# **Course Alignment for CJS 1110 (CBE 2019)**

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| **CO 1** | **Interviewing:**Apply interviewing techniques given a case scenario or crime scene. |
| **CO 2** | **Interrogation:**  Demonstrate basic foundational skills in interrogation techniques given a minimum of five case simulations. |
| **CO 3** | **Report Writing:**  Prepare written reports that are accurate, complete and consistent with legal requirements. |
| **CO 4** | **Case Documentation:**  Document a case from initial incident to disposition by completing all forms and legal requirements given a minimum of five scenarios. |
| **CO 5** | **Testimony:** Demonstrate professional oral evidence (testimony) offered by a sworn witness on the witness stand given a criminal trial simulation**.** |

**Note:** Course Objectives are institutionally mandated and taken from the Master Syllabus.

# **Course Structure and Alignment**

**Note:** Topic Objectives are developed by the course coordinator to align with the Course Objectives.

| **Unit** | **Topic** | **Objectives** | **CO #** | **Materials**  (e.g., textbook; videos; links; articles; recorded lectures or demos; other resources) | **Activities**  (e.g., watch videos; participate in discussions; draft or outline; complete simulations, labs, or practice activities) | **Assessments** |
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| **1** | **1** | Apply basic grammar, sentence structure, punctuation, spelling, and word choice skills | 3, 4 | Chapter 9 of text; Lessons: Punctuation Basics, Common Spelling Rules | Watch video: Foss, G. (2010, January 4). Paperwork <https://www.youtube.com/watch?v=9g0_aysO_o4> | Unit 1 Pre- and/or Post-Assessment |
| Improve your spelling | 3, 4 | Chapter 11 of text; Chapter 11 Presentation: Lesson: Common Spelling Rules | Complete Dropbox Editing for Word Choices and Spelling | Unit 1 Pre- and/or Post-Assessment |
| Capitalize proper nouns required in reports | 3, 4 | Chapter 13 of text; Chapter 13 Presentation; Lesson: Capitalization Rules; |  | Unit 1 Pre- and/or Post-Assessment |
| Utilize proper punctuation in reports | 3, 4 | Chapter 10 of text; Chapter 10 Presentation; Lesson: Punctuation Basics | Complete Dropbox | Does Good Writing Matter? | Unit 1 Pre- and/or Post-Assessment |
| **2** | Improve your usage of active verbs | 3, 4 | Chapter 8 of text; Lesson: Active Verbs vs. Passive Verbs |  | Unit 1 Pre- and/or Post-Assessment |
| Effectively tackle commonly confused words | 3, 4 | Chapter 12 of text; Lesson: Commonly Confused Words; Website: Writer’s Web: Commonly Confused Words | Watch Video:  [**"Weird Al" Yankovic - Word Crimes**](https://www.youtube.com/watch?v=8Gv0H-vPoDc)*"Weird Al" Yankovic - Word Crimes*  (2014, July 15). <https://www.youtube.com/watch?v=8Gv0H-vPoDc> | Unit 1 Pre- and/or Post-Assessment |
| Eliminate bias, slang, and jargon from your writing | 3, 4 | Chapter 12 of text; Lesson; Word Choices for Exactness |  | Unit 1 Pre- and/or Post-Assessment |
| Use abbreviations correctly in your writing | 3, 4 | Chapter 13 of text; Chapter 13 Presentation |  | Unit 1 Pre- and/or Post-Assessment |
| **3** | Write well-constructed sentences | 3, 4 | Chapter 9 of text; Lesson: Sentence Structure | Watch Video  *Grammar Tuesday: Active and Passive Sentences* (2014, November 11). <https://www.youtube.com/watch?v=Yn_VWFqtaiY>  Complete Dropbox Correct the Following Narrative | Unit 1 Pre- and/or Post-Assessment |
| Get your subjects to agree with your verbs | 3, 4 | Chapter 8 of Text; Lesson: Subject-Verb Agreement |  | Unit 1 Pre- and/or Post-Assessment |
| Check your pronoun agreement | 3, 4 | Chapter 9 of text; Lesson: Noun-Pronoun Agreement |  | Unit 1 Pre- and/or Post-Assessment |
| Make sure your modifiers are in the right place | 3, 4 | Lesson: Dangling and Misplaced Modifiers |  | Unit 1 Pre- and/or Post-Assessment |
| **4** | List the five Ps of report writing | 3, 4 | Chapter 2 of text; Lesson: Planning Your Writing Using the Shopping List Method |  | Unit 1 Pre- and/or Post-Assessment |
