

**Investigative Report Writing
CRMJ 2040
3 Credit Hours**

Course Information

Course Description:

This course focuses on preparing analytical investigative reports and explores techniques of organizing, structuring, and investigating the report to comply with proper guidelines.

Course Objectives:

Upon successful completion of this course, students will be able to:

1. Assist in the process of preparing reports which convey information and provide direction for criminal justice activities
2. Learn proper techniques to use in effective writing when compiling reports.
3. Introduce the student to ways of obtaining and recording essential information in a narrative report.
4. Achieve clarity through grammatical correctness.
5. Obtain and record witness statements.
6. Organize the report and to maintain objective viewpoints.

Prerequisites and Co-requisites:

ENGL 1010.

Course Topics:

1. Introduction to Reports and Report Writing
 2. Characteristics of a Well-Written Report: Content
 3. Characteristics of a Well-Written Report: Form
 4. Steps in Report Writing
 5. Principles of Clear Writing
 6. Choosing the Right Words
 7. Grammar
 8. Sentences That Make Sense
 9. Spelling and Apostrophes
 10. Abbreviations, Numbers and Capitalization
 11. Commas
 12. Other Punctuation Marks
- Specific Course Requirements:

Specific Course Requirements:

Textbooks, Supplementary Materials, Hardware and Software Requirements

Required Textbooks:

Please visit the Virtual Bookstore to obtain textbook information for this course: <http://rodp.bkstr.com>

Supplementary Materials:

Hardware Requirements:

The minimum requirements can be found at http://www.tn.regentsdegrees.org/students/hardware_software.htm.

Software Requirements:

The minimum requirements can be found at http://www.tn.regentsdegrees.org/students/hardware_software.htm.

Any word-processing software capable of producing .doc, .docx, or .rtf format files is also required.

Instructor Information

Please see the separate page inside the course to find instructor contact information as well as a statement of virtual office hours and other communication information.

Assessment and Grading

Testing / Grading Procedures:

Testing Procedures:

There will be ten Quizzes, a Mid-Term, and a Final Exam. The Quizzes, Mid-Term, and Final Exam will be posted may be accessed in the Assessments area. Each quiz, the Mid-Term, and the Final Exam must be submitted by the due date and time. It is each student's responsibility to submit the quiz or exam by the appropriate time.

Grading Procedures:

It is each student's responsibility to submit all assignments in a timely manner. Failure to submit assignments in a timely manner can cause the student's grade to be negatively impacted.

Grading Scale:

Point Range	Assigned Grade
900 - 1000 Points	A
800 - 899 Points	B
700 - 799 Points	C
600 - 699 Points	D
under 600 Points	F

Assignments and Participation

Assignments and Projects:

Assignments and Projects:

There will be 12 Assignments and 12 Exercises. The Assignments and Exercises will be posted and may be accessed in the Dropbox area. Each must be submitted by the due date and time. It is each student's responsibility to submit by the appropriate time.

List of Graded Assessments:

Graded Assessments	Points
12 of Exercises, @ 10 points each	120
12 of Assignments, @ 40 points each	480
10 of Quizzes, @ 20 points each	200
Midterm Exam, @ 100 points each	100
Final Exam, @ 100 points each	100
Total Points	1000

Class Participation:

Students should be prepared to access the course at least twice per week and submit the appropriate work due for that period.

Punctuality:

All assessments and homework have a specific due date and time. Every student is expected to adhere to these deadlines.

Course Ground Rules

The following two statements (1., 2.) were derived from the TBR System wide Student Rules document, released January 2012:

RULES OF THE TENNESSEE BOARD OF REGENTS STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE SYSTEMWIDE STUDENT RULES CHAPTER 0240-02-03
STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

[Read the document in its entirety here.](#)

1. Standards of Conduct:

Students are required to adhere to the same professional, legal and ethical standards of conduct online as on campus. In addition, students should conform to generally accepted standards of "netiquette" while

sending e-mail, posting comments to the discussion board, and while participating in other means of communicating online. Specifically, students should refrain from inappropriate and/or offensive language, comments and actions.

2. Academic Integrity/Academic Honesty:

In their academic activities, students are expected to maintain high standards of honesty and integrity. Academic dishonesty is prohibited.

Such conduct includes, but is not limited to:

- an attempt by one or more students to use unauthorized information in the taking of an exam,
- to submit as one's own work, themes, reports, drawings, laboratory notes, computer programs, or other products prepared by another person,
- or to knowingly assist another student in obtaining or using unauthorized materials.

Other Course Rules:

Students are expected to:

- Participate in all aspects of the course
 - Communicate with other students
 - Learn how to navigate in D2L
 - Keep abreast of course announcements
 - Use the assigned course management (D2L) e-mail address rather than a personal e-mail address
- * Address technical problems immediately:
- * Tech Support Hotline: 866-550-7637 (24/7, excluding holidays). View Term Calendar [here](#);
- * Search Answers/Ask a Question (requires login)
- * Observe course netiquette at all times

Late Policy:

Please communicate with the instructor regarding this issue.

Guidelines for Communications

Email:

- Always include a subject line.
 - Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
 - Use standard fonts.
 - Do not send large attachments without permission.
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- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
- Respect the privacy of other class members

Discussion Groups:

- Review the discussion threads thoroughly before entering the discussion. Be a lurker then a discussant.
- Try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.
- More information is available in this link to [discussion guidelines](#).

Chat:

Chat is seldom used in RODP. If for some reason it is opened:

- Introduce yourself to the other learners in the chat session.
- Be polite. Choose your words carefully. Do not use derogatory statements.
- Be concise in responding to others in the chat session.
- Be prepared to open the chat session at the scheduled time.
- Be constructive in your comments and suggestion

Web Resources:

- [Columbia Guide to Online Style](#) by Janice R. Walker and Todd Taylor
- Citation Styles Online <http://www.bedfordstmartins.com/online/cite6.html>

Library

The [Tennessee Virtual Library](#) is available to all students enrolled in the Regents Degree Program. Links to library materials (such as electronic journals, databases, interlibrary loans, digital reserves, dictionaries, encyclopedias, maps, and librarian support) and Internet resources needed by learners to complete online assignments and as background reading must be included in all courses.

Plagiarism

What is Plagiarism?

Plagiarism is representing someone else's intellectual property as your own. You put yourself at risk of plagiarizing when you fail to adequately cite the original source material from which you took words and ideas. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are subject to disciplinary action through the regular procedures of the student's home

institution.

In addition to other possible disciplinary sanctions that may be imposed, the instructor has the authority to assign an "F" or zero for an activity or to assign an "F" for the course.

Students With Disabilities

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the appropriate disability services staff at their home institution. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility for specific accommodations from the disability services staff at the home institution. It is the student's responsibility to initiate contact with their home institution's disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor.

Syllabus Changes

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

Technical Support

Telephone Support:

AskRODP Help Desk (toll free number 1-866-550-7637) or go to the AskRODP website at: <http://help.rodip.org/>

If you are having problems:

- logging into your course
- timing out of your course
- "technical" related issues for D2L (it takes a long time to click around my course)
- using your course web site tools

If you contact Technical Support by phone please be at your computer and be prepared to provide the following information: (If you do not know the information below please call 1-866-550-7637)

- Your username
- Your password
- The URL, (address, "http://...") you are unable to access
- Your instructor's name (Ex.: Dr. Charles Cooper)
- Your course number, section and name (EX: EDU 1120 Introduction to Teaching)
- Are you using a PC or MAC
- Your operating system (Windows 98, NT, 2000, Vista, etc.)
- Browser type and version (EX: Internet Explorer 7)