

INTERVIEW AND REPORT WRITING (CJLE 1327 2A1)



**LAMAR INSTITUTE
OF TECHNOLOGY**

CREDIT

3 Semester Credit Hours (3 hours lecture, 0 hours lab)

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

None

COURSE DESCRIPTION

Instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. Development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to:

- Demonstrate techniques for conducting interviews in support of incident investigations; collecting information admissible in court using interview techniques.
- Demonstrate appropriate note-taking skills
- Create reports that convey all pertinent information

INSTRUCTOR CONTACT INFORMATION

Instructor: Dennis White

Email: dwhite@lit.edu

Office Phone: 409-247-5277

Office Location: Technology Center Building Room 214

Office Hours: By Appointment

MONDAY: 12:00 pm - 5:30 pm

TUESDAY: 9:30 am - 10:30 am; 12:00 pm (noon) – 1:00 pm

WEDNESDAY: 9:30 am – 11:00 am

THURSDAY: 9:30 am - 10:30 am; 12:00 pm (noon) – 1:00 pm

FRIDAY: 9:00 am – 10:00 am

REQUIRED TEXTBOOK AND MATERIALS

Report Writing for Criminal Justice Professionals: By Larry S. Miller and John T. Whitehead.

- a. ISBN number is 978-1-138-28893-5

Writing Materials for Class and Online assignments.

Knowledge of the use of the Internet and use of You Tube and Blackboard for submitting assignments, research projects and taking all Course Exams.

ATTENDANCE POLICY

Students are required to sign in a minimum of three times per week online Blackboard.

Students are also required to read all ANNOUNCEMENTS three to five times a week.

Participation is assessed through submission of assignments. weekly log-in activity that verifies the student's login to Blackboard a minimum of three times a week. Activities may consist of class assignments, group activities and individual analysis of information from various sources including the text. However, six unexcused absences will result in a 50% grade reduction in the Participation/Attendance Grade.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified date as listed in the College Calendar on the Student Success web page. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

COURSE CALENDAR

Note: All Readings are from the course required text and designated pages, as well as course-included PowerPoints which are available on Blackboard.

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1	Review Syllabus and Course Introduction: The Importance of Report Writing	Orientation <i>Textbook</i> : Chapter 1 February 13, 2026	February 13, 2026
Week 2	Starting to Write	<i>Textbook</i> : Chapter 2 February 13, 2026	February 13, 2026
Week 3	The Face Page and Narrative	<i>Textbook</i> : Chapter 3 February 13, 2026	February 13, 2026
Week 4	The Narrative—The Continuation Page and Follow-Up Report	<i>Textbook</i> : Chapter 4 February 13, 2026	February 13, 2026
Week 5	Habits that Make for Speedy Writing	<i>Textbook</i> : Chapter 5 March 20, 2026	March 20, 2026
Week 6	Other Types of Writing	<i>Textbook</i> : Chapter 6	March 20, 2026

		March 16, 2025	
Week 7	Reading and Correcting Reports	<i>Textbook:</i> Chapter 7 March 20, 2026	March 20, 2026
Week 8	Simplified Study of Grammar	<i>Textbook:</i> Chapter 8 March 20, 2026	March 20, 2026
Week 9	Avoiding Errors in Sentence Structure	<i>Textbook:</i> Chapter 9 April 17, 2026	April 17, 2026
Week 10	Punctuation Work	<i>Textbook:</i> Chapter 10 April 17, 2026	April 17, 2026
Week 11	Breaking the Spelling Jinx	<i>Textbook:</i> Chapter 11 April 17, 2026	April 17, 2026
Week 12	Using or Abusing Words	<i>Textbook:</i> Chapter 12 April 17, 2026	April 17, 2026
Week 13	Abbreviating and Capitalizing	<i>Textbook:</i> Chapter 13 May 5, 2026	May 5, 2026
Week 14	Innovations in Criminal Justice Report Writing	<i>Textbook:</i> Chapter 14 May 5, 2026	May 5, 2026
Week 15	Innovations in Criminal Justice Report Writing	Online Writing Exercise May 5, 2026	May 5, 2026
Week 16	Course Review and Final Exam Review		May 5, 2026

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- 3 Exams + 1 Final: 20 %
- Online Writing Exercise: 35 %
- Text/PowerPoint Assignments: 35 %
- Participation: 5 %
- Attendance: 5 %

GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

TECHNICAL REQUIREMENTS

For the latest technical requirements, including hardware, compatible browsers, operating systems, etc., review the Minimum Computer and Equipment Requirements on the [LIT Online Experience](#) page. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home

page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

- **LATE WORK IS NOT ACCEPTED. DUE DATES ARE NOT EXTENDED.** If a Student fails to complete the course work on the designated time/date(s) a **GRADE of ZERO (0)** will be recorded on line Blackboard. **NO MAKE UP WORK ACCEPTED.**
- Students should log into Blackboard a minimum of three (3) times a week to view **ANNOUNCEMENTS**, and work on and complete required Assignments, Projects, Research work and reviews for Exams during the designated time and date periods. Consult the Spring 2026 Course Dates/Deadlines Post on the Content Section of this course.
- Students will learn the various aspects of theory and practice related to professional criminal justice report writing to include law enforcement, corrections and probation officers.
- **Critical Thinking Analysis** – The student will learn the why and how of report writing. This will begin with the planning to write, taking notes (order presentation – chronological), writing the report with adherence to “spelling, verb agreement, the active voice, accurate and factual reporting and the introduction to innovative criminal justice report writing”. (Report Writing by Miller/White 6th edition)
- The practical application of Report Writing will be introduced to the student through online writing exercises, text and power point assignments.
- **Exams** – There will be three exams and a Final Exam. Each exam will cover 3-4 chapters of the text. Each Exam will cover specific learning objectives in both the preparation and writing of the specific report for duty standards.
- All Assignments must be submitted on line blackboard during the designated time period(s). Consult the **SPRING 2026 COURSE DATES/DEADLINES ON THE COURSE MENU**
- **PARTICIPATION AND ATTENDANCE** – Participation is assessed through exercises,
- Assignments and text power point assignments. Activities consist of on line writing exercise, assignments, individual analysis of information from various sources such as scientific journal articles, crime scene documentaries, and crime scene investigation projects. Sources include the text book, power point presentations, outside assigned work and or documentaries on police/corrections report writing. **NOTE 1 - failure to log in blackboard and not complete Assignments (4 or more) will result in a 50% reduction in the Participation/Attendance grade (on line) column**
- **NOTE 2 - This is an On Line Class. All work must be completed on line Blackboard during the designated time and date periods. SEE FIRST POINT ABOVE**
- Students should utilize the “Message” Box Section in the course to convey information to the instructor.
- The Course Calendar is subject to change without prior notice.

