Course Syllabus

**CRIMINOLOGY-**12-53769-2024SP

**CRIMINAL JUSTICE COMMUNICATIONS (3 units)**

**Spring 2024**

**01/08/2024-05/17/2024**

**Instructor – Justin Hoagland**

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**Office Hours: Available Upon Request**

**Class material will be updated weekly (each Monday) in Canvas, there will be no in-person lectures or meetings.**

**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

**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. *It is your responsibility to communicate with me before the due date if there is going to be a problem with submitting the work prior to the deadline.  Poor planning on your part is not a reasonable excuse.***Your grade will be based on successful completion of the following:**

1. ***Discussion Questions/Participation Points:***Since we are unable to meet in person or have class discussions, the weekly discussion questions is how you will earn participation points.  Reply to the active thread during the week of instruction to earn the points.  It is important to recognize if you don’t answer the discussion question by the close of the week, you will not earn participation points for that week. You will respond to the post discussion question for that week in the thread, and your comments can be viewed by everyone in the class as this is what contributes to everyone’s learning.  But be mindful of what you post. There is no making these points up – once we have moved on from the content covered in that week, you are not contributing to the overall learning for the class.  The thread to answer to will be posted in canvas. You are required to make at minimum, two substantiative posts to other students comments, in addition to your own response to my post, An “I agree” or “no” will not suffice as a proper response.

In summary: To earn FULL POINTS each weeks for DQs

* Answer the DQ for the week with a substantiative response. One or two sentences will not suffice. Your points will depend on your content and brevity is not highly rewarded. 4 points per week possible
* Respond and comment on at least (2) two additional posts on other students posts. Again, I do not expect a full essay, but you get what you put in. 3 points per response per week possible.
* Discussion Question responses are due each week by Sunday at 2359hrs.  That gives you 7 days to respond.
1. ***Tests/Exams\*:*** Four exams will be given during the semester. Each is worth 100 points (300 total points).
2. ***Final:*** The final is worth 200 points. It can be completed during the last week of class, May 13th – May 17th 2024.  But is must be completed and **submitted by Friday, May 17th by 2359hrs**.  **The class closes on Saturday May 20th at 0001 hrs.**
3. ***Chapter Assignments:*** Assignments will be posted throughout the semester and will be assigned at the discretion of the instructor. These assignments will be posted in the “Assignments” tab of our Canvas classroom and all materials needed to complete the assignments will be provided. When an assignment is assigned to the class, it will appear on the weekly announcement and you will have the due date provided to you well in advance. Not every chapter will have an accompanying assignment.

\* **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.

***There are no make ups and students must be in attendance to take the final exam***.

**Grading Criteria/Scale**:

Assignments 200 points

Participation / Discussion Points200 points

Exams 400 points

Final Exam 200 points

TOTAL 1000 points

Grade Scale:

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

00 – 59% = F

\* **Tests will not be made up unless prior arrangements have been made with the instructor.**  If you fail to communicate with me prior to not completing the test by the deadline, you will receive a zero for that test and will be unable to make it up.

The Final examination is a comprehensive multiple-choice exam that covers the entire course.  ***Under no circumstances will there be an opportunity to make up the final exam up after the course closes.  If you are unable to take the final exam on the last week of school, you will receive a zero for the final.  In the extremely isolated and rare circumstances you simply will be unable to check into Canvas during the last week of school to take the final exam, contact me BEFORE THIS OCCURS to find an alternate method to administer the final exam.***

**Attendance and Tardiness Policies:**

Since this is a 100% online class, students are expected to check in each week, and check in often. ***The greatest mistake students make in my online classes is waiting until the last minute of the week and attempting to complete all work.*** Rather, I highly recommend you log into class early within this first day or two and identify the work that needs to be completed for the week. Then, log in periodically throughout the remaining days of the week to complete assignments, discussion questions and complete the assigned readings. It is very easy to get behind on online courses, and once that occurs it can be very difficult to catch back up. The instructor reserves the right to drop any student throughout the semester that fails to check into class for a series of weeks. Based on the instructors assessment on the students ability to catch up or lack of participation in the course, the student may be dropped due to inactivity.

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. Check into Canvas within the first two days and answer the DQ first.
2. Ask questions when you are unsure of the material.
3. Carefully read all assigned chapters.
4. As the week progresses, be sure to check back into the DQ thread and make two responses.
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)

   *\*Subject to change due to unforeseen circumstance and progress in course objectives*

**Week #1 (January 8th – 14th) Introductions/ Class Overview & Expectations**

-Read/Review

* Syllabus
* Notification Messages
* Navigate Canvass Classroom

-Submit

* Personal Bio Assignment #1
* Response to Discussion Question 1 and post two replies

**Week #2 (January 15th – 21st ): Chapter 1 – Police Reports, The English Language and Police Jargon:**

- Read/Review:

* Chapter 1 in the text
* Chapter 1 PowerPoint & Instructor Notes

- Submit:

* Response to Discussion Question 2 and post two replies

**Week #3 (January 22nd – 28th ): Chapter 2: The Art of Note-Taking**

- Read/Review:

