



North Central State College
MASTER SYLLABUS
2019-2020

- A. Academic Division: Liberal Arts
- B. Discipline: Criminal Justice
- C. Course Number and Title: CRMJ-2036 Report Writing for Criminal Justice
- D. Course Coordinator:
Assistant Dean: Dr. Steve Haynes

Instructor Information:

- Name: [Click here to enter text.](#)
- Office Location: [Click here to enter text.](#)
- Office Hours: [Click here to enter text.](#)
- Phone Number: [Click here to enter text.](#)
- E-Mail Address [Click here to enter text.](#)

- E. Credit Hours: 3
- F. Prerequisites: None
- G. Syllabus Effective Date: Fall, 2019
- H. Textbook(s) Title:

Report It In Writing

- Author: Debbie Goodman
- Copyright Year: 2014
- Edition: 6th
- ISBN #: 9780133483185

- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This course will examine and explore the various types of reports utilized in the Criminal Justice System/Field. This course will enable the student to develop report writing skills that are essential to the Criminal Justice Field and Criminal Justice Professionals.
- K. College-Wide Learning Outcomes

College-Wide Learning Outcomes	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall: (any or all assessments can be conducted unless otherwise stated within the specific outcome.)

Outcomes	Assessments – How it is met & When it is met
1. Develop observation skills for obtaining information.	Observation Skill Exercises/Worksheets- Weeks 2,3
2. Utilize various forms of note taking in the field.	Note Taking Exercises, Writing Exercises- Weeks 4,5
3. Assess the various reporting systems.	Exercises, Projects- Weeks 6,7
4. Complete various types of reports utilized in the Criminal Justice profession.	Writing Exercises/Worksheets- Weekly, Weeks 7 - 14
5. Analyze the public records component of reporting.	Research and Writing Exercises- Week 15,16

M. Topical Timeline (Subject to Change):

Week One: Orientation and Introduction
 Week Two: Observation Skills, Obstacles to accurate observations
 Week Three: Field note skill development and Writing Exercises
 Week Four: Interviewing Skills – Writing Exercises
 Week Five: Introduction to report forms – Writing Exercises
 Week Six: Reporting Systems – Writing Exercises
 Week Seven: Offense and Informational Reports – Writing Exercises
 Week Eight: Follow up Reports – Writing Exercises
 Week Nine: Completion of assigned reports – Writing Exercises
 Week Ten: Case Summary Reports - Exercises
 Week Eleven through Fourteen: Completion of assigned reports.
 Week Fifteen: Public Records - Exercises
 Week Sixteen: Wrap-up and submission of final reports

N. Course Assignments:

1. Worksheet Exercises
2. Note Taking Exercises
3. Research Exercises
4. Writing Exercises
5. Observation Exercises

O. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70-72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63-66	D	1.00	Below Average

60-62	D-	0.67	Poor
00-59	F	0.00	Failure

P. Grading and Testing Guidelines:

Click here to enter text.

Q. Examination Policy:

Click here to enter text.

R. Class Attendance and Homework Make-Up Policy:

Click here to enter text.

S. Classroom Expectations:

Click here to enter text.

T. College Procedures/Policies:

Important information regarding College Procedures and Policies can be found on the [syllabus supplement](#) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>

The information can also be found Choose an item.