

Imperial Valley College Course Syllabus – Course Title and number

**Basic Course Information**

Semester	<b>Fall 2015</b>	Instructor's Name	<b>Jami Myles-Wells</b>
Course Title & #	<b>AJ 108/Report Writing</b>	Instructor's Email	<b>Jamimyles@aol.com</b>
CRN #	<b>10891</b>	Webpage	<b>N/A</b>
Room	<b>3202</b>	Office (PT Faculty:809)	Arrange with instructor
Class Dates	<b>8/17/15 – 12/11/2015</b>	Office Hours (n/a for PT Faculty)	To be arranged with each student
Class Days	<b>Monday</b>	Office Phone # (PT may use dept. number)	N/A
Class Times	<b>6:30pm – 9:40pm</b>	Who students should contact if emergency or other absence	Dept Secretary is an option
Units	<b>3</b>		

**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. The emphasis will be on criminal justice terminology, use of the English language, and proper 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 reports 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

6<sup>th</sup> 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 method 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
  - \* Skill demonstration
  - \* Quizzes
  - \* Tests (6)
  - \*Final (comprehensive test)

### Course Grading Based on Course Objectives

**Total Points: 950**

- 1.) Assignments = 25 points each assignment (250 points)
- 2.) Term Paper = Topic Approved by Instructor (200 points)
- 3.) Tests = Six tests at 50 points each = (300 points)
- 4.) Final Exam = 200 Points

**Extra credit is available, ASK!!!!**

### 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 6:30 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).

**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. 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.

**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](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

### Information Literacy

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/>

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**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.

<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Pages/ Due Dates/Tests</b>
Mon	8/17/15	Introduction/Syllabus
		Homework: Your Biography Term Paper for class Weekly assignments for class
Mon	8/24/15	Chapter 1 Assignment #1
Mon	8/31/15	Chapter 2 Assignment #1 due at the beginning of class Assignment #2
Mon	9/7/15	LABOR DAY – NO CLASS
<b>Mon</b>	<b>9/14/15</b>	<b>Test #1</b> Assignment #2 due at the beginning of class Chapter 3 Assignment #3
Mon	09/21/15	Chapter 4 Assignment #3 due at the beginning of class Assignment #4
<b>Mon</b>	<b>09/28/15</b>	<b>Test #2</b> Chapter 5 Assignment #4 due at the beginning of class Assignments #5 <b>ALL STUDENTS – TURN IN OUTLINES FOR TERM PAPERS</b>
Mon	10/05/15	Chapter 6 Assignment #5 due at the beginning of class Assignment #6
<b>Mon</b>	<b>10/12/15</b>	<b>Test #3</b> Chapter 7 Assignment #6 due at the beginning of class Assignment #7
Mon	10/19/15	Chapter 8 Assignment #7 due at the beginning of class Assignment #8
<b>Mon</b>	<b>10/26/15</b>	<b>Test #4</b> Chapter 9 Assignment #8 due at the beginning of class Assignment #9

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Mon	11/2/15	Chapter 10 Assignment #9 due at the beginning of class Assignment #10
<b>Mon</b>	<b>11/09/15</b>	<b>Test #5</b> Chapter 11 Assignment #10 due at the beginning of class Assignment #11
Mon	11/16/15	*****TERM PAPERS ARE DUE***** Chapter 12 Assignment #11 due at the beginning of class Assignment #12
<b>Mon-Fri</b>	<b>11/23/15-11/27/15</b>	<b>***Thanksgiving Break***</b>
<b>Mon</b>	<b>11/30/15</b>	<b>Test #6</b> Assignment #12 due at the beginning of class <b>Review for Final Examination</b>
<b>Mon</b>	<b>12/7/15</b>	<b>FINAL EXAM</b>