

# COURSE SYLLABUS



COURSE TITLE: CRIM-221: CJ Seminar 4

CLASS SECTION: BX01 and BX02

TERM: Winter 2024

COURSE CREDITS: 1.5

DELIVERY METHOD(S): Class and Online Asynchronous

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən 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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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

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NAME: Wendy Taylor

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

OFFICE: Y 210B

HOURS: Monday 11:30 to 1:00 pm, Tuesday 12:00 to 1:00pm

*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

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Restricted to students in Criminal Justice This is the capstone seminar in criminal justice. The course emphasizes employability and volunteerism while students explore lifelong learning and its relationship to personal and professional development.

### PREREQUISITE(S):

All of:

- COM in CRIM 220

### CO-REQUISITE(S):

Not Applicable

### EXCLUSION(S):

Not Applicable

## COURSE LEARNING OUTCOMES / OBJECTIVES

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

1. Develop strategies to enhance personal and professional development in the criminal justice field.
2. Explain the benefits, opportunities and realities of volunteering in the criminal justice field.
3. Demonstrate the skills for employment in the criminal justice field.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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All course reading and materials will be provided 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 1 January 8, 2024 (In Class)

- Introduction to the course
- Course assignments
- Course and classroom expectation
- Class Event Sign-Up and Discussion

### Week 2 January 15, 2024 (In Class)

- Criminal Justice Information Session Presentation Overview and Planning
- Professionalism in the Criminal Justice System
- Career and Personal Plan Overview

### Week 3 January 22, 2024 (In Class)

- Planning for Criminal Justice Information Session
- Competencies and interviewing
- Presentation

### Week 4 January 29, 2024 (In Class)

- Mindfulness Part 1
- Presentation

### Week 5 February 5, 2024 (Online Session)

- Mindfulness Part 2
- Competency Based Job Applications, Process and Interviews

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|----------------------------|--|
| Week 6 February 12, 2024   | Final Preparation for Criminal Justice Information Session<br>Wellness and PTSD (Online Session)       |
| Week 7 February 19, 2024   | No class – Family Day and Reading Week   |
| Week 8 – February 26, 2024 | Competency Based Interviewing (In Class)<br>Competency Based Letter and Job Posting Due February 29/24 |
| Week 9 – March 4, 2024     | Criminal Justice Information Session 2:30 to 4:30 pm   |
| Week 10 – March 11, 2024   | Market Analysis and Career Planning (Online Zoom)<br>Work BC   |
| Week 11 – March 18, 2024   | Public Speaking and Presentations (In Class)   |
| Week 12 – March 25, 2024   | Career and Personal Plan Presentations in Class  |
| Week 13 – April 1 , 2024   | No Class Easter Monday   |
| Week 14 – April 8,2024     | Career and Personal Plan Presentations in Class<br>Personal Career Life Plan due April 8, 2024         |

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 scan 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                       |
|---|---------------------------------|
| Competency Based Career Job Application Letter and Posting Due February 29, 2024              | Complete/<br>Incomplete         |
| Personal Career and Life Plan – due April 8, 2024   | Complete/<br>Incomplete         |
| Presentation on CJ Career Life Plan – in class<br>March 25, 2024 and April 8, 2024            | <b>Complete/<br/>Incomplete</b> |
| Criminal Justice Information Session Volunteer and Participation March 4, 2024 – 2 to 4:30 pm | <b>Complete/<br/>Incomplete</b> |
| <b>TOTAL</b>  | Complete/<br>Incomplete         |

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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### Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

| Grade | Description   |
|-------|---|
| COM   | The student has met the goals, criteria, or competencies established for this course, practicum or field placement.   |
| DST   | The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement. |
| NC    | The student has not met the goals, criteria or competencies established for this course, practicum or field placement.  |

## SCHOOL OR DEPARTMENTAL INFORMATION

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### 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/>.

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|-------------------------------------|---|
| 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>           |

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| 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>                             |
| 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.