

WLA College
A.J. 14
Fall 2013, Section: 7577

**REPORT WRITING FOR
PEACE OFFICERS**

Commander Jackson
(LAPD-RET)

WEEKLY CLASS SCHEDULE

Required Text: REPORT WRITING FUNDAMENTALS FOR POLICE AND
CORRECTIONAL OFFICERS,
Author: James E. Guffey

Additional learning material will be included in the learning process. This additional material will be provided by the instructor. Information will consist of Peace Officers Standards and Training learning domains pertaining to report writing and investigations.

Course Description: This course includes the study of and practice in preparing various types of reports required by the criminal justice system, review of basic writing, technical and legal terminology, and the requirements for preparation of legally admissible documents. *(Note: Same as English 130.)*

Student Learning Outcomes:

Improve basic writing skills; develop an understanding of technical and legal terminology. The student will develop an understanding of the various types of reports required by the criminal justice system. The student will identify the requirements governing the preparation of legally admissible documents. The student will be able to complete a report that is concise, neat and accurate.

Important Dates for Fall 2013

08/26/13	Log-in, complete Introductions in Discussion and in Tasks, Tests & Surveys
09/02/13	Holiday, labor Day
09/06/13	Last day to drop without a "W" appearing on your college record
09/06/13	Last date to drop with a refund and no fee owed.
10/15/13	This is the date of the Midterm exam, chapters 1-6
11/11/13	Holiday, Veterans Day
11/15/13	This is the last day to drop the class with a "W" appearing on your college record
11/28-Dec 1	Holiday, Thanksgiving
12/06/13	Last day of classes
12/12-14/13	Final Exam is open. The final exam

How to contact the instructor:

Commander Kyle Jackson (LAPD RET)
E-mail:

Office hours: Immediately after class on Mondays

Weekly Schedule:

Class meets on Tuesdays and Thursdays, 0915-10:40 ARTC

Week 1: Introductions, review of projects scheduled for the semester. Class conduct and expectations. Tuesday, August 27, 2013

Assignment: A one page biography providing information about you.

Due Date: Thursday, September 3, 2013

Assignment: Read Chapter 7 Verb forms and tenses

Week 1: Thursday, August 29, 2013

Lecture : Chapter 7 Verb forms and tenses

Assignment :Chapter 8 Agreement of Subject and Verb

Week 2: Submit biography Tuesday, September 3, 2013

Lecture: Chapter 8 Agreement of Subject and Verb

Assignment: Continue Chapter 8

Week 2: Thursday, September 5, 2013

Lecture: Chapter 8 Agreement of Subject and Verb

Assignment: Chapter 9 Capitalization

Week 3: Tuesday, September 12, 2013

Lecture: Chapter 9 Capitalization. Writing and M/O

Assignment: Chapter 10 Punctuation

Week 3: Thursday, September 14, 2013

Lecture: Chapter 10 Punctuation

Assignment: Chapter 10 Punctuation

Week 4:

Lecture: Chapter 10 Punctuation

Tuesday, September 19,
2013Assignment: Chapter 11 Internal Punctuation and Chapter 12
Adjectives and Adverbs

Week 4:Lecture: Chapter 11 Internal Punctuation and Chapter 12
Adjectives and AdverbsThursday, September 21,
2013

Assignment: Chapter 13 Pronouns

Week 5:

Lecture: Chapter 13 Pronouns

Tuesday, September 24,
2013

Assignment: Review Chapter 14 Topic Sentences

Week 5:

Lecture: Chapter 14 Topic Sentences and Investigative Report

Thursday, September 26,
2013

Reading: Chapter 15 Pronouns

Week 6:

Lecture: Chapter 15 Pronouns

Tuesday, October 1, 2013

Assignment: Field Notes and Three step note taking process during
a Field Interview

Week 6:Lecture: Field Notes and Three step note taking process during a
field interview.