| Explain why pre-planning is so valuable in report writing | 3, 4 | Chapter 2 of text; Lesson: Planning Your Writing Using the Shopping List Method |  | Unit 1 Pre- and/or Post-Assessment |
| Explain how to complete a face page | 3, 4 | Chapter 2 of text; Lesson: Bias and Unclear Writing | Explore: Face Page and Missing Person’s Report | Unit 1 Pre- and/or Post-Assessment |
| Explain what the “shopping list” is and how it assists in writing the narrative | 3, 4 | Chapter 2 of text; Lesson: Planning Your Writing Using the Shopping List Method |  | Unit 1 Pre- and/or Post-Assessment |
| Practice writing a report | 3, 4 | Chapter 2 of text; Chapter 2 Presentation | Watch Video Reed, L. R. (2014, April 29). Police Officer Writing Sample- Practice Scenario [YouTube], <https://www.youtube.com/watch?v=hY1LukxY4c4>  Article: Fireball Productions. (2013). *Writing Effective Incident Reports*.  <http://www.firebelleproductions.com/newsletters/ReportWriting2013.pdf>  Watch Video The Columbus Dispatch. (2011, March 30). *Logan Police Chief Aaron Miller describes church crime scene*  file]. <https://www.youtube.com/watch?v=1-dB8O3IyMw>  Complete Dropbox Interpreting a Report  Complete Dropbox What Does This Say About the Reporting Officer?  Complete Dropbox The Assumption Game  Complete Dropbox Sample Writing Exercise  Complete Dropbox Identify a Court Case for Your Final Research Paper | Unit 1 Pre- and/or Post-Assessment |
| **2** | **1** | Proofread and correct a report | 3, 4 | Chapter 7 of text; Lesson: Reading and Correcting Reports; Chapter 7 Presentation | **Watch this video:** [**The Impotence of Proofreading**](https://www.youtube.com/watch?v=p_rwB5_3PQc)Laugh TV. (2009, February 7). *The Impotence of Proofreading, by TAYLOR MALI*  <https://www.youtube.com/watch?v=p_rwB5_3PQc>  Complete Dropbox Interrogation Swap | Unit 2 Pre- and/or Post-Assessment |
| Explain the importance of proofreading and correcting reports | 3, 4 | Chapter 7 of text; Lesson: Reading and Correcting Reports; Chapter 7 Presentation |  | Unit 2 Pre- and/or Post-Assessment |
| List the common problem areas in proofreading | 3, 4 | Chapter 7 of text; Lesson: Reading and Correcting Reports; Chapter 7 Presentation |  | Unit 2 Pre- and/or Post-Assessment |
| Recognize the most common grammatical errors | 3, 4 | Chapter 7 of text; Lesson: Reading and Correcting Reports; Chapter 7 Presentation |  | Unit 2 Pre- and/or Post-Assessment |
| Explain how a word processor can be used to assist with report writing and errors that can be associated with them | 3, 4 | Chapter 7 of text; Chapter 7 Presentation |  | Unit 2 Pre- and/or Post-Assessment |
| **2** | Incorporate different strategies into your own proofreading | 3, 4 | Chapter 7 of text; Chapter 7 Presentation; Lessons: Revising Sentences, Revising Paragraphs | Complete Dropbox Proofreading Nightmare | Unit 2 Pre- and/or Post-Assessment |
| Demonstrate the ability to spot errors in writing | 3, 4 | Chapter 7 of text; Chapter 7 Presentation; Lessons: Revising Sentences, Revising Paragraphs |  | Unit 2 Pre- and/or Post-Assessment |
| Use strategies to polish your writing | 3, 4 | Chapter 7 of text; Lesson: Improve Your Message through Revision | Resources: What Can I find? – Sinclair Library; 8 Proofreading Tips and Techniques; 20 Common Grammar Mistakes That (Almost) Everyone Makes; Examples of Open-Ended and Closed-Ended Questions  Articles: Miranda vs. Arizona (1966), Examples of Open-Ended and Closed-Ended Questions; Interviewing vs. Interrogation  Complete Dropbox Open-Ended Interview | Unit 2 Pre- and/or Post-Assessment |
| **3** | **1** | Explain what UCR is and how it came into existence | 3, 4 | Chapter 3 of text; Chapter 3 Presentation; Lesson: UCR and NIBRS | Explore this Resource U.S. Department of Justice. (n.d.). UCR Program Data Collections. <https://ucr.fbi.gov/ucr-program-data-collections> | Unit 3 Pre- and/or Post-Assessment |
