

Course Expectations Letter

Subject: AJ 041 Effective Written Communications for Public Service Personnel

E-Mail Contact Information:

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Catalog Course Description:

AJ 041

Effective Written Communications for Public Service Personnel (Formerly AJ 013)

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; AJ 101

This course is designed to provide Administration of Justice or other interested students with intensive training in communication of facts and information of ideas in simple, clear, logical English. An emphasis will be placed on spelling, correct usage of words, sentence structure, critical reading and discussion, creative thinking, techniques of observation, and other skills that lead to good writing. Topics include organization of ideas and are combined with an abundant practice in the writing of effective reports, bulletins, memos, letters, and other short papers.

3 Units

54 Lecture hours

Student Learning Outcomes:

- Select and properly complete appropriate organizational report forms.
- Develop, organize, and write an objective report that meets the legal and detailed requirements of law enforcement and/or corrections agencies.
- Collect information from involved parties such as victims, witnesses, and suspects and prepare a written report that reflects the collected information in an accurate and complete manner.
- Communicate information in a clear and organized manner.
- Analyze ethical dilemmas encountered in the law enforcement and/or corrections fields and decide on the correct ethical choice.

By logging into Canvas you affirm that you are the student who enrolled in the course(s) and are the person who will complete the assigned work. Furthermore, you agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in [BP 5500 \(Standards of Conduct\)](#) and [AP 5520 \(Student Conduct Procedures\)](#) which are the Rio Hondo College student conduct codes that govern student rights and responsibilities. You acknowledge that failure to abide by the regulations set forth in BP 5500 and AP 5520 may result in disciplinary action, including expulsion from the college.

This is **NOT** a self-paced course. There are firm deadlines in this class. There are assignments due on a regular basis. Please plan your time carefully!

Textbook: Please consult the Bookstore for information at (562) 463-7345 or go to

[Rio Hondo College Online Bookstore](#)

This course will include regular instructor student contact. Methods of regular instructor student contact include:

1. Submission of assignments on scheduled due dates -course calendar
2. Feedback on submitted assignments
3. Scheduled telephone or video conferences

The instructor may drop you for non-participation.

There will be a one to three business day delay after an add code is used before a student may be able to log on to Canvas.

For students new to online classes, it is highly recommended that you take the Online Orientation through our Online Education website. This will help explain what online classes are like and familiarize you with how the class is laid out. The orientations can be found at: <http://www.riohondo.edu/canvas-orientation//>

Email Responses: Instructors will make every attempt to respond to students in a timely fashion. Responses can take up to 48 hours before a response is received, excluding weekends and holidays.

Disability: A Student with a verified disability may be entitled to appropriate academic accommodations. Please contact your instructor and/or the [Disabled Students & Programs](#) office at 562-908-3420 for more information.

Modifications and Disclaimer: The instructor reserves the right to modify the content of the course or any course procedure. It is the responsibility of the student to keep apprised of all changes. If the student wishes to drop the class he/she is responsible for initiating the drop. Do not take it for granted that you will be dropped. If you stop working and do not drop the course, you may get an undesirable grade.