
NORTH CAROLINA WESLEYAN COLLEGE

Justice 310

Report Writing for Criminal Justice Professionals

Spring 2020

(1/8/2020 through 4/14/2020)

Rocky Mount, N.C.

3 semester hours of credit

Class Meetings:	Tuesday/Thursday
Class Time:	9:40am-11:10am
Class Location:	Gateway Center 127
Instructor:	Richard Allsbrook MSCJ
Instructors Office:	Braswell 239
Instructor's E-Mail:	rallsbrook@ncwc.edu
Instructor's Phone:	(252) 347-3406 (Cell Phone) 252-757-0007 (Home)
Office Telephone:	(252) 985-5251
Office Hours:	Tuesday 8:30am-9:30am, 1:00pm-2:00pm Thursday 8:30am-9:30am, 1:00pm-2:00pm Online/Virtual Mon. 5pm-6pm and other times by appointment.

PLEASE NOTE:

This syllabus is a contract. Enrollment in the course signifies your agreement to abide by its contents. Course policies are not negotiable.

I. Program Mission

Bachelor of Arts in Criminal Justice Mission Statement

The mission of the criminal justice program at North Carolina Wesleyan College is to educate students in the criminal justice areas of law enforcement, courts, and corrections. The theoretical and legal basis upon which the system is founded is also examined. The degree prepares students for advanced degrees and for positions within the criminal justice system and related fields of study. Students are encouraged to participate in lifelong learning and community engagement.

II. Program Goals

Bachelor of Arts in Criminal Justice Program Goals

The Bachelor of Arts, Criminal Justice Program will:

1. assist students in understanding the complexity of the criminal justice system as it addresses criminal behavior through prevention and intervention strategies.
2. provide instruction and guidance to assist students in understanding the theories and issues related to criminal justice,
3. provide students with opportunities for critical analysis of situations, including application of relevant theoretical and legal explanations in the development of appropriate action.

III. Program Learning Outcomes

Bachelor of Arts in Criminal Justice Learning Outcomes

Students will be able to:

1. identify and define the three components of the Criminal Justice System and their interrelatedness.
2. demonstrate an understanding of the applicability of theoretical explanations to issues encountered by the Criminal Justice professionals.
3. demonstrate an understanding of how the Criminal Justice System utilizes various parts of the United States judicial system.

These outcomes will be measured by tests, quizzes, role plays, papers, field trips, internships and practical exercises.

Course Description:

This course focuses on the reporting required to document encounters with criminals, victims, witnesses, and other criminal justice professionals which must be in detail and in compliance with criminal and civil laws. (Writing intensive) Web based exercises will be utilized to assist the student with improving technical skills.

Course Objectives:

1. Define the types and purposes of the most common reports
2. Explain the characteristics of a good report
3. Define the differences between interrogation and interview
4. Explain chronological order in reports
5. Explain the different types of reports and special paragraphs
6. Explain and define clear and concise writing style
7. Write grammatically correct reports

No Textbook Required-Handouts from Course Powerpoints

SOURCE OF COURSE POWERPOINTS: *Report Writing for Criminal Justice Professionals: ver 04.14.08*

Davis, Joseph N. & Kam, Rick Vander; LawTech Custom, 2008

ISBN: 978-1-93378-07-5

Course Requirements:

Each class lecture builds upon the material presented in the previous class. For this reason class attendance is required and expected. Excused absences must have college approval. (See section in the Syllabus titled Instructor's Rating)

All assignments are to be completed prior to the weekly online class meeting. It will be assumed that the student is prepared and can thus participate in class discussions.

METHOD OF INSTRUCTION: This course will be internet instruction. The course consists of weekly reading assignments and submissions (found in **Coursework** of Jenzabar-mynwc) taken from the course textbook and other readings posted on the course website at my.ncwc.edu, also known as Jenzabar. Therefore, students are expected to check the announcement site and NCWC email daily for additional information regarding course requirements, tests, quizzes and other important information.

This is a demanding class. Some of you have personal and professional obligations in addition to being a student. Feel free to contact me with any questions or concerns you have about the forum or content of the course. You can see me before or after class. If you need to reach me outside of class or office hours, contacting me by email is best. Please note that only those emails sent from an NCWC account will be read and acknowledged by the professor. If at any point you feel that you are becoming lost or overwhelmed by the course, you should contact me as soon as possible so that we can discuss the situation and plan a strategy for you to get back on track. Also, Wesleyan has a Student Success Center that provides a variety of services and programs designed to connect Wesleyan students with the resources need to assist with academic and personal development. Their website is: <http://www.ncwc.edu/student-affairs/success>

You **must** keep up with the reading assignments and graded material in this course. This course is designed where each class lecture builds upon the material presented in the previous class. For this reason class attendance is required and expected.

