



## MASTER COURSE OUTLINE

Prepared By: Ryann Leonard

Date: Oct 26, 2015

## COURSE TITLE

Advanced Report Writing

## GENERAL COURSE INFORMATION

Dept.: CJ

Course Num: 217

(Formerly: )

CIP Code: 45.0401

Intent Code: 11

Program Code: 841

Credits: 3

Total Contact Hrs Per Qtr.: 33

Lecture Hrs: 33

Lab Hrs: 0

Other Hrs: 0

Distribution Designation: General Elective GE

## COURSE DESCRIPTION (as it will appear in the catalog)

This course presents advanced technical writing content specific to the criminal justice system. Students review standard grammar, punctuation and compositions skills. The content includes, but not limited to the following: complicated police reports where information may be obtained from investigations, interrogations and collisions and involves a variety of forms and narratives related to law enforcement.

## PREREQUISITES

ENGL& 235 Technical Writing

## TEXTBOOK GUIDELINES

Agreed upon by the department

## COURSE LEARNING OUTCOMES

*Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:*

1. Students will show mastery of complicated technical reports related to criminal justice by using the appropriate forms and formats.
2. Students will complete a variety of exercises related to the writing of technical writing forms and reports.
3. Student will demonstrate report organization.
4. Students will become aware of automated field reporting and how it relates to their job and connects to the overall CJ system.

## INSTITUTIONAL OUTCOMES

IO1 Communication: Students will be able to execute effective oral and written communication skills related to their discipline (e.g., report writing).

IO3 Human Relations/Workplace Skills: Students will be able to explain ethical decision making and know why high personal ethics is vital in criminal justice.

## COURSE CONTENT OUTLINE

- I. Overview

- A. Automated Field Reporting
- B. Types of Reports
- C. Note Taking
- D. Report Organization
- E. Public records
- F. Public records request
- II. Complicated Technical Writing Forms (examples Include)
  - A. Traffic collisions forms
  - B. Evidence logs
  - C. Canvas forms
  - D. Supplemental reports
  - E. Additional report forms
  - F. Crime scene logs
  - G. Photo logs
  - H. Field Contact Report (FCR) forms
  - I. Arrest report forms
  - J. Records requests
- III. Complicated Technical Reports (examples Include)
  - A. Search Warrants
  - B. Collision narratives
  - C. Evidence reports
  - D. Additional persons, vehicle reports
  - E. Field Contact Reports (FCR)
  - F. Additional narrative reports
  - G. Interview narratives
  - H. Homicide books Basic Investigative Responsibilities

**DEPARTMENTAL GUIDELINES** *(optional)*

This is meant to be an experiential writing course with lots of practice working with and writing reports and forms.

PO4 should be assessed.

---

**DIVISION CHAIR APPROVAL**

---

**DATE**