

COURSE SYLLABUS



COURSE TITLE: CRIM-205-Case Management

CLASS SECTION:

TERM: 2024F

COURSE CREDITS: 3

DELIVERY METHOD(S): In-Person Mondays 10:30- 12:20 in Young 325 and Labs Wednesdays either 9:30-10:20 or 10:30-11:20am in Young 325

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

INSTRUCTOR DETAILS

NAME: Blair Fisher

EMAIL: fisherb@camosun.ca

OFFICE: Young 205

HOURS: Office Hours for this class will be Wednesdays 11:30-12:30. Please come see me whenever you see my office door open, I am here to help your learning 😊

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

CO-REQUISITE(S):

EQUIVALENCIES:

COURSE LEARNING OUTCOMES / OBJECTIVES

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

Describe the elements of case management and evaluate the effectiveness of interventions within criminal justice practice from a cross-cultural perspective.

Apply the three phases of case management to criminal justice clients, including client assessment, planning, and implementation.

Using a cross-cultural lens, develop criminal justice client assessments including, legal status, recommendations, and organizational requirements.

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

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 4th

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

Week #2 September 9th & 11th

- 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 16th & 18th

- Understanding the context of Case Management
- Models of case management
- Roles in case management
- Client profiles exercise
- Read Chapter 3

Week #4 September 23rd & 25th

- 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 2nd

- Effective intake interviewing skills
- Attitudes & characteristics of interviewer
- Essential communication skills
- Interviewing pitfalls
- Read Chapters 7, 8 and 9

Week #6 October 7th & 9th

- Critical Incident Reporting
- Read Chapters 10 and 11

Week #7 October 16th

- Cycle of Behavioural change
- Interviewing skills cont'd
- Motivational Interviewing video
- **Critical Incident Report due October 16 by 9:30am**
- Read Chapter 12

Week #8 October 21st & 23rd

- Service delivery planning
 - Revisiting the assessment phase
 - Developing a plan for services
 - Identifying services
 - Institutional case management
 - CJ practitioner research
 - **Assignment #3 due**
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- Read Chapter 14 and Chapter 18

Week #9 October 28th & 30th

- Building a case file
 - Medical evaluations
 - Psychological Evaluations
 - Social Histories
 - Casework record assignment
 - **Assignment #4 due**
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- Read Chapter 16

Week #10 November 4th & 6th

- Service coordination
 - Making referrals
 - Monitoring services
 - Working with other professionals
 - Advocacy
 - Teamwork
 - **Social History Assignment due in lecture**
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- Read Chapter 19 and Chapter 22

Week #11 November 13th

- Working within the organizational context
 - Understanding the organizational structure
 - Managing resources
 - Improving services
 - Ethical and legal issues
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- Read Chapter 2 and Chapter 24

Week #12 November 17th (SUNDAY)

- This will be the Interdisciplinary Event. There will be no classes the week following this event but there will be an assignment based on your learning during the event.

Week #13 November 25th to November 27th

- 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**
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- Read Chapter 6

Week #14 December 2nd & 4th

- Case Management Report Work
 - Wrap-up
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- **Case Management Reports due Dec 4th 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 notice is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Lab-Based Assignments (5)	25%
Critical Incident Report	10%
Social History Report	15%
Interdisciplinary Event Reflective Assignment	10%
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](#) policy for more information.

<https://camosun.ca/sites/default/files/2021-05/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.

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 camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support

Support Service	Website
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

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 Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/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 <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

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 (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence

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 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 Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education.

To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

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 <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

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 change.

