

## 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:	Eva Wilmot		
(b)	Office Hours:	Thursday 12:30-1:20		
(c)	Location:	Y 210A		
(d)	Phone:	370-3431	Alternative Phone:	
(e)	Email:	Wilmote@camosun.bc.ca		
(f)	Website:			

### 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.

### 3. Required Materials

- (a) Texts
- (b) Other

### 4. Course Content and Schedule

(This section can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)

#### 1. Required Materials:

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

#### 2. Course Content and Schedule:

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 Tuesday, students will be introduced to the concepts associated with that week's material. Seminar sessions (Thursdays) 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.

## **Instructional Policies:**

---

### **1. Late Penalty**

Oral assignments must be completed on the date assigned. All late written work will be penalized by 20% per day unless an extension is legitimately warranted AND approved by the course instructor in advance of the assignment due date.

### **2. Written Assignment Requirements**

All assignments must be handed to the instructor at the beginning of class. All assignments must be turned into the instructor personally. Assignments put under the door, in the mail or otherwise submitted will not be accepted. If the submission of work is problematic, see the course instructor in advance of the due date. Written assignments must be type-written, double spaced, and meet the basic requirements as set out in the Criminal Justice Writing Reference Manual.

All assignments must be prepared by each student individually, unless I have given permission or instruction for a group submission.

### **3. Plagiarism, Cheating and Academic Dishonesty**

If the course instructor can document plagiarism, cheating and/or academic dishonesty, the penalty will be an automatic "zero" on the assignment in question.

### **4. Course Withdrawl**

The last day to withdraw from this and other Fall term courses without receiving a failing grade is November 9, 2010.

### **5. Mark/Grade Challenges and Appeals**

A student seeking to question a mark assigned by the instructor on any course evaluation component, must clearly articulate in writing the specific element of the assignment being questioned and provide written reasons or arguments supporting a change in the mark. The Student Appeal Procedure is found on pages 37-38 of the 2009/2010 calendar.

### **6. Student Responsibility**

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

### **3. Basis of Student Assessment**

The total marks for this course are distributed as follows:

**Seminar assignments/Exercises (4) 10%**

---

Various due dates

**Interview/Social History 20%**

---

Due November 2 in class

**Case Management Report 40%**

---

Due December 7 in class

**Quizzes (2) 20%**

---

Oct. 12 and Nov. 30

**Participation and Attendance 10%**

---

### **4. Grading System**

The following percentage conversion to letter grade will be used:

A+ = 90-100%

B = 73-76%

D = 50-59%

A = 85-89%

B- = 70-72

F = 0-49%

A- = 80-84%

C+ = 65-69%

B+ = 77-79%

C = 60-64

There are a variety of services available to students to assist them through their learning. This information is available in the college calendar, at the registrar's office and on the college website.

## **CRIMINOLOGY 205 – CASE MANAGEMENT**

### **CLASS SCHEDULE**

**FALL 2010**

Subject to revision

.....

**Week 1** Sept. 7

Introduction and overview of course

**Week 2** Sept. 14

Introduction to case management

Read Chapter 1

**Week 3** Sept. 21  
Understanding the context of case management  
Read Chapter 3

**Week 4** Sept. 28  
The assessment phase of case management  
Read Chapter 4

**Week 5** Oct. 5  
Effective Intake Interviewing Skills  
Read Chapter 5

**Week 6** Oct. 12  
Effective Intake Interviewing Skills  
No reading this week

**Week 7/8** Oct. 19/26  
Service Delivery Planning  
Read Chapter 6

**Week 9** Nov. 2  
Building a case file  
Read Chapter 7

**Week 10** Nov. 9  
Service coordination  
Read Chapter 8

**Week 11** Nov. 16  
Working within the organizational context  
Read Chapter 9

**Week 12** Nov. 23  
No class – prepare assignment

**Week 13** Nov. 30  
Surviving as a case manager  
Read Chapter 11

**Week 14** Dec. 7  
Wrap Up

## 5. Basis of Student Assessment (Weighting)

*(This section should be directly linked to the Intended Learning Outcomes.)*

- (a) Assignments
- (b) Quizzes
- (c) Exams
- (d) Other (e.g., Attendance, Project, Group Work)

## 6. 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](http://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 3<sup>rd</sup> 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.

## 7. 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](http://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