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:

   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

<table>
<thead>
<tr>
<th>College-Wide Learning Outcomes</th>
<th>Assessments - - How it is met &amp; When it is met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication – Written</td>
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<tr>
<td>Communication – Speech</td>
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<tr>
<td>Intercultural Knowledge and Competence</td>
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<tr>
<td>Critical Thinking</td>
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<tr>
<td>Information Literacy</td>
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<tr>
<td>Quantitative Literacy</td>
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</tbody>
</table>
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.)

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

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:

<table>
<thead>
<tr>
<th>NUMERIC</th>
<th>GRADE</th>
<th>POINTS</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>93–100</td>
<td>A</td>
<td>4.00</td>
<td>Superior</td>
</tr>
<tr>
<td>90–92</td>
<td>A-</td>
<td>3.67</td>
<td>Superior</td>
</tr>
<tr>
<td>87–89</td>
<td>B+</td>
<td>3.33</td>
<td>Above Average</td>
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<tr>
<td>83–86</td>
<td>B</td>
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<tr>
<td>80–82</td>
<td>B-</td>
<td>2.67</td>
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<tr>
<td>77–79</td>
<td>C+</td>
<td>2.33</td>
<td>Average</td>
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<tr>
<td>73–76</td>
<td>C</td>
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<tr>
<td>70–72</td>
<td>C-</td>
<td>1.67</td>
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<tr>
<td>67–69</td>
<td>D+</td>
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<td>Below Average</td>
</tr>
<tr>
<td>63–66</td>
<td>D</td>
<td>1.00</td>
<td>Below Average</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
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</tr>
<tr>
<td>D-</td>
<td>0.67 Poor</td>
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</tr>
<tr>
<td>F</td>
<td>0.00 Failure</td>
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**P. Grading and Testing Guidelines:**

Click here to enter text.

**Q. Examination Policy:**

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**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.