

# COURSE SYLLABUS



COURSE TITLE: CRIM-220: CJ Seminar 3

CLASS SECTION: 01 and 02

TERM: Fall 2023

COURSE CREDITS: 1.5

DELIVERY METHOD(S): Hybrid – In Class and Online and Asynchronous

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](#).

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## INSTRUCTOR DETAILS

NAME: **Wendy Taylor**

EMAIL: [Taylorw@camosun.ca](mailto:Taylorw@camosun.ca)

OFFICE: Young 210B

HOURS: Tuesday and Thursday 1 to 2:30

*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.*

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## CALENDAR DESCRIPTION

Restricted to students in Criminal Justice This course builds on the professional knowledge and skills learned in the Year One professional seminars. Career preparation, technical writing, employability, and volunteerism are emphasized.

### PREREQUISITE(S):

All of:

- COM in CRIM 121

### CO-REQUISITE(S):

Not Applicable

### EXCLUSION(S):

Not Applicable

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## COURSE LEARNING OUTCOMES / OBJECTIVES

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

1. Implement effective technical writing necessary for practice in the criminal justice field.

2. Discuss the benefits and opportunities of volunteering as they pertain to professional success.
3. Demonstrate the foundational skills necessary to market oneself for employment.
4. Discuss the options and opportunities for further education in the criminal justice field.

#### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Class material will be provided in class or on D2L

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

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

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
September 7, 2023	Overview, expectations and Volunteering	In Class
September 14, 2023	Volunteerism and COOP	In Class
September 21, 2023	Volunteerism, and Community Partnerships and Presentation Skills Review	In Class
September 28, 2023	Wellness and group planning for Stone Soup & Food Drive	Online Asynchronous
October 5, 2023	Stone Soup Food Drive Project Day	In Class/On campus
October 12, 2023	Wellness Assignment Preparation and Post Secondary School Presentations	Online
October 19, 2023	Wellness Presentations and Clothing Drive Preparation Wellness Thought Paper due October 20, 2023	In class
October 26, 2023	Technical Writing and Indigenous Court Presentation Young 216 at 5:30 pm	In Class
November 2, 2023	Technical Writing Assignment and Prep for Competency Based Interviewing	Online Asynchronous
November 9, 2023	Competency Based Interviewing and Clothing Drive Prep Technical Writing Assignment Due – Dropbox	In Class
November 16, 2023	Clothing Drive Project Preparation	Online /On Campus
November 23, 2023	Clothing Drive Week	On Campus/Community
November 30, 2023	Our Place	Our Place
December 7, 2023	Criminal Justice Information Session Preparation and Volunteer Hours	In Class

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

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DESCRIPTION	WEIGHTING
Volunteer Class Projects -2 - Stone Soup and Clothing Drive Volunteer and Speaker Series Volunteer Hours	Must participate to complete the course
Wellness Thought Paper	Must complete to pass the course
Wellness Presentation	Must complete to pass the course
Technical Writing Assignment	Must complete to pass the course
Community Volunteer Experience 10- hours	Must complete to pass the course
	<b>TOTAL</b>
	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

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All of the following assignments must be completed to pass Crim 220:

### **Volunteer Experience**

Students must participate in a volunteer role through the 14 weeks of this course. 5 hours minimum will be required by each student as part of their roles in Class Community Projects and 10 hours of individual community volunteer activities. Additional Information will be provided in class and D2I A volunteer hour completion form will need to be completed and submitted to dropbox by December 7, 2023.

### **2 Minute Presentation on Wellness Assignment – In Class October 19, 2023**

A brief presentation on the wellness assignment and plan to be shared with the class. More information will be provided in class and on D2I. Presentations will be held in class on October 19, 2023

### **Technical Writing Assignment – Due November 9, 2023**

Summary report of incident occurrence. Additional Information provided in class and on D2I - Due in dropbox November 9, 2023

## Wellness Thought Paper and Plan – Due October 20, 2023 –

For this assignment, you will complete the Wellness Wheel Assessment and prepare a 2 to 3 page Thought Paper. The Thought Paper needs to reflect on your assessment of your current state of wellness and plans to enhance your wellness and well-being in the future. You will discuss the 7 dimensions of wellness and your well-being assessment, and identify 2 to 3 areas that are a priority for you and your plans are to enhance your wellness in those areas. What are your goals, and why? What specific things you will plan to do and how? Additional information will be provided on D2L and in class. Due October 20, 2023 day after class presentations. This assignment will also inform your career plan which will be complete in Crim 221.

### STUDENT RESPONSIBILITY

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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

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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	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>

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Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

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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.

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## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### 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](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto: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.