



## Undergraduate Course Syllabus

### CJ 202: Writing for the Criminal Justice Profession

Center: Online

#### Course Prerequisites

ENG 123 and JUS 101

#### Course Description

This course will equip the criminal justice student with the skills and assets necessary for writing with the precision, coherence, and integrity that are crucial to the demands of the profession and the criminal justice system.

#### Course Outcomes

- Assemble critical information and resources that are of evidentiary value for informing cohesive, accurate criminal justice report writing
- Differentiate between primary and supplemental information in preserving knowledge that is pertinent in addressing the essential characteristics of police report writing
- Credibly articulate one's viewpoint in supporting observations that remediate risk and liabilities in organizational and prosecutorial settings
- Apply standard grammatical practices and procedures in developing complete, concise, and accurate written documentation

#### Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through the [SNHU Online Bookstore](#) rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the IT Service Desk, your advisor, and the instructor can provide you with support if you have problems.

*Just the Facts: Investigative Report Writing*

Biggs, Michael

Pearson

Fifth Edition

2016

ISBN: 978-0-13-359130-9

#### Diversity, Equity, and Inclusion

As indicated in our core values, SNHU is committed to “embrace diversity where we encourage and respect diverse

identities, ideas, and perspectives by honoring difference, amplifying belonging, engaging civilly, and breaking down barriers to bring our mission to life.”

This may or will be reflected in SNHU’s curriculum as we embrace and practice diversity, equity, and inclusion (DEI) to provide the most transformative experience for our students, faculty, and staff. Because topics pertaining to DEI can be sensitive, please remember that embodying and practicing diversity, equity, and inclusion is one of our core values that you will encounter throughout the academic experience. In higher education, we are expected to think and engage critically. Use a growth mindset to embrace the diverse readings, course assignments, and experiences of your peers and faculty.

For more information about DEI at SNHU, please visit our website at the [Office of Diversity and Inclusion](#).

### **Instructor Availability and Response Time**

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor’s answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours. Instructors will post grades and feedback (as applicable) within seven days of an assignment’s due date, or within seven days of a late submission.

### **Grade Distribution**

<b>Assignment Category</b>	<b>Number of Graded Items</b>	<b>Point Value per Item</b>	<b>Total Points</b>
Discussions	8	30	240
Language Grammar Worksheets	1	20	20
Final Project			
Milestone One	1	85	85
Milestone Two	1	85	85
Milestone Three	1	85	85
Milestone Four	1	85	85
Final Project Submission	1	400	400
			<b>Total Course Points: 1,000</b>

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

### **University Grading System: Undergraduate**

<b>Grade</b>	<b>Numerical Equivalent</b>	<b>Points</b>
A	93–100	4
A-	90–92	3.67

Grade	Numerical Equivalent	Points
B+	87–89	3.33
B	83–86	3
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2
C-	70–72	1.67
D+	67–69	1.33
D	60–66	1
F	0–59	0
I	Incomplete	
IF	Incomplete/Failure *	
IP	In Progress (past end of term)	
W	Withdrawn	

\* Please refer to the [policy page](#) for information on the incomplete grade process.

### Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Guidelines and Rubrics section of the course.

### Weekly Assignment Schedule

All reading and assignment information can be found within each module of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module.

Module	Topics and Assignments
1	The Written Report in the Criminal Justice System <i>Why We Write Police Reports</i> 1-1 Discussion: The Written Report 1-2 Final Project: Review
2	Field Notes—Beginning the Process <i>Just the Facts: Investigative Report Writing</i> , Chapters 1 and 3 2-1 Discussion: Field Notes 2-2 Final Project Milestone One: Field Notes
3	Teamwork and Supplemental Information <i>Just the Facts: Investigative Report Writing</i> , Chapters 4 and 7 3-1 Discussion: Teamwork 3-2 Final Project Milestone Two: Supplemental Report

Module	Topics and Assignments
4	Six Essential Questions Answered by a Criminal Justice Report <i>Just the Facts: Investigative Report Writing</i> , Chapter 1 (pp. 6–8) 4-1 Discussion: Who? What? When? Where? Why? How? 4-2 Final Project Milestone Three: Who, What, When, Where, Why and How
5	Requirements of a Well-Written Report <i>Just the Facts: Investigative Report Writing</i> , Chapters 5 and 6 5-1 Discussion: The Requirements of a Well-Written Report 5-2 Final Project Milestone Four: Full Draft of Incident Report
6	Basic Rules of Writing for Criminal Justice Reports <i>Just the Facts: Investigative Report Writing</i> , Chapters 2 and 9 6-1 Discussion: Improper Language 6-2 Worksheets: Language and Grammar 6-3 Final Project: Review and Prepare
7	The Writing Style of Criminal Justice Reports <i>Just the Facts: Investigative Report Writing</i> , Chapters 8 and 9 7-1 Discussion: Writing Style 7-2 Final Project: Field Notes and Incident Report Submission
8	Putting it All Together 8-1 Discussion: Reflection

### Attendance Policy

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a graded assignment/discussion during the first week of class, the student is **automatically dropped** from the course for non-participation. Review the [full attendance policy](#).

### Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

### SNHU Student Handbook

Review the [student handbook](#).

### ADA/504 Compliance Statement

Southern New Hampshire University (SNHU) is dedicated to providing equal access to individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and with Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

SNHU prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities. The university has adopted this policy to provide for prompt and equitable resolution of complaints regarding any action prohibited by Section 504, the ADA, or the ADAAA.

For questions about **support services, documentation guidelines, general disability issues, or pregnancy accommodations**, please visit the [Online Accessibility Center](#) (OAC).

As a student, you must complete an interactive intake process, with supporting documentation, in order to be granted accommodations. Once reasonable accommodations are approved by the OAC, you will receive an accommodations letter. You are then responsible for sharing the letter with your instructor. Accommodations are not retroactive.

If you feel you've been subject to discrimination on the basis of disability, by any party, you may file a complaint or grievance. For more information on the ADA/504 Grievance Policy, go to the [Disability and Accessibility Services](#) website.

### **Academic Integrity Policy**

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic integrity policy](#).

### **Copyright Policy**

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

### **SNHU Withdrawal Policy**

Review the [full withdrawal policy](#).

### **Southern New Hampshire University Policies**

More information about SNHU policies can be found on the [policy page](#).