THE UNIVERSITY OF NORTH GEORGIA
DEPARTMENT OF CRIMINAL JUSTICE
CRJU 2003 - D: TECHNICAL WRITING IN CRIMINAL JUSTICE
FALL 2015

Instructor: Dr. Timothy Hayes
E-mail Address: timothy.hayes@ung.edu (Preferred form of contact)
Office Location: 116 Downtown Office Building
Office Phone #: 706-867-2656 (Please email me.)
Office Hours: 8:25 to 10:45 Monday & Wednesday
10:00 to 11:00 Tuesday & Thursday
Prerequisites: CRJU 1100 (or Co-requisite)

Course Description:
This course teaches students to write documents for professional and general audiences, research reports, and other documents appropriate to the field of criminal justice. Students will further investigate APA referencing and formatting in academic writing. Must pass with a grade of C or higher.

Required Text:
NO REQUIRED TEXT. ALL MATERIAL WILL BE FURNISHED THROUGH D2L DURING THE FIRST WEEK OF THE COURSE.

You are required to bring note taking materials to each class and are further encouraged to bring a laptop or tablet to each class meeting in order to successfully complete in class assignments.

Course Objectives:
After completion of this course, students should be able to:
● Demonstrate a clear, concise, and effective writing style in a variety of written documents used in the field of criminal justice.
● Evaluate and write written reports commonly used in criminal justice.
● Analyze scholarly literature within the field of criminal justice.
● Apply the American Psychological Association (APA) style of citation in writing.

Methods of Instruction:
In-class lectures and Desire2Learn (D2L) content.
This is a Technology-Enhanced course

If you need this document in another format, please email Dr. Timothy Hayes at timothy.hayes@ung.edu or call 706-864-2656.
Evaluation Methods:

Two Exams (50 questions each): Each exam will consist of objective (multiple choice and true/false) questions and short answer questions. Exams will be offered in class and will be partially scantron based. You are NOT allowed to bring study aids or any other material to these exams. I will provide the scantron sheet. Each exam will be worth a maximum of 100 points. (200 points total)

In Class Activities: Throughout the semester there will be graded activities distributed in class to develop specific elements of report writing and other general skills. Activities will be worth a varying number of points each. These may consist of video assignments followed by essay questions, short reflection papers, etc. The activities will vary from week-to-week and assignment-to-assignment. It is the student’s responsibility to attend class and complete these assignments as they are distributed. Students must also cite properly using APA format, when required. Completion of the assignments is required in order to receive points for the activities. (25 points total)

Reports: You will have three major reports to turn in during the semester. These reports are detailed on D2L and will be submitted on the due dates given in the class calendar. Each report is worth 25 points and will be graded based on the criteria given in the assignment instructions. (75 points total)

Grading Summary:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (2)</td>
<td>200</td>
</tr>
<tr>
<td>Class Activities (Written Work)</td>
<td>25</td>
</tr>
<tr>
<td>Reports (3)</td>
<td>75</td>
</tr>
<tr>
<td>TOTAL</td>
<td>300</td>
</tr>
</tbody>
</table>

**Please note that 2/3 of your points are from the written course activities and in class assignments. These are extremely important and are not something you should dismiss. Pay attention to the posted due dates for these assignments in D2L**

Grading Scale:
The following grading scale will be used in the course:

A = 270-300 points  
B = 240-269 points  
C = 210-239 points  
D = 180-209 points  
F = 0-179 points
General Expectations and Policies:

Accommodations for Students with Disabilities: University of North Georgia is committed to equal access to its programs, services, and activities, and welcomes otherwise qualified students with disabilities. Students who require accommodations and services must register with Disability Services and submit supporting documentation. Disability Services provides accommodation memos for eligible students to give to their instructors. Students are responsible for making arrangements with instructors, and must give reasonable prior notice of the need for accommodation.

Contact Information for Disability Services:

- Dahlonega Campus: Thomas McCoy, Assistant Director, thomas.mccoy@ung.edu, Stewart Student Success Center, Room 313, 706-867-2782

The policies for access by individuals with disabilities at UNG are designed to ensure full compliance with all pertinent federal and state legislation, specifically to include Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

For this particular course, students with special needs should contact the instructor by the end of the second week of classes for possible accommodations.

