



COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/crim.html>

Ω Please note: the College electronically stores this outline for five (5) years only.
It is **strongly recommended** you keep a copy of this outline with your academic records.
You will need this outline for any future application/s for transfer credit/s to other colleges/universities.

1. Instructor Information

- (a) Instructor: KARIN KAERCHER
- (b) Office hours: Mon /Tues/Wed 11:30 – 12:30; Tues 2:30-3:20; Fri 12:30-1:20
- (c) Location: Young 210 A
- (d) Phone: 370-3333
- (e) E-mail: Kaercher@camosun.bc.ca
- (f) Prerequisite: Crim 204; English 150
- (h) Class Time - Wed - 9:30-11:20; Sem A – 1:00-1:50; Sem B 2:00-2:50
- (i) Transfer Credit - see BC Transfer Guide online at <http://www.bctransferguide.ca/>

2. Intended Learning Outcomes

(No changes are to be made to these Intended Learning Outcomes as approved by the Education Council of Camosun College.)

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

- 1. Describe the elements of case management and evaluate the effectiveness of interventions within criminal justice practice.
- 2. Apply the three phases of case management to criminal justice clients, including client assessment, planning, and implementation.
- 3. Write professional reports consistent with legal and organizational requirements.
- 4. Outline a variety of ethical and legal issues pertinent to the case management process.

In order to successfully achieve the stated learning outcomes, it is expected that students will attend all classes and that, on average, students will spend three hours of outside class preparation for each hour of in-class instruction.

3. Required Materials

(a) Texts

Woodside , M. & T. McClam (2006) **Generalist Case Management** (Third Edition).
Toronto, Ontario: Thomson.

4. Course Format

The primary purpose of this course is to introduce students to general case management as it is practiced within justice and human service related professions. Each Wednesday, students will be introduced to the concepts associated with that week's material. Seminar sessions will be more skills based, and time will be used to practice interview skills and other case management skills related to assessment, intervention, and implementation strategies. Seminars will also be used to critique report writing and complete in class 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. Furthermore, there are classes during which you will be required to bring the textbook for use in group work.

This course will also make use of online learning technology and will be delivered in an enhanced face-to-face delivery format. Students will registered to access this course via the online courses link under online services on the Camosun homepage. For this semester, you will be able to access course outlines, some class exercise resources etc via the D2L website. Your grades will also be accessible through this website.

5. Basis of Student Assessment

The total marks for this course are distributed as follows:

Seminar assignments/ Exercises Due date: various	20%
Interview /Social History Due date: Nov. 18	20%
Case Management Report Due Date: Dec. 9	30%
Quizzes (2) Dates TBD	30%
Total	100%

6. Grading System

Grading System

(No changes are to be made to this section unless the Approved Course Description has been forwarded through the Education Council of Camosun College for approval.)

Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2

50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at camosun.ca for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. <i>(For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)</i>
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

A standing of INC will only be awarded upon prior arrangement between teacher and student, subject to supporting documentation.

This course is considered a Criminal Justice core course and therefore a student must achieve a C grade or better to receive transfer credit.

What do the grades mean?

- A: Designating a “superior level of achievement”, a letter grade of A is awarded to the student who surpasses course expectations by doing additional reading and research, and by providing well thought-out and clearly expressed ideas on exams and assignments. The student demonstrates outstanding organizational, analytical and critical thinking skills, as well as added resourcefulness in meeting course requirements.
- B: Designating a “high level of achievement”, a letter grade of B is awarded to the student who exhibits substantial comprehension of course reading and lecture materials and is able to reflect this knowledge orally and in writing. The student demonstrates analytical thinking skills and clearly performs above average in meeting course requirements.
- C: Designating a satisfactory or “sufficient level of achievement”, a letter grade of C is awarded to the student who completes all course requirements and has a competent understanding of the course materials. Further improvement is attainable with effort and refined reading, writing, analytical, and organizational skills.
- D: Designating a “minimum level of achievement”, a letter grade of D is awarded to the student who generally performs below average, does not show signs of having read the assigned readings or is unable to present ideas in writing in sufficient clarity or detail. The student may need remedial assistance to improve reading/writing skills.
- F: Designating “below minimum level of achievement”, a letter grade of F is awarded to the student who fails to meet all or most course requirements. This may be due to poor attendance, hastily prepared assignments, not having done the readings or some other correctable problem.

7. Instructional Policies

1. Attendance and Participation

It is my assumption that you have chosen the CJ Diploma because you want to have the practical skills and competencies necessary to do front line justice work when you complete your field of studies. You want more than simply book knowledge. Based on this, I would assume that you will want to come to every class so that you have as much practice time as possible. I also expect that you recognize the importance of your role as an active and necessary participant in this learning environment for your classmates.

