

**IMPERIAL VALLEY COLLEGE
ADMINISTRATION OF JUSTICE 108
PUBLIC SAFETY REPORT WRITING
COURSE SYLLABUS**

Course: AJ 108 Public Safety Report Writing **Instructor:** Michael W. Capeci

Number: 10595

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Term: Fall 2012

Class Times & Units: MW 8:35 – 10:00 3 Units

Textbooks*:

Room: 203

For The Record Report Writing In Law Enforcement Sixth Edition Hess & Orthman

COURS 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/CSI 120) (CSU)

COURSE OBJECTIVES:

Students will be able to:

1. Demonstrate knowledge of the criminal justice system and various uses of written reports required by law enforcement, courts, and corrections.
2. Practice the ABC's of writing: Accuracy, Brevity, and Completeness
3. Organize sentences in a logical, sequential order, relatively free of errors.
4. 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.
5. Organize information into an effective reportable format and demonstrate knowledge and use of different forms, formats, and reporting styles.
6. Take field notes and compile data to be used in cohesive formal reports.
7. Understand and demonstrate the basic steps of an interview and interrogation, using verbal and non-verbal techniques and satisfactorily document the interview/interrogation.
8. Synthesize case studies, simulations, and role playing into accurate and complete reports.
9. Demonstrate knowledge and use of technology utilized in report writing.
10. Competently complete and proofread crime, probation, parole, violation, incident, and other reports for their use in court proceedings and/or hearings.

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

GRADING PROCEDURE

Total Points: 600

FINAL/REPORT= 100 points

Mid Term= 100

Tests= 4 = 100 points

Homework: 12 assignments at 10 points each = 120 points

Workbook Exercises= 80 points

Attendance = 50 points

Class Participation= 50 points

TOTAL POINTS POSSIBLE 700 POINTS

A = 700-650

C = 549-500

F = 0-449

B = 649-550

D = 499-450

PLEASE NOTE: *Assignments are due at the start of class. Late assignments will not be accepted, and the student will be given a zero for that assignment. Failure to take a quiz or exam will result in a zero for that quiz or exam unless prior approval is given by the instructor. You must communicate with your instructor any problems or difficulties that you are having with the course.*

ATTENDANCE: One goal of this course is to instill a work ethic needed to be a successful employee. Like having a job, students are expected to attend class, show up on time, and not leave early. Students will be allowed six absences from class. On the seventh absence, the student will be dropped from the class. Being late or leaving early will count as half an absence. Missing more than half a class session will count as a full absence. Students may be dropped from the class if they miss three class sessions in a row. However, it is the students responsibility to withdraw or drop accordingly as is not the responsibility of the instructor.

ACADEMIC ETHICS: Cheating is defined as copying answers from another student on an exam or assignment, allowing another student to copy answers from you, turning in work as your own that someone else did for you, working with another student on an assignment without the instructor's express consent, or turning in a writing assignment that uses another's words or ideas without crediting the source of the words or ideas.

CHEATING WILL NOT BE TOLERATED. Anyone caught cheating will get a zero for the assignment or exam and may be dropped from the class with the grade of F.

DSP&S: Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services Office. (Room 2117, Health Sciences Building; Phone: (760) 355-6312)

NOTICE: Copying the text book is an infringement on the U.S. Copy write laws. It is illegal to copy a textbook and copied text books will not be accepted in this course.

Especially in an Administration of Justice or Criminal Justice class.

Monday 8/20	Introduction to Report Writing Homework: 1 page autobiography
Wednesday 8/22	Autobiography Due Review Chapter 1 An introduction to Report Writing
Monday 8/27	Finish Reviewing Chapter 1 In class assignment begin Chapter 1 workbook exercises Homework: Worksheet 1 Parts of Speech
Wednesday 8/29	Due: Parts of Speech worksheet Review Chapter 2 Characteristics of a Well-Written Report: Content Homework: News article report
Monday 9/3	Holiday (Labor Day) No Class
Wednesday 9/5	Due: News article report Continuation of Chapter 2 review In class review Chapter 2 workbook exercises
Monday 9/10	Review Chapter 3 Characteristics of a Well-Written Report: Form
Wednesday 9/12	Continuation of Chapter 3 review In class review Chapter 3 workbook exercises In class scenario Homework: Write a one page report on the scenario presented in class
Monday 9/17	Test Chapters 1-3
Wednesday 9/19	Review Chapter 4 Steps in Report Writing
Monday 9/24	Continuation of Chapter 4 Review In class report samples poorly versus well written reports Homework: Report corrections
Wednesday 9/26	Review Chapter 5 Principles of Clear Writing
Monday 10/1	Continuation of Chapter 5 Homework: Worksheet on Modifiers
Wednesday 10/3	Chapter 6 Choosing the Right Words Homework: Worksheet on Slang, Overused Words & Choice Words
Monday 10/8	Test Chapters 4-6
Wednesday 10/10	Part one Midterm: <i>Getting Away with Murder</i> Midterm assignment: Write a three page paper on the in class documentary.
Monday 10/15	Due: Part one Midterm Paper Workbooks with chapters 1-6 exercises completed Part two Midterm covering chapters 1-6
Wednesday 10/17	Review Chapter 7 Grammar

Monday 10/22	Continuation of Chapter 7 review Chapter 7 workbook exercise review Homework: Grammar worksheet
Wednesday 10/24	Adam-12 presentation In class written report on presentation
Monday 10/29	Review Chapter 8 Sentences that Make Sense
Wednesday 10/31	Review Chapter 9 Spelling and Apostrophes In class spelling worksheet
Monday 11/5	Test Chapters 7-9
Wednesday 11/7	In class speaker: Well Written Reports versus Poorly Written Reports
Monday 11/12	Review Chapter 10 Abbreviations, Numbers and Capitalization Review workbook chapter 10 exercises
Wednesday 11/14	Review Chapter 11 Commas
Monday 11/19	Review Chapter 12 Other Punctuation Marks Homework: Correct Punctuation Worksheet
Wednesday 11/21	Test Chapters 10-12
Monday 11/26	In class scenarios Write a one page report on one of the scenarios that was covered in class
Wednesday 11/28	Due: Workbooks exercises 6-12 Final review In class quiz
Monday 12/3	FINAL Chapters 1-12