



Basic Course Information

Semester:	SPRING 2026	Instructor Name:	Esther A. Sanchez-Banda
Course Title & #:	REPORT WRITING- AJ108	Email:	esther.sanchez@imperial.edu
CRN #:	21383	Webpage (optional):	www.imperial.edu
Classroom:	Online	Office location:	3200 BLDG
Class Dates:	February 17- April 17, 2026	Office #:	760-355-6280
Class Format/Modality:	Online	Emergency Contact:	Rhonda Ruiz
Units:	3.0	Office Hours:	Mon/Wed 4:30-5:30pm
Department:	Public Safety Dept.		

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 clearly and logically for a variety of public safety systems reports, criminal violations, incident reports, letters, memorandums, directives, and administrative reports. Emphasis on criminal justice terminology, English use, and information organization. Students will gain practical experience in notetaking, interviewing, report writing, and presentation of testimony in courts. (CSU)

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. Write a report documenting the pertinent facts obtained from witnesses at a crime scene, or scenario of a crime scene, that would be able to be used in a court of law. (ILO1, ILO2, ILO3, ILO4)
3. 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 reports required in law enforcement.
2. Practice the ABCs of 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. The 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, simulations, 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 the mock courtroom and other legal proceedings as to the information contained in previously written testimony.

Course Requirements and Instructional Methods

We will be using Canvas in conjunction with this course. Any questions you may have about the course can be posted in the 'Ask the Instructor' forum inside Canvas.

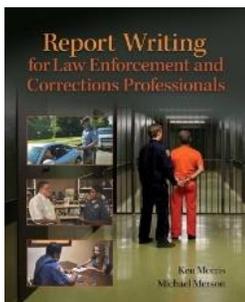
Logging into Canvas

1. Go to <http://imperial.edu>.
2. On the IVC Website, go to "Student View." On the drop-down, click on "Canvas." Follow the login instructions to log in.
3. Once logged in, click on the course box labeled "SP2026 – AJ 108 – Report Writing."
4. Read the course syllabus.
5. Read the document under Week 1, "Week 1 Overview and Objectives."
6. This outline is exactly what you have to do and by when you have to do it for Week 1.
7. Become familiar with the course and submit your Introduction assignment.

The online version of this course is not self-paced. There are strict deadlines that need to be met every week. You will be given a list of weekly deliverables that you will be responsible for. You can find these under the appropriate weekly heading (i.e. Week 1).

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement. (No out of class assignments for this online course- SP2026)

Textbooks & Other Resources or Links



Report Writing for Law Enforcement and Corrections Professionals

ISBN: 9780133350456

Author: Michael Merson Ken Morris:

Innovative Systems Formats: Paperback

This is your main textbook for the course. The questions contained in the exams will come from this book so read and study it carefully. This textbook takes an in-depth look at the various reports written within law enforcement.



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Course Grading Based on Course Objectives

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Descriptors	Quantity	Points	Total Points
Assignments	2	75pts	150
Discussions	5	40pts	200
Quiz	2	25pts	50
Final Exam	1	100pts	100
TOTAL POINTS			500

A = 90-100% B = 80--89% C= 70-79% D = 60-69% F = below 60%

PLEASE NOTE:

Assignments and discussions are due on the date stated on the syllabus. Late assignments or discussions are subject to a reduction of points. Make every effort to turn in assignments on time or you may receive a zero for that assignment. Discussions and assignments are subject to change accordingly.

CLASS ONLINE PARTICIPATION: DISCUSSION/CHAPTER REVIEWS

You will be viewing videos, reading articles, reading laws that have recently come into existence, or reviewing recent criminal cases for report writing. After you complete the assignment, you will express yourself in the discussion forum in an initial post and then you will give input on one (1) other student's interpretation that is posted online.

There are TWO PARTS to the discussion forums, the first part is where you will input your INITIAL response for the week, and this will be due each Thursday, no later than 11:59 pm. Your initial response will be a minimum of 100 – 200 words in length. The second part is YOUR RESPONSE to another student's initial posting and that will need to be completed by Sunday, no later than 11:59 pm. Your response to another student's initial posting will be 100-150 words in length.

Please read the rubric, to see what requirements needed to complete the assignment.

You must communicate to your instructor any problems that you are having with the course or anything affecting the performance of the course.

ASSIGNMENTS/QUIZZES/EXAMINATIONS:

There will be assignments due for selected chapter(s) presented for the week. The assignment will need to be completed and submitted via canvas by Sunday @ 11:59 pm of the week that the chapter(s) are being presented.

There are two **(2) quizzes** in this course and a comprehensive Final Examination. Each of the quizzes will consist of twenty-five (25) questions worth one (1) point each for a total of twenty-five (25) points; the final will consist of fifty (50) questions and two (2) points each for a total of one hundred (100) points. Each test quiz/final exam must be completed on the exact day/date of which it is assigned and scheduled. Each quiz/final will have a time limit, which means that when you log into the exam, you MUST finish the entire test in one sitting. Canvas will have a running timer for you while taking the test.



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There will be NO makeup quiz/tests and or final exam given. Failure to take an exam will result in a zero for that exam unless the instructor gives prior approval. **THERE WILL BE “NO MAKE-UP EXAMS” GIVEN FOR THIS COURSE!**

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

Attendance

- The instructor (as of the first official meeting of that class) will drop a student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class. Should readmission be desired, the student’s status would 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. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:

1. Student submission of an academic assignment
2. Student submission of an exam
3. Student participation in an instructor-led Zoom conference
4. Documented student interaction with class postings, such as an interactive tutorial or computer assisted instruction via modules
5. A posting by the student showing the student's participation in an assignment created by the instructor
6. A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters

An email from the student or other documentation showing that the student has initiated contact with the instructor to ask a question about an academic subject studied in the course.

Online Classroom Netiquette

What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Netiquette is a set of rules for behaving properly online.

Students are to comply with the following rules of netiquette:

1. Identify yourself,
2. Include a subject line,
3. Avoid sarcasm,
4. Respect others’ opinions and privacy,



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5. Acknowledge and return messages promptly,
6. Copy with caution,
7. Do not spam or junk mail,
8. Be concise,
9. Use appropriate language,
10. Use appropriate emoticons (emotional icons) to help convey meaning, and
11. Use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

Student Health Center. A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6310 in Room 2109 for more information.

Mental Health Counseling Services. Short-term: individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC Mental Health Counseling Services at 760-355-6196 in Room 2109 for more information.

Accessibility Statement DSPS

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through **DSPS**, contact them for additional assistance. We are here to support you and ensure that you have equal access to all course materials.

Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at finaid@imperial.edu.

IVC Student Resources

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use



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of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).

[Library Services](#). There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources>.

Veterans Center

The mission of the IVC Military and Veteran Success Center is to provide a holistic approach to serving military/veteran students in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. The Center also serves as a central hub that connects military/veteran students, as well as their families, to campus and community resources. The goal is to ensure a seamless transition from military to civilian life.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760- 3555713, alexis.ayala@imperial.edu.

Student Equity Program

The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically are not fully represented.

Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program



provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Please tell us what you need by submitting your request(s) here: <https://imperial.edu/students/student-equity-and-achievement/>

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC General Catalog.

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC Library Department provides numerous Information Literacy Tutorials to assist students in this endeavor.