

CJ 550 Module Six Activity Guidelines and Rubric

Overview: The purpose of this assignment is to encourage you to use proper communication skills to relay information reliably. In this activity, you will communicate a new directive using verbal communication.

Prompt: For this activity, imagine that you have completed a SWOT analysis and have determined there is an opportunity to receive funding for your criminal justice agency. In order to meet the requirements for funding, your agency must use a new piece of hardware. You must compose a one-minute audio transmission informing members of your criminal justice organization of the directive amendment. In your audio recording, you do not have to explain the technical intricacies of, for example, how to use an electronic ticket writer to members of your organization; instead, you must explain to members of your agency *why* the change was made and motivate them to be adaptable to change.

Be clear in your recorded message to your subordinates. Explain the need for this new policy and how it was developed. Finally, list reasons why this policy change is a positive change that will promote organizational success.

You may use the free recording and editing software [Audacity](#) to record your message in MP3 format. Help with Audacity can be found in the [tutorial here](#).

Specifically, the following critical elements must be addressed:

- Records a message that clearly explains need for new policy and how it was developed
- Message explains reasons for policy change
- Message retains positive tone and promotes organizational success

Guidelines for Submission: Your audio recording should be approximately 1 to 1 ½ minutes in length. You should submit your recording in MP3 format.

Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
New Policy	Meets “Proficient” criteria and recorded message is clear and of professional quality	Records a message that clearly explains need for new policy and how it developed	Records a message that explains need for new policy and how it developed, but message lacks clarity	Does not record a message that clearly explains need for new policy and how it developed	30
Reasons	Meets “Proficient” criteria and provides exceptional details for explaining reasons for policy change	Message explains reasons for policy change	Message explains reasons for policy change but has some gaps in reasoning	Message does not explain reasons for policy change	30
Success	Meets “Proficient” criteria and provides exceptional details for retaining positive tone and promoting organizational success	Message retains positive tone and promotes organizational success	Message retains a positive tone but message lacks information about organizational success	Message does not retain positive tone nor promote organizational success	30

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Recording	Recording is clear and message is between 1 and ½ minutes in length	Recording is clear and message is around 1 to 1 ½ minutes in length		Recording is not clear and message is either too short or too long	10
Total					100%