CJLE 1327

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LAMAR INSTITUTE OF TECHNOLOGY

INSTRUCTOR CONTACT INFORMATION

Instructor: Samuel Laird

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Office Phone: 281-421-4400

Office Location: SW207

Office Hours: M-F 7:00am-4:00pm

CREDIT
2 Semester Credit Hours (0 hours lecture, 20 hours lab)

MODE OF INSTRUCTION
Various

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.

REQUIRED TEXTBOOK AND MATERIALS
N/A-hands on

ATTENDANCE POLICY
128 hours are required of this program and student must complete all those hours in order to receive credit for the course.

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

STUDENT EXPECTED TIME REQUIREMENT
For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1	Introduction/ Orientation	Review Syllabus and Course Introduction: The Importance of Report Writing	January 21, 2024
Week2	Chapters 1 -4	Textbook: Chapter 1 Textbook: Chapter 2 February 17, 2024	February 17, 2024
Week 3	Chapter 2	Textbook: Chapter 3 February 17, 2024	February 17, 2024
Week 4	Chapters 3	Textbook: Chapter 4 February 17, 2024	February 17, 2024
Week 5	Chapter 5	Textbook: Chapter 5 March 24, 2024	March 24, 2024
Week 6	Chapters 6	Textbook: Chapter 6 March 24, 2024	March 24, 2024
Week 7	Chapter 7 and 8	Textbook: Chapter 7&8 March 24, 2024	March 24, 2024
Week 8	Chapter 9	Textbook: Chapter 9 March 24, 2024	March 24, 2004
Week 9	Chapter 10	Textbook: Chapter 10 April 21, 2024	April 21, 2024
Week 10	Chapters 11	Textbook: Chapter 11 April 21, 2024	April 21, 2024
Week 11	Chapter 12	Textbook: Chapter 12 April 21, 2024	April 21, 2024
Week 12	Chapter 13	Textbook: Chapter 13 April 21, 2024	April 21,2024
Week 13	Chapter 14	Textbook: Chapter 14 April 30, 202	April 30, 2024

Week 15	Preparing Course Project	Online Writing Exercise April 30, 2024	April 30, 2024
Week 16	Final Week		May 08,2024

COURSE EVALUATION
Final grades will be calculated according to the following criteria:
- Final grades will be calculated according to the following criteria:
- Completion of 128 hours
- Timesheets and evaluations turned in by employer

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

LIT does not use +/- grading scales

ACADEMIC DISHONESTY
Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty.

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)](https://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.

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. Participation is required
2. Work hours, assignments and documentation will be coordinated between the student and assigned program supervisor/manager and agency.
3. Specific program policies and requirements will necessarily be commensurate with the assigned organization.
4. If for any reason the student cannot fulfill his/her required hours or is terminated from organization/agency student will result in a grade of F in the course.
5. Successful completion of the practicum journal/essay/oral exit/evaluations.
6. Additional class policies as defined by the individual course instructor