



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:	KELLI MOORHOUSE		
(b)	Office Hours:	MONDAY AND WEDNESDAY 11:30 TO 1:30		
(c)	Location:	YOUNG 210B		
(d)	Phone:	370.3335	Alternative Phone:	
(e)	Email:	Moorhouse@camosun.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. Demonstrate effective interpersonal skills (attending, encouragers, paraphrase, reflection of feeling, empathy, summarizing, questioning, concreteness).
2. Develop and maintain effective process recordings based on information collected from role plays.
3. Demonstrate effective interpersonal skills with an emphasis on the need for and use of approaches for diffusing anger, hostility or resistant behaviour, and with an accurate awareness of personal strengths and challenges.
4. Explain the use of different interpersonal skills in a variety of situations and contexts.

3. Required Materials

Moorhouse, K. (2012) Course Reader: CRIM 204 CJ Interpersonal Skills.

Cyber Course Reader (links to required readings and materials that you are responsible for downloading).

Recordable device such as a dvd or flashdrive.

Access to a camcorder.

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.)

5. Basis of Student Assessment (Weighting)

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

COURSE COMPLETION REQUIREMENTS

The process recording (baseline assignment), two competency tests, interview and presentation, motivational interviewing assignment, and the final exam must be completed to earn a passing grade in this course. Late submissions are not graded and all hand in assignments are due at the start of class (not 10 minutes later!).

Preparation for Class Assignments: These assignments are graded as complete (100%) or incomplete (0%) and must be submitted online (see the schedule in the next section) before class starts to earn a grade. No late homework is accepted.

If you earn an incomplete on an assignment because the quality or quantity of your work does not meet the minimum expectation (see the grading matrix for homework), you can **resubmit** it once you have addressed the oversight.

Any resubmitted preparation for class assignments **MUST** be handed in (in class) before the last day of class.

ASSIGNMENT OVERVIEW

1. PREPARATION FOR CLASS ASSIGNMENTS (12%)

Twelve (12%) of your grade is based on your ability and willingness to engage with the material on your own before we connect with each other in class. This course will give you the opportunity to be active in your learning and construct your own educational experience.

Submit DATES	TOPIC	HOW TO SUBMIT BEFORE CLASS	WEIGHT
September 11	Assignment #1: Modeling Communication	Drop Box	10
September 11	Assignment #2: Effective Communicator	Drop Box	10
September 11	Assignment #3: Misconceptions	Discussion Forum	20
September 18	Assignment #2: Emotional States	Drop Box	10
September 18	Assignment #3: Encouragers	Drop Box	10
September 25	Assignment #1: Paraphrases	Drop Box	10
October 2	Assignment #1: Reflection of Feeling	Drop Box	10
October 16	Assignment #2: Questions	Drop Box	10
October 18	Assignment #1: Concreteness	Drop Box	10
October 23	Assignment #1: Observational Skills	Discussion Forum	20
November 13	Assignment #2: Self-Assessment	Drop Box	10
November 13	Assignment #3: Creating Positive Climates	Drop Box	10
November 15	Assignment #4: Transform Negative Climates	Drop Box	10
November 20	Assignment #1: Resistance	Drop Box	10
November 20	Assignment #2: Confronting Clients	Discussion Forum	20
November 22	Assignment #1: Dangerous Clients	Discussion Forum	20
		TOTAL	200

2. PROCESS RECORDING – BASELINE ASSIGNMENT (6%)

Submission Date: September 13th

The baseline assignment is envisioned as the very first interview with a simulated (role-play) client. It should be approximately ten minutes in length.

3. INTERVIEW AND CLASSROOM PRESENTATION: (8%)

Expectation: Working in groups of 3 (no more than 4), you will be making a 10 minute presentation (maximum) that addresses the specific interpersonal skills (those that we are covering in this course) that are implemented by professionals in **difficult situations** (e.g. a domestic violence encounter) within the criminal justice field.

As a class we will decide on some of the particular questions we want to ask of these professionals and we will decide which professionals we would like to have interviewed. We will also decide on the grading rubric for the presentation.

