



# COURSE EXPECTATION LETTER

**Subject:**

AJ 041 Effective Written Communications for Public Service Personnel

**Email Contact Information:**

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**Catalog Course Description:**

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; CORR 101  
Transfers to: CSU

This course is designed to provide Corrections or other interested students with an overview of the techniques available to entry level practitioners in counseling and interviewing. While it is an introduction to approaches of behavior modification through interviewing and counseling, some of the advanced methods utilized by professional counselors such as game concepts, transactional analysis, sensitivity and confrontation methods will also be examined. The development of positive relationships between the client and support personnel will be stressed.

3 Units 54 Lecture hour

**Student Learning Outcomes:**

1. Given an example crime, students will correctly identify the elements that are facts and those that are information.
2. Given an example real-life problem, the students will correctly explain the proper sentence structure.
2. Given an example real-life problem, the students will correctly explain the proper sentence structure.

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](#)

Over the course of the semester there will be regular instructor student contact.

**Methods of student contact include:**

This course will include regular instructor student contact. Methods of regular instructor student contact include but are not limited to:

- 1-Narrative feedback and numerical score on all written assignments---Any late assignments submitted after the 2nd week will only receive half credit.
- 2-Numerical scores on all quizzes-
- 3-Personal contact via phone for specific problems
- 4-Zoom meetings by appointment. You will receive feedback on assignments within 24 hours during the week and within 72 hours over weekends.

**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 orientation 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.*

### **Additional Information:**