



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:	M/W 9 – 9:30; T/Th 2:30 – 3:20		
(c)	Location:	Young 210A		
	Phone:	250-370-3370	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. Outline personal and time management strategies to enhance personal and professional effectiveness.
2. Use effective learning skills for success in an academic environment.
3. Discuss the values and beliefs inherent in volunteerism.

3. Required Materials

- Access to a computer, the D2L Platform, and the internet
- Criminal Justice “Writing Reference Manual for the Criminal Justice Program” (purchase from College Bookstore)
- Online readings: available through the D2L platform

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.)

- Volunteerism
- Volunteer Opportunities
- Note taking
- Preparing for Exams
- Writing Exams
- APA Style Overview
- Formatting Assignments / Papers
- Referencing
- Topic Sentences, Paragraphs, Summaries
- Writing Sentences
- Personal Schedules (circle)
- Finding Room for Self Care in Personal Schedules (conversation)
- Employability Skills Profile – connection to Professional Success
- Surface and Deep Learning
- Willingness to learn
- Active and Passive Learning

- Personal Schedules revisited
- Self-Care revisited
- Volunteerism revisited

5. Basis of Student Assessment (Weighting)

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

(a) Assignments – 100%

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.)

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	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this

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

STRUCTURE OF THE SEMINAR

This seminar is delivered in a "blended" format which means that the majority of the material is provided to you online. Your assignments are submitted online and brought to class. Face to face meetings of the seminar are MANDATORY. If you miss the seminar classes, it is assumed you do not want credit for the seminar. Some of the face to face time is used to discuss your responses to the assignments.

The seminar is **10 weeks in length**, not 14. You will come to the seminar class every Friday from September 18th to November 6th. There are no seminar classes November 13, 20, 27 and December 4. You will come to the final seminar class on December 11th.

THE GRADING OF ASSIGNMENTS

It is your responsibility to complete your assignments and submit them before their due dates. Every excuse is a good excuse, so the key message is manage your time effectively (including accounting for unexpected events).

Complete	The response indicates that the student has a thorough understanding of the reading concept embodied in the task. The student has provided a response that is accurate, complete, and fulfills all the requirements of the task. Necessary support and/or examples are included, and the information is clearly text-based. APA style is correct (reference and citations).
Incomplete	The response indicates that the student has a partial understanding of the reading concept embodied in the task. The student has provided a response that includes information that is essentially correct and text-based, but the information is too general or too simplistic. Some of the support and/or examples and requirements of the task may be incomplete or omitted. APA citations and reference not provided if required, or are incorrect.
Well Below Expectations	The response indicates that the student does not demonstrate an understanding of the reading concept embodied in the task. The student has provided a response that is inaccurate; the response has an insufficient amount of information to determine the student's understanding of the task; or the student has failed to respond to the task.

If you earn an “incomplete” or “well below expectations” grade on an assignment, you MUST redo it; all assignments must be submitted and meet the minimum criteria to earn a passing grade in the seminar. I strongly encourage you to carefully follow the instructions for each assignment and save yourself any unnecessary work.

GRADING – COMPETENCY BASED

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

COM – The student has met the goals, criteria, or competencies established for this course, practicum or field placement.

DST – The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement. **This designation is given if the student attends EVERY class AND submits EVERY assignment on time.**

NC – The student has not met the goals, criteria or competencies established for this course, practicum or field placement. **This designation is given if the student misses classes and/or does not submit all their assignments before the last day of class (December 11th 1 pm).**