

COURSE SYLLABUS



COURSE TITLE: **CRIM-120: CJ Seminar 1**

CLASS SECTION: **Sections 001, 002 & 003**

TERM: **Fall 2022**

COURSE CREDITS: **1.5**

DELIVERY METHOD(S): **9:30-10:20am; 10:30-11:20pm; 11:30-12:20 all in Young 201**
Class will meet weekly during the first 7 weeks of the semester and then again on November 30th. Weeks 8-12 will be working through the online portions of this course.

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: **Blair Fisher**

EMAIL: **fisherb@camosun.ca**

OFFICE: **Young 205**

HOURS: **12:30-1:30pm Wednesdays or drop in whenever you see my door open 😊**

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Restricted to students in Criminal Justice This course introduces students to the basic skills, knowledge and values necessary for academic and professional success in the criminal justice field. Students will begin to examine the responsibilities and obligations of the criminal justice professional and will learn about volunteerism.

PREREQUISITE(S): **Restricted to those students accepted in the Criminal Justice Program**

CO-REQUISITE(S):

EXCLUSION(S):

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

1. Outline personal and time management strategies to enhance personal and professional effectiveness.
2. Use effective learning skills for success in an academic environment.
3. Discuss the values and beliefs inherent in volunteerism.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

CLASS SCHEDULE OF TOPICS AND ASSIGNMENTS

(subject to revision)

Week #1 September 7th (In Class)

- Orientation to the Criminal Justice Program
- Program Instructors, key contacts and key resources
- Introduction to the course
 - Course assignments
 - Course and classroom expectations
 - Assignment #1 (Lansdowne Campus Resources Scavenger Hunt)

Week #2 September 14th (In Class)

- Introduction to the CJUS (Criminal Justice Undergrad Society)
- D2L Orientation
- Effective feedback exercise
- CJ Program and personal goals for success

Week #3 September 21st (In Class)

- Professionalism
- Self-care plan
- Assignment #2 (Professional e-mail)

Week #4 September 28th (In Class)

- Introduction to volunteer opportunities

- Discuss Co-op and Internship options
- Importance of volunteerism for future goals and industry opportunities

Week #5 October 5th (In Class)

- APA discussion
- Appropriate vs inappropriate resources
- Factual information in a post-truth world

Week #6 October 12th (In Class)

- The Web Declare process
- APA Styling
- Formatting academic papers
- Title Pages
- References
- Assignment #3 (Title Page)

Week #7 October 19th (In Class)

- Website for course and managing online components
- Setting up meetings for assignment #4
- Review of course and program expectations

Week #8 #9 & #10 (Self-paced; Online)

- Modules 1 and 2
- Time Management & Self care
- Academic Writing
- Assignment #5 (To be placed in Dropbox on D2L; Due date: November 9th)

Weeks #11 & #12 (Self-paced; Online)

- Volunteerism
- Service Learning
- Assignment #6 (To be placed in Dropbox on D2L; Due date: November 23rd)

Week #13 November 30th (In Class)

- First semester discussion
- Introduction to Winter and Summer courses
- Evaluation of learning/progress
- Wrap-up & Review

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

- **Six (6) Assignments (Complete / Incomplete)**
- **Appropriate attendance, failure to attend regularly will result in an incomplete grade.**

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Course Grading (Complete / Incomplete)

Final Due Date for returned assignments: Week 13, November 30th, 2022

To receive a complete grade for this course you will need to have completed all six (6) assignments with adequate achievement. Assignments will be noted as complete or incomplete. Assignments that show a lack of engagement, lack of focus, and/or lack of effort will be noted as incomplete. If your assignment is returned incomplete, you will be informed as such and will need to redo the assignment before class on November 30th. All assignments must be completed to receive a passing grade in this course.

You **must** complete all evaluative requirements (Six {6} assignments) to receive a passing grade in this course. Unfortunately, if you do not complete all requirements, you will receive an Incomplete grade for this course. All late work must be completed by the final class of the semester.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Academic Advising

<http://camosun.ca/advising>

Accessible Learning

<http://camosun.ca/accessible-learning>

Counselling

<http://camosun.ca/counselling>

Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun’s Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student’s right to choose what is right for them. For more information see Camosun’s Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College’s Student Misconduct Policy at

<http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.