

	<b>School of Arts &amp; Science</b> Department of Criminal Justice CRIM 220 CJ Seminar 3 <i>Quarter or Semester/Year</i>
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## COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/anth.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:	Scott Deschamps		
(b)	Office Hours:	Tuesday 10:30-11:30		
(c)	Location:	Young 205		
(d)	Phone:	250-896-4003	Alternative Phone:	
(e)	Email:	<a href="mailto:DeschampsS@camosun.ca">DeschampsS@camosun.ca</a>		
(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.)*

This course builds on professional knowledge and skills learned in the Year One professional seminars. Career preparation, technical writing, employability, and volunteerism are emphasized.

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

1. Implement effective technical writing necessary for practice in the criminal justice field.
2. Discuss the benefits and opportunities of volunteering as they pertain to professional success.
3. Demonstrate the foundational skills necessary to market oneself for employment.
4. Discuss the options and opportunities for further education in the criminal justice field.

### 3. 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.)*

This schedule is intended to provide you with a guide to the date on which particular topics will be dealt with in class. Additionally, it specifies dates when the drop box is open for the submission of your Reflective Learning Journal and technical writing assignment. Topic and activity dates may vary slightly due to the flow of the course. Assignment due date will, most likely, not change. The instructor will advise you of any changes to this schedule as the course progresses.

<b>Week 1.</b>	Introduction to the course Course expectations Orientation to website for managing online components Reflective learning Journals...thinking reflectively. <u>On line component</u> -read assigned readings on Reflective Learning and Reflective Learning Journaling (posted on course website for week 1)
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- Week 2.** Developing the successful attitude I
- Week 3.** Developing the successful attitude II –discussion  
Exploring professional behavior -video and discussion  
Volunteerism  
**Reflective learning Journal submission #1. Drop box closes 11:59pm, September 16<sup>th</sup>, 2014**
- Week 4.** **NO CLASS SESSION**  
On line component-read two articles on volunteerism (posted on course website for week 4) coupled with guided journal entries (address questions posted online)
- Week 5.** Benefits of volunteerism - discussion  
Introduction to technical writing
- Week 6.** **NO CLASS SESSION**  
On line component-access technical writing website (online link), explore website and read two identified articles on technical writing. Guided journal entries (address questions posted online).
- Week 7.** Resumes and cover letters
- Week 8.** **NO CLASS SESSION**  
On line component-technical writing assignment (instructions posted on course website for Week 8). Assignment submitted through course Drop box. **Drop box closes 11:59pm, October 21<sup>st</sup>, 2014**
- Week 9.** Getting hired –Video and discussion  
Dynamic presentations  
**Reflective learning Journal submission #2. Drop box closes 11:59pm, October 28<sup>th</sup>, 2014**
- Week 10.** **NO CLASS SESSION**  
On line component- marketing your personal strengths for career development - guided journal entries (address questions posted online)
- Week 11.** **NO CLASS - REMEMBERANCE DAY- COLLEGE CLOSED**
- Week 12.** Three Minute Presentations  
Pulling it together-transition from school to career-discussion

**Week 13.**                    Three Minute Presentations  
Educational options and opportunities in the  
criminal justice field-discussion-discussion

**Week 14.**                    Three Minute Presentations  
Careers in the criminal justice system-discussion  
**Reflective learning Journal submission #3. Drop box closes**  
**11:59pm, December 2<sup>nd</sup>, 2014**

#### **4. Basis of Student Assessment (Weighting)**

### **STUDENT ASSESSMENT/COURSE GRADING:**

There are no exams administered and no graded assignments as part of Crim 220. Each student will be assigned either a pass or fail for Crim 220. Assignments will be noted as either complete or incomplete. Assignments that show lack of engagement, lack of focus, and/or lack of effort will be noted as incomplete. All assignments must be completed to receive a pass in this course. Assignments for this course are:

#### **Volunteer Experience**

As a requirement of Crim 220, each student will participate in a minimum of 10 hours of volunteer experience through the 14 weeks of this course. This experience can be a volunteer position that you currently have or it can be a completely new experience. Volunteer experience within the criminal justice system or social services is preferred but not mandatory. You need to keep a log of the hours that you spend at this volunteer job during the course, or record your time in your Reflective Learning Journal.