Thursday, October 3, 2013

Assignment: Proofreading and Recommended grammar for
Investigative reports

Week 7:Lecture: Proofreading and Recommended grammar for
Investigative reports

Tuesday, October 8, 2013

Assignment: Prepare for midterm review

Thursday, October 10, 2013

Week 7:
Midterm Review

Week 8:
Midterm Complete the 50 question midterm exam covering information given thru weeks 1 thru 6.
Field Notes PowerPoint

Tuesday, October 15, 2013

Assignment: Chapter 1 Definition of a Report

Week 8:
Lecture: Chapter 1 Definition of a Report

Thursday, October 17, 2013

Assignment: Chapter 2 Writing in Active Voice Slides 1-23

Week 9:
Lecture: Chapter 2 Writing in Active Voice slides 1-23.

Tuesday, October 22, 2013

Assignment: Chapter 2 Writing in Active Voice slides 24 -46.

Week 9:
Lecture: Chapter 2 Writing in Active Voice slides 24-46

Thursday, October 24, 2013

Assignment: Chapter 3 Report Writing Mechanics, style and Editing

Week 10:
Lecture: Chapter 3 Report Writing Mechanics, style and Editing

Tuesday, October 29, 2013

Assignment: Chapter 4 Writing Sample Police Reports and Characteristics of an effective investigative report.

Week 10:
Lecture Chapter 4 Writing Sample Police Reports and Characteristics of an effective investigative report.

Thursday, October 31, 2013

Assignment: Chapter 6, Testifying in court and Source of Activity

Week 11:

Tuesday, November 5, 2013

Lecture: Chapter 6, Testifying in court and Source of Activity..

Assignment: Fundamental Content Elements and Fundamental Elements of an Investigative Reports .

Week 11:

Thursday, November 7, 2013

Lecture: Fundamental Content Elements and Fundamental Elements of an Investigative Report.

Assignment: Introduction to investigative report writing and Investigative report writing mechanics

Week 12:

Tuesday, November 12, 2013

Lecture: : Introduction to investigative report writing and Investigative report writing mechanics

Assignment: Investigative report and Proofreading

Week 12:

Thursday, November 14, 2013

Lecture: Investigative report, Proofreading and M/O narrative.

Assignment: Recommended grammar for investigative for investigative reports, Synopsis for investigative report and Questions answered by an effective investigative report.

Week 13:

Tuesday, November 19, 2013

Lecture: Recommended grammar for investigative for investigative reports, Synopsis for investigative report and Questions answered by an effective investigative report.**Assignment:**

Week 13:

Thursday, November 21, 2013

Lecture: Burglary report

Assignment: Write burglary report

Week 14: Tuesday, November 26, 2013
Lecture: Robbery Report

Assignment: Write Robbery Report

Week 14: THANKSGIVING, NO CLASS MEETING

Week 15: Tuesday, December 3, 2013
Lecture: Battery report

Assignment: Write battery report

Week 15: Thursday, December 5, 2013
Lecture: Last Class, final exam review

Week 16: THURSDAY, December 12, 2013
Final Exam 9:00 TO 11:

How your final grade is determined:

Exam 1	100
Exam 2	100
Biography	50
Burglary report writing exercise	50
Robbery Report, writing exercise	50
Battery report, writing exercise	50
Total	400 points

400 to 361.....	A
360 to 321.....	B
320 to 281.....	C
280 to 241.....	D
240 and below	F

CLASS POLICIES

The Learning Process:

I will identify learning domains. I will present identified domains for study. I will give application of identified domain. Test will cover the identified domain. I encourage questions during discussions, please participate. I will be available for questions before, during and after class for any student that feels further clarification is needed. I check my e-mail every day. I encourage all of you to e-mail me with any specific questions concerning course content, assignments, or any class difficulties you may have. If you ask a question that I think the entire class will benefit from the answer, then I will discuss the answer at the next class session.

Grading Policies:

I grade all assignments on a weekly basis and give feedback or send the results back in a week. You must complete your assignments and take the quiz/exam on the date given. I do not accept late papers except on an individual case basis, when requested to do so, depending on the circumstances for the request. If you do not take the quiz/exam, you will receive zero (0) points and that may reduce your final grade in class.

Each assignment, quiz, or exam will have a point count so you will know how it adds to your final grade. Check the Grade Book for your point total.

Note: Missed quizzes, exams or assignments will result in 0 points.

