

# Inver Hills Community College

## CJS 2116: Report Writing in Corrections

### A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: 0

OJT Hours/Week: \*.\*

Prerequisites:

ENG 1108 - Writing And Research Skills (Minimum grade: 1.67 GPA equivalent) AND CJS 1156 - American Corrections

Corequisites: None

MnTC Goals: None

Provides the technical understanding and practical application in basic report writing, note taking and standardized report forms commonly used by corrections personnel. Topics include proper note-taking, report writing mechanics, style, and editing, and data privacy rules and regulations. Emphasis is placed on developing a clear, concise style in expressing factual, relevant information. Job search skills are covered; including résumé/cover letter writing, and background/interview preparation. Prerequisites: CJS 1156 with a grade of C or higher and ENG 1108 with a grade of C or higher.

**B. COURSE EFFECTIVE DATES:** 08/26/2013 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Technical components of an accurate, basic corrections report. -- 25%
2. Relevant data and data privacy guidelines used in reports written by corrections personnel. -- 25%
3. Accurate report writing mechanics, style, and proofreading. -- 25%
4. Key elements of job searches specific to the corrections field. -- 25%

### D. LEARNING OUTCOMES (General)

1. Analyze the technical components of an accurate, basic corrections report.
2. Identify relevant data and data privacy guidelines used in reports written by corrections personnel.
3. Demonstrate accurate report writing mechanics, style, and proofreading.
4. Identify key elements of job searches specific to the corrections field.

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted