

COURSE SYLLABUS



COURSE TITLE: CRIM-205: Case Management

CLASS SECTION: 001 a&b

TERM: Fall 2023

COURSE CREDITS: 3

DELIVERY METHOD(S): Lecture Mondays 12:30-2:20pm Young 317
Labs Wednesdays (a) 10:30-11:20am or (b) 11:30-12:20pm

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](#).

INSTRUCTOR DETAILS

NAME: Blair Fisher

EMAIL: fisherb@camosun.ca

OFFICE: Young 205

HOURS: 11:30am-12:30pm Mondays & Thursdays. I am available during week days by e-mail 8:30-

4:30. I will be available prior to & after labs on Wednesdays also. Please come in if 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

Students will explore the principles of case management, specifically intake, assessment, planning of intervention strategies, and evaluation of interventions. Using a cross-cultural perspective, students will examine correctional programs and assessment tools in the justice system. Students will also develop interview and report writing skills to compose criminal justice client assessments including legal status, recommendations, and organizational requirements.

PREREQUISITE(S):

One of:

- C in ENGL 151
- C in ENGL 161
- C in ENGL 163
- C in ENGL 164

And all of:

- C in CRIM 154

COURSE LEARNING OUTCOMES / OBJECTIVES

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

1. Describe the elements of case management and evaluate the effectiveness of interventions within criminal justice practice from a cross-cultural perspective.
2. Apply the three phases of case management to criminal justice clients, including client assessment, planning, and implementation.
3. Using a cross-cultural lens, develop criminal justice client assessments including, legal status, recommendations, and organizational requirements.
4. Outline a variety of ethical and legal issues pertinent to the case management process.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Summers, N. (2019) *Fundamentals of Case Management Practice: Skills for the Human Services, Fifth Ed.* Toronto: Cengage

Other materials will be distributed via the course D2L website.

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.

Week #1 September 6th

- Introduction to the course
 - Website for course (D2L)
 - Introduction to textbook
 - Overview of assignments
 - Course expectations

Week #2 September 11th & 13th

- Introduction to Case Management
- Defining case management
- The process of case management
- Principles & Goals of case management
- Assign lab groups & team building exercise
- **Assignment #1 due**

- Read Chapter 1

Week #3 September 18th & 20th

- Understanding the context of Case Management
- Models of case management
- Roles in case management
- Client profiles exercise

- Read Chapter 3

Week #4 September 25th & 27th

- The assessment phase of case management
- Application of services
- Case Assignment
- Documentation & report writing
- Addiction Severity Index-lite & Intake Assessment Form exercise
- **Assignment #2 due**

- Read Chapter 4 and Chapter 5

Week #5 October 4th

- No class October 2nd, Indigenous Day holiday
- Effective intake interviewing skills
- Attitudes & characteristics of interviewer
- Essential communication skills
- Interviewing pitfalls

- Read Chapters 7, 8 and 9

Week #6 October 11th

- No class October 12th, Thanksgiving holiday
- Critical Incident Reporting

- Read Chapters 10 and 11

Week #7 October 16th & 18th

- Cycle of Behavioural change
- Interviewing skills cont'd
- Motivational Interviewing video
- **Critical Incident Report due October 18 by 10:30am**

- Read Chapter 12

Week #8 October 23rd & 25th

- Service delivery planning
- Revisiting the assessment phase
- Developing a plan for services
- Identifying services
- Institutional case management
- CJ practitioner research
- **Assignment #3 due**

- Read Chapter 14 and Chapter 18

Week #9 October 30th & November 1st

- Building a case file
- Medical evaluations
- Psychological Evaluations
- Social Histories
- Casework record assignment
- **Assignment #4 due**

- Read Chapter 16

Week #10 November 6th & 8th

- Service coordination
- Making referrals
- Monitoring services
- Working with other professionals
- Advocacy
- **Social History Assignment due in lab**

- Read Chapter 19 and Chapter 22

Week #11 November 15th

- No seminar November 13th, Remembrance Day stat
- Working within the organizational context
- Understanding the organizational structure
- Managing resources
- Ethical and legal issues

- Read Chapter 2 and Chapter 24

Week #12 November 20th & 22nd

- Surviving as a case manager
- Survival skills
- Prevent burnout
- Time management
- Community Resources
- Assertiveness
- Personal safety
- Boundaries
- Case management in community vs institutional settings
- **Assignment #5 due**

- Read Chapter 6

Week #13 November 27th & 29th

- Case Management Report Work
- Wrap-up

- No reading this week

Week #14 December 4th & 6th

- **Case Management Reports due Dec 6th by 6pm**

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 noticed 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>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Lab-based Assignments (5)	25%
Critical Incident Report	15%
Social History Report	20%
Final Case Management Report	40%
TOTAL	100%

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

The primary purpose of this course is to introduce students to general case management as it is practiced within criminal justice and human services related professions. Each week, students will be introduced to the concepts associated with that week’s material. More skills-based components will be added in the latter modules of each week including case management groupings where skills will be applied by your case management team on a variety of scenarios with a fictitious client. These latter modules will also be used to critique report writing and complete course exercises.

The text will play a significant role in helping you to master the subject matter of this course. It is important that each chapter be read prior to the scheduled class as this is the assumption under which I will be instructing.

Instructions for all assignments will be posted on the D2L and may be adjusted or adapted.

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.

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.