Creation date: June 18, 2025
Revision date:

SAMPLE COURSE OUTLINE

Course Code, Number, and Title:

CJUS 2418: Professional Skills and Reporting for Criminal Justice

Course Format:
[Course format may vary by instructor. The typical course format would be:]

Lecture 3.0 h + Seminar 1.0 h + Lab. 0.0 h

Credits: 3.0 **Transfer Credit:** For information, visit bctransferguide.ca

Course Description, Prerequisites, Corequisites:

Professionals working in the criminal justice system use a variety of practical communication skills. In this course, students develop these skills by preparing a variety of documents that are routinely needed to move cases forward. Students also explore substantive and procedural law, learn how to think logically, to use sound judgment, to work collaboratively, and to write clearly, effectively, and persuasively.

Prerequisites: One of the following: a score of Level 4 in Langara English Test (LET); an essay score of 30 or higher on the Language Proficiency Index (LPI) test; or a minimum "C" grade on one of the following: ENGL 1123, 1127, 1128, 1129, or 1130; and a minimum "C" grade in one of the following: CRIM 1115, 1116, 1125, or 1216. Students who do not meet the above prerequisite requirements but have post-secondary university-transferable credits or experience, may apply to the chair of the Criminal Justice department for permission to take this course.

Learning Outcomes:

Upon successful completion of this course, students will be able to…

- Craft and articulate professional correspondence and documents that are formal, respectful, and persuasive, demonstrating mastery in professional communication within the criminal justice context.
- Collaborate effectively in teams to prepare and critique documents customary in the criminal justice system, emphasizing clarity, accuracy, and legal appropriateness.
- Describe key concepts and doctrines within substantive criminal law and criminal evidence and procedure, highlighting their application and implications in real-world scenarios.
- Critically assess and reflect on the interests and rights of all stakeholders in the criminal justice system, with a special focus on victims of crime and Indigenous persons, advocating for equitable justice.
- Apply logical reasoning and critical thinking to analyze and solve typical challenges in the criminal justice system, utilizing hypothetical scenarios for practical understanding.

Instructor(s): TBA
Office: TBA **Phone: (604) 323-XXXX**
Office Hours: TBA **Email: TBA**

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Textbook and Course Materials:
[Textbook selection may vary by instructor. An example of texts and course materials for this course might be:]

For textbook information, visit https://mycampusstore.langara.bc.ca/buy_courselisting.asp?selTerm=3|8

Note: *This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.*

Assessments and Weighting:
Final Exam 20%
Other Assessments
[An example of other assessments might be:]

Midterm Exam 20%
Quizzes (4) 12%
Discussion board postings 10%
Labs (6) 30%
Assignment 8%

Information unavailable, please consult Department for details.

Grading System:
Specific grading schemes will be detailed in each course section outline.

Information unavailable, please consult Department for details.

Topics Covered:
[Topics covered may vary by instructor. An example of topics covered might be:]

- *Introduction to the course*
- *Developing a criminal case story*
- *Phases of an investigation*
- *Writing professional correspondence*
- *Documenting evidence*
- *Preparing a search warrant Information to Obtain (ITO)*
- *Writing a Report to Crown Counsel (RTCC)*
- *Writing an Information (listing the charges)*

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- *Bail hearing arguments*
- *Plea bargain correspondence*
- *Pre-sentence report*
- *Arguments and written submissions for court*
- *Reasons for judgment*
- *Formulation of a Correctional Plan*
- *Parole hearing – reasons for decision to release (or not)*

As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

College Policies:

E1003 - Student Code of Conduct
F1004 - Code of Academic Conduct
E2008 - Academic Standing - Academic Probation and Academic Suspension
E2006 - Appeal of Final Grade
F1002 - Concerns about Instruction
E2011 - Withdrawal from Courses

Departmental/Course Policies:

Information unavailable, please consult Department for details.

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