



## 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:	T/F 11:30-12:20		
(c)	Location:	Y210B		
(d)	Phone:	-3335	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. 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. Required Materials

- (a) Texts – CJ Writing and Reference manual
- (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.)

#### **COURSE SCHEDULE (Subject to Revision):**

This schedule is intended to provide you with a guide to the date on which particular topics will be dealt with in class. 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.

**Week 1.** Introduction to the course  
 Course expectations

- Week 2.**                    **Saanich Block Watch and Reserve Program presentation**  
Developing the successful attitude I
- Week 3.**                    **Employment Presentation by Heather**  
Developing the successful attitude II –discussion  
Personal/professional presence-discussion  
Volunteerism
- Week 4.**                    **NO CLASS SESSION**  
On line component-read two articles on volunteerism (posted on course website for week 4)
- Week 5.**                    **NO CLASS SESSION**  
On line component - technical writing
- Week 6.**                    Benefits of volunteerism - discussion  
Introduction to technical writing
- Week 7.**                    **NO CLASS SESSION**  
On line component-technical writing assignment
- Week 8.**                    **SFU and Ottawa University Presentation**  
Resumes and cover letters  
Time management  
Effective organization
- Week 9.**                    Presence and communication - discussion  
Dynamic presentations
- Week 10.**                    **NO CLASS SESSION**  
On line component-read two articles (posted on course website for week 7)
- Week 11.**                    **NO CLASS SESSION – volunteering**
- 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  
**Confirmation of volunteering hours due today!**

**5. Basis of Student Assessment (Weighting)**

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

- (a) Assignments – this course is a pass/fail based on one presentation, and several assignments, and volunteering 10 hours.
- (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.)*

**Competency Based Grading System**

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

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

**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**