

CJLE 1327 3A1

Interviewing and Report Writing



**LAMAR INSTITUTE
OF TECHNOLOGY**

INSTRUCTOR CONTACT INFORMATION

Instructor: **Dennis White**

Email: **dwhite@lit.edu**

Office Phone: **409-247-5277**

Office Location: Technology Center Building Room 214

Office Hours: By appointment ONLY

MONDAY: 7:30 am – 8 am

9 am – 2pm

3pm – 5:30 pm

TUESDAY: 9 am – 9:30 am 12:30 pm – 1 pm

WEDNESDAY: 7:30 am – 8 am 9 am – 2 pm

THURSDAY: 9:00 am – 9:30 am

FRIDAY: 7:30 am – 8 am

CREDIT

3 Semester Credit Hours (**3** hours lecture, **0** hours lab)

MODE OF INSTRUCTION

Face to Face

PREREQUISITE/CO-REQUISITE:

None

COURSE DESCRIPTION

Instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. Development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports

COURSE OBJECTIVES

Upon completion of this course, the student will be able to:

- Demonstrate techniques for conducting interviews in support of incident investigations; collecting information admissible in court using interview techniques.
- Demonstrate appropriate note-taking skills
- Create reports that convey all pertinent information

Approved: January **2023**

REQUIRED TEXTBOOK AND MATERIALS

Report Writing for Criminal Justice Professionals: By Larry S. Miller and John T. Whitehead.

- a. ISBN number is 978-1-138-28893-5

ATTENDANCE POLICY

Participation is assessed through exercises completed in class. Activities may consist of class assignments, group activities and individual analysis of information from various sources including the text. However, six unexcused absences will result in a 50% grade reduction in the Participation/Attendance Grade

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1	Review Syllabus and Course Introduction: The Importance of Report Writing	Orientation <i>Textbook</i> : Chapter 1 February 12, 2024	February 12, 2024
Week 2	Starting to Write	<i>Textbook</i> : Chapter 2 February 12, 2024	February 12, 2024
Week 3	The Face Page and Narrative	<i>Textbook</i> : Chapter 3 February 12, 2024	February 12, 2024
Week 4	The Narrative—The Continuation Page and Follow-Up Report	<i>Textbook</i> : Chapter 4 February 12, 2024	February 12, 2024
Week 5	Habits that Make for Speedy Writing	<i>Textbook</i> : Chapter 5 March 4, 2024	March 4, 2024
Week 6	Other Types of Writing	<i>Textbook</i> : Chapter 6 March 4, 2024	March 4, 2024

Week 7	Reading and Correcting Reports	<i>Textbook:</i> Chapter 7 March 4, 2024	March 4, 2024
Week 8	Simplified Study of Grammar	<i>Textbook:</i> Chapter 8 March 4, 2024	March 4, 2024
Week 9	Avoiding Errors in Sentence Structure	<i>Textbook:</i> Chapter 9 April 12, 2024	April 12, 2024
Week 10	Punctuation Work	<i>Textbook:</i> Chapter 10 April 12, 2024	April 12, 2024
Week 11	Breaking the Spelling Jinx	<i>Textbook:</i> Chapter 11 April 12, 2024	April 12, 2024
Week 12	Using or Abusing Words	<i>Textbook:</i> Chapter 12 April 12, 2024	April 12, 2024
Week 13	Abbreviating and Capitalizing	<i>Textbook:</i> Chapter 13 April 29, 2024	April 29, 2024
Week 14	Innovations in Criminal Justice Report Writing	<i>Textbook:</i> Chapter 14 April 29, 2024	April 30, 2023
Week 15	Innovations in Criminal Justice Report Writing	Online Writing Exercise April 29, 2024	April 30, 2023
Week 16	Course Review and Final Exam Review	April 29, 2024	April 30, 2023
Final Exam			May 7, 2024 (Noon)

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- 3 Exams + 1 Final: 20 %
- Online Writing Exercise: 35 %
- Text/PowerPoint Assignments: 35 %
- Participation: 5 %
- Attendance: 5 %

GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

LIT does not use +/- grading scales

ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these

emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

1. EXAMS – All Exams will be administered on BLACKBOARD.
2. ASSIGNMENTS – All Assignments will be submitted via BLACKBOARD.
3. WRITING EXERCISE – End of course Writing Exercise will be submitted via BLACKBOARD.
4. Participation/Attendance – Participation is assessed through assignments or exercises completed online. Activities may consist of class assignments or individual analysis of information from various sources including the text. However, six unexcused absences will result in a 50% grade reduction in the Participation/Attendance Grade.
5. The Course Calendar is subject to change without prior notice.