| Explain the differences between Part I and Part II Offenses of the UCR | 3, 4 | Chapter 3 of text; Chapter 3 Presentation |  | Unit 3 Pre- and/or Post-Assessment |
| Describe what NIBRS is and how it came into existence | 3, 4 | Chapter 3 of text; Chapter 3 Presentation; Lesson: UCR and NIBRS | Explore this Resource **The Federal Bureau of Investigation National Incident-Based Reporting System**  U.S. Department of Justice. (n.d.). UCR Program Data Collections.  <https://ucr.fbi.gov/ucr-program-data-collections> | Unit 3 Pre- and/or Post-Assessment |
| Describe the different methods of gathering information | 1, 2, 3, & 4 | Chapter 3 of text; Chapter 3 Presentation; Lesson: The Face Page | Watch Video Travis Guiney, T. G. (2014, January 14). *Effective Interrogation Technique 13*  <https://www.youtube.com/watch?v=SDt2Kez7WZc>  Complete Dropbox Final Report Outline | Unit 3 Pre- and/or Post-Assessment |
| Write a good synopsis | 3, 4 | Chapter 3 of text; Chapter 3 Presentation; Lesson: Abbreviation, Capitalization, and Names | Resource: Incident Report Template  Complete Dropbox Filling in an Incident Report | Unit 3 Pre- and/or Post-Assessment |
| **2** | Explain what the continuation page, follow-up report, and supplementary report or material are | 3, 4 | Chapter 4 of text; Chapter 4 Presentation; Lesson: The Continuation page, The Follow-Up Report and the Supplementary Report |  | Unit 3 Pre- and/or Post-Assessment |
| Explain the purpose of recording facts | 3, 4 | Chapter 4 of text; Chapter 4 Presentation | Resource: Face page and Missing Person’s Report | Unit 3 Pre- and/or Post-Assessment |
| Describe chronological organization | 3, 4 | Chapter 4 of text; Chapter 4 Presentation; Lesson: Organization and Ease of Reading |  | Unit 3 Pre- and/or Post-Assessment |
| Use headings and subheadings to organize your report | 3, 4 | Chapter 4 of text; Chapter 4 Presentation; Lesson: Organization and Ease of Reading |  | Unit 3 Pre- and/or Post-Assessment |
| Write a report that is clear and concise | 3, 4 | Chapter 4 of text; Chapter 4 Presentation | Explore this Resource  [Guidelines for Improving Your Report Writing](http://www.policeone.com/police-products/police-technology/software/report-writing/tips/1959477-Guidelines-for-improving-your-report-writing/)  Praetorian Digital. (2009, October 28). Guidelines for improving your report writing.  <https://www.policeone.com/police-products/police-technology/software/report-writing/tips/1959477-Guidelines-for-improving-your-report-writing/>  Complete Dropbox Sentence Correction Exercise  Complete Dropbox Write a Police Report Narrative | Unit 3 Pre- and/or Post-Assessment |
| **3** | Accurately describe a person's face, body, and clothing | 3, 4 | Chapter 5 of text; Lesson: Describing People |  | Unit 3 Pre- and/or Post-Assessment |
| Accurately describe a place: streets, buildings, rooms, etc | 3, 4 | Chapter 5 of text; Lesson: Describing Places |  | Unit 3 Pre- and/or Post-Assessment |
| Accurately describe objects: cars, furniture, possessions, weapons, etc. | 3, 4 | Chapter 5 of text; Lesson: Get Out Your Adjectives | Watch Video  Kolbey Raglin, K. R. (2011, September 16). *Arizona man gives the best description of a car accident EVER!!(George Lindell)*  <https://www.youtube.com/watch?v=iLx6ZeJNjmg>  Smith, D. S. (2013, July 23). *Interview and Interrogation Techniques* <https://www.policeone.com/police-products/interview-recording/videos/6336410-Interview-and-Interrogation-Techniques/>  Complete Dropbox Creating a Visual Description | Unit 3 Pre- and/or Post-Assessment |
| **4** | Write accurately and descriptively about people | 3, 4, & 5 | Chapter 5 of text; Chapter 5 Presentation; Lesson: Describing People | Complete Dropbox Describing a Victim  Complete Dropbox Missing Person Report | Unit 3 Pre- and/or Post-Assessment |
| Write accurately and descriptively about property | 3, 4, & 5 | Chapter 5 of text; Chapter 5 Presentation; Lesson: Get Out Your Adjectives |  | Unit 3 Pre- and/or Post-Assessment |
