

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Corrections Report Writing
COURSE NUMBER	CRJS 0109
DIVISION	Social and Behavioral Sciences & Public Services
DEPARTMENT	Criminal Justice
CIP CODE	43.0102
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

Focuses on unique type of writing required in a prison/jail institution. The student will be required to prepare varied reports required by Institutions such as incident reports, criminal training reports, inmate complaint reports and other technical reports that may be used in a jail or prison type of setting.

PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:

https://kansasregents.org/workforce_development/program-alignment

PROGRAM LEARNING OUTCOMES

- A. Develop professional, organized and ethical note taking and reporting skills
- B. Follow proper writing practices to develop a report
- C. Improve interpersonal skills
- D. Maintain appropriate documentation for use in court or Agency Boards
- E. Demonstrate integrity by preparing factual written reports
- F. Explain various legal appropriate strategies to obtain information during interviews for use on Agency reports
- G. Be able to apply appropriate grammar and punctuation to written reports

Institutional Learning Outcomes

- Communication
- Computation and Financial Literacy
- Critical Reasoning
- Technology and Information Literacy
- Community and Civic Responsibility
- Personal and Interpersonal Skills

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- A. Writing Techniques to Increase Learning.
 - 1. Writing for yourself and others
 - 2. Taking good notes
 - 3. Writing to improve reading
 - 4. Writing to improve observation

- B. The Writing Process.
 - 1. Researching or gathering information
 - 2. Critiquing information for integrity
 - 3. Pre-Writing using the information gathered
 - 4. Drafting the document in appropriate format
 - 5. Planning
 - 6. Revising
 - 7. Editing

- C. Basics of Report Writing for the corrections Field
 - 1. Introduction to report writing
 - A. Types of reports use in corrections field
 - B. Format – examples of local, state and federal reports
 - C. Reports as evidence in a criminal case
 - 2. The parts of a report
 - 3. The report writing process
 - 4. Writing with appropriate style

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Develop professional, organized and ethical note taking and reporting skills.
 - 1. Student will be able to develop reports in chronological order
 - 2. Student will be able to define fact vs opinion
 - 3. Student will be able to define vague vs specific language
 - 4. Student will be able to list common abbreviations for note taking
 - 5. Student will be able to analyze the integrity of the information provided

- B. Follow proper writing practices to develop a report.
 - 6. Student will be able to develop proper proofreading skills
 - 7. Student will be able to define first- vs third-person reporting
 - 8. Student will be able to define active vs passive voice
 - 9. Student will be able to apply appropriate grammar and punctuation to written communications
 - 10. Student will be able to apply appropriate vocabulary and body language as related to corrections
 - 11. Student will be able to write logical, coherent phrases, sentences and paragraphs
 - 12. Student will be able to use proper spelling and punctuation

- C. Improve interpersonal skills to produce professional correction reports.

13. Student will be able to develop in-depth interviewing skills used in investigative reporting
 14. Student will be able to list ten steps to becoming a good listener
 15. Student will be able to establish rapport with interviewee
 16. Student will be able to define nonverbal communication
- D. Maintain appropriate documentation for use in court or Agency Boards
17. Student will be able to demonstrate how to document verbal and nonverbal behavior
 18. Student will be able to describe how to take detailed field notes
 19. Student will be able to demonstrate how to write a comprehensive and detailed narrative
 20. Student will be able to demonstrate use of factual, non-opinionated data to complete a written report
- E. Demonstrate integrity by preparing factual written reports
21. Student will be able to describe how to record only factual data
 22. Student will be able to document and explain ethical and legal issues that can affect factual report writing
 23. Student will be able to explain appropriate use of Miranda Waiving during interrogation to obtain information to write a report
- F. Explain various legal appropriate strategies to obtain information during interviews for use on Reports
24. Student will be able to explain Fifth Amendment waiving (Miranda)
 25. Student will be able to explain legal concerns of using information to gather information for reports
 26. Student will be able to explain questioning techniques and proper “approaches” questions
 27. Student will be able to explain “barriers to communication”
- G. Apply appropriate grammar and punctuation to written reports.
28. Student will be able to determine proper format and styles for preparing written reports
 29. Student will be able to explain chronological order in report writing
 30. Student will be able to explain editing, word control and paragraphs in report writing
 31. Student will be able to demonstrate proper heading, body, summary and conclusion in report writing.
- H. Be able to prepare Sample Corrections Reports
32. Student will be able to demonstrate ability to prepare correction reports from available report formats
 33. Student will be able to use word lists and narrative preparation samples/tools to prepare sample reports

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. CLO #1 Develop professional, organized and ethical note taking and reporting skills
 1. Student will be able to develop reports in chronological order
 2. Student will be able to define fact vs opinion
 3. Student will be able to define vague vs specific language
 4. Student will be able to list common abbreviations for note taking
 5. Student will be able to analyze the integrity of the information provided
- B. CLO #2 Follow proper writing practices to develop a report

6. Student will be able to develop proper proofreading skills
 7. Student will be able to define first- vs third-person reporting
 8. Student will be able to define active vs passive voice
 9. Student will be able to apply appropriate grammar and punctuation to written communications
 10. Student will be able to apply appropriate vocabulary and body language as related to corrections
 11. Student will be able to write logical, coherent phrases, sentences and paragraphs
 12. Student will be able to use proper spelling and punctuation
- C. CLO #3 Improve interpersonal skills
13. Student will be able to develop in-depth interviewing skills used in investigative reporting
 14. Student will be able to list ten steps to becoming a good listener
 15. Student will be able to establish rapport with interviewee
 16. Student will be able to define nonverbal communication
- D. CLO #4 Maintain appropriate documentation for use in court or Agency Boards
17. Student will be able to demonstrate how to document verbal and nonverbal behavior
 18. Student will be able to describe how to take detailed field notes
 19. Student will be able to demonstrate how to write a comprehensive and detailed narrative
 20. Student will be able to demonstrate use of factual, non-opinionated data to complete a written report
- E. CLO #5 Demonstrate integrity by preparing factual written reports
21. Student will be able to describe how to record only factual data
 22. Student will be able to document and explain ethical and legal issues that can affect factual report writing
 23. Student will be able to explain appropriate use of Miranda Waiving during interrogation to obtain information to write a report
- F. CLO #6 Explain various legal appropriate strategies to obtain information during interviews for use on Agency reports
24. Student will be able to explain Fifth Amendment waiving (Miranda)
 25. Student will be able to explain legal concerns of using information to gather information for reports
 26. Student will be able to explain questioning techniques and proper “approaches” questions
 27. Student will be able to explain “barriers to communication”
- G. CLO #7 Be able to apply appropriate grammar and punctuation to written reports
28. Student will be able to determine proper format and styles for preparing written reports
 29. Student will be able to explain chronological order in report writing
 30. Student will be able to explain editing, word control and paragraphs in report writing
 31. Student will be able to demonstration proper heading, body, summary and conclusion in report writing.

ASSESSMENT OF COURSE LEARNING OUTCOMES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor’s course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.