

David Vaughn
Writing Fellows

The ability to communicate in the Private Investigations field is crucial to one's success and reputation in the business. The communication styles come a variety of forms, such as email, reports, contracts, updates, court documents and court testimony. Factual based report writing in a chronological fashion is most important as it not only describes the depth of you investigation, but is also important for court and to rely on possible months or years later for testimony. Writing that requires conclusion and opinion only comes as an expert witness, which takes years of experience at a minimum. I am an expert in my field in homicide and crime scene investigations, but teaching to that at this level is not worth it.

It would be most beneficial to teach students how to communicate in this business in a variety of ways. Reporting writing, ethic statements, marketing materials, etc. Research would come in the form of law, backgrounds, assets and communicating such findings.

Strengths towards teach the students written communication would be the factual, timeline writing that is so important in the field and most frequently used. Having them organize that type of report and getting them to think in those terms would be the easiest. Ethics are very important to me, so getting the students to think in those lines with an informal writing assignment would also be a breeze.

I see the value the in formal research papers even if it is not used in my field. The process of the research and how to properly summarize your findings is definitely transferrable. I would like most to improve in this area in teaching. I don't like research papers and have never really like them, maybe because it was always topics that I didn't enjoy. I very much enjoy research in itself with topics that most interest me, but putting that down in a formal writing style is most painful. I feel that I am weak in this area and would like to improve on it and be able to teach it with enthusiasm.

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The other area that I have a hard time balancing and probably my biggest obstacle to helping students become better writers is the grading and feedback. The grading of the content and the organization of it is not a problem, but the grammar, spelling and sentence structure feedback is a struggle for me. I feel that students who are taking college level course should know the basics of writing. Some students don't even use spell check to proof read their work. Pointing out all these grammatical errors is very time consuming and frustrating. I really don't want to be teaching writing to that minutia, but how are they going to get better if I don't do that. I like to refer them to the writing lab where they are better equipped and more patient to handle it, but I have found not many students take advantage of this. I don't know where other teachers stand with this and now that I am writing this then I will ask other professors in my discipline for their thoughts.

I hope that this course improves my assignments, so the students can get a deeper, richer experience while propelling them towards success in the field of their choosing.

Writing Fellows – Syllabus Statement
David Vaughn
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This is a writing-focused course, which means writing will be used as a tool to enhance the student's learning, composition and research skills. The career in private investigations requires documenting each investigative step on a variety of reports, such as, activity reports, surveillance reports, contracts, research, letters, freedom of information requests, marketing materials, notes and investigative plans. In the field, any documentation produced is shared with clients, government agencies and the judicial system. Developing one's writing skills will improve communication, court testimony and professional standards. This writing-intensive course will include a variety of assignments that are pertinent to the career in a number of areas.

Ethics Statement Homework

You are to write an ethics statement for your Private Investigation Company that you are creating. This statement should be well thought out, coherent and at least a substantial paragraph in length.

Every business should have an ethics statement or a guiding principle. Some items to think about as you write your statement:

- Company culture
- Dating policy
- People skills
- Communication
- Whistleblower
- How to ensure quality
- How to ensure integrity
- Confidentiality

This exercise will require to think about your personal ethics and how to incorporate them into a company. Additional research for ideas on an ethic statement or examples may be necessary.

This is an article that may help you out. It has links to examples too: <https://www.inc.com/guides/how-to-write-a-code-of-ethics.html>

Informal Writing Assignment #1 – Ethics Statement

You are to write an ethics statement for your Private Investigation Company that you are creating. This statement should be well thought out, coherent and fully explain the expectations for your employees.

Every business should have an ethics statement or a guiding principle. Some items to think about as you write your statement:

- Company culture
- Dating policy
- People skills
- Communication
- Whistleblower
- How to ensure quality
- How to ensure integrity
- Confidentiality & Privacy
- Sexual Harassment
- Discrimination

This exercise will require to think about your personal ethics and how to incorporate them into a company. Think about what ethics are most important to you and how you would convey that to your

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employees if owner of a company. Explain the principle and the behavior that you expect the employees to follow. You should incorporate at least five guiding principles to receive a good grade.

This is an article that may help you out. It has links to examples too: <https://www.inc.com/guides/how-to-write-a-code-of-ethics.html>. Additional research for ideas on an ethic statement or examples may be necessary. I recommend that you look up ethic statements of companies that you admire.

This assignment of must be type with a clear professional header with the name of your company and “Ethics Statement” at the top of the page and a references or Bibliography Page.

Submit your papers to the instructor electronically through blackboard no later than midnight on the due date.