Setting up the Interviews: You will be contacting an agency and asking for the opportunity to interview someone in their office. **DO NOT INTERVIEW SOMEONE YOU KNOW.** You can convey to the agency that you are taking this course and that you want to learn more about the specific interpersonal skills this person needs to do their job effectively. Let them know you have a few questions to ask and that all your classmates will be doing the same with other professionals. Set up a mutually convenient time to meet (please don't schedule an interview during one of your classes). The interview should last no more than 30 minutes. You will need a paper/pen and your questions. A minimum of two group members must be present for the interview (you can alternate questions).

Submission to me at the time of your presentation: I will need a one page outline of who you interviewed (name, organization, and position), the date and time of interview, length of interview and location. Include your names as well! Do not include details (the content) of your interview.

The Presentation: Create a PowerPoint that covers the questions you asked and key points about the answers you heard. Confirm the audience has time to ask questions of you during the presentation and ensure that there is enough time for your mates to write down the information you share orally and visually.

The Audience: Take notes! Ask questions and engage with the presenters.

4. SUMMARY (2%)

Submission Date: Submit to Drop Box in advance of writing Final Exam

At the conclusion of the presentations, individually, write a 500 to 750 word summary addressing what interpersonal skills these professionals use when working with clients in difficult situations in the CJ community.

Write an opening statement addressing the purpose of this assignment, then, to write the actual summary, think about how you can organize the information you have gathered into two or three themes (just like the summaries we learned in this course!).

Don't use the questions and responses for this as this won't be a summary. Once you have identified these themes, and then write about them.

Format: 1" margins, 12 font – Times New Roman only, typed, 1.5 line spacing, your name on the top of the page (no cover page).

COMPETENCY TESTS:

VIDEOTAPED DEMONSTRATION OF SKILLS (SKILL SESSIONS #1 AND #2)

Once you have an understanding of your 'baseline' of skills you can begin to develop or refine what you already do. These skill sessions build on each other and include not only an assessment of your use of specific skills but also an opportunity to critique your use of the skill.

Although your 'grade' is likely very important to you, the ability to demonstrate skills is NOT the same as your ability to write an essay or excel on an exam. You are not being assessed in relation to your classmates with these skill sessions.

Detailed Instructions and the Grading Matrix will be made available to you at a later time in the course.

5. SKILL SESSION #1: (25%)

Submission Date: October 16th

You will be interviewing someone for a minimum of 10 minutes and a maximum of 20 minutes. As with your baseline assignment, the problem should be neither too superficial nor too overwhelming. Choose someone from your personal life if you can – again, I would strongly recommend that you **DO NOT use a classmate.**

Your goal, as the helper, is to gain a **basic understanding** of the person's problem and demonstrate relationship building skills. In the videotape, you are expected to demonstrate knowledge and application of the skills covered in the course to date.

6. SKILL SESSION #2: (25%)

Submission Date: November 20th

You will be interviewing someone for a minimum of 15 minutes (max. of 25 minutes). As with your baseline and first skill session assignment, the problem should be neither too superficial nor too overwhelming. Choose someone from your personal life if you can – again, I would strongly recommend that you DO NOT use a classmate.

Your goal, as the helper, is to gain a **detailed understanding** of the person’s problem / issue /conflict /challenge. In the videotape, you are expected to demonstrate knowledge and application of the skills covered in the course to date.

7. MOTIVATIONAL INTERVIEWING ESSAY (2%)

Submission Date: October 30th

What is motivational interviewing? Write a 400 to 600 word essay which includes the following:

- A definition
- The process for conducting a motivational interview including necessary skills
- An assessment of its effectiveness

To help you get started visit www.motivationalinterviewing.org. For purposes of this assignment, cite only academic sources you have accessed through Google scholar and e-journals (via the Camosun library).

8. FINAL EXAM (20%)

You will have a comprehensive final examination during the final exam week. It evaluates your knowledge of the course content via a combination of short answer, fill in the blank, multiple choice, t/f questions. Your knowledge is assessed through questions that address your recollection, recognition, description, explanation, and application of what you have learned.

