



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:	M 11:30-12:20 and T 11:00-12:20		
(c)	Location:	Y 210A		
(d)	Phone:	370-3431	Alternative Phone:	
(e)	Email:	wilmote@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. Describe the roles and behaviour of an effective criminal justice practitioner.
2. Describe how the interrelationships of the various criminal justice sub-systems affect client service delivery.
3. Explain how to be an effective leader and advocate within a variety of criminal justice settings.
4. Describe models of ethical practice and apply them to ethical dilemmas.
5. Identify and communicate the importance of maintaining a personal and professional balance and develop a personal plan for healthy living.

3. Required Materials

- (a) Texts – course reader in bookstore
- (b) Other – handouts distributed in class, CJ Writing Reference Guide

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.)

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. Anyone arriving 15 minutes (or more) late for an exam will not be permitted to write the exam.

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, emailed 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, single sided, double spaced, and meet the basic requirements as set out in the Criminal Justice Writing Reference Manual.

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. Further disciplinary action may be taken as per Camosun College policy.

4. Course Withdraw

The last day to withdraw from this and other Fall term courses without receiving a failing grade is Tuesday, November 4, 2013.

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 in policy E 2.4.

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.

5. Basis of Student Assessment (Weighting)

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

(a) Assignments

Day One Assignment 10%

Students will be given an assignment on the first day of class. This assignment will be partially completed in class, with the remainder to be completed at home and turned in to the instructor on the second day of class.

Wellness Log Book 15%

Students will be using their wellness log book on a daily basis for three weeks to keep track of their lifestyle activities – diet, sleep patterns, exercise, etc.

Interview a professional 20%

Working in groups of 3, students will organize, prepare and conduct an interview with a professional working within the field of Criminal Justice. This interview will take place in our classroom and will focus on the professional practice of the interviewee as it relates to the concepts we have studied in this course.

Assignments (4) – assigned in class 10%

There will be four short assignments given to students during class. These assignments are to be completed and submitted either during the class time, or the following class. If you do not attend class on the date of the assignment, you will not be able to complete the assignments and as such forfeit the grade for that assignment.

Interview Journal 15%

Students will be keeping a journal during the second half of the course. This journal will be a reflective assignment requiring students to reflect on the presentations they are seeing in class. This journal will be submitted on the last day of class.

(b) Quizzes

- (c) Exams – mid-term exam 30%
- (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 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. (For these courses a final grade will be assigned to either the 3 rd course attempt or at the point of course completion.)
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