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