| Write accurately and descriptively about places | 3, 4, & 5 | Chapter 5 of text; Chapter 5 Presentation; Lesson: Describing Places | Complete Dropbox Robbery at Habib Metropolitan Bank | Unit 3 Pre- and/or Post-Assessment |
| Determine the differences between MOs and trademarks | 3, 4, & 5 | Chapter 5 of text; Chapter 5 Presentation | Complete Dropbox Identifying the MO and Trademark | Unit 3 Pre- and/or Post-Assessment |
| **5** | Correctly type a memo for internal communication | 3, 4 | Chapter 6 of text; Lesson: Memos | Watch Video  UpWritePress. (2009, March 9). *The Key Forms of Business Writing: Basic Memo*  <https://www.youtube.>[n5Zyn9y\_MDscom/watch?v=](https://www.youtube.com/watch?v=n5Zyn9y_MDs)  Complete Dropbox Write a Memo | Unit 3 Pre- and/or Post-Assessment |
| Correctly type a letter for external communication | 3, 4 | Chapter 6 of text; Lesson: Block Letter; Lesson: Modified Block Letter | [Watch](https://www.youtube.com/watch?v=I2txr6OY5dY) Video  UpWritePress. (2009b, March 6). *The Key Forms of Business Writing: Basic Letter*  <https://www.youtube.com/watch?v=I2txr6OY5dY>  Complete Dropbox Writing a Job Application Letter | Unit 3 Pre- and/or Post-Assessment |
| **4** | **1** | Explain what memos are and how to write them | 3, 4 | Chapter 6 of text; Chapter 5 Presentation |  | Unit 4 Pre- and/or Post-Assessment |
| Describe how technological advances impact writing letters, faxes, and e-mails | 3, 4 | Chapter 6 of text; |  | Unit 4 Pre- and/or Post-Assessment |
| Explain how to record meeting minutes | 3, 4 | Chapter 6 of text; Chapter 5 Presentation |  | Unit 4 Pre- and/or Post-Assessment |
| Write recommendations based on a pre-sentence investigation report | 3, 4 | Chapter 6 of text; Chapter 6 Presentation | Resource: Sample Pre-Sentence Investigation Report  Write Dropbox The Pre-Sentence Investigation Report | Unit 4 Pre- and/or Post-Assessment |
| **2** | List the 2 classifications of a witness | 3, 4, 5 | Lesson: Testimony | Video: NJCLES Effective Courtroom Testimony for Police Officers, Joseph P. Rem Cross Examination of Police Officer, Part 1  Video: Courtroom Testimony | Unit 4 Pre- and/or Post-Assessment |
| Explain the steps necessary for testimony preparations | 1, 3, 4, 5 | Lesson: Testimony | Article: Answering the Subpeona – Your Courtroom Testimony | Unit 4 Pre- and/or Post-Assessment |
| List the two-step method to help reduce fear prior to testifying | 1, 2, 3, 4, 5 | Lesson: Testimony | Video: NJCLES Effective Courtroom Testimony for Police Officers, Joseph P. Rem Cross Examination of Police Officer, Part 1  Video: Joseph P. Rem Cross Examination of Police Officer, Part 2 | Unit 4 Pre- and/or Post-Assessment |
| Explain how your body language affects your demeanor | 1, 2, 3, 4, 5 | Lesson: Testimony | Video: Courtroom Testimony | Unit 4 Pre- and/or Post-Assessment |
| Explain how to actively listen and answer direct questions | 1, 4, 5 | Lesson: Testimony | Video: NJCLES Effective Courtroom Testimony for Police Officers, | Unit 4 Pre- and/or Post-Assessment |
| List the five areas that directly affect your appearance as credible | 3, 4, 5 | Chapter 6 of Text; Lesson: Testimony | Video: NJCLES Effective Courtroom Testimony for Police Officers Video: Courtroom Testimony  Complete Dropbox Officer's Testimony | Unit 4 Pre- and/or Post-Assessment |
| **3** | Correctly type a memo for internal communication | 3, 4 | Chapter 6 of text; Lesson: Memos | Video: Creating a Block Style Business memo  Complete Dropbox Write a Memo | Unit 4 Pre- and/or Post-Assessment |
| Correctly type a letter for external communication | 3, 4 | Chapter 6 of text; Lesson: Block Letter | Video: Creating a Block-Style Business Memo  Complete Dropbox Write a Letter | Unit 4 Pre- and/or Post-Assessment |
|  | Correctly type an email | 3, 4 | Chapter 6 of text; | Video: Writing an Effective Business Email  Complete Dropbox Write an Email | Unit 4 Pre- and/or Post-Assessment |