

**Criminal Justice SAC Learning Assessment Plan  
for 2009-2010 Academic Year**

**Contact:** Jim Parks [jparks@pcc.edu](mailto:jparks@pcc.edu)

Criminal Justice students enrolled in CJA 230 (Police Report Writing), a required course for the degree, engage in critical thinking by completing an investigation report in preparation for prosecution using knowledge gained in prior criminal justice, writing and other courses. CJA 230 is the third writing course in a three part series (after English Composition and Technical Report Writing) for the criminal justice degree. A rubric is used for grading and is given to students at the beginning of the course to help them understand what they will be evaluated on.

Faculty learned that a substantial number of students needed improvement in organizational skills. As a result more time is spent organizing report material so that it flows in a logical manner and makes sense to the reader.

(see below for rubric)

**Grading Rubric**  
**Course CJA 230 – Police Report Writing**

<b>Report Factors</b>	<b>Excellent A - 4</b>	<b>Good B - 3</b>	<b>Adequate C - 2</b>	<b>Fair D - 1</b>	<b>Poor F – 0</b>
<b>Correct Format</b>	Report is well organized and in correct format	Report is above average in organization and formatting	Report adequately documents the event and with few errors	Formatting contains several errors causing noticeable report flaws	Report severely lacking proper format and is unacceptable for submission
<b>Facts / Accuracy</b>	Report consistently and in detail documents all of the relevant areas of the event	Report is above average in detail but contains some inconsistency	Report is adequately organized and written. Some areas display errors	Report minimally documents the events and is barely acceptable.	Report fails to document most of the areas and is unacceptable
<b>Readability</b>	Communicates clearly and effectively	Communicates well but some room for improvement	Communication is only adequate with some disorganization	Limited organization and clarity. Difficult to read	Report is almost entirely unclear and unreadable without effort from reader
<b>Sentences / Spelling</b>	Sentence structure and spelling are accurate without mistakes	Few sentence structure and spelling mistakes	Report contains several mistakes in spelling and sentence structure but adequate	Contains substantial grammatically incorrect sentences and spelling errors and is barely adequate	Numerous spelling and grammar errors
<b>Overall Paper</b>	Report would stand up very well under scrutiny in court	Report would stand up relatively well under scrutiny	Report would be adequate if scrutinized	Report may not survive courtroom scrutiny	Report would be indefensible