Interviewing and Report Writing (CJLE 1327 2G1)

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

MODE OF INSTRUCTION
Face to Face

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:	Timothy Dinger
Email:	timothy.dinger@student.gccisd.net
Office Phone:	281-421-4400 ext 86860
Office Location:	GCM SW210
Office Hours:	M-F 7:20am-2:50pm

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

ATTENDANCE POLICY
GCCISD attendance policy

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

Approved: TNS 1/14/26

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 *Textbook:* Chapter 1 1/23/26	1/30/26 Assignment 1
Week 2	Starting to Write	*Textbook:* Chapter 2 1/30/26	2/6/26 Assignment 2
Week 3	The Face Page and Narrative	*Textbook*: Chapter 3 2/6/26	2/10/26 Assignment 3 Quiz 3
Week 4	The Narrative—The Continuation Page and Follow-Up Report	*Textbook:* Chapter 4 2/10/26	2/20/26 Assignment 4 Quiz 4 TEST 1
Week 5	Habits that Make for Speedy Writing	*Textbook:* Chapter 5 2/20/26	2/27/26 Assignment 5 Quiz 5
Week 6	Other Types of Writing	*Textbook:* Chapter 6 2/27/26	3/6/26 Assignment 6 Quiz 6
Week 7	Reading and Correcting Reports	*Textbook:* Chapter 7 3/6/26	3/20/26 Assignment 7 Quiz 7
Week 8	Simplified Study of Grammar	*Textbook:* Chapter 8 3/20/26	3/27/26 Assignment 8/Quiz 8 TEST 2
Week 9	Avoiding Errors in Sentence Structure	*Textbook:* Chapter 9 3/27/26	4/2/26 Assignment 9 Quiz 9
Week 10	Punctuation Work	*Textbook:* Chapter 10 4/2/26	4/10/26 Assignment 10 Quiz 10
Week 11	Breaking the Spelling Jinx	*Textbook:* Chapter 11 4/10/26	4/17/26 Assignment 11 Quiz 11
Week 12	Using or Abusing Words	*Textbook:* Chapter 12 4/17/26	4/24/26 Assignment 12 Quiz 12 TEST 3

Week 13	Abbreviating and Capitalizing	Week 13	Abbreviating and Capitalizing
Week 14	Innovations in Criminal Justice Report Writing	*Textbook:* Chapter 14 5/1/26	5/5/26 Assignment 14 Quiz 13/14
Week 15	Innovations in Criminal Justice Report Writing	Online Writing Exercise 5/1/26	5/5/26
Week 16	Course Review and Final Exam Review		May 6, 2025
Final Exam	**Online Blackboard**		**5/11-5/14/26**

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

GCCISD GRADING POLICY

- MAJOR GRADES 40%

  o 3 Exams + 1 Final:

- MINOR GRADES 60%

  o Online Writing Exercise:

  o Text/PowerPoint Assignments:

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
1. EXAMS – All Exams will be administered on BLACKBOARD.
2. ASSIGNMENTS – All Assignments will be submitted via BLACKBOARD.

3. WRITING EXERCISE – End of course Writing Exercise will be submitted via BLACKBOARD.
4. Participation/Attendance – Participation is assessed through assignments or exercises completed online. Activities may consist of class assignments or 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.
5. The Course Calendar is subject to change without prior notice.