This assignment is worth a maximum of 50 points toward the final grade.

Your grade will be based on:

1. Following APA style format and basic paper requirements
2. Thoroughness and effort put forth
3. See rubric for details

Peer Review Scoring Sheet

Investigation Essay

Directions: Investigators routinely rely on peers and colleagues to offer critical feedback so that they may strengthen their investigations and reports. The scrutiny provided by the investigative community during the peer review process is essential to successful investigations and results. This tool will assist you in helping your classmates strengthen their understanding of the steps of the investigation and improve the research assignment and oral presentation. By providing detailed responses to the questions below, you can provide valuable feedback to your classmates.

This process is strictly to help your fellow student to improve the understanding, presentation and writing. While you are not scoring the paper, the input you provide will be invaluable. Refer to the rubric to help you provide feedback.

This is a tool for the purpose of improving your work while learning to work with others. There are three basic rules to follows: 1) Provide compliments; 2) Offer suggestions on how on can be improved; 3) Make corrections.

Completing this scoring sheet will account for 25 points towards your total grade.

1. Is the summary/Introduction of the investigations sufficient enough for you to understand the substance of the investigation without any prior knowledge of it? Explain.

2. Are the facts and/or the steps of the investigation identified based on enough facts for a Private Investigator to provide a recommendation on how to proceed? Explain.

3. Is the conclusion/recommendation on how to proceed consistent with summary and facts presented in the previous sections?

4. Is the essay free from grammatical/spelling errors? Is the paper organized for ease of understanding with proper sentence structure? Identify the errors.



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Ethics Statement Rubric

	Exemplary (10 pts)	Proficient (7 pts)	Developing (4 pts)	Novice (0 pts)
PRESENTATION CONTENT				
Code of Ethics title and business	Code of ethics title and business name are clearly visible, formatted properly at the top of the page.	Code of ethics title and business name are listed, but not formatted properly at the top of the page.	The Code of ethics title or the business name are missing or are present, but not clearly presented.	The assignment does not have a title or business name.
Business code guidelines	The business code has a minimum of 5 guidelines that will serve as the standard for the	The business code has a minimum of 5 guidelines that will serve as the standard for the	The business code has a minimum of 5 guidelines that will serve as the	The business code has a minimum of 5 guidelines that will serve as the standard for the

	company's and employee's behavior.	company's and employee's behavior.	standard for the company's and employee's behavior.	company's and employee's behavior.
Organization	Writing is clear, concise, and well organized with excellent sentence/paragraph construction. Thoughts are expressed in a coherent and logical manner.	Writing is mostly clear, concise, and well organized with good sentence/paragraph construction. Thoughts are expressed in a coherent and logical manner.	Writing is unclear and/or disorganized. Thoughts are not expressed in a logical manner.	Writing is unclear and disorganized. Thoughts ramble and make little sense.
Grammar/Sentence Structure	There are no more than three spelling, grammar, or syntax errors per page of writing.	There are no more than five spelling, grammar, or syntax errors per page of writing.	There are more than five spelling, grammar, or syntax errors per page of writing.	There are numerous spelling, grammar, or syntax errors throughout the response.
Timeliness	Reflection submitted to blackboard on time.	Reflection submitted to blackboard 1-2 days late.	Reflection submitted to blackboard 3-5 days late.	Reflection submitted to blackboard 5-7 days late. (Note: Reflections not accepted after a week late.)

Essay Assignment: **CRJU 117**

Case Analysis

CRJU 117 is a general education course designed to assist students in the development of critical life skills. One of the goals of this assignment is to assess student competence for each of these objectives:

1. Understand the definition of discovery and what is needed to initiate the investigation.
2. Understand the importance of note taking and report writing.
3. Understand the concepts of evidence handling and procedures.
4. Understanding the basic concepts and methods of handling investigations.

5. Understand the role the private investigator in court

ASSIGNMENT: Write an essay on a criminal investigation of your choice that has been documented extensively to summarize and analyze the case from the point of view of the Private Investigator hired by a defense attorney of the person arrested. Locate the appropriate number of sources on a case, so that there is a full understanding of the case.

The first portion of the research paper should be used to summarize the case. The facts of the case should be presented and then identify the facts of the case that led the police to come to the conclusion for the arrest.

The next portion of the paper should identify those facts that are in favor of the defendant or that require more follow-up. Identify any procedural errors that the police made in the case. If there are no procedural errors then please state that in the essay.

The last part of the essay should be a recommendation on how to proceed on the case from the PI's perspective and these recommendations are based on the facts from your research.

