SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: Reporting in Criminal Justice Professions

CODE NO. : PFP204-3   **SEMESTER:** Winter

PROGRAM: Law and Security Administration
Police Foundations

AUTHOR: Language and Communication Department

DATE: Jan. 2004   **PREVIOUS OUTLINE DATED:**   Aug. 2003

APPROVED:

_____ _____
                              DEAN   **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S): PFP104 or CMM110

HOURS/WEEK: 3

I.   COURSE DESCRIPTION:

This course helps students develop clarity, accuracy and conciseness in both written and oral communications. Special emphasis is placed upon adapting tone and level of language to the intended audience. Projects help students improve their skills in locating, gathering and organizing information from professional journals and community services. The principles of writing are taught through the writing process.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

A.   Learning Outcomes:

1. Critique and edit written work recognizing quality of communication.
2. Employ the six Cs (clarity, conciseness, cohesiveness, correctness, completeness, courtesy) in all written products.
3. Plan, develop and write documents (memos, letters, reports).
4. Adapt the format, tone and diction of a communication to the needs of a specific audience in a given situation.
5. Prepare an effective job application package including the cover letter and resume.
6. Research, prepare, and deliver a workshop/oral presentation based on a specific topic.
7. Produce accurate college-level documents.

B.   Learning Outcomes and Elements of the Performance:

Upon successful completion of this course, students will demonstrate the ability to:

1. Critique and edit work recognizing quality of communication

Potential elements of the performance:
• Evaluate the effectiveness of the communication produced
• Edit and revise the content
• Recognize and correct English usage
• Respond to oral or written feedback

2. Employ the six Cs (conciseness, clarity, cohesiveness, correctness, completeness, courtesy) in all written submissions

Potential elements of the performance:
• Describe the relevance of the six Cs
• Employ the six Cs in all written submissions

II.   **LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**
       (continued)

3. Plan, develop and write documents (email, memos, letters, reports)

Potential elements of the performance:
- Employ the writing process to produce written documents
- Plan and organize communications according to the purpose and audience
- Choose and produce the format (email, memo, letter, report) that is appropriate to the purpose
- Incorporate content that is meaningful and necessary

4. Adapt the format, tone and diction of a communication to the needs of a specific audience

Potential elements of the performance:
- Explain the principles of organization
- Recognize and apply appropriate tone in written and oral communication based on the audience
- Use the various formats of communication based on the need and purpose
- Use appropriate language in written and oral communication based on the audience

5. Prepare a job application package including the cover letter and resume

Potential elements of the performance:
- Employ the guidelines of cover-letter writing and resume writing
- Prepare and write a cover letter and resume

6. Research, prepare, and deliver a workshop on a specific topic.

Potential elements of the performance:
- Locate and collect information from a variety of sources
- Evaluate material for inclusion in written and oral reports
- Summarize and paraphrase information
- Document all sources using an accepted format (APA; MLA)
- Present information according to style and conventions required
- Prepare a project plan for the research project
- Write a public announcement introducing the workshop
- Conduct an interview in the profession to obtain research
- Rehearse the presentation
- Produce a visual aid to enhance the presentation
- Deliver a well-organized presentation individually or collaboratively
- Review oral presentation techniques
- Field questions effectively

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:
(continued)

7. Produce accurate, professional documents.

Potential elements of the performance:
- Produce material, through technological means, that conforms to the conventions of the chosen format
- Ensure that the material is free of mechanical errors, using appropriate software tools
- Enhance the production of materials through computer applications
- Evaluate communications and adjust for any errors in content, structure, style and mechanics

III.   TOPICS:

*Note: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in the order below.

1. Mechanics - grammar

2. Memo and Email Writing

3. Letter Writing

4. Cover Letter and Resume

5. Report Writing

6. Research Project

7. Oral Presentation

IV.   REQUIRED RESOURCES / TEXTS / MATERIALS:

1. *Communications in Law Enforcement*, Prentice Hall Publishing Company

2. One 3.5" disk

3. The Language and Communication Guidelines (provided)

V.   EVALUATION PROCESS / GRADING SYSTEM:

MAJOR ASSIGNMENTS AND TESTING:
(Refer also to the Language and Communication Guidelines)

1. Twenty percent of the written assignments will be completed in class under test conditions.
    a) Mechanics
        Students will be evaluated on a minimum of one assignment and/or test. The assignment and/or test is not subject to revision and resubmission (5%).
    b) Email, Memo and Letter Writing
        Students will be evaluated on a minimum of one email or memo and letter (15%).
    c) Reports
        Students will be evaluated on a minimum of four assignments including interviews, notetaking, and narrative reports (40%).

2. Cover Letter and Resume
    Students will be evaluated on a written submission of a cover letter and resume (10%).

3. Research Project
    a) Written Report
        Students will be evaluated on a written submission of a research topic related to their area of study. The written report will be completed as a group and will also include the completion of a project plan, a public announcement, and an interview (20%).
        The written report will include a minimum of:
        •   8-12 pages (Introduction to Conclusion/Recommendations)
        •   three (3) sources
        •   one (1) visual aid

    b) Oral Presentation
        Students will be evaluated on the oral presentation of the written report. The research project is completed in groups and is orally presented as a group; however, each person within the group must have a speaking role (10%).

N.B. Due to the nature of the testing, students are required to contact the professor **before** the test if they are to be absent. Students, who do not contact the professor in advance, **will not** be given the opportunity to write.

In all cases, the professor will determine the order in which assignments are to be covered. Students will be notified of changes in the assignment loading and marking schemes as required.

TIME FRAME

Reporting in Criminal Justice Professions PFP204-3 involves three periods per week for the entire semester. One hour per week will take place in a computer lab. Students are expected to attend class and to participate in class activities.

V.   EVALUATION PROCESS / GRADING SYSTEM (continued):

METHOD OF ASSESSMENT (GRADING METHOD)

The following letter grades will be assigned in accordance with the Language and Communication Department Guidelines:

Grade	Definition	Grade Point Equivalent
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

Note: For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

Students enrolled in Police Foundations or Law and Security Administration programs will require a minimum of 60% (C) as a passing grade in each course.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

NOTE: Students may be assigned an "F" grade early in the course for unsatisfactory performance.

V.   EVALUATION PROCESS / GRADING SYSTEM (continued):

GRADING

Written work assigned and graded will constitute **70%** of the grade. A final research project/presentation will constitute **30%**. After students have had an opportunity to revise their writing, **professors will deduct marks for any remaining grammar and fundamental errors**.

Marking schemes for assignments will differ from professor to professor and from assignment to assignment. This flexibility recognizes that professors need to vary their approaches as they assist students with differing levels of competence to meet the outcomes of the course.

Mid-Term Grades

At **mid-term** one of the following grades will be assigned:

S   Satisfactory performance to the time of mid-term grade assignment (does not indicate successful completion of the course)

U   Unsatisfactory performance to the time of mid-term grade assignment (does not indicate unsuccessful completion of the course)

F   The course must be repeated; minimal performance has resulted in the course outcomes not being met

VI.   SPECIAL NOTES:

Special Needs:
If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 so that support services can be arranged for you.

Complementary Activities
To meet course objectives, students should expect to match each scheduled class hour with independent study.

Retention of Course Outlines:
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

VI.   SPECIAL NOTES (continued):

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities.* Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:
The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII.   DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.