* Chapter 2 in the text
* Chapter 2 PowerPoint & Instructor Notes

- Submit:

* Response to Discussion Question 3 and post two replies
* Assignment #2: Note Taking – Scenario #6 Burglary

**Week #4 (January 29th – February 4th): Chapter 3: The Parts of the Narrative Police Report**

Read/Review:

* Chapter 3 in the text
* Chapter 3 PowerPoint & Instructor Notes
* Test Review for Test #1

- Submit:

* Response to Discussion Question 4 and post two replies

**Week #5 (February 5th – 11th): Chapter 4: The Basics of English Grammar**

- Read/Review:

* Chapter 4 in the text
* Chapter 4 PowerPoint & Instructor Notes

- Submit:

* Response to Discussion Question 5 and post two replies
* Test #1 (Chapters 1 – 3)

**Week #6 (February 12th – 18th ): Chapter 5: First Officer on Scene**

- Read/Review:

* Chapter 5 in the text
* Chapter 5 PowerPoint & Instructor Notes

- Submit:

* Response to Discussion Question 6 and post two replies

**Week #7 (February 19th – 25th ): Chapter 6: Types of Reports**

- Read/Review:

* Chapter 6 in the text
* Chapter 6 PowerPoint & Instructor Notes

- Submit:

* Response to Discussion Question 7 and post two replies
* Assignment #3 Types of Reports

**Week #8 (February 26th – March 3rd ): Chapter 7: Traffic Summons/ Tickets & Crashes**

- Read/Review:

* Chapter 7 in the text
* Chapter 7 PowerPoint & Instructor Notes

- Submit:

* Response to Discussion Question 8 and post two replies

**Week #9 (March 4th – 10th): Chapter 8: Types of Statements**

- Read/Review:

* Chapter 8 in the text
* Chapter 8 PowerPoint & Instructor Notes
* Review Test Review #2 (Chapters 6-8)

- Submit:

* Response to Discussion Question 9 and post two replies
* Assignment #4 Types of Statements

**Week #10 (March 11th – 17th ): Chapter 9: Misdemeanor Crimes Involving People and Property**

- Read/Review:

* Chapter 9 in the text
* Chapter 9 PowerPoint & Instructor Notes
* Test #2 (Chapters 6 – 8)

- Submit:

* Response to Discussion Question 10 and post two replies

**Week #11 (March 18th – 24th): Chapter 10: Felony Crimes Involving Property**

- Read/Review:

* Chapter 10 in the text
* Chapter 10 PowerPoint & Instructor Notes

- Submit:

* Response to Discussion Question 11 and post two replies

**Week#12 (March 25th – March 31st) NO CLASS: Spring Break 2023**

**Week #13 (April 2st – April 7th): Chapter 11: Felony Crimes Against People**

- Read/Review:

* Chapter 11 in the text
* Chapter 11 PowerPoint & Instructor Notes

- Submit:

* Response to Discussion Question 12 and post two replies

**Week#14 (April 8th – 14th) Chapter 12: Documentation of the Use of Force**

- Read/Review:

* Chapter 12 in the text
* Chapter 12 PowerPoint & Instructor Notes
* Test #3 Review (Chap 9-12)

- Submit:

* Response to Discussion Question 14 and post two replies
* Assignment #5 Use of Force

**Week#15 (April 15th – 21st) Chapter 13: Probable Cause Affidavits, Arrest Warrants & Search Warrants:**

- Read/Review:

* Chapter 13 in the text
* Chapter 13 PowerPoint & Instructor Notes

- Submit:

* Response to Discussion Question 15 and post two replies
* Test #3 (Chapters 9 – 12)

**Week#16 (April 22nd – 28th) Chapter 14: Miscellaneous Forms**

- Read/Review:

* Chapter 14 in the text
* Chapter 14 PowerPoint & Instructor Notes

- Submit:

* Response to Discussion Question 16 and post two replies

**Week#17 (April 29th – May 5th): Chapter 15: Correctional Forms and Reports**

- Read/Review:

* Chapter 15 in the text
* Chapter 15 PowerPoint & Instructor Notes
* Test #4 Review (Chapters 13 – 16)

- Submit:

* Response to Discussion Question 17 and post two replies

**Week#18 (May 6th – 12th): Chapter 16: Putting it All Together**

**-Read/Review:**

* Course Conclusion

-Submit:

* Response to Discussion Question 18 and post two replies
* Test #4 (Chapters 13 – 16)
* Assignment #6: Conclusions

**Week #19 ( May 13th – 17th) FINALS WEEK**

-Read/Review:

* Course Conclusion

-Submit:

* Final Assignment
* No Discussion Questions To Submit

**Important Campus Dates**

January 8th Start of the Spring Semester

January 20th Last day to drop and get a full refund

January 27th Last day to drop and avoid getting a “W”

March 10th Last day to drop full term class (letter grades assigned after this

 date)

March 25 - 29 Spring Break Week

May 13 – 17 Finals Week

May 17 Last Day of Class

\*Collected from the 2024 Class Schedule Catalog