

## SYLLABUS

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### CATALOG DESCRIPTION

This course covers the fundamentals of writing concise and accurate police, corrections, security and pre-sentence reports; including writing and use of forms. This implies written communication that implements proven methods, current techniques, proper mechanics and processes necessary for quality report writing.

Formerly POLI-160

Prerequisites: None

Semester Offered: Fall, Spring

Faculty Permission Required

### *COMMON STUDENT LEARNING OUTCOMES*

*Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in...*

#### **BROAD AND SPECIALIZED LEARNING**

Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

#### **CRITICAL THINKING**

Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

#### **CULTURAL AND CIVIC ENGAGEMENT**

Students will act purposefully, reflectively, and ethically in diverse and complex environments.

#### **EFFECTIVE COMMUNICATION**

Students will exchange ideas and information with clarity in multiple contexts.

#### **INFORMATION LITERACY**

Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

#### **INTEGRATING TECHNOLOGIES**

Students will demonstrate fluency in the application and use of technologies in multiple contexts.

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Dean of the appropriate School.

### **COURSE LEARNING OUTCOMES**

*Upon successful completion of the course, the student will be able to...*

1. Conduct an interview and write reports from notes and resources that cover the essential elements of the incident.
2. Demonstrate basic writing guidelines, including grammar, abbreviations, dates, names of places and numbers.
3. Demonstrate an ability to complete and submit accurate and timely reports.
4. Apply basic report writing standards and techniques for criminal justice.
5. Recognize the importance of accurate and timely reports and be able to apply their knowledge.
6. List the general types of reports used and the names of specific operational uses.
7. Identify the ethical imperatives in technical writings.
8. Verbally articulate factual information.