Professional Conduct in Our Classroom Community: One of the unifying objectives in this course is to familiarize you and give you practice in becoming a member of a professional community in law enforcement or a related field. I also have the responsibility to insure that our classroom community is conducted in a manner conducive for a learning environment for all students. As such, all students will please follow these policies of our classroom community, as well as for all emails, discussion groups, postings and chat rooms:

- No profanity or foul language of any kind at any time.
- Please address everyone politely by their name.
- Under no circumstances may you ask for a classmate's personal contact information or in any way ask for a personal meeting or date.
- Unless I specifically ask you to do so as a proper part of an assignment, do not include in your email signatures or other material in your messages any kind of personal photo, sales solicitation, information about a business, or a political or religious message of any kind.
- Do not include a blind or other kind of hyperlink to such information.
- Please use common sense and common courtesy as if you are already a professional in the business community.
- Please check with me first if you have any questions about what is appropriate.
- I will not tolerate any disruptive behavior or any academic dishonesty. These standards apply to all students.

Attendance:

Students are expected to attend all classes for which they are registered, to be prompt and to remain in class/lab for the entire time. For students, attending class regularly means to participate in the class discussions as directed, and to take the quiz/exams. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may drop a student from a class whenever a student is absent more hours than the number of hours the class meets per week. For students, this means if you do not complete your assignments or fail to attend weekly as directed in the syllabus you are subject to exclusion from the class.

Dropping a Class:

Student wanting to drop a class should drop online at www.wlac.edu, click "For Students," then "Student Information System." Students who register and then never attend or stop attending a class are responsible for withdrawing from the class to prevent being issued a failing "F" grade in the class. If your name appears on the final grade roster, then you will be assigned a grade of A,B,C,D, or F. Withdrawal from class can affect your financial aid.

Special Instructional Accommodation:

Disability Support Services (DSS) Accommodation Statement* "Students with disabilities who need any assistance or accommodations should contact the instructor". Students should also contact the Disabled Student Programs & Services (DSPS) center located in SSB 320 or call 310-287-4420." dsp@wla.edu

Academic Integrity:

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F" or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

Forms of Behavior which Violate Academic Integrity:

- **Cheating.** Using any material, device or strategies which provide an undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communications systems to text message during exams, taking pictures or images of exams, talking with others during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, paper, exams or other forms of assessment which are to be completed individually. This includes giving or sharing your paper with others.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

Doing Your Own Work:

As the instructor I am here to assist you. I expect each of you to do your own work and not copy or do group exams. There are two main areas for you to be concerned with. First, do your own work. Take the exam using your book, your own notes, and your own materials. Do not take the exam with a buddy who shares answers. Second, when writing a paper, whether it be an essay or term paper, do your own work. Do not have someone else give you answers or write the paper for you. This includes loaning your paper to other students to have a look. If that student copies from your paper, both students are guilty of plagiarism and will receive no credit for the work.

Please review <http://en.wikipedia.org/wiki/Plagiarism>

Standards of Student Conduct:

Faculty members are charged with responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful, or obstructive behavior will be dealt with in terms specific to this syllabus and in accordance with the LACCD Standard of Student Conduct. Select forms of disciplinary action appropriate to the misconduct may be taken by an instructor when there is evidence that the student's behavior interferes with classroom instruction.

The following types of disciplinary action may be taken by an instructor:

- 1) Warning- A verbal or written notice, given to the student by an instructor. Continuation or repetition of the specified conduct may be cause for further disciplinary action.
- 2) Removal by Instructor - An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the concurrence of the instructor of the class.

Students may refer to the College Catalog or the online student orientation at www.wlac.edu ; click "Counseling, Assessment and Orientation," then scroll down to "Orientation" for complete details regarding the above policies.

Help:

Please contact me. I check my class e-mail every forty-eight hours or sooner. I encourage all of you to e-mail me with any specific questions regarding course content, assignments, or any problem that trips you up. I am HAPPY to get your questions, concerns, and worries by e-mail. Do not be shy. I may share any Q&A in the Discussion section when appropriate and the whole class can learn from the information.

For instructional support and assistance with research projects, visit the Learning Skills Center and Library in HLRC.