

## COURSE OUTLINE

### JUSTICE SYSTEM COMMUNICATIONS (CJ 12)

TTh 8-9:15

INSTRUCTOR - CURT L. KUBALL  
(209) 638-3641

1. The How and Why of Report Writing - Ch. 1
2. Starting to Write - Ch. 2
3. The Face Page - Ch. 3
4. The Continuation and Follow-Up - Ch. 4
5. Habits That Make for Speedy Writing - Ch. 5
6. Other Types of Writing - Ch. 6
7. Reading and Correcting Reports - Ch. 7
8. Simplified Study of Grammar - Ch. 8
9. Avoiding Errors in Sentence Structure - Ch. 9
10. Making Punctuation Work - Ch. 10
11. Breaking the Spelling Jinx - Ch. 11
12. Using or Abusing Words - Ch. 12
13. Abbreviating and Capitalizing - Ch. 13
14. Innovations and Predictions in Criminal Justice - Ch. 14
15. Appendices B and C

**\*\*\*\*Subjects Covered Are Changeable at Instructor's Discretion**

#### ATTENDANCE

Regular attendance is expected so as to gain full benefit from this course. See the College Catalog for the specific policy. Leaving class without permission after attendance has been taken constitutes an absence for that day.

#### DROP DEADLINE FOR THIS COURSE

**October 16, 1998**

#### GRADING

Grades will be based on printing and notebook assignments (approximately 100 points), weekly in-class report writing quizzes (approximately 200 points), and a final examination (approximately 200 points).

For students to determine where they stand at any given time, they should total the number of points possible for the tests and/or quizzes they have already taken. This number should then be multiplied by .60 (60%). If the number of points that the student has received equals or is higher than the results, they are passing; if not, they are failing.

To determine the final grade:

450-500+ points = A  
400-449 points = B  
350-399 points = C  
300-349 points = D  
299 points and below = F

Printing assignments are due each week on the date announced. Failure to comply with the announced due date will result in the loss of one point per printing assignment.

Final due date for any late printing assignments will be \_\_\_\_\_ . **NO** printing assignments will be accepted after this date.

**ALL** make-up weekly report writing quizzes must be completed by \_\_\_\_\_ . **NO** make-up quizzes will be permitted beyond this date.

Students can earn extra credit (up to 100 points) by completing announced extra-credit reports. **NO** make-ups for the extra-credit writing reports will be given unless prior consent of the instructor is obtained.

#### REQUIRED TEXT BOOKS

1. Report Writing for Criminal Justice Professionals by Cox and Brown.
2. Quick Access Reference for Writers by Lynn Q. Troyka

#### OBJECTIVE OF THE COURSE

See College Catalog course description

#### EXAMS

For all exams and/or quizzes, the **STUDENT** is responsible for all reading assignments and lecture notes.

#### OFFICE HOURS

Will be posted on the instructor's door (FE 1A)