

LA HARBOR COLLEGE
Student Learning Outcomes (SLOs) Assessment Report
Course Assessment

Division: **Social and Behavioral Sciences**

Discipline/Program: **Administration of Justice**

Course Number and Name: **ADMJUS 014 Report Writing**

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Reviewed by: Joachin Arias, Ph.D. (SLO Coordinator)

Date: **9/23/2015**

Attach additional pages as necessary.

Institutional Learning Outcomes	Course Intended Outcomes	Means of Assessment and Criteria for Success	Summary of Data Collected	Use of Results
1	1. Describe fully the two types of report writing note taking and the benefits and drawbacks of each.	Means: 500 word essay Criteria: Using a department rubric, 75% of students will show a 70% level of competence in the subject matter.	88% scored 75% or better on an essay question on a mid-term exam. Sp -2014 1 section, 25 students	TMC will effect this course, means of assessment will be discussed.
1	2. Describe fully the interview process and distinguish it from the interrogation process.	Means: 500 word essay Criteria: Using a department rubric, 75% of students will show a 70% level of competence in the subject matter.	88% scored 75% or better on multiple choice questions embedded in a mid-term exam. Fall 2012 1 section, 28 students	Will discuss with instructors about modification of means of assessment for next cycle.
1	3. Compose a clear, concise, and legible police report narrative using appropriate criminal justice terminology.	Means: 500 word essay Criteria: Using a department rubric, 75% of students will show a 75% level of competence in the subject matter.	80% of students scored 75% or above on an essay exam during a final exam. 2 sections, 38 students Spring 2013-***	Will discuss to modify means of assessment for next cycle.
4	4. Discuss why it is important to prepare for a courtroom appearance and describe fully the process of preparing for courtroom testimony.	Means: Objective multiple choice questions Criteria: Using a department rubric, 75% of students will show a 70% level of competence in the subject matter.	84% scored 75% or better on multiple choice questions embedded in a final exam. Spring 15 1sections, 18students	Means of assessment for next cycle, this course is not in the TMC, but in an AA pattern. Will evaluate enrollment, and SLO will be modified.

Date: 7/13/2013 Note: 12/5/2012 (new SLOs)

Attach additional pages as necessary.

Institutional Learning Outcomes	Course Intended Outcomes	Means of Assessment and Criteria for Success	Summary of Data Collected	Use of Results
1	1. Describe fully the two types of report writing note taking and the benefits and drawbacks of each.	Means: 500 word essay Criteria: Using a department rubric, 75% of students will show a 70% level of competence in the subject matter.	80% scored 75% or better on an essay question on a mid-term exam. Fall-2011 1 section, 25 students	Will discuss with instructors and modify means of assessment for next cycle
1	2. Describe fully the interview process and distinguish it from the interrogation process.	Means: 500 word essay Criteria: Using a department rubric, 75% of students will show a 70% level of competence in the subject matter.	88% scored 75% or better on multiple choice questions embedded in a mid-term exam. Fall 2012 1 section, 28 students	Will discuss with instructors about modification of means of assessment for next cycle.
1	3. Compose a clear, concise, and legible police report narrative using appropriate criminal justice terminology.	Means: 500 word essay Criteria: Using a department rubric, 75% of students will show a 75% level of competence in the subject matter.	80% of students scored 75% or above on an essay exam during a final exam. 2 sections, 38 students Spring 2013-***	Will discuss to modify means of assessment for next cycle.
4	4. Discuss why it is important to prepare for a courtroom appearance and describe fully the process of preparing for courtroom testimony.	Means: Objective multiple choice questions Criteria: Using a department rubric, 75% of students will show a 70% level of competence in the subject matter.	91% scored 75% or better on multiple choice questions embedded in a final exam. Spring- 2012 2 sections, 45 students	Will discuss with instructors and modify means of assessment for next cycle.

Date: 12/5/2012 Note: 5/10/2011 (new SLOs)

Attach additional pages as necessary.

