



A&M-COMMERCE

CJCB 307 Technical Communication

COURSE SYLLABUS:

Fall 2021

INSTRUCTOR INFORMATION

Instructor: Jimmy Womack, MS, LCC, MPO

Office Location: AG/ET 222

Office Hours: By Appointment

Office Phone: 817-771-6053

Office Fax: 903-886-5774

University Email Address: Jimmy.Womack@tamuc.edu Preferred

Form of Communication: **Email/Text**

Communication Response Time: 24 to 48 hours 7 days a week

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbooks - None. Numerous links and files will be provided within the course.

Software - Microsoft Word or other word processing software.

Course Description

This course teaches you how to write reports and documents for different audiences within the field of criminal justice. Common reports will be identified, including identifying what information needs to be included and how best to present this information. You will also gain experience writing a case brief.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

LO1: Identify tools and techniques for improved written communication

LO2: Create common reports used by police

LO3: Create a Case Brief

REGULAR AND SUBSTANTIVE COURSE INTERACTION

As a general guide, students enrolled in a three semester hour course should spend one hour engaged in instructional activities and two to three hours on out-of-class work

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per week in a traditional semester. Students are expected to double this effort of engagement given that this course is being delivered in a seven-week term. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty to ensure that students are able to demonstrate competency.

COURSE REQUIREMENTS

Minimal Technical Skills Needed Must be able to use Microsoft Word or other word processing software.

Instructional Methods

This is an online Competency Based Education (CBE) course. Learning activities include assorted reading and videos, discussions, quizzes, pre and posttests, and a culminating project.

Pretest

The Pretest for this course assesses your knowledge of tools and techniques for improving written communication skills. The Pretest also assesses your knowledge of the requirements for common police reports and legal case briefs.

The purpose of the pretest is to provide a baseline understanding of your knowledge in this competency. The pretest is required for the course.

Discussion

You need to share your ideas/opinions in each discussion question. Because this is a CBE course, you are not required to respond to any other student in the class.

Quiz

You need to complete a quiz in each module. It is a great opportunity to review what you learned in each module.

Student Responsibilities or Tips for Success in the Course

To be successful in this course, plan to spend at least **45** hours to read/listen to online content, participate in discussion forums, complete assignments, and study the course material.

GRADING

Final grades in this course will be based on the following scale:

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A = 90%-100% B
= 80%-89%
F = 70%-79% or Below

Assessments

Posttest

The Posttest for this course assesses your knowledge of tools and techniques for improving written communication skills. The Pretest also assesses your knowledge of the requirements for common police reports and legal case briefs.

The Posttest is an assessment of your knowledge of the material required for the competency. A score of 80 points or higher is required to demonstrate competency.

If you score less than 80 points on any competency, you will have an opportunity to review the material and re-take the competency Posttest. You may take the Posttest assessment up to two times. If you have not passed the competency in two attempts, you will work with an the instructor to determine another method of fulfilling the program requirements in this subject. In order to demonstrate competency, a score of 80 points or higher is required.

Culminating Project – Police Reports

After making the necessary improvements to the two types of reports that you created in Module 2, upload the documents to your e-portfolio. Make sure to cover all sections of the grading rubric.

The Posttest and Culminating Project for this course assess your culminating knowledge of the learning outcomes for this course.

A score of 80 points or higher is required to demonstrate competency.

If the seven-week term ends and you do not complete all competencies, you will receive a grade of "F" and be required to complete the course competencies in the next term.

Grading for the final project follows this scale:

Level 4	Level 3	Level 2	Level 1	Level 0
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90 points	80 points	70 points	60 points	0 points
Assignment is <u>well developed</u> and addresses all aspects. Meets page length requirements	Assignment is <u>adequate</u> and briefly addresses relevant aspects.	Assignment <u>does not address</u> all aspects.	Assignment is late.	Assignment is not done.
10 points	10 points	10 points	10 points	0 points
Provides accurate citations where applicable.	Provides accurate citations where applicable.	Provides accurate citations where applicable.	Provides accurate citations where applicable.	

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements: <https://support.youseeu.com/hc/en-us/articles/115007031107-BasicSystemRequirements>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These

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methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

Expect responses to email within **24** hours and feedback on your final project within **48** hours.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

In order to demonstrate competency you must achieve 80% or higher for both the Posttest and Culminating Project.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

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TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&MCommerce campuses. Report violations to the University Police Department at 903886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

COURSE OUTLINE/CALENDAR		
Module Topic	Materials to Read and Review	Suggested Assignments
PRETEST	NO REVIEW NEEDED	COMPLETE ON FIRST DAY

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<p>M1 – Intro to Written Communication</p>	<p>Reading assignments (2) Watch videos (1)</p>	<p>Exercise: Writing SelfAssessment (Required) Module Discussion (Required) Quiz</p>
<p>M2 – Common Reports Used by Police</p>	<p>Reading assignments (4) Watch videos (1)</p>	<p>Exercise: Write Two Police Reports (Required) Quiz</p>
<p>M3 – Writing a Case Brief</p>	<p>Reading assignments (3)</p>	<p>Exercises (2) Find a case, take notes, and create a Case Brief (Required) Module Discussion – Post Case Brief (Required) Quiz</p>
<p>POSTTEST</p>	<p>REVIEW ALL NECESSARY MODULES</p>	<p>COMPLETE BEFORE FINAL DAY 5:00PM (80 points or higher)</p>

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CULMINATING PROJECT	Create Police Reports (2)	REQUIRED ASSIGNMENT: <ul style="list-style-type: none">· Create and update the police reports· Send the reports to the instructor for feedback· Place into e-Portfolio upon successful completion, as directed by instructor.
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