#### **Reflective Learning Journals**

As a requirement of Crim 220, each student will complete a Reflective Learning Journal during the course. The Reflective Learning Journal is an informally writing document demonstrating engagement and reflection on the Crim 220 learning experience. It is expected that students will make regular entries in their journal as the course progresses. Guiding questions will be posted throughout the course on the course website. Additionally, your journal will serve as a vehicle for processing your volunteer experience. Journals will be submitted three times during the course through the course website.

#### **Technical Writing Assignment**

As a requirement of Crim 220 each student, will complete a short technical writing assignment that demonstrates technical writing principles, style and format. This assignment will be submitted through the course website.

#### **Three Minute Presentations**

As a requirement of Crim 220, each student is required to make a 3 minute presentation demonstrating dynamic presentation techniques. The subject of these presentations will be on each individual's volunteer experience.

## 5. Course Grading

There are no grades assigned for this course . Students will be assigned either a complete or not complete (pass/fail)for the course. Students must complete all requirements of this course to receive a pass grade for this course. Students failing to complete all the requirements satisfactorily will not receive a pass grade for Crim 220.

### Competency Based Grading System

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

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

## 6. 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

#### a. Attendance and Participation

Regular attendance and participation in class are required. It is expected that students will arrive at class on time and that during class students will be attentive; non-disruptive, open minded, constructive and respectful of others. It is expected that student will participate in class discussions and activities and fully apply themselves to the assignments.

**All cell phones must be off during class time. No cell phone use or texting is allowed during class time. Save it for before and after class.**

#### b. Class Preparation

It is expected that students will come to class prepared. Students are expected to have read the assigned readings prior to coming to class and to participate in class activities and discussions.

#### d. Late Assignments

All assignments must be completed and submitted by the date and time specified. The drop box will close at a designated time. If an assignment is not submitted by the designated time, then an

incomplete will be allocated for that assignment. Students having legitimate concern about meeting a due date should consult with the instructor well in advance.

#### **e. Written Assignment Requirements**

There are two written assignments for Crim 220. First, there is a Reflective Learning Journal which is a can be written without consideration for format, spelling, punctuation etc. It is an informal document which is submitted through the D2L drop box on the dates noted in the schedule. There are three journal submissions during the course. Second, each student is required to prepare a technical writing document. This document is written according to technical writing standards and is also submitted through the D2L drop box on the due date. The drop boxes will close a designated time. Assignment not submitted by the due date will receive an incomplete.

All assignments submitted for evaluation must be the original work of the student and produced for this course only. The submission of assignments completed for other courses may be considered as academic dishonesty.

#### **f. Course Completion Requirements**

Students must complete all requirements of this course to receive a pass grade for this course. Students failing to complete all the requirements satisfactorily will not receive a pass grade for Crim 220.

#### **g. Plagiarism**

Plagiarism is the failure to fully and accurately acknowledge the source of all information used in your assignments, thereby giving the impression that the work is your own. Plagiarism includes the use of quotes, or another author's words without using quotation marks or giving the proper reference citation to the original author. Plagiarism also includes failing to document the source(s) of paraphrased information and/or ideas.

#### **h. Cheating/Academic Dishonesty/Student Conduct**

The Criminal Justice Department has a clearly articulated policy regarding 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.

#### **i. Course Withdrawal**

Please refer to the College Calendar for the last day to withdraw from this course without penalty.

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

A student who is seeking to question a grade (pass/fail) and/or formally resolve a grade (pass/fail) dispute with the course instructor must clearly articulate in writing the specific elements of the assignment being questioned and provide written reasons/arguments supporting why the grade (pass/fail) should be changed. The college appeals process is outlined in the College Calendar.

#### **k. Student Responsibility**

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

Enjoy the seminar.