



Western Technical College

10504829 Criminal Justice Report Writing

Course Outcome Summary

Course Information

Description	This course provides an examination of the essential ingredients of objective, accurate, thorough, and comprehensive report writing. Specialized writing techniques are examined and demonstrated to and by students for entry level practitioner competence.
Career Cluster	Law, Public Safety, Corrections and Security
Instructional Level	Associate Degree Courses
Total Credits	3
Total Hours	54

Pre/Corequisites

Prerequisite	10504827 Criminology
Prerequisite	10504828 Police in America

Textbooks

A Street Officer's Guide to Report Writing. Copyright 2013. Scalise, Frank and Douglas Strosahl. Publisher: Cengage Learning. **ISBN-13:** 978-1-133-82412-1. Required.

Success Abilities

1. Refine Professionalism: Practice Effective Communication

Program Outcomes

1. Analyze situational responses

2. Apply communication skills as a criminal justice professional
3. Conduct investigations

Course Competencies

1. Analyze the nature of report writing.

Assessment Strategies

- 1.1. Written Objective Test (score 75% or higher)
- 1.2. Written Product

Learning Objectives

- 1.a. Explore why reports are written.
- 1.b. Examine how reports are written.
- 1.c. Investigate the ABC's of report writing.

2. Characterize the writing process.

Assessment Strategies

- 2.1. Written Objective Test (score 75% or higher)
- 2.2. Written Product

Learning Objectives

- 2.a. Explore planning your writing.
- 2.b. Examine writing the report.
- 2.c. Illustrate basic recommendations for writing.

3. Classify the face page.

Assessment Strategies

- 3.1. Written Objective Test (score 75% or higher)
- 3.2. Written Product

Learning Objectives

- 3.a. Explore UCR definitions.
- 3.b. Examine methods of information gathering.
- 3.c. Illustrate correct abbreviation, capitalization, and names of people.

4. Diagram the narrative.

Assessment Strategies

- 4.1. Written Objective Test (score 75% or higher)
- 4.2. Written Product

Learning Objectives

- 4.a. Explore report material.
- 4.b. Examine chronological organization.
- 4.c. Illustrate headings and subheadings and avoidance of repetition and meaningless material.

5. Distinguish habits of speedy writing.

Assessment Strategies

- 5.1. Written Objective Test (score 75% or higher)
- 5.2. Written Product

Learning Objectives

- 5.a. Explore writing about people.
- 5.b. Examine writing about property and places.
- 5.c. Illustrate descriptions of modus operandi and trademarks.

6. Examine other types of writing.

Assessment Strategies

- 6.1. Written Objective Test (score 75% or higher)
- 6.2. Written Product

Learning Objectives

- 6.a. Explore writing a memo.
- 6.b. Examine writing letters.
- 6.c. Illustrate recording meeting minutes, research reports, and pre-sentence investigation reports.

7. Explain reading and correcting reports.

Assessment Strategies

- 7.1. Written Objective Test (score 75% or higher)
- 7.2. Written Product

Learning Objectives

- 7.a. Explore common problems.
- 7.b. Examine word processing.
- 7.c. Illustrate agency and individual report improvement.

8. Explore grammar.

Assessment Strategies

- 8.1. Written Objective Test (score 75% or higher)
- 8.2. Written Product

Learning Objectives

- 8.a. Identify parts of speech.
- 8.b. Illustrate verb and tense usage.
- 8.c. Investigate clauses, phrases, adverbs, adjectives, and nouns.

9. Identify how to avoid errors in sentence structure.

Assessment Strategies

- 9.1. Written Objective Test (score 75% or higher)
- 9.2. Written Product

Learning Objectives

- 9.a. Explore the run-on sentence.
- 9.b. Examine punctuation problems.
- 9.c. Illustrate subject-verb agreement, noun and pronoun agreement and dangling participles, and sentence fragments.

10. Illustrate punctuation.

Assessment Strategies

- 10.1. Written Objective Test (score 75% or higher)
- 10.2. Written Product

Learning Objectives

- 10.a. Explore the comma, semicolon, and colon.
- 10.b. Examine the apostrophe, ellipsis, and parentheses.
- 10.c. Illustrate quotations marks, the dash, and underlines.

11. Investigate proper spelling.

Assessment Strategies

- 11.1. Written Objective Test (score 75% or higher)
- 11.2. Written Product

Learning Objectives

- 11.a. Explore ways to ensure correct spelling of names.
- 11.b. Examine problem areas.
- 11.c. Illustrate ways to strengthen overall writing ability.

12. Outline uses and abuses of words.

Assessment Strategies

- 12.1. Written Objective Test (score 75% or higher)
- 12.2. Written Product

Learning Objectives

- 12.a. Explore biases, slang, and dialects.
- 12.b. Examine legalese, words and phrases the draw conclusions.
- 12.c. Illustrate how to improve vocabulary, and how to avoid jargon.

13. Prioritize abbreviation and capitalization.**Assessment Strategies**

- 13.1. Written Objective Test (score 75% or higher)
- 13.2. Written Product

Learning Objectives

- 13.a. Explore abbreviation.
- 13.b. Examine capitalization.
- 13.c. illustrate proper usage of both.

14. Summarize innovations in report writing.**Assessment Strategies**

- 14.1. Written Objective Test (score 75% or higher)
- 14.2. Written Product

Learning Objectives

- 14.a. Explore criminal identification and trends.
- 14.b. Examine ways to improve information sharing.
- 14.c. Illustrate innovations.