

SUBJECT: Guidelines for Preparation of Master Course Outlines

PURPOSE: To establish guidelines for the preparation of master course outlines

GENERAL POLICY

A master course outline is an institutional document whereby a department establishes the major topics, learning outcomes, and assessment methodologies employed in a course. Each credit course must have a current master course outline approved by the department responsible for the course. For new courses, the master course outline must be presented along with other course information as part of the new course approval process. It is the responsibility of the department chair to assure that all courses have current master course outlines, to ensure that new faculty members are provided with the Master Course Outlines for the courses they are schedule to teach, and to maintain a master department file. All current master course outlines shall also be maintained in the Office of Academic Affairs.

All faculty members are obliged to follow the Master Course Outline when they are developing the syllabus for a course, whether the course is offered on-campus, at an off-campus site, or online and whether the course is offered in a traditional 15-week format or in a shorter format (e.g., seven week).

The following minimal components must be contained in every master course outline.

1. **Course prefix, course number, course title, course credit hours** (as per catalog, see example provided at the end of the policy statement).
2. **Effective date** (this should be the semester and academic year that this version of the MCO became effective).
3. **Course description** (this course description must be identical to the approved course description on file in the Office of Academic Affairs).
4. **Course objectives:** list the major learning outcomes that students should achieve when exiting the course with a passing grade.
5. **Procedures to evaluate these objectives:** list assessment methods to be used to determine whether students have achieved the stated course objectives.
6. **Use of results of evaluation to improve the course:** list actions that will be taken to improve the course as a result of analyzing the results of the course objectives evaluations.
7. **Detailed topical outline:** list of the topics and subtopics that should be covered in this course regardless of the individual course instructor assigned to any given section.

APPROVED:



Paul Coreil, Ph.D., Chancellor

09/08/2020
Date

Effective Date: Fall 2015

Course Description

Prerequisite: ENGL 1001. Instruction and practice in the writing skills required of criminal justice professionals with an emphasis on the composition of memos, letters, reports, and documents. Topics include investigative report writing, legal writing, research/academic papers, and other related documents.

Course Objectives

1. To review the different types of professional reports and documents of the criminal justice field.
2. To identify the different types of professional reports and documents of the criminal justice field.
3. To prepare effective professional reports and documents required in the criminal justice field.
4. To construct professional documents with clarity, correctness, and concision.

Procedures to Evaluate these Objectives

1. Quizzes
2. Classroom activities
3. Written exercises
4. Professional documents

Use of Results of Evaluation to Improve the Course

1. Instructor will review performance on quizzes to gauge students' understanding of the concepts covered and to focus on future class discussion.
2. Instructor will assess student responses in class to determine if instruction should be adjusted to better develop student skills.
3. Instructor will evaluate written exercises to judge whether students can make appropriate connections between theory and practice.
4. Instructor will assess professional documents to determine if future course content should be adjusted to better advise students of the elements of professional writing.

Detailed Topical Outline

1. Factual Statements
2. Organization of Thoughts
3. Structure of Ideas
4. Narrative Writing
5. Incident Reports and Search Warrants
6. Investigative Report Writing
7. Legal Writing
8. Academic/Research Papers
9. Related Documents