

**SEWARD COUNTY COMMUNITY COLLEGE
COURSE SYLLABUS**

I. TITLE OF COURSE: CJ1183- Report Writing

II. COURSE DESCRIPTION: Three **credit hours**
Three **credit hours of lecture and Zero credit hours of lab per week.**

The course is designed to fulfill the needs of those students who are entering into the field of Criminal Justice or in-service officers. The class will focus on the skills needed to write a report that is complete, clear, accurate, and convincing. The actual writing of reports will be a major component of the course.

For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

Pre-requisite: EG0603 Pre-Composition II

III. PROGRAM AND/OR DEPARTMENT MISSION STATEMENT:

Division Statement: The mission of the Humanities and Social Sciences is to foster an appreciation of the role that the humanities and social sciences has played in the evolution of civilized society and to explore the ways that an understanding of theory and practice in philosophy, the social and behavioral sciences, the fine arts, and written and oral expression will enable students to participate thoughtfully in a global society.

The Criminal Justice program at Seward County Community College provides students with the opportunity to develop and enhance their skills in the criminal justice field through educational and technical instruction.

IV. TEXTBOOK AND MATERIALS:

Miller, Larry S. and Whitehead, John T., Report Writing for Criminal Justice Professionals, 6th Ed. New York: Routledge., 2018.

V. SCCC OUTCOMES

Students who successfully complete this course will demonstrate the ability to do the following SCCC Outcomes.

- 1: Read with comprehension, be critical of what they read, and apply knowledge gained to real life
- 2: Communicate ideas clearly and proficiently in writing, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.
- 5: Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information

VI. COURSE OUTCOMES:

At the completion of this course, students should demonstrate an understanding of the importance of report writing, and how reports are used within the criminal justice system. They should be able to apply writing skills, note taking, and interviewing techniques needed to write complete, accurate, and objective reports. The student will demonstrate their understanding of the subject by demonstrating at least 70% competency of the topics to be covered, including:

1. Identify the uses, purposes, and qualities of good reports.
2. Define and discuss the characteristics of a well-written report.
3. Discuss the basic steps in report writing.
4. Contrast active and passive voice.
5. Identify proper word choice in criminal justice reports.
6. Identify the proper use of grammar in reports.
7. Contrast fragment and run-on sentences.
8. Identify the mechanical errors in criminal justice reports.
9. Apply English composition skills and general knowledge about the types of criminal justice reports in written work.

VII. COURSE OUTLINE:

1. The Why and How of Report Writing
2. Starting to Write
3. The Face Page
4. The Narrative – The Continuation Page and Follow-Up Report
5. Habits that Make for Speedy Writing
6. Other Types of Writing
7. Reading and Correcting Reports
8. Simplified Study of Grammar
9. Avoiding Errors in Sentence Structure
10. Making Punctuation Work
11. Breaking the Spelling Jinx
12. Using or Abusing Words
13. Abbreviating and Capitalizing
14. Innovations and Predictions in Criminal Justice

VIII. INSTRUCTIONAL METHODS:

1. Lecture/discussion
2. In-class assignments/exercises
3. Peer review

IX. INSTRUCTIONAL AND RESOURCE MATERIALS:

1. Practical exercise materials
2. Report forms
3. Mock crime/incident scenarios

X. METHODS OF ASSESSMENT:

Methods of assessing SCCC and course outcomes include daily work, chapter writing assignments, and tests.

Outcome 1

1. Will be assessed by class participation, writing assignments, and verbal discussion indicating comprehension of material read.

Outcome 2

1. Will be assessed by narrative police report writing assignments.

Outcome 5

1. Will be assessed by writing assignments based on scenario information, multiple choice and true/false exams, and class discussions over subject matter.

XI. ADA STATEMENT:

Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to the Dean of Students at 620-417-1106 or going to the Student Success Center in the Hobbie Academic building, room 149 A.

Syllabus Reviewed: 12/10/2018 19:46:41