Purpose: The purpose of this assignment is to look at the case from perspective the Private Investigator, which is a private citizen and does not have any police authority or access. The research would act as the case documents (discovery) for the PI to review. The paperwork is often all the PI has to review before formulating an investigative plan. This assignment will help the understanding this process and many different aspects of a case.

Audience: The audience of essay would be the defense attorney that hired you, so that show understanding of the case and the break down on the facts of the case that would help your client defend the arrestee.

Directions: See following assignment information and Supplemental Instructions for details.

ASSIGNMENT SPECIFICATIONS:

- The document must be type-written, double-spaced, one inch margins, and 12 point font. There is NO page minimum; rather students should be concerned with their comprehensive/exhaustive coverage of the case.
- Students must use APA format for citations and references; students must cite sources in the body of the report (in-text citations) and include a list of sources at the end of the report (reference page).
- Resource material must be from sources that have been evaluated by students for credibility.

GRADING:

- See attached rubric for details about how your submission will be graded

SUBMISSION GUIDELINES:

- The final submission of the assignment will be due after week 9 of the course.
- Students will submit their final paper through Blackboard.



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Investigation Essay Rubric

	Exemplary (10)	Proficient (8 pts)	Developing (6 pts)	Novice (4 pts)
PRESENTATION CONTENT				
Integration of Knowledge	Demonstrates the applied concepts learned in the course and incorporated into the writing.	Demonstrates, for the most part, the applied concepts learned in the course and incorporated into the writing.	Demonstrates, to a certain extent, the applied concepts learned in the course and incorporated into the writing.	The paper does not demonstrate the applied concepts learned in the course and incorporated into the writing.
Analysis	The essay demonstrates a complete analysis of the case and a proper recommendation on how to proceed as a PI.	The essay demonstrates, for the most part, an analysis of the case and a proper recommendation on how to proceed as a PI.	The essay demonstrates, to a certain extent, an analysis of the case and a recommendation on how to proceed as a PI.	The essay does not demonstrate an analysis of the case or a proper recommendation on how to proceed as a PI.
Organization	Writing is clear, concise, and well organized with excellent sentence/paragraph construction. Thoughts are expressed in a coherent and logical manner.	Writing is mostly clear, concise, and well organized with good sentence/paragraph construction. Thoughts are expressed in a coherent and logical manner.	Writing is unclear and/or disorganized. Thoughts are not expressed in a logical manner.	Writing is unclear and disorganized. Thoughts ramble and make little sense.
Grammar/Sentence Structure	There are no more than three spelling, grammar, or syntax	There are no more than five spelling, grammar, or syntax	There are more than five spelling, grammar, or	There are numerous spelling, grammar, or

	errors per page of writing.	errors per page of writing.	syntax errors per page of writing.	syntax errors throughout the response.
Sources & Citations	More than four sources cited in APA style and any in-text citations are also properly cited.	Three sources cited in APA style and any in-text citations are also properly cited.	Two sources cited in APA style or the in-text citations are not properly cited.	One source cited or sources are not in APA style or in-text citations are not properly cited.

Final Pedagogical Reflective Essay

I am very pleasantly surprised by how this training turned out. Writing fellows made me think about my course in a way that was not innate. I always tried to minimize the writing assignments due to my own personal reluctances. However my field is heavy writing and I always have had to document and account for every minute of my day and any interactions with people. I always knew that report writing was very important, but coming to a self-realization that the informal writing is just as important as the formal research papers.

Adjusting my course to emphasize writing more seems most appropriate and I am very happy about it. I think it will enhance the course as well as emphasize one of the most important aspects of the job.

The assignment that I am most proud of is the investigative research assignment. I have typically made the students break down an investigation in a short oral presentation. The assignment is now a formal research written assignment. There is also a peer review component to the assignment, so the students can talk about the investigation piece as well as the writing. In the workforce, discussing the case with colleagues, supervisors, attorneys and other professionals, is common place, as well as helpful. I am hoping it mimics working with a partner and it brings greater insight to their project. Once the written

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portion is complete then I would like them to present their case to the class. Again, I am hoping that this improves the research to the case, which will then improve their understanding of the investigation culminating in better oral presentation.

Writing fellows has also improved my writing instructions for the assignments. I didn't even know this was a weak point of mine, but in hindsight I have answered many questions about my written assignments. I hope that the students now have a better understanding of the work required and they will be able to work on it in a more timely fashion without much clarification.

In the future, I would like to improve the writing assignments in my other courses. At a minimum, the instructions for the work would be more in-depth and professional. This training was very beneficial and glad I participated.