Absence/Attendance Policy: Attendance is required to successfully pass the course. You are responsible for all material, assignments, and announcements made during the lecture. There will be material presented in the course from sources outside of the assigned textbook. Ignorance of an announcement made in class or of materials only presented in class is not an acceptable excuse for failure to meet a course requirement.

Attendance will be taken at the beginning of each class period via a course sign-in sheet. Per university policy, once you reach seven documented absences in this course for any reason (~14% of course meetings), I will initiate a class withdrawal. If this occurs prior to the midpoint of the term, a W will be entered. If this occurs after the midpoint of the term, a WF will be entered. Students that are unable to attend class due to university sponsored events must notify me prior to leaving for the event in writing and meet with me during office hours (or at a scheduled appointment) in order to avoid being counted absent for the event. You are given six absences to use prior to being withdrawn from the course. These are intended to be used for sickness, family issues, work, etc. I do not require documentation for these issues.
Any student not appearing in class during roll verification will be dropped from the course, per university policy. Roll Verification is typically in the second or third week of the semester.

**Make-up Assignments/Exams:** There are no make-up opportunities for In Class Activities or work due on on D2L. The schedule is available now on D2L and the assignments can be completed well in advance of the due date. This is your responsibility. Exams may be made up if the instructor was notified in advance of the absence and there is documented evidence of an illness or crisis. The instructor has the final decision on whether a makeup examination is warranted after reviewing the documentation. **There is NO GUARANTEE that a student will be provided a makeup examination even with documentation or advanced notification to the instructor.** It is in the student’s best interest to appear in class during all scheduled periods and complete all assignments/exams when they are due. If granted, makeup examinations will be a mixture of objective, short answer, and essay, and will be given during my office hours. **THE FINAL EXAM WILL ONLY BE GIVEN AT THE TIME AND DATE SPECIFIED BY THE UNIVERSITY. PLEASE DO NOT ASK TO TAKE THE FINAL EXAM AT ANY OTHER TIME.**

**Incompletes/Withdrawals:** Grades of "incomplete" are discouraged and will only be given in cases of emergency or illness and will require documented evidence of such reasons. Course withdrawals with a “W” or “WF” will be determined according to University policy.

**Classroom Participation Policy:** Students are expected to participate in the course through class discussions held during the regular class meetings.

**Individual vs. Collaborative Work Policy:** Unless a specific assignment calls for collaboration between students, all work submitted for grades should be the original and individual work of the student submitting the assignment.

**Tardiness Policy:** Class will begin promptly at the time scheduled. Tardiness is NOT acceptable. If tardiness becomes a problem, the student will begin accruing absences in the course and/or face other consequences determined by the instructor.

**Academic Exchange:** Universities welcome diversity, free speech, and the free exchange of ideas. Discussion should be held in an environment characterized by openness, tolerance of differences, and civility. The values of an intellectual community are trust, honesty, free inquiry, open debate, respect for diversity, and respect for others’ convictions. Further, the intellectual community always seeks to foster the
virtues and characteristics of intelligence, curiosity, discipline, creativity, integrity, clear expression, and the desire to learn from others. It is these that must guide our work and exchanges in this class. These principles are delineated further in the ACE Statement on Academic Rights and Responsibilities.

If these values and principles are breached, students have the right and responsibility to discuss their concerns with the course instructor and, as needed, the department head. Usually, the concerns are addressed at this level, but sometimes the department head may refer students to another resource. In the event that either the student or the instructor is not satisfied after discussion with each other, he/she may take his/her concerns in writing to the Associate Provost for Academic Administration.

**Disruptive Behavior Policy:** Students who exhibit behaviors that are considered to obstruct or disrupt the class or its learning activities are subject to sanctions under the Board of Regents Policy on Disruptive Behavior. Behaviors which may be considered inappropriate in the classroom includes, but is not limited to, sleeping, coming in late, talking out of turn, inappropriate use of laptops or mobile devices, verbal behavior that is disrespectful of other students or the faculty member, or other behaviors that may be disruptive. Students who exhibit such behavior may be temporarily dismissed from the class by the instructor and will be subject to disciplinary procedures outlined in the Student Handbook.