Therefore, I do not have an attendance or participation mark that you can earn. If you do miss classes (humanitarian / medical reasons are acknowledged – in advance where possible), you should **expect to lose 2% off your overall final course grade (per EACH absence).**

Finally, tardiness has a huge impact on when the class can begin. If you arrive late, you will miss instructions, which then often need to be repeated. Similarly, the setting up of learning groups gets delayed. Feel free to arrive early! I will take attendance at the start of class. **For every 2 late arrivals, expect to lose 1% off your overall final course grade.**

2. Quiz Date Changes

No provision will be made to write a test earlier or later than originally scheduled. The two quizzes must be written at the times and on the dates assigned. A student will only be allowed to write a missed test by providing a valid medical certificate attesting to the fact that s/he was ill (or suffered an accident) at the time of the assigned test. In addition, the student who misses a test due to illness must inform the instructor **on or before the date** of the test of the reason for her/his absence.

Note: Students arriving thirty minutes or more after a course exam has commenced or after the first students has left will not be permitted to write the exam.

3. Late Penalty

Students having a legitimate concern about meeting the due dates should consult with the instructor well in advance. All assignments must be completed and submitted by the date assigned. All late written assignments will be penalized by 20% of the total mark per day. Students may negotiate the late submission of **one assignment** in the semester; please come see me if you think you need to make use of this permission.

4. Written Assignment Requirements

Written Assignments for this course must be typewritten and double-spaced unless the assignment is completed within the workbook. Written assignments must be submitted to the instructor at the beginning of class. Assignments received at the end of class or not given directly to the instructor as noted, will be penalized as per #4 above.

All assignments submitted for evaluation must be original and produced for the purposes of this course only. All assignments must be prepared by each student individually, unless I have given permission for a group submission.

5. Course Completion Requirements

Students must complete all evaluative requirements (Case management report, interview skills/social history, in class/ homework exercises, quizzes) to receive a passing grade for the course. Students failing to complete all the requirements will receive an F grade.

6. Plagiarism

If you are concerned about your ability to properly credit and cite references, please come see me asap. I am here to help you!!!

Plagiarism is considered a serious academic offense. If plagiarism is documented by your instructor, the penalty will be an automatic "0" for that assignment.

7. Cheating/Academic Dishonesty/Student Conduct

The Criminal Justice Department has a clearly articulated policy on cheating and student conduct, as does the College. Cheating may result in suspension and the potential loss of a career in the criminal justice field. Please refer to a current College Calendar and the Criminal Justice Orientation Manual.

8. Course Withdrawal

The last day to withdraw from this and other Fall 2009 courses without receiving a failing grade is November 10, 2009.

9. Mark/Grade Challenges and Appeals

A student who is seeking to question a mark and/or informally resolve a grade appeal with the course instructor must clearly articulate in writing the specific element of the test or assignment being questioned and provide written reasons/arguments supporting why the mark/grade should be changed. The College appeals process is outlined on pages 32 of the 2009/2010 Camosun College Calendar.

10. Student Responsibility

It is each student's responsibility to familiarize her/himself with course/program and college policies. Students experiencing difficulties throughout the semester are encouraged to talk to the course instructor at the earliest opportunity.

8. Semester Outline - Topics and Reading List

Week 1 Sept 9

Introduction: course overview
Group assignment and group work

Week 2 – Introduction to case management –Sept 16

Purpose – To define and describe the process of case management as it has evolved in human service delivery including an overview of the Canadian context, values and principles



Read Ch. 1 of Woodside and McClam

Week 3 Understanding the context of case management –Sept. 23

Purpose: to examine the organizational, political, legal context of case management and the constraints this may place on service delivery and case management practice



Read Ch. 2 of Woodside and McClam

Read Ch. 3 of Woodside and McClam for the seminar

Week 4 – The Assessment phase of case management –Sept 30

Purpose: to demonstrate understanding of the assessment phase of case management



Read Ch. 4 of Woodside and McClam

Week 5 – Effective Intake Interviewing Skills Oct. 7

Purpose: to describe the essentials skills needed for effective interviewing, the characteristics of a good interviewer, and the components of a good interview.



Read Ch. 5 of Woodside and McClam

Week 6 – Effective Intake interviewing Skills – Oct. 14

Purpose: to practice interview skills using motivational interviewing and a strengths-based approach

Week 7/8 Service Delivery Planning Oct. 21/28

Purpose: To describe and demonstrate beginning proficiency in formulating a case management plan for client services, including goal setting, creating a client directed plan and choosing treatment methods and resources appropriate to the client



Read Ch. 6 of Woodside and McClam

Week 9 Building a case file – Nov. 4

Purpose: To describe the skills and documents needed in building a case file and to prepare case notes using narrative



Read Ch. 7 of Woodside and McClam

Week 10 No Class – Nov. 11

Week 11 Service Coordination – Nov. 18

Purpose: To describe strategies for collaboration with other service providers, and to examine the benefits of integrated case management.



Read Ch. 8 of Woodside and McClam

Week 12 – Working within the organizational context – Nov. 25

Purpose : to examine the impact of the structure or an organization, its mission, policies, authority and accountability, climate, resources, revenue and service delivery on case management.



Read Ch. 9 of Woodside and McClam

Week 13 Surviving as a case manager - Dec. 2

Purpose: to identify the skills associated with being an effective case manager.



Read Ch. 11 of Woodside and McClam

Week 14 – Wrap up – Dec. 9

Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services, or the College web site at camosun.ca.

STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services, and the College web site in the Policy Section.

[ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED](#)