



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:	Raymond Lonsdale		
(b)	Office Hours:	Friday 1:30 – 2:30		
(c)	Location:	Young 210A		
(d)	Phone:	250-370-3431	Alternative Phone:	
(e)	Email:	LonsdaleR@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. 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

4. Course Content and Schedule (subject to revision)

The below schedule is to be used as a guide to the date on which particular topics will be discussed. Topic and activity dates may vary slightly as the course progresses. Assignment due dates are likely to remain as scheduled. The instructor will advise of any changes to the schedule.

Week 1. (Sep. 9)	Introduction to the course Course expectations
Week 2. (Sep. 16)	Saanich Block Watch and Reserve Program presentation Managing and Organizing Time Goal setting
Week 3 (Sep. 23)	No Class Session Draw and action plan - how will you achieve your 'goals'?
Week 4 (Sep 30)	Victoria Police Volunteer Program(s) Volunteerism
Week 5 (Oct 7)	No Class Session

	On-line Component – read assigned articles on volunteerism (assigned in class)
Week 6 (Oct 14)	Volunteering– necessary and/or sufficient? (Class discussion) Introduction to technical writing
Week 7 (Oct21)	No Class Session On-Line component – technical writing assignment
Week 8 (Oct28)	Island University Presentations Developing a successful attitude Personal/professional presence – class discussion
Week 9 (Nov 4)	No Class Session On-line component – resume and cover letter assignment
Wek 10 (Nov 11)	No Class Session (Stat Holiday) – On-line component as discussed during Week 8 class.
Week 11 (Nov 18)	Effective Presentation / Communication
Week 12 (Nov 25)	Victoria Police Recruiting Interview preparation Class Presentations
Week 13 (Dec 2)	Class Presentations Options/Opportunities within the field of criminal justice
Week 14 (Dec 9)	Class Presentation Careers in criminal justice Confirmation of volunteering hours due

5. Basis of Student Assessment (Weighting)

CRIM 220 does not have an exam or graded assignments, rather each student will be assigned a pass or a fail. Assignments will be marked as 'complete' or 'incomplete'. If assignments are deemed to lack focus or effort and/or demonstrates a lack of engagement the student will be assigned an 'incomplete'. All assignments must be completed to receive a pass in this course.

Assignments:

1) Volunteering

Each student *is required* to participate in a minimum of 10 hours of volunteer experience throughout the 14 weeks of Crim 220. This experience can be a volunteer position that you currently have or a completely different / new experience. Volunteer experience within the criminal justice system or social services is preferred but not mandatory. You are required to keep a log of the hours you spend at the volunteer position as it will be handed in on the last class of this semester.

2) Technical Writing

Each Student *is required* to complete a short technical writing assignment that demonstrates the principles (i.e. style and format) learned / discussed in class.

3) Class Presentation

Each Student *is required* to conduct a short (up to 3 minutes in length) presentation that demonstrates the effective presentation/communication and interviewing skills discussed in class. The subject of these presentations will be on your (current) volunteer experience.

STUDENT CONDUCT POLICY

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. Please note and be attentive to the section on **plagiarism**.

Instructional Policies:

- 1. Contact with Instructor.** I will be available for consultation with students during my office hours or by appointment.
- 2. E-mail.** When contacting me through email please include the "CRM-220" in the subject line. E-mails will generally be returned within 2-3 business days. Please note, I respond to emails between 16:30 – 19:00 on weekdays. E-mails received after 19:00 hours on Fridays may not be responded to until the following Monday.
- 3. Late Penalties.** Assignments (including written) handed in after their due date will be subjected to an "incomplete". Students having legitimate concern about meeting a due date should consult with the instructor **well in advance**. Be advised that all assignments submitted for this class must be original works and not copies of previous work or copies produced for another class.
- 4. Course Completion.** Students must complete all requirements of this course to receive a 'pass' grade. Students failing to complete all the requirements satisfactorily will not receive a completed grade for Crim 220.
- 5. 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 proper punctuation and reference citation. Plagiarism also includes failing to document the source(s) of paraphrased information and/or ideas.
- 6. 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 field of criminal justice. Please refer to a current College Calendar and the Criminal Justice Orientation Manual.
- 7. Course withdrawal.** Please refer to the College Calendar for the last day to withdraw from this course without penalty.
- 8. Mark/Grade Challenge and Appeal.** A student who is seeking to question a grade (i.e. pass or fail) and/or formally resolve a grade 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 should be changed. The college appeals process is outlined in the College Calendar.
- 9. Student Responsibility.** It is the responsibility of the student to familiarize him/herself with the course and college policies. Students experiencing difficulties throughout the semester are encouraged to talk with the course instructor at the earliest opportunity.
- 10. Computer