**CRIMINOLOGY-12-54000**

**Criminal Justice Communications (3 units)**

**Fall 2018**

**08/13/2018-12/14/2018**

**Lecture Tuesday and Thursday**

**8:00AM – 9:15AM, CC1 Building, Room 204**

**Instructor - Dennis Montejano**

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**Office Hours: Posted in Canvas**

**Course Description:** This course analyzes the fundamentals and importance of gathering information, organizing materials, and preparing/delivering appropriate reports within the Criminal Justice System.

**Student Learning Outcomes:**

By the end of the semester it is expected that the student will:

1. Recognize the importance of gathering appropriate information through the note taking process.

2. Identify the various types and styles of reports within the criminal justice system.

3. Prepare a factual report written in a logical sequence.

4. Use proper English principles for effective communication within the criminal justice system.

**Learning Objectives:**

In the process of completing this course, students will:

1. Identify and differentiate various types and styles of reports by recognizing patterns of organization.

2. Collect and record facts, evaluate those facts and write a logical report from those facts.

3. Use an acceptable standard of English mechanics and vocabulary by writing reports effectively and articulately with appropriate terminology.

**Required Text and Materials**:

**Important Note**: Assignments are embedded in the required textbook. Students are encouraged to purchase or familiarize themselves with the campus resources available to them early on. Acquisition of the required materials will increase the likelihood of successfully completing the course. While your instructor understands the cost of textbooks can be significant, the text selected for this course will afford you a greater opportunity to develop an appropriate understanding of the course learning objectives and therefore strengthen your learning and retention of the material.

* Text: “Report Writing for Law Enforcement and Corrections Professionals” Morris and Merson (2017), Pearson Publishing, ISBN 9780133350456
* A #2 pencil
* 882-E scantrons

**Americans with Disabilities Act:** Reedley College complies with the Americans with Disabilities Act. If you would like to request any accommodation for this course, please contact the Coordinator of Disabilities at (559) 638-3641 (**DSP&S**). A copy of the appropriate form, Notification of Authorized Services, needs to be submitted to the instructor – preferably within the first two weeks of the semester.

**Zero tolerance policy for Disruptive conduct in the classroom**

* The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity.
* The instructor can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct which violates the general rules and regulations of the College.
* Disruptive behavior in the classroom that obstructs or disrupts the learning environment. This includes cell phone use during class.

**Academic Integrity Statement**

* Students guilty of academic dishonesty, either directly or indirectly through participation or assistance, are responsible to the instructor of the class. Academic dishonesty is defined as, but not limited to, plagiarism and cheating.
* At the discretion of the instructor, students who cheat or steal work from another source will be subject to significant consequences.
  + Cheating - is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without the instructor's permission.
  + Plagiarism - is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved.
  + See the Reedley College Catalog for further information regarding cheating and plagiarism.
* Additional disciplinary sanctions may be imposed through the regular institutional procedures as a result of academic misconduct.

**Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment or education, unreasonably interferes with an individual's work performance or education, or creates an intimidating, hostile, or offensive work or education environment.

**Disclaimer:**

Due to the nature and reality of work in the criminal justice system, real life examples, verbal and non-verbal expression and role-playing by the instructor may be used to demonstrate to students important learning points. These examples are not meant to demean or insult any group or individual, but simply to give students an understanding of the reality that exists in this profession and prepare them to deal with different types of people and situations in a professional manner.

**Help:**

If you are having trouble in this class due a change in life circumstances or something you do not understand please see the instructor immediately. There are a number of services available to assist you at Reedley College. **Your success in this class is very important to me** and I will work with you to assist you in succeeding in this course. However, you must remember that success in this course cannot happen without you doing everything you need to do to succeed. (See keys to successful course completion.)

**Course changes:**

The instructor reserves the right to make changes on this syllabus, but will discuss these changes and their implications to the students before they are implemented. Please review this course in Canvas and check your e-mail daily as I regularly use these methods to communicate information to students.

**Course Requirements:**

All assignments are expected to be submitted on the day due. *If absent on the day completed/collected, the assignment and/or quiz will need to be submitted online via* **Canvas** by the time class starts for the date the item is due(see weekly task list for chapter DUE dates)**.** **Your grade will be based on successful completion of the following:**

1. ***Quizzes\*:*** Quizzes will be given regularly to assess how well you are learning the material (worth 20 points each, 80 points total).
2. ***Participation:*** This is your class as well as mine. Student participation in discussion is critical to the assimilation of the material covered. If called upon by me to answer a question or offer a thought on the subject at hand, you are expected to give a coherent response.  Simply shrugging your shoulders and saying “I don’t know” is not acceptable.  Additionally, if you are not present you are unable to participate.All the students in the class are asked questions regularly to enable them to display understanding of topics discussed**.**You must be present and participate effectively when called upon to earn participation points for each class session (worth 80 points total).
3. ***Exams\*:*** Four exams will be given during the semester. Each is worth 50 points (200 total points).
4. ***Final:*** The final is worth 100 points.
5. ***Class Exercises:*** Students will complete a variety of class exercises designed to help them develop an understanding of the fundamentals of report writing. The exercises also allow for a hands-on experience in note taking and documenting a wide variety of law enforcement issues. Students must be present for these exercises as make ups for these exercises are not accepted. The combined class exercises are worth 100 points.

\* **Tests will not be made up unless prior arrangements have been made with the instructor.** In the event a student simply fails to show for a scheduled quiz or examination without notifying the instructor, the student will not be allowed to take that quiz or examination.

