



**I. COURSE DESCRIPTION:**

This course helps students who wish to enter a criminal justice field 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.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

**A. Learning Outcomes:**

1. Critique and edit written work recognizing quality of communication.
2. Plan, develop and write documents (email, memos, letters, reports) while employing the six Cs (clarity, conciseness, cohesiveness, correctness, completeness, courtesy) in all written products.
3. Develop note-taking skills for purpose of creating accurate and complete police 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 résumé.
6. Research, prepare, and deliver a workshop/oral presentation(s) based on a program specific topic.
7. Produce effective 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

**II. LEARNING OUTCOMES AND ELEMENTS: (continued)**

**2.** Plan, develop and write effective, professional documents (email, memos, letters, reports) while employing the six Cs (conciseness, clarity, cohesiveness, correctness, completeness, courtesy) in all written submissions.

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, through technological means, the format (email, memo, letter, report) that is appropriate to the purpose
- Incorporate content that is meaningful and necessary
- Ensure that the material is free of mechanical errors, using appropriate software tools
- Evaluate communications and adjust for any errors in content, structure, style and mechanics
- Describe the relevance of the six Cs
- Employ the six Cs in all written submissions

**3.** Develop note-taking skills for purpose of creating accurate and complete police reports.

Potential elements of the performance:

- Understand the importance of keeping records
- Document incidents without altering main idea or adding bias
- Understand process of using notes to write effective police reports

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

Potential elements of the performance:

- Understand and use 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.** Submit an effective employment package including the cover letter and résumé

Potential elements of the performance:

- Submit an effective letter of application responding to an advertised position
- Submit a résumé for the prepared letter of application
- Demonstrate how to research an employment opportunity

## II. LEARNING OUTCOMES AND ELEMENTS: (continued)

6. Research, prepare and present a written report and workshop/oral presentation on a program-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 (eg. APA)
- 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
- Use oral presentation techniques
- Field questions effectively

## 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. Email, Memo and Letter Writing
3. Cover Letter and Résumé
4. Note-taking and Report Writing
5. Research Project
6. Oral Presentation Skills

## IV. REQUIRED RESOURCES / TEXTS / MATERIALS:

1. *To Serve and Protect*, 2010, Lucy Valentino, Nelson Publishing
2. *Cites & Sources*, 4th Cdn ed. J. Haig, V. MacMillan, & G. Raikes; Thomson-Nelson - previously purchased for CMM115
3. Evidence Notebook D24 3.5" x 5"
4. The Language and Communication Guidelines (provided)
5. LMS

V. EVALUATION PROCESS / GRADING SYSTEM:

**MAJOR ASSIGNMENTS AND TESTING:**

(Refer also to the Language and Communication Guidelines)

1. Writing assignments
  - a. Mechanics – Editing and Grammar (5%).  
minimum of one assignment and/or test not subject to revision and resubmission
  - b. Email, Memo and Letter Writing (15%).  
minimum of one email or memo, and one letter
  - c. Reports  
minimum of four assignments including interviews, note-taking, and narrative reports (40%).

Note: A minimum of 20% of the written assignments will be completed in class under test conditions.

2. Cover Letter and Resume (10%)

3. Research Project

- a) Written Report (20%).  
Program related research report will be completed individually or as a group and will include the completion of a project plan, a public announcement, and an interview  
The written report will include a minimum of:
  - 8-12 pages (Introduction to Conclusion/Recommendations)
  - three (3) sourcesFailure to include APA documentation (in-text and on References page) will result in a grade of 0.
- b) Oral Presentation (10%).  
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.

**Note:** 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 weighting and marking schemes as required.

**TIME FRAME**

Reporting in Criminal Justice Professions PFP204-3 involves three periods per week for the entire semester. A minimum of 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:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
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 the Protection, Security and Investigation 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.

**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%**.

The evaluation process/grading system and marking schemes for assignments may vary from professor to professor and from assignment to assignment. This flexibility recognizes that professors need to vary their approaches in order to assist students of differing skill levels meet the learning outcomes of the course, and in response to program areas.

**VI. SPECIAL NOTES:**Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Academic Dishonesty:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. The professor/instructor may impose one or more of the following College sanctions: letter of warning, temporary dismissal, letter of probation/sanction, restitution, and/or failing grade. 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.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the Program Support Officer, Community Services Programs, in E2217, or the Coordinator, Language & Communication, in E2207. Students will be required to provide an unofficial transcript and course outline related to the course. Please refer to the Student Academic Calendar of Events for the deadline. Credit for prior learning may also be given upon successful completion of a challenge exam or portfolio. Substitute course information is available in the Registrar's office.

**VII. COURSE OUTLINE ADDENDUM:**

The provisions contained in the Addendum are located under “Registrar’s Office” in “College Services” on the Student Portal. Students are responsible for becoming familiar with this information.