Laptops and tablets can ONLY be used to take notes during class and complete in class assignments, provided any audio is muted. Cell phones should be turned off or set to Silent and put away, to prevent them from ringing during the class. **Pop quizzes will be given to the class should a cell phone ring during lecture.**

You are not permitted to bring anyone with you to this class that is not on the roster. There are **NO exceptions to this policy.** This includes family members, children, pets, friends, etc. This is against University policy and creates problems with space and class disruption.

**Student Success Program:** UNG and your instructor care about your success in this course. If it is determined by the professor that you are struggling in the course, an early alert/early intervention warning will be made available to you. This means that I may refer you to other persons/services at the university designed to help you achieve your academic goals. It is expected that you will take advantage of the help offered to you in order to be successful in this course and at UNG.
**Academic Integrity Policy:** The UNG Honor Code is: “On my honor, I will not lie, cheat, steal, plagiarize, evade the truth or tolerate those who do.”

Suspected violations of the Academic Integrity policy should be referred by students to the instructor. If the instructor concludes that a violation of the Academic Integrity policy has occurred, the instructor will either (1) penalize the student and file an incident report with the Academic Integrity Council or (2) refer the matter directly to the Academic Integrity Council. If an incident report is filed by the instructor, the instructor will review the completed report with the student and will request that the student sign the report as an indication that the student is aware of the contents of the report. Penalties for violations of the Academic Integrity Policy may include failure of an assignment, failure of the course, withdrawal from the course with a grade of F, or suspension/expulsion from the University.

The penalty for cheating on an exam in this course is a course withdrawal with a grade of F (WF). The penalty for plagiarism on Class Assignments in this course is a grade of zero for the first offense and a course withdrawal with a grade of F (WF) for any subsequent offense. Any instances of Academic Dishonesty will be filed with the Academic Integrity Council. You are encouraged to become familiar with the policies related to Academic Integrity. They can be found in the Student Handbook.

**Plagiarism and Turnitin.com:** Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

**Class Evaluations:** Class evaluations at UNG are conducted online through Banner. Evaluation of the class is considered a component of the course and students will not be permitted to access their course grade until the evaluation has been completed. The evaluations will be accessible beginning one week prior to Final Exam week.

***The instructor will make every effort to follow the syllabus and course calendar as printed. However, reasons beyond the instructor's control may occur and cause some deviation from the printed syllabus. The syllabus may be subject to change without prior notice. Students will be notified immediately of any changes to the schedule and/or syllabus.
***Please remember that I am available for discussion throughout this course. Any issues or concerns that may arise should be brought to my attention promptly. It is your responsibility to make me aware of any issues you are having through email or through a visit during my designated office hours.

Additional University Policies can be found on the Supplemental Syllabus: http://ung.edu/academic-affairs/policies-and-guidelines/supplemental-syllabus.php
Tentative Course Schedule (may be subject to change as the semester progresses):

