

Basic Course Information

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| Semester | Fall 2016 | Instructor's Name | Michael W. Capeci |
| Course Title & # | AJ 108: Report Writing | Instructor's Email | michael.capeci@imperial.edu |
| CRN # | 10693 | Webpage (optional) | N/A |
| Room | 3203 | PT Office 809 | No office hours, contact in class |
| Class Dates | 08/16/2016 – 12/8/2016 | Office Hours (n/a for PT Faculty) | Make appointment in class to meet with instructor. |
| Class Days | Tuesday/Thursday | Office Phone # (PT may use dept. number) | 760-355-6280 |
| Class Times | 1400 – 1525 hours (2pm-3:25pm) | Who students should contact if emergency or other | Email instructor PRIOR to class |
| 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. 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 6th Edition
ISBN: 0-940309-19-X

Course Requirements and Instructional Methods

Total Points: 600

Tests (4): Four tests at 25 points each = 100 points

Mid-Term Exam: 100 points

Final Exam: 100 points

Assignments (6): 6 at 20 points each = 120 points

Workbook Exercises: 80 points

Class attendance and participation in discussion, group participation or activities:
possible 100 points

A= 600-540 B = 539-480 C = 479-420 D = 419-360 F = 359-0

TESTS/EXAMS:

There are a total of four (4) tests in this course, a Mid-Term and a Final Examination. Each test will have a time limit determined by the instructor. If you show up late to class, you will have what time is left to complete the test.

There will be NO makeup tests 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.

PLEASE NOTE: Assignments are due on the date stated on the syllabus. Late assignments are subject to reduction of points. Make every effort to turn in assignments on time or you may receive a zero for that assignment.

RIDE ALONG: As part of this course, you will be required to complete one (1) “Ride Along” with a law enforcement agency, Border Patrol, Imperial County Sheriff, Customs, or local Police Departments. There is a form that you will need to take with and have signed off by the officer/agent you go with during the Ride Along, it is located in the “Resources” section of the Blackboard Site. You will then complete a one page report on your experience of what happened during your time with the officer/agent, the requirements for writing the paper is located in the “Resources” section of the Blackboard Site.

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. 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.
- Regular attendance is crucial for student success. Travel arrangement to and from the DRC will be discussed during orientation.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. IF you insist on having your cell phone ON and it sounds off during class session, I will stop class, you will come in front of the class for a 2 minute period of questioning by me, in front of the entire class OR you'll be asked to leave the class.
- 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 Student Services

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.

- [Learning Services](#). There are several learning labs on campus to assist students through the use 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.

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. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

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 1536 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 760-355-6310 in Room 1536 for more information.

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](#).

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.

Anticipated Class Schedule / Calendar

This is a tentative, provisional overview of the reading, assignments, tests, or other activity for the duration of the course.

AJ 108 Report Writing: Tuesday/Thursday at 1400 – 1525 hours (2:00pm-3:25pm)

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| Week 1 | 08/16-08/18 | Chapter 1: An Introduction to Report Writing Homework: Assignment 1: Autobiography |
| Week 2 | 08/23-08/25 | Chapter 2: Characteristics of a Well-Written Report Content Due: Assignment 1: Autobiography |
| Week 3 | 08/30-09/01 | Chapter 3: Characteristics of a Well-Written Report Form Homework: Assignment 2: News Article #1 |

Imperial Valley College Course Syllabus – Report writing CRN 10693

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| Week 4 | 09/06-09/08 | Chapter 4: Steps in Report Writing TEST: Chapters 1-3 Due: Assignment 2: News Article #1 |
| Week 5 | 09/13-09/15 | Chapter 5: Principles of Clear Writing (Phonetic Alphabet) In-Class Scenario Homework: Assignment 3: One-page In-Class Scenario Report |
| Week 6 | 09/20-09/22 | Chapter 6: Choosing the Right Words TEST: Chapters 4-6 Due: Assignment 3: One-page In-Class Scenario Report Video: “Getting Away with Murder” Homework: Term Paper on Video (Part I of Midterm) |
| Week 7 | 09/27-09/29 | Due: Midterm Part I: Term Paper (“Getting Away with Murder”) Due: Midterm Part II: Workbook Chapters 1-6 |
| Week 8 | 10/04-10/06 | Chapter 7: Grammar Team Assignments and Reports (Class Presentations) Homework: Assignment 4 |
| Week 9 | 10/11-10/13 | Chapter 8: Sentences that Make Sense Due: Assignment 4 |
| Week 10 | 10/18-10/20 | Chapter 9: Spelling and Apostrophes Homework: Assignment 5 |
| Week 11 | 10/25-10/27 | TEST: Chapters 7-9 Due: Assignment 5 Chapter 10: Abbreviations, Numbers, and Capitalization |
| Week 12 | 11/01-11/03 | Chapter 11: Commas |
| Week 13 | 11/08-11/10 | Chapter 12: Other Punctuation Marks Homework: Assignment 6 |
| Week 14 | 11/15-11/17 | TEST: Chapters 10-12 Due: Assignment 6 Guest Speaker |
| | 11/22-11/24 | Thanksgiving Break NO CLASS! |
| Week 15 | 11/29-12/01 | Review: Final Exam Due: Workbook Chapters 7-12 |
| Week 16 | 12/06-12/08 | Final Exam |

*****Tentative – Subject to change without prior notice*****

The instructor reserves the right to make modifications to the course syllabus and class schedule.