INTERVIEWING AND REPORT WRITING FOR CRIMINAL JUSTICE PROFESSIONS (CJLE 1327)
SYLLABUS
SCH: 3 LECTURE / 0 LAB

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. Upon successful completion of the course students will be able to conduct interviews in support of investigations; collect information admissible in court using interview techniques; demonstrate appropriate note-taking skills; and create reports that convey all pertinent information.

COURSE TEXT:

COURSE GOALS / OBJECTIVES:
Upon successful completion of this course, the student will be able to:
- identify the need to communicate effectively in both orally and in writing;
- discuss preparing and using affidavits and other reports;
- discuss recording of interviews of both witnesses and suspects;
- demonstrate the ability to take effective notes during interviews;

STUDENT CONTRIBUTIONS AND CLASS POLICIES:
Students MUST actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.

Students must dedicate themselves to learning while in college. You should follow the syllabus, read each chapter before it is discussed in class, and use effective study techniques (flash cards; study groups) to improve chances for success. Additional time is required for preparing for examinations and completing assignments. Attendance is important in all classes; a grade is given for attendance and participation. Students are encouraged to ask questions and, if necessary, meet with the instructor during office hours for additional help.

Portable cellular phones, beepers, and similar devices are disruptive to the class, and you are encouraged NOT to bring them into the classroom. If you do bring them to class, please make sure they are turned off. Should they become a nuisance, you will be asked to remove them from the classroom. You may bring beverages into the classroom, but may not eat during class or wear hats in the classroom. You are expected to be on time, and remain in class until the end. Coming late and leaving early will affect your participation grade.

Students missing a major examination must make up the examination before the next
class. Make-up examinations may be the same as, or different from, the examination given in class. Make-up examinations will cover the same material as the scheduled examination. Failure to make up an examination within the specified time will result in a grade of zero for the missed exam. Students missing class are responsible for finding out what was missed and getting the notes from another student. The instructor reserves the right to give quizzes, announced or unannounced, at any time. There is no opportunity to make up quizzes that are missed. Final exams are not given early or late.

**NOTICE:** The instructor cannot drop students who stop attending or have an excessive number of absences. Missed work will be graded as zero and averaged into the final grade. It is your responsibility to drop a class if you no longer plan to attend and complete the semester. Check the Midland College catalog for last day to drop. If you are in a TSI developmental course, and have excessive absences, you may be dropped from that course. That will automatically result in your being dropped from all courses at Midland College. Your instructor has no control over this. TSI drops will not be reinstated by the instructor!

**EVALUATION OF STUDENTS:**
Students will be evaluated on their demonstrated abilities to improve writing skills, preparing for and conducting interviews, note taking and developing effective reports. Grading will include completion of practice exercises from the texts, developing interview styles, and writing narrative reports that have substance and form. The number of exercises will depend upon the student’s pace of development. Students will be encouraged, and may be required to use PLATO as a developmental tool to improve their writing skills.

Grading will be both objective (exercises, completion of PLATO modules, etc.) and subjective (writing skills and effective reports). Final course grades are posted on Campus Connect by the instructors.

**COURSE SCHEDULE:**
The class meets for three lecture hours per week. An outline of the course is attached to this syllabus. This is a guide and is subject to change at the instructor’s discretion.

**INSTRUCTOR INFORMATION:**
Instructor  Robert W. Peetz, MCJ: Professor of Criminal Justice  
Office  174 Technical Building  
Telephone  (432) 685-4685  
E-mail  rpeetz@midland.edu  
Division  Social/Behavioral Science and Business Studies (685-6830)  
Office Hours  announced in class and posted on the instructor’s door and Canvas site

**Students with Disabilities:** Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.