

# **FAILURE TO READ IS NOT A DEFENSE!**

## **COURSE OUTLINE**

### **JUSTICE SYSTEM COMMUNICATIONS (CJ 12)**

**TTH 8-9:15**

**INSTRUCTOR - CURT L. KUBALL  
(559) 638-3641**

The How and Why of Report Writing - Ch. 1  
Starting to Write - Ch. 2  
The Face Page - Ch. 3  
The Continuation and Follow-Up - Ch. 4  
Habits That Make for Speedy Writing - Ch. 5  
Other Types of Writing - Ch. 6  
Reading and Correcting Reports - Ch. 7  
Simplified Study of Grammar - Ch. 8  
Avoiding Errors in Sentence Structure - Ch. 9  
Making Punctuation Work - Ch. 10  
Breaking the Spelling Jinx - Ch. 11  
Using or Abusing Words - Ch. 12  
Abbreviating and Capitalizing - Ch. 13  
Innovations and Predictions in Criminal Justice - Ch. 14  
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 15, 1999

#### **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, the student is passing; if not, the student is 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 given 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 has been 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
3. *Collegiate Dictionary*

#### **REQUIRED SUPPLIES**

1. Many black ink (ONLY) ballpoint pens.
2. Ruler
3. A ream of 8.5"x11" blank (typing) paper
4. A ream of 8.5"x11" lined (not collegiate lines) paper

#### **OBJECTIVE OF THE COURSE**

See College Catalog course description

#### **EXAMS**

For all exams and/or quizzes, the student is responsible for all reading assignments, lecture notes, handouts and material presented on the blackboard.

#### **OFFICE HOURS**

MWF 12-1      TTh 10-11