Attendance:

Every class absence, regardless of the reason, affects your ability to participate and the ability of your mates to learn from you. One percent (1%) of the overall course grade will be forfeited for each absence. A medical note may be taken into consideration if you notify me via email or phone message before class (extenuating circumstances excluded). Late arrivals and early exits also interfere with your ability to participate and you will lose marks accordingly. I allow for two excused absences and three late arrivals.

If you are missing class, any preparation for class assignments must still be submitted via the online drop box in advance of the class start time.

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 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.

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.

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

OUR CLASSROOM AS A "COMMUNITY OF LEARNERS; A COMMUNITY OF INQUIRY"

In this course you are given the opportunity to develop your interpersonal communication skills. Effective communication skills are essential in your personal life and professional roles. They are the foundation skills necessary to grasp client problems, hear the voice of your community members, motivate your clients, interview effectively, manage emotions, resolve conflict, and manage crises.

Role plays and more role plays. Why do we use role plays? We learn skills through practice. We need to understand the skills cognitively and then we need to practice them interpersonally. They need to become natural for us to be effective and competent. Practice is essential.

The challenges of role playing: it can feel fake! When you are in the role of the client or the person with the problem, you may need to challenge yourself to think reflectively of what this client might be feeling, thinking and doing. This is an opportunity for you to enhance your empathic skills. The more authentic you try to be, the better helping experience your classmate will have as they practice their skills. Similarly, we have a lot to offer each other in the form of feedback. We do not typically work in isolation in the justice field so giving and receiving feedback will enhance your capacity as a reflective practitioner.

STUDENT CONDUCT POLICY (CAMOSUN COLLEGE)

Camosun College's conduct policy is found at <http://camosun.ca/learn/calendar/current/pdf/2012-2013-calendar.pdf> It is your responsibility as a student to be very familiar with this policy.

The consequences for academic dishonesty, cheating, plagiarism, or behaving inappropriately include failure of an assignment, failure of a course, removal from a program, expelled from Camosun College, or even criminal charges.

Academic Dishonesty: Obtaining an academic advantage dishonestly through conducts such as cheating or plagiarism. Academic dishonesty also includes gaining admission through dishonest means, whether providing false or fraudulent documentation or withholding information or documentation required for admission.

Cheating: To obtain an academic advantage through an act of deceit, fraud, distortion of the truth, or improper use of another person's effort.

Plagiarism: The presentation of another person's or source's words and/or ideas as one's own. Plagiarism ranges from an entire assignment that is not the student's own work to specific passages within an assignment taken from a source without acknowledgement. See "*Plagiarism: Definition and Consequences*".

Inappropriate Student Conduct: Any conduct that has the effect of disrupting the learning environment or that is a threat, or perceived to be a threat, to the safety of other students, staff, and faculty, whether conducted on or off campus. See "*Examples of Unacceptable Student Conduct*".

PLAGIARISM AND ACADEMIC CHEATING

Plagiarism is a form of cheating a serious academic offence. In this course this applies to the Research Report and out of class homework assignments. A grade of zero (0) is earned for any indication of plagiarism or cheating. Plagiarism is the theft of another scholar's work. A general rule to follow is that 5 or more consecutive words taken from a document or other sources should be placed in quotations and referenced appropriately, while all other paraphrased information should be credited using a parenthetical citation. See your CJ Writing Reference Manual for more information. Plagiarism is easy to avoid provided that you acknowledge all scholarly material that is not your own work. You must do all your own research, you may not quote from or use ideas from other people's work without acknowledging them in a citation, you may not submit on your own behalf a paper written by another person, and you may not cut and paste information from internet sources; you may not write the online quiz with another classmate in proximity.

You are permitted to work on homework assignments together however you will not be permitted to submit similarly worded assignments as independent work. Be careful – it is safest to chat about assignments as opposed to read what another has written already. You have the opportunity to ask questions about plagiarism and cheating in class so there will be no excuses accepted if you do cheat or plagiarize.