ATTENDANCE: This is an online course, therefore “attendance/participation” is required, expected, and will impact your ability to succeed and obtain a satisfactory grade in this class. This includes your communications weekly during the Internet based portion of the course. The lack of participation is strongly discouraged and is viewed as a lack of respect for the professor and classmates. Students may be removed from the course for non-participation and is viewed as an absence.

During the period your Quiz's, Exams are open you are expected to complete these assignments in a timely manner. There will be NO makeup quiz or exam unless emergency.

Therefore, if the student misses a test or quiz date, a zero will be averaged into the final grade. Test dates are provided in advance to ensure that you do not schedule appointments, events, etc. that will hinder your attendance on test dates.

Students absent for six hours of class *for any reason other than official College-sanctioned events* **will automatically be dropped/withdrawn from the course by the Professor.**

See the College Attendance Policy in the college catalog for additional information.

JENZABAR (MY.NCWC.EDU): Jenzabar will be used for this course. Therefore, students should check the site *daily* for additional information regarding course requirements, class meetings, assignments, and other pertinent information. In addition, grades for this course will be posted via the online grade book and thus are accessible to the student at all times once grades have been entered.

ONLINE CLASSROOM ETIQUETTE:

Students are expected to be respectful of each other through exercises, blogs, communications that require participation. It is strongly suggested that you not schedule appointments that conflict with the class meeting time. Additional respect is expected by communicating one at a time. Failure to show respect at any time will result in you being asked to leave the web based discussion for the remainder of the week and you being counted as absent.

Online Exams-Any student who leaves the exam after beginning the exam will receive an ‘F’ on that exam.

Course Evaluation:

2 Quizzes (15 % each) 30%

Final Exam 50%

Writing Assignments 10%

Instructor Rating 10%

GRADE SCALE: Final grades will be determined using the following scale:

A = 94 to 100	C = 73 to 76
A- = 90 to 93	C- = 70 to 72
B+ = 87 to 89	D+ = 67 to 69
B = 83 to 86	D = 63 to 66
B- = 80 to 82	D- = 60 to 62
C+ = 77 to 79	F = Any grade below 60

Tentative Quiz/Exam Dates:

March 30, 2020

April 20, 2020

Final Exam Date: April 20, 2020 (To be completed by Friday April 24, 2020 by 6pm)

NOTE: Graduating Seniors should complete the Final Exam by Wednesday April 22, 2020

Test attendance is mandatory:

No make-up quiz unless emergency (emergency is not inclusive of oversleeping, forgetting, not enough preparation time, other tests, tired, want to go home early, or a break-up with significant other).

Writing Assignments: All Writing Assignments Due Date is April 22, 2020 (12 writing assignments)
During the semester, students will be asked to complete a series of Police Report Writing Scenarios. These scenarios will be made available to the student through online resources (Jenzabar) and/or by viewing a DVD.

The content of these reports are expected to be in a clear and concise writing style and grammatically correct. The length of these reports will vary depending on each scenario and the thoroughness of the author.

Instructor's Rating: Points are computed in the final grade based on the instructor's rating. This will include areas such as class participation (online and verbal class discussions, participation, and activities), and attitude (rudeness to other classmates through online discussions, etc.). Students will be required to discuss among classmates in internet and classroom discussions on topics from the syllabus. Students will be given notice as to the dates for these discussions throughout the semester. Therefore students that have problems or concerns with this requirement should consider dropping the class.

Excused absences must be college approved. Participation (on-going verbal participation in class discussion is mandatory).

Response to Anticipated Questions Regarding the Aforementioned:**Quizzes/Exams:**

There will be two quizzes during the semester. In class quizzes may include fill in the blanks/short answer, multiple choice, true/false and essay. Quizzes may or may not necessarily encompass all of the categories. The content will include material covered in the text, class, and Jenzabar. Again, it is important that students are present and attentive.

Instructor's Rating: One hundred points are computed in the final grade based on the instructor's rating. The ten points will include areas such as class participation (verbal class discussions, participation, and activities), class attendance, and attitude (sleeping in class, tardiness, rudeness to other classmates, etc.).

