Interview & Report Writing CJLE_1327_9S3_11922
Spring 2025

LAMAR INSTITUTE OF TECHNOLOGY

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

MODE OF INSTRUCTION
Face to Face (Silsbee High School)

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, and organization of information regarding incidents into effective written reports

COURSE OBJECTIVES
Upon completion of this course, the student will be able to:
1.   Demonstrate techniques for conducting interviews in support of incident investigations:
2.   collecting information admissible in court using interview techniques.
3.   Demonstrate appropriate note-taking skills
4.   Create reports that convey all pertinent information

INSTRUCTOR CONTACT INFORMATION

Instructor: Robert L. Smith

Email: rlsmith5@lit.edu / robert.smith@silsbeeisd.org

Office Phone: 409-980-7877 Ext. 6240

Office Location: Silsbee High School #240

Office Hours: In Person available by Appointment only
                     M-F (flexible hours)

REQUIRED TEXTBOOK AND MATERIALS
None/ Open-Source Material Provided by Instructor

ATTENDANCE POLICY
Students are expected to attend scheduled class or have evidence of a district approved absence.

Approved: TNS 01/6/26

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

COURSE CALENDAR

DATE	TOPIC	ASSIGNMENTS (Due on this Date)
Jan 19-23	Review Syllabus and course introduction: The importance of Report Writing	Jan 23
Jan 26-30	Starting to Write	Jan 30
Feb 2-6	The face page & Narrative	Feb 6
Feb 9-13	The Narrative (No Class 2/13)	Feb 12
Feb 16-20	Habits that Make (No Class 2/16)	Feb 20
Feb 23-27	Other types of Writing	Feb 27
Mar 2-6	Reading	Mar 6
Mar 9-13	Simplified study of grammar (LIT Spring Break)	Mar 13
Mar 16-20	**SPRING BREAK (SISD) NO CLASS**	-
Mar 23-27	Simplified study of grammar (No Class 3/23)	Mar 23-27
Mar 30- Apr 3	Avoiding errors in sentence structure (Good Friday 4/3)	April 2
Apr 6-10	Punctuation work	Apr 10
Apr 13-17	Breaking the spelling Jinx	Apr 17
Apr 20-24	Using or abusing words	Apr 24
Apr 27-May 1	Abbreviation and Capitalizing	May 1
May 4-6	Course Review and exam prep	-
May 6	Last Class Day	-
May 7-13	**Finals**	TBD
May 14	Final Grades Due	-

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Assignments/ Discussions   40%
- Exams   60%

GRADE SCALE

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

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. 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

All assignments are due as scheduled. Late or incomplete assignments will be discussed on a case-by-case basis (ex. medical situations such as hospitalization).

Assignment/ Discussion grades will be an average of daily assignments for the specified week(s)