

Criminal Justice Interview and Report Writing

Course Outcome Summary

Course Information

Total Credits 3

Description

Focuses on the unique types of writing required in a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system.

Exit Learning Outcomes

Program Outcomes

- A. Communicate clearly and effectively both verbally and through written documentation with diverse populations
- B. Apply investigative and case management techniques to practical situations
- C. Demonstrate ethics, integrity, teamwork and professionalism

Competencies

1. **Conduct an interview**
 Properties
 Domain: Cognitive Level: Synthesis
2. **Use active listening skills**
 Properties
 Domain: Cognitive Level: Application
3. **Distinguish among fact, opinion and inference**
 Properties
 Domain: Cognitive Level: Analysis
4. **Develop strategies to obtain information in a variety of situations**
 Properties
 Domain: Cognitive Level: Synthesis
5. **Apply appropriate grammar and punctuation to written communication**
 Properties
 Domain: Cognitive Level: Application
6. **Apply conventions of effective report writing in criminal justice**
 Properties
 Domain: Cognitive Level: Application
7. **Document verbal and nonverbal behavior**
 Properties
 Domain: Cognitive Level: Application
8. **Examine legal and ethical issues related to interviews**
 Properties
 Domain: Cognitive Level: Evaluation

9. **Take detailed field notes**
Properties
Domain: Cognitive Level: Application
10. **Document facts of the case**
Properties
Domain: Cognitive Level: Synthesis
11. **Write comprehensive, detailed narratives using logical, coherent phrases, sentences and paragraphs**
Properties
Domain: Cognitive Level: Application
12. **Prepare appropriate criminal justice reports**
Properties
Domain: Cognitive Level: Application
13. **Demonstrate skills in the collection and interpretation of information from an incident**
Properties
Domain: Cognitive Level: Evaluation