Assigned Readings: The student is responsible for all of the assigned reading on the schedule. PLEASE READ YOUR TEXTBOOK. When you enter the classroom the presumption is that you have read the assigned readings.

ACADEMIC DISHONESTY: North Carolina Wesleyan College and faculty guarantee the integrity of the academic process. Since cheating and plagiarism are threats to this integrity, all members of the College community must work together to prevent their occurrence (NCWC, 2010). Students are encouraged to the section Academic Standards in the College handbook. Specific attention should be given to the section regarding "Plagiarism and Cheating."

Cheating and/or plagiarism will not be tolerated and will be reported to the Vice President of Academic Affairs as mandated. The Catalog defines these terms as follows:

Definitions: “Cheating” means the giving or receiving of information illicitly with intent to deceive the instructor in his or her effort to grade fairly any academic work. “Plagiarism” is “to take and use as one’s own the thoughts, writings, or inventions of another” (Oxford English Dictionary). It is plagiarism when one uses direct quotations without proper credit and appropriate quotation marks, and when one uses the ideas of another without proper credit.

All work in this course is to be completed **independently**, without assistance from any other student or person. While study groups are fine and even encouraged, *there is to be absolutely **no** group work on graded assignments unless otherwise noted on the directions for the assignment.* Be aware that recent trends in technology and software have improved the detection of cheating and plagiarism. I reserve the right to review any written material submitted for a grade and any other online work submitted for a grade with said software and technology.

If the professor becomes aware of a potential academic integrity violation, the student will be contacted using the procedures outlined in the College Catalog. If an academic integrity violation has taken place, the instructor reserves the right to assign a grade penalty up to and including an F for the course.

Unless authorized by the instructor as an open book/notes exam, students cannot have any open books in their test taking area. All book bags, purses, electronic devices, cell phones, etc. should be closed and stowed under the desks and not accessible to the student.

DISABILITY SUPPORT SERVICES: North Carolina Wesleyan College seeks to fully comply with the American Disability Act (ADA). *Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Office of Disability Support Services (DSS) at 985-5369 as soon as possible to coordinate and implement accommodations in a timely fashion. The Office of DSS is located in 192 Pearsall.* Students requesting accommodations based on a covered disability must go to the Student Support Center to verify the disability before any accommodations can occur. This is the student’s responsibility.

INCLEMENT WEATHER: Should classes be cancelled by the College due to inclement weather, please consult Jenzabar for lecture notes, assignments, announcements, etc. Should classes not be cancelled by the College, please consult Jenzabar for information specific to this class.

COURSE OUTLINE
READINGS AND ASSIGNMENTS

**INSTRUCTOR RETAINS THE RIGHT TO MODIFY THE COURSE OUTLINE,
INCLUDING THE EXAM DATES AND ASSIGNMENT DATES. ANY SUCH
MODIFICATION WILL BE ANNOUNCED VIA JENZABAR/my.ncwc.edu.**

Date	Topic	PowerPoint Chapter(s)
March 2, 2020	Introductions Course Syllabus Introduction- Chapter 1 (<i>Introduction to Report Writing</i>)/Writing Assignment	1
March 9, 2020	Chapter 1 (<i>Introduction to Report Writing</i>)/Writing Assignment Chapter 2 (<i>Chronological order and Report Formats</i>)/Writing Assignment	1/2
March 16, 2020	Chapter 1 (<i>Introduction to Report Writing</i>)/Writing Assignment Chapter 2 (<i>Chronological order and Report Formats</i>)/Writing Assignment	1/2
March 23, 2020	Chapter 3 (<i>Clear and Concise Writing Style</i>)/Writing Assignment Chapter 4 (<i>Composition for Report Writing</i>)/Writing Assignment	3/4
March 30, 2020	Quiz#1/Mid-Term Exam (Chapters 1-4 PowerPoint)	
April 6, 2020	Chapter 5 (<i>Custody and Corrections Reports</i>)/Writing Assignment Chapter 6 (<i>Computers and Report Writing</i>)/Writing Assignment	5/6
April 13, 2020	Chapter 7 (<i>Introduction to Interview and Interrogation</i>)/Writing Assignment Chapter 8 (<i>Communications Theory</i>)/Writing Assignment Chapter 9 (<i>The Report as an Investigative Tool</i>)/Writing Assignment	7/8/9
April 20, 2020	Quiz#2/Final Exam (Chapters 5-9 PowerPoint) (Your Final Exam is open and due by <u>Friday April 24, 2020 by 6pm</u>)	