Institutional Learning Outcomes	Course Intended Outcomes	Means of Assessment and Criteria for Success	Summary of Data Collected	Use of Results
1	1. Describe fully the two types of report writing note taking and the benefits and drawbacks of each.	Means: 500 word essay Criteria: Using a department rubric, 75% of students will show a 70% level of competence in the subject matter.	80% scored 75% or better on an essay question on a mid-term exam. Fall-2011 1 section, 25 students	Will discuss with instructors and modify means of assessment for next cycle
1	2. Describe fully the interview process and distinguish it from	Means: 500 word essay Criteria: Using a department rubric, 75% of students will show a 70%	88% scored 75% or better on multiple choice questions embedded in a mid-term	Will discuss with instructors about modification of means of assessment for next cycle.

	the interrogation process.	level of competence in the subject matter.	exam. Fall 2012 1 section, 28 students	
1	3. Compose a clear, concise, and legible police report narrative using appropriate criminal justice terminology.	Means: 500 word essay Criteria: Using a department rubric, 75% of students will show a 70% level of competence in the subject matter.		
4	4. Discuss why it is important to prepare for a courtroom appearance and describe fully the process of preparing for courtroom testimony.	Means: Objective multiple choice questions Criteria: Using a department rubric, 75% of students will show a 70% level of competence in the subject matter.	91% scored 75% or better on multiple choice questions embedded in a final exam. Spring- 2012 2 sections, 45 students	Will discuss with instructors and modify means of assessment for next cycle.

Date: September 2010

Institutional Learning Outcomes	Course Intended Outcomes	Means of Assessment and Criteria for Success	Summary of Data Collected	Use of Results
1	1. Identify and define the elements of an investigative report.	Means: Objective multiple choice questions Criteria: 75% of students will score 75% or better on five common embedded questions on the final exam	79% scored 75% or better on five common embedded questions on the final exam. SP 2010, 3 sections, 72 students	No change regarding this SLO
1	2. Discuss the legal basis for requiring investigative reports.	Means: Essay question Criteria: 75% of students will show a 75% level of competence in a 200 word essay discussing the legal basis for requiring concise and accurate investigative reports. Student Response will be scored using a departmental rubric.		
1	3. Identify the reasons and discuss the purpose of an investigative report.	Means: Essay question Criteria: 75% of students will show a 75% level of competence in a 200 word essay. Identifying the reasons and discussing the purpose of an investigative report Response will be scored using a departmental rubric.		
1	4. Describe the process for gathering factual field information.	Means: Essay question Criteria: 75% of students will show a 75% level of competence in a 200 word essay describing the process for gathering factual field information. Response will be scored using a departmental rubric.		
1	5. Distinguish between opinion, fact and conclusion.	Means: Objective multiple choice questions Criteria: 75% of students will score 75% or better on five common embedded questions on the final exam		
1	6. Identify the process for developing and organizing both	Means: Objective multiple choice questions		

	crime scene information and facts.	Criteria: 75% of students will score 75% or better on five common embedded questions on the final exam		
1	7. Identify the process for writing clear, concise and effective investigative reports.	Means: Objective multiple choice questions Criteria: 75% of students will score 75% or better on five common embedded questions on the final exam		
1	8. Prepare a comprehensive report for a residential burglary, vandalism, theft, robbery, simple battery, and assault with a deadly weapon investigation.	Means: Essay question Criteria: 75% of students will show a 75% level of competence in preparing comprehensive narratives for the following type reports: residential burglary; vandalism; theft; robbery; simple battery; and assault with a deadly weapon. Response will be scored using a departmental rubric.	100% scored 75% or better on an embedded essay question asking student to prepare a comprehensive report for a residential burglary, vandalism, theft, robbery, simple battery, and assault with a deadly weapon investigation discussing N = 30 Fall 2010	Data reviewed and discussed among staff who recommend no change at this time