is given by the instructor. Bring a No. 2 Pencil and Scantron form to class on exam days for the test. I DO NOT supply a Scantron or a Pencil for any exam.

AS THERE IS NO RETAKES IN REAL LIFE - THERE WILL BE “NO MAKE UP EXAMS” GIVEN FOR THIS COURSE!

- You must communicate to your instructor any problems that you are having with the course or anything affecting you in the performance of the course. That means, if you cannot attend class to take the exams,

you will communicate that to the instructor and why with paperwork of why you could not be in class to take the exam. (Doctor's appointment, Jury Duty, Emergency Room, or Funeral).

Additional Information

Another facet of this course will be TWO "Ride Along" assignments with a Law Enforcement Agency Officer/Agent. You will be arranging this on your own, and will require a written essay of at least one page hand written or typed (single spaced, 12 font), when you complete the shift with the officer/agent. This written essay will be done on all the events/happenings during the Ride Along, one paragraph WILL NOT be enough to get credit, it's who you are with, the introduction, the station (what did you see), what happened during the ride along, and what happened at the end of shift, and your overall explanation of how you felt about the experience; was it good or bad.

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. One of the institutional learning outcomes at IVC is personal responsibility. You will be expected to demonstrate personal responsibility by attending class, showing up on time, and not leaving early. **You will be allowed two absences as many times as the class meets in a week (Monday & Wednesday), a total of four, before the drop deadline. If you miss six or more absences, it will affect your final grade in this course.** Do not assume you will be dropped for non-attendance. Missing more than half a class session will count as a full absence. *(It remains your responsibility to drop yourself from all courses that you no longer attend, or you risk getting a failing grade on your transcript.)* Refer to pages 23 – 24 of your General Catalog for "ATTENDANCE AND AUTOMATIC WITHDRAWALS"; **YOU** are RESPONSIBLE!
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.
- **As part of the attendance of this course, will be attending a tour of Centinela State Prison in the latter part of the semester. This tour will be part of the requirements for this course, attending this tour will be the same as if you were to attend class that day.**

Classroom Etiquette

Electronic Devices:

Cell phones' ringing during class is RUDE, to me as the instructor and the other students in the class.

- Phones WILL BE turned off or placed on vibrate.
- IF your phone rings during class, you'll be asked to immediately give the class a two (2) minute presentation to the entire class, of the instructor's choice (any subject is fair game),
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.

- **Disruptive Students:** Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- **Children in the classroom:** Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

- **Plagiarism** is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

Additional Help

- **Blackboard** support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- **Learning Labs:** There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- **Library Services:** There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. If you feel you need to be evaluated for educational accommodations, the DSP&S office is located in Building 2100, telephone 760-355-6313.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College Course Syllabus – Course Title and number

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule / Calendar

This is a tentative, provisional overview of the reading, assignments, tests, or other activity for the duration of the course. It is the students responsibility to be familiar with this schedule .

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Mon	8/18/14	Introduction/Syllabus
		Homework: Your Biography Complete 2 Ride-A-Longs for semester Term Paper for class Group Project for class Weekly assignments for class
Wed	8/20/14	Getting down to basics
Mon	8/25/14	Chapter 1 Assignment #1 will be available on Black Board, under Assignments
Wed	8/27/14	Chapter 2 Assignment #1 due at the beginning of class Self-Test for Chapter #1, due at beginning of class Assignment #2 will be available on Black Board, under Assignments
Mon	9/01/14	LABOR DAY – NO CLASS
Wed	9/03/14	Test #1 Assignment #2 due at the beginning of class Self-Test for Chapter #2, due at beginning of class
Mon	09/08/14	Chapter 3 Assignment #3 will be available on Black Board, under Assignments
Wed	09/10/14	Chapter 3/Chapter 4 Assignment #3 due at the beginning of class Self-Test for Chapter #3, due at beginning of class
Mon	09/15/14	Chapter 4 Assignments #4 will be available on Black Board, under Assignments ALL GROUPS - TURN IN OUTLINES FOR CLASSROOM PROJECTS ALL STUDENTS – TURN IN OUTLINES FOR TERM PAPERS
Wed	09/17/14	Test #2 [Guest Speaker] Assignment #4 due at the beginning of class Self-Test for Chapter #4, due at beginning of class
Mon	09/22/14	Chapter 5 Assignments #5 will be available on Black Board, under Assignments
Wed	09/24/14	Chapter 5/Chapter 6 Assignment #5 due at the beginning of class Self-Test for Chapter #5, due at beginning of class
Mon	09/29/14	Chapter 6 Assignments #6 will be available on Black Board, under Assignments
Wed	10/01/14	Test #3 [Guest Speaker]

Imperial Valley College Course Syllabus – Course Title and number

		Assignment #4 due at the beginning of class Self-Test for Chapter #6, due at beginning of class
Mon	10/06/14	Chapter 7 Assignments #7 will be available on Black Board, under Assignments
Wed	10/08/14	Chapter 7/Chapter 8 Assignment #7 due at the beginning of class Self-Test for Chapter #7, due at beginning of class
Mon	10/13/14	Chapter 8 Assignments #8 will be available on Black Board, under Assignments
Wed	10/15/14	Test #4 [Guest Speaker] Assignment #8 due at the beginning of class Self-Test for Chapter #8, due at beginning of class
Mon	10/20/14	Chapter 9 Assignments #9 will be available on Black Board, under Assignments
Wed	10/22/14	Chapter 9/Chapter 10 Assignment #9 due at the beginning of class Self-Test for Chapter #9, due at beginning of class
Mon	10/27/14	Chapter 10 Assignments #10 will be available on Black Board, under Assignments
Wed	10/29/14	Test #5 [Guest Speaker] Assignment #10 due at the beginning of class Self-Test for Chapter #10, due at beginning of class
Mon	11/03/14	Chapter 11
Wed	11/05/14	Chapter 12 Self-Tests for Chapters #11 & Chapter #12 due at the beginning of class
SAT	11/08/2014	LAST DAY TO DROP CLASS
Mon	11/10/13	Test #6 [Guest Speaker]
Wed	11/12/14	Final preparation for Group Presentations
Mon	11/17/14	Group Project Presentation
Wed	11/19/14	Group Project Presentation
Mon	11/24/14	THANKSGIVING WEEK – NO CLASS
Wed	11/26/14	THANKSGIVING WEEK – NO CLASS
Mon	12/01/14	Prison Tour at Centinela State Prison
Wed	12/03/14	ALL - Term Papers /Ride-Along Forms are DUE at the beginning of class
Mon	12/08/14	Final Review for Final Examination
Wed	12/10/14	Final Exam