



School of Arts & Science  
Criminal Justice

**CRIM 120**

**CRIMINAL JUSTICE SEMINAR 1**

Fall 2016

## **COURSE OUTLINE**

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This course introduces students to the basic skills, knowledge and values necessary for academic and professional success in the criminal justice field. Students will begin to examine the responsibilities and obligations of the Criminal Justice professional.

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## **1. Instructor Information:**

- Instructor: Eva Silden, M.A.
- Officer Hours: Mondays 12:30-1:20, Fridays 11:30-12:20
- Location: Young Building room 210B
- Phone: 370-3335
- E-mail: [silden@camosun.ca](mailto:silden@camosun.ca)

## **2. Intended Learning Outcomes:**

At the conclusion of this course, students will be able to:

1. Develop personal management strategies to enhance personal and professional effectiveness.
2. Develop effective learning skills for success in an academic environment.
3. Discuss the values and beliefs inherent in volunteerism.

## **3. Required Readings:**

- Criminal Justice Writing Reference Manual, available in bookstore
- Articles as distributed in class

# **CRIMINAL JUSTICE 120 – SEMINAR ONE**

## **CLASS SCHEDULE**

FALL 2016

Subject to revision

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### **Week 1: Sept. 9**

Introduction to Seminar

Scavenger hunt (assignment #1 to hand in)

**Week 2: Sept. 16**

Patsy Scott – presentation

Guest speaker from Saanich Police Volunteer Program.

Written assignment – TBA (this will be assignment #2)

**Week 3: Sept. 23**

In class activity on professionalism (assignment #3 to hand in).

**Week 4: Sept. 30**

Guest presenter: Keltie Manderville from Hope House  
Academic Writing continued...

**Week 5: Oct. 7**

Web declare process.

Academic writing (assignment #4)

**Week 6: Oct. 14**

This week and next week will be focused on learning technical and academic writing skills.

Assignment #5)

**Week 7: Oct. 21**

Academic writing

**Week 8: Oct. 28**

No class

**Week 9: Nov. 4**

No Class

**Week 10: Nov. 11 - holiday**

No Class

**Week 11: Nov. 18**

No Class

**Week 12: Nov. 25**

No Class

**Week 13: Dec. 2**

In this final face to face class we will wrap up, and review.

**STUDENT ASSESSMENT/COURSE GRADING:**

There are no exams administered and no graded assignments as part of CRIM 120. Each student will be assigned either a pass or fail for CRIM 120. 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. You will be given one opportunity to re-submit an incomplete assignment. All assignments must be completed to receive a pass in this course. Assignments for this course are:

**Volunteer Experience**

In later seminars you will be required to do volunteering hours. For CRIM 120 seminar, you are required to complete an assignment demonstrating your understanding of volunteering opportunities in our community.

**Technical Writing Assignment**

As a requirement of Crim 120 each student, will complete a short technical writing assignment that demonstrates technical writing principles, style and format.

Attendance in this seminar course is mandatory. Students are required to complete all assignments and quizzes in order to complete the course. Some of these will be on D2L while others will be in class.

### **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 on the College web site in the Policy Section.

### **INSTRUCTIONAL POLICIES:**

#### **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**

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 120.

**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.

**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.