**Grading Criteria/Scale**:

Participation 80 points

Class Exercises 100 points

Quizzes 80 points

Exams 200 points

Final Exam 100 points

TOTAL 560 points

Grade Scale:

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

00 – 59% = F

**Attendance and Tardiness Policies:**

Students are expected to attend all class meetings. Students who miss the first class of the semester will be dropped, unless the instructor is notified in advance and agrees to hold the student’s position in class. Ultimately, it is the student’s responsibility to officially drop a class in which he/she no longer wishes to be enrolled. Be mindful of the drop dates listed in the Catalog and the final drop date halfway through the semester. Being late to class is disruptive to the flow of learning for the students and instructor. Trying to track tardiness when class is already in session adds additional distractions and interruptions to the learning environment. Therefore, if you are not present when roll is taken, you will be counted as absent. You are encouraged to still attend the class, but enter the classroom as quietly as possible in order to minimize interruptions.

**Keys to successful course completion:**

This class is designed to provide each student with a positive learning experience and to give them valuable knowledge that will benefit them in a career in criminal justice. I see every student as exceptionally valuable and encourage them to do their best to succeed. I will be there for you to help you achieve this success.

1. Attend class regularly and on time.
2. Ask questions when you are unsure of the material.
3. Carefully read all assigned chapters.
4. Take good notes during class and discussions.
5. Participate actively and thoughtfully in class sessions.
6. Get assignments done on time.
7. Study and prepare for quizzes and exams.
8. Take advantage of any extra credit opportunities given to the class.
9. Seek my assistance when you are struggling with learning a topic for added assistance.

**Semester Outline:** (COR = Course Outline of Record)

Week #1 (Aug 14 and 16)

Tuesday- Review of Syllabus & Chapter #1-Reports, the English language and Police Jargon (COR A&G)

Thursday- Chapter #1 Continued (class exercise 1)

Week #2 (Aug 21 and 23)

Tuesday- Chapter #2 The art of note taking (COR B)

Thursday- Chapter #2 Continued (class exercise 2)

Week #3 (Aug 28 and 30)

Tuesday - Chapter#3- Parts of the narrative case report (COR C,D&E) & **Quiz #1 (Chapters 1-2)**

Thursday- Chapter #3 Continued (class exercise 3)

Week #4 (Sept 4 and 6)

Tuesday - Chapter #4 Basics of English grammar (COR H,I,J&K)

Thursday- Chapter #4 Continued (class exercise 4)

Week #5 (Sept 11 and 13)

Tuesday- Chapter #5 First officer on scene (COR L) & **Test #1 (Chapters 1-4)**

Thursday- Chapter #5 Continued

Week #6 (Sept 18 and 20)

Tuesday- Chapter #6 – Types of reports (COR F) & **Quiz#2 (Chapter 5)**

Thursday- Chapter #6 Continued (class exercise 5)

Week #7 (Sept 25 and 27)

Tuesday- Chapter #7- Traffic citations and collision reports (COR M) & **Test #2 (Chapters 5-6)**

Thursday- Chapter #7 Continued

Week #8 (Oct 2 and 4)

Tuesday- Chapter #8 Types of statements (COR F,J&K ) & **Quiz #3 (Chapter 7)**

Thursday- Chapter #8 Continued (class exercise 6)

Week #9 (Oct 9 and 11)

Tuesday- Chapter #9 Misdemeanor crimes against people and property (COR C,D&F)

Thursday- Chapter #9 Continued (class exercise 7)

Friday (Oct. 13) - ***LAST DAY TO DROP***

Week #10 (Oct 16 and 18)

Tuesday- Chapter #10 Felony crimes against property (COR C,D&F) & **Test #3 (Chapters 7, 8 and 9)**

Thursday- Chapter #10 Continued

Week #11 (Oct 23 and 25)

Tuesday- Chapter #11 Felony crimes against people (COR C,D&F) & **Quiz #4 (Chapter #10)**

Thursday- Chapter #11 Continued

Week #12 (Oct 30, Nov 1)

Tuesday- Chapter #12 – Documenting the use of force (COR C,D&F)

Thursday- Chapter #12 Continued (class exercise 8)

Week #13 (Nov 6 and 8)

Tuesday- Chapter #13 Probable Cause affidavits, arrest warrants, search warrants (COR B,C&F) & **Test #4 (Chapters 10-12)**

Thursday- Chapter #13 Continued

Week#14 (Nov 13 and 15)

Tuesday- Chapter #14 Miscellaneous forms (COR F)

Thursday- Chapter #14 Continued (class exercise 9)

Week#15 (Nov 20 and 22)

Tuesday- Chapter #15 Correctional forms and reports (COR F)

Thursday- ***Holiday- Thanksgiving NO CLASS***

Week#16 (Nov 27 and 29)

Tuesday- Chapter #15 Continued (class exercise 10)

Thursday- Chapter #16 Putting it all together (COR N)

Week#17 (Dec 4 and 6)

Tuesday- Chapter #16 Continued

Thursday- Chapter #16 Continued

Week 18 (December 11)

Tuesday- Final 8:00-9:50 AM

**Important Campus Dates**

September 3 (Monday)………………Labor Day

October 12 (Friday)………………….Last day to drop class with a W

November 12 (Monday)………..……Veteran’s Day

November 22/23 (Thur/Fri)…………Thanksgiving & day after

December 7 (Friday)…………...……Last day of classroom instruction

December 11-15 (Monday-Friday)….Finals week