##### BARTON COMMUNITY COLLEGE

##### COURSE SYLLABUS

## GENERAL COURSE INFORMATION

Course Number: CRIM 1659

Course Title: Criminal Justice Interview & Report Writing

Credit Hours: 3

Prerequisite: None

Division and Discipline: Workforce Training & Community Education/Criminal Justice

Course Description: This course will provide a broad overview of the types of reports written to support a variety of tasks associated with a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system. Additionally, this course covers the fundamentals of interviewing and interrogating witnesses and suspects in a non-custodial and custodial environment.

## INSTRUCTOR INFORMATION

## CLASSROOM POLICY

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu.

## COURSE AS VIEWED IN THE TOTAL CURRICULUM

This course is primarily for students destined for a career in courts, corrections, law enforcement and related fields.

Students planning to transfer credit for a baccalaureate degree will be granted transfer credit only as determined by the four-year institution. The transferability of all college courses will vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Institutional requirements may also change without prior notification. Students are responsible to obtain relevant information from intended transfer institutions to insure that the courses the student enrolls in are the most appropriate set of courses for the transfer program.

## ASSESSMENT OF STUDENT LEARNING

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies:

1. Communicate clearly and effectively both verbally and through written documentation with diverse populations.
2. Conduct an interview.
3. Use active listening skills.
4. Apply appropriate grammar and punctuation to written communication.
5. Apply conventions of effective report writing in criminal justice.
6. Document verbal and nonverbal behavior.
7. Write comprehensive, detailed narratives using logical, coherent phrases, sentences and paragraphs.
8. Prepare appropriate criminal justice reports.
9. Apply investigative and case management techniques to practical situations.
10. Distinguish among fact, opinion and inference.
11. Develop strategies to obtain information in a variety of situations.
12. Demonstrate ethics, integrity, teamwork and professionalism.
13. Examine legal and ethical issues related to interviews.
14. Record detailed field notes.
15. Document facts of a specific incident or interview.
16. Demonstrate skills in the collection and interpretation of information from an incident.

## INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS

## TEXTBOOKS AND OTHER REQUIRED MATERIALS

### REFERENCES

### METHODS OF INSTRUCTION AND EVALUATION

## ATTENDANCE REQUIREMENTS

## COURSE OUTLINE