

CJLE 1427
Interviewing and Report Writing for CJ Professions
Western Texas College

I. Basic Course Information

- A. 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.
- B. Prerequisites: None

II. Student Learning Outcomes

- A. Demonstrate techniques for conducting interviews in support of incident investigations
- B. Collect information admissible in court using interview techniques
- C. Demonstrate appropriate note-taking skills
- D. Create reports that convey all pertinent information

III. Online Testing Requirements

- A. Course exams must be proctored by an approved testing organization. (Ask your instructor for more details.)
- B. Students are not allowed to use their book or notes of any kind while taking their proctored tests and exams.

IV. Major Course Requirements: The grade for this course will be determined as follows:

- A. Exams: 70%
- B. Assignments: 30%
- C. Grading scale:
 - A= (90-100%)
 - B= (80-89%)
 - C= (70-79%)
 - D= (60-69%)

V. Information on Books and Other Course Materials

- A. Title: Report Writing for Criminal Justice Professionals
- B. Authors: Larry S. Miller & John T. Whitehead
- C. Edition: 6th
- D. Publisher: Routledge
- E. ISBN-13: 9781315267579

VI. Other Policies, Procedures and important dates: Please refer to the WTC Course Catalog for the following:

- A. Campus Calendar
- B. Final exam schedule
- C. How to drop a class
- D. Withdrawal information
- E. Student Conduct/Academic Integrity
- F. Class Attendance
- G. Students with disabilities

VII. Course Sequence & Content

Week	Topic
Week 1	Course Overview
Week 2	CHAPTER 1 The Why and How of Report Writing Exam 1
Week 3	CHAPTER 2 Starting to Write Exam 2
Week 4	CHAPTER 3 The Face Page Assignment 1
Week 5	CHAPTER 4 The Narrative—The Continuation Page and Follow-Up Report Exam 3
Week 6	CHAPTER 5 Habits that Make for Speedy Writing Exam 4
Week 7	CHAPTER 6 Other Types of Writing Exam 5
Week 8	CHAPTER 7 Reading and Correcting Reports Exam 6
Week 9	CHAPTER 8 Simplified Study of Grammar Assignment 2
Week 10	CHAPTER 9 Avoiding Errors in Sentence Structure Exam 7
Week 11	CHAPTER 10 Making Punctuation Work Exam 8
Week 12	CHAPTER 11 Breaking the Spelling Jinx Assignment 3
Week 13	CHAPTER 12 Using or Abusing Words
Week 14	CHAPTER 13 Abbreviating and Capitalizing
Week 15	CHAPTER 14 Innovations in Criminal Justice Report Writing Course Review
Week 16	Final Exam

Disclaimer: Sequence & Content is subject to change at the instructor's discretion.