



North Central State College

MASTER SYLLABUS | **2025-2026**

- A. Academic Division: Engineering Technology, Business & Criminal Justice Division
- B. Discipline: Criminal Justice
- C. Course Number and Title: CRMJ-2036 Report Writing for Criminal Justice
- D. Assistant Dean: Brooke Miller, M.B.A.
- E. Credit Hours: 3
- F. Prerequisites: None
- G. Last Course/Curriculum Revision Date: Fall 2025 Origin date: 05/30/2017
- 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- Early in the term.
2. Utilize various forms of note taking in the field.	Note Taking Exercises, Writing Exercises- Early in the term.
3. Assess the various reporting systems.	Exercises, Projects- middle of the term.
4. Complete various types of reports utilized in the Criminal Justice profession.	Writing Exercises/Worksheets- Weekly, throughout the term.
5. Analyze the public records component of reporting.	Research and Writing Exercises- end of the term.

M. 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

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences.

Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

Important information regarding College Procedures and Policies can be found on the syllabus supplement located at:

<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDF/14-081b.pdf>



Academic Division: Engineering Business Tech & CRMJ Discipline: Criminal Justice
Course Coordinator: David Koepke
Course Number: CRMJ 2036 Course Title: Report Writing CRMJ pr
Semester / Session: Spring 2025 session A Start / End Date: 1/12/2026 – 03/06/2026

Instructor Information

Name: David Koepke Phone Number: 419-755-4839
E-Mail Address: dkoepke@ncstatecollege.edu
Office Location: 064 Kehoe Office Hours: Tues. – Thurs. 10:00 a.m. – noon / 2:30 – 4:00 p.m. and / or zoom (by appointment)

- I. **Topical Timeline (Subject to Change):**
- II. Week One: Orientation and Introduction - Observation Skills, Obstacles to accurate observations
- III. Week Two: Field note skill development and Writing Exercises - Interviewing Skills – Writing Exercises
- IV. Week Three: Introduction to report forms – Writing Exercises - Reporting Systems – Writing Exercises
- V. Week Four: Offense and Informational Reports – Writing Exercises - Follow up Reports – Writing Exercises
- VI. Week Five: Completion of assigned reports – Writing Exercises - Case Summary Reports - Exercises
- VII. Week Six: Completion of assigned reports.
- VIII. Week Seven: Public Records - Exercises
- IX. Week Eight: Wrap-up and submission of final reports

II. **Course Assignments:**

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

III. **Grading and Testing Guidelines:**

Participation is essential for course success. In online classes, completing assignments is tangible evidence that students are participating.

You must complete at least one assignment within the first two weeks of the course to be counted as an attending, participating student.

Students who do not complete an assignment by Friday of the First week of the term will be withdrawn from the course for non-attendance.

Any work that is turned in to this instructor to be graded must be grammatically correct and free of spelling errors. Any work that cannot be understood because of poor grammar, run-on sentences, etc. will not be graded and the student will receive a "0". If you need assistance with your writing skills, contact our student success center for assistance.

Course Number: CRMJ 2036
Semester / Session: Spring 2026

Course Title: Report Writing for Criminal Justice Professional
Start / End Date: 01/12/2026 – 03/06/2026

You must abide by all due dates to receive full credit. All work must be your own unless you are authorized to work in groups.

If you have any questions, please email me using your NC State email account.

You will have work that is to be submitted as an assignment and others submitted as a discussion. Students are required to respond to a classmate's discussion posting for each discussion assignment. These responses will have a minimum number of words. Responses will be weighted as 10 points each. You will receive a "0", if you fail to meet the minimum word requirements. Responses are ONLY for the discussion assignments. Responses: usually will consist of.....do you agree with your classmates' answer? Do you disagree....explain why or why not....do you have questions about their answer? Do you have helpful pieces of information to share with your classmate about the assignment? Etc. **Responses are meant to simulate the traditional classroom experience when the instructor asks students to respond to a question or comment about an answer another student offered.**

Work that is incomplete will not be graded. If a student is having difficulty with writing skills, please seek assistance from the student success center. Students must use proper grammar in all communications.

If you have any questions, please email me using your NC State email account. Emails (not canvas inbox messages) come directly to my personal phone. I prefer that you do not use the in-box inside Canvas IF you want a question answered swiftly.

No private email accounts can be used. You may only use your nc state issued email account for communication with me.

IV. Examination Policy:

1. The reasons for which a student will be excused from taking an examination
 - a. Hospitalization (with documented verification)
 - b. Death in the immediate family (with documented verification)
 - c. Personal illness or illness in immediate family - (doctor's excuse required).
2. Both the mid-Term and Final Exams will be done online and will count for 30% of your final grade.

V. Class Attendance and Homework Make-Up Policy:

Your class attendance is based on the entries that you make during the threaded discussion question topics. You are required to participate three separate days beginning midnight on Monday until midnight Sunday. Each input must be a minimum of 100 words of good content, backed by scholarly sources along with proper punctuation and spelling.

VI. Classroom Expectations:

Course Number: CRMJ 2036
Semester / Session: Spring 2026

Course Title: Report Writing for Criminal Justice Professional
Start / End Date: 01/12/2026 – 03/06/2026

To be successful in an online educational environment, students must interact and collaborate with other class members and instructors. In an online course, the primary way this is accomplished is with "threaded discussions". Therefore, please pay close attention to the threaded discussion policy.

Your discussion question participation is essential to your final grade. You are required to participate in no less than 3 quality inputs/ replies to the discussion questions on three separate days. This course is all about quality and the content you put into each assignment and discussion questions. A minimum of 100 words is required for is "threaded discussion" reply or original response to the "threaded discussion" Topics.

Remember, the class sessions simulate meetings and discussion among co-workers in the workplace. To respect the rights of all, please:

- Show respect to your classmates by using positive feedback within the discussion rooms and email
- Negative feedback will not be tolerated. You will receive a warning for the first time. Further use of negative feedback will result in a “0” grade for that assignment. If negative feedback is used on a third occasion, you may be removed from the class.

Helpful Information: Please read ahead for the assignments that will be due for this course so you can get a head start! Click on the Assignment Tab to the left of your screen or your syllabus tab as a check off to ensure you completed all the assignments that were due.

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