<table>
<thead>
<tr>
<th>Topics Covered</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductions, Lesson 1: Types of Reports</td>
<td>8/17, 8/19, 8/21</td>
</tr>
<tr>
<td>Lesson 2: What makes Police Reports Different?</td>
<td></td>
</tr>
<tr>
<td>POST 4.9.1 &amp; 4.9.2</td>
<td></td>
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<tr>
<td>Lesson 3: Report/Record Management Systems</td>
<td>8/24, 8/26, 8/28</td>
</tr>
<tr>
<td>Lesson 4: Note Taking Skills</td>
<td></td>
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<tr>
<td>POST 4.9.3, 4.9.4, 4.9.5</td>
<td></td>
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<tr>
<td>Lesson 5: Grammar, Punctuation, Spelling</td>
<td>8/31, 9/02, 9/04</td>
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<tr>
<td>Lesson 6: UCR Data, Note Taking, Narrative Exercise</td>
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<tr>
<td>Lesson 7: Interpersonal Relations</td>
<td>9/07, 9/09, 9/11</td>
</tr>
<tr>
<td>Lesson 8: Practical Writing Exercise</td>
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<tr>
<td>POST 3.1.1 - 3.1.6</td>
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<tr>
<td>Lesson 9: Practical Writing Exercise (Contd.)</td>
<td>9/14, 9/16, 9/18</td>
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<tr>
<td>Lesson 10: Surveillance Exercise</td>
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<tr>
<td>Lesson 11: Surveillance Exercise discussion</td>
<td>09/21, 09/23</td>
</tr>
<tr>
<td><strong>Midterm Exam - Scantron Provided by me</strong></td>
<td>9/25</td>
</tr>
<tr>
<td>Lesson 12: Practical Writing Exercise (Audio Clips)</td>
<td>9/28, 9/30</td>
</tr>
<tr>
<td>Lesson 13: Search And Seizure Affidavit (GRADED ASSIGNMENT #1 COLLECTED THROUGH D2L)</td>
<td>9/30, 10/02</td>
</tr>
<tr>
<td>Lesson 14: Post Arrest Interview</td>
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<tr>
<td>Lesson 15: Review and Court Testimony Exercise</td>
<td>10/05, 10/07, 10/09</td>
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<tr>
<td>Lesson 16: Audio Exercise - Murder 1</td>
<td>10/12, 10/14, 10/16</td>
</tr>
<tr>
<td>Lesson 17: Audio Exercise - Murder 2 (GRADED ASSIGNMENT #2 COLLECTED THROUGH D2L)</td>
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<tr>
<td>Lesson 18: Lecture on Certification and Accreditation</td>
<td>10/19, 10/21, 10/23</td>
</tr>
<tr>
<td>Lesson 19: Interagency Communication</td>
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<tr>
<td>Lesson 20: Memorandum Assignment</td>
<td>10/26, 10/28, 10/30</td>
</tr>
<tr>
<td>Lesson 21: Presentence Report</td>
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<tr>
<td>Lesson 22: APA Style, Media Relations, Press Releases</td>
<td>11/02, 11/04, 11/06</td>
</tr>
<tr>
<td>Lesson 23: Accident Reporting</td>
<td></td>
</tr>
<tr>
<td>Lesson 24: Proofreading Exercise (GRADED ASSIGNMENT #3 COLLECTED THROUGH D2L)</td>
<td>11/09, 11/11, 11/13</td>
</tr>
<tr>
<td><strong>THANKSGIVING BREAK</strong></td>
<td>11/23 to 11/27</td>
</tr>
<tr>
<td>Class Discussion, Assessment, Evaluation</td>
<td>11/30, 12/02</td>
</tr>
<tr>
<td>Final Exam Review</td>
<td>12/04</td>
</tr>
</tbody>
</table>
| **Final Exam** | **Friday 12/11**  
10:20am to 12:20pm |
POST PORT LEARNING OBJECTIVES

PORT 3.1: INTERPERSONAL COMMUNICATIONS

The instructional goal for Interpersonal Communications is to provide the student with an understanding of the requirements for effective communications, and an understanding of cultural diversity for dealing with people from diverse backgrounds.

Terminal performance objective

Given an assignment as a law enforcement officer, students will utilize proven strategies for effective interpersonal communications with the public and other public safety personnel, in accordance with commonly accepted principles of effective communication.

Enabling Objectives

3.1.1 Identify effective verbal and nonverbal communications techniques.
3.1.2 Identify effective listening and observing techniques.
3.1.3 Identify barriers to effective communications and techniques for removing these barriers.
3.1.4 Identify the characteristics of persons from diverse cultural backgrounds.
3.1.5 Identify law enforcement practices which could be perceived as offensive or threatening by persons from diverse cultural backgrounds.
3.1.6 Identify effective techniques for dealing with persons from diverse cultural backgrounds.

PORT 4.9: REPORT WRITING

The instructional goal for report writing is to provide the student with an understanding of terminology and the principles of effective report writing.

Terminal performance objective

Given an assignment as a law enforcement officer, students will employ the principles of effective report writing, in accordance with acceptable standards and departmental procedures.

Enabling Objectives

4.9.1 Identify the following characteristics of an effective report.
   A. Accuracy
   B. Conciseness
   C. Completeness
   D. Clarity
   E. Legibility
   F. Objectivity
   G. Grammatically correct
   H. Correct spelling
4.9.2 Identified the following characteristics of a complete report.
   A. Who
   B. What
   C. When
   D. Where
   E. Why
   F. How

4.9.3 Identified the purpose and application of field notes

4.9.4 Identify effective procedures for collecting and maintaining field notes

4.9.5 Demonstrate the correct procedure for completion of an incident report to include but not limited to crimes in progress and crime scene processing.