



IR WRITING!



NARRATIVE

Make sure the narrative is thorough and spelling and grammar are correct

Start from the moment you were first involved; document in chronological order

Make sure to state only facts, not opinions

Be sure to get G numbers and first and last names

Be specific: date, time, names, location, quotes for witnesses/students

Do not report emotions but behaviors that indicate the particular emotion

Be sure to list individuals by name rather than pronouns

Write in third person

ADVOCATE

<https://gvsu-advocate.symplicity.com/index.php/pid224243?mode=list>

NARRATIVE, DONE POORLY

On a round I heard noises coming from 231 Swanson. I knocked on the door and Andy Bernard opened the door. I explained I heard noises and needed to check the room for alcohol and Andy let me in. Andy seemed sober. I entered the room and saw other people sitting on the bed. I asked for IDs and gathered the information for the residents. The residents brought the alcohol into the room and had some Bud Light cans. I took the cans to the RA office and left.

NARRATIVE, DONE CORRECTLY

RA Dwight Schrute was completing rounds at approximately 9:15pm when he heard glasses clink and people shouting “chug chug chug” coming from room 231 Swanson. RA Schrute knocked on the door and resident Andy Bernard opened the door. RA Schrute introduced himself as the RA and explained that he heard glasses clinking and yelling in the room and asked if he could enter. Bernard allowed him in. RA Schrute noticed beer cans in the room. RA Schrute entered the room and saw two other people sitting on the bed and asked each person if they had been drinking. Each admitted to having had about a half can of beer each. RA Schrute asked for their IDs and gathered the information for resident Michael Scott and non-resident Nick Miller. RA Schrute asked Bernard and Scott to bring all alcohol in the room into the center of the room. Bernard and Scott complied and presented four unopened Bud Light cans and three opened Bud Light cans (approximately half full each). RA Schrute asked the residents to empty all cans into the sink and place the empties into a trash bag. RA Schrute informed the residents they would likely be hearing from their LCD or ALCD in the next few days regarding this situation. RA Schrute took the cans to the RA office before continuing on his round.



TITLE IX/CSA

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