

Interviewing and Report Writing (CJLE 1327 9T1)

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:	Theresa Johnson
Email:	theresa.johnson@gccisd.net
Office Phone:	281-420-4500 ext 84270
Office Location:	RSS E270
Office Hours:	M-F 7:00am-3:30pm

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:



**LAMAR INSTITUTE
OF TECHNOLOGY**

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1 Oct 19-23	Course Introduction, Importance of Report Writing, Starting to Write	Chapters 1-2	Assignment 1 Due 10/23/26
Week 2 Oct 26-30	Face Page, Narrative Reports, Continuation Pages, Follow-Up Reports	Chapters 3-4	Assignment 2, Quiz 1 Due 10/30/26
Week 3 Nov 2-6	Habits for Speedy Writing, Other Types of Writing	Chapters 5-6	Assignment 3, Quiz 2 Due 11/6/26
Week 4 Nov 9-13	Reading and Correcting Reports, Grammar, Sentence Structure	Chapters 7-9	Assignment 4, Exam 1 Due 11/13/26
Week 5 Nov 16-20	Punctuation, Spelling, Word Usage	Chapters 10-12	Assignment 5, Quiz 3 Due 11/20/26
Week 6 Nov 23-27	Thanksgiving Break NO CLASS		
Week 7 Nov 30-Dec2	Abbreviating & Capitalizing, Innovations in Criminal Justice Report Writing, Interviewing Techniques, Note-Taking Skills, Course Review	Abbreviating & Capitalizing, Innovations in Criminal Justice Report Writing, Interviewing Techniques, Note-Taking Skills, Course Review	Assignment 6, Case Report Project, Exam 2 FINAL EXAM Due 12/2/23

COURSE EVALUATION

Final grades will be calculated according to the following criteria:
GCCISD GRADING POLICY

- MAJOR GRADES 40%
 - 3 Exams + 1 Final:
- MINOR GRADES 60%
 - Online Writing Exercise:
 - 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.