

JAMESTOWN COMMUNITY COLLEGE
State University of New York

MASTER COURSE SYLLABUS

Course Title: Report Writing in CJ

Course Abbreviation and Number: CRI 1420

Credit Hours: 3

Course Type: Lecture

Course Description: Students will develop knowledge and skills necessary for concise, effective, and accurate report writing. The importance of the narratives required in reports generated by law enforcement personnel and other criminal justice vocations is emphasized.

Prerequisites: CRI 1510 and permission of instructor; Prerequisite: ENG 1510, CRI 1510.

General Education Requirements Met

JCC

Applied Learning

Student Learning Outcomes:

Students who demonstrate understanding can:

1. Write the narratives that are required in various reports generated in the criminal justice field.
 2. Determine what the potential consequences are as a result of poorly written narratives.
 3. Effectively apply knowledge and skills to a real-world experience, creative project, or independent intellectual investigation. [JCC Gen Ed – Applied Learning]
 4. Thoughtfully reflect on connections between concepts studies in the classroom & insights gained from an applied learning experience/project. [JCC Gen Ed – Applied Learning]
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Topics Covered:

- Officer organization and preparation for work
 - Discussion and demonstration of the proper procedures for interview techniques and field note taking
 - Discussion of the facts that officers need to gather including the “who, what, when, where, how, and if possible, why” set of facts
 - Various types of criminal justice reports generated by police, sheriff deputies, corrections officers, and probation officers in New York State will be examined and discussed
 - Reports in the criminal justice field may be of the “fill in the blank” variety, and they may also involve narratives and proper writing mechanics
 - Students will be challenged to write clear, concise, factual, and accurate reports, just as officials in the law enforcement community are required to do in their duties
 - Discussion about legal implications and the liabilities associated with report writing in criminal justice.
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Information for Students

- Expectations of Students
 - Civility Statement (<http://www.sunyjsc.edu/current-students/classroom-civility>)
 - Student Responsibility Statement (<http://www.sunyjsc.edu/academics/student-responsibility>)
 - Academic Integrity (<http://www.sunyjsc.edu/faculty-staff/academic-integrity>)
- Disability/Special Services
 - Any student who requires accommodations to complete the requirements and expectations of this course because of a disability should make their needs known to the Coordinator of Accessibility Services, 716.338.1251.
- Emergency Closing Procedures (<http://www.sunyjsc.edu/student-life/campus-safety/jcc-alert>)
- Course grade is determined by the instructor based on a combination of factors, including but not limited to, homework, quizzes, exams, projects, and participation. Final course grade can be translated into a grade point value according to the following:

A=4.0	B+=3.5	B=3	C+=2.5	C=2	D+=1.5	D=1	F=0
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- Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, VA appointments) are welcome and encouraged to communicate these to the instructor.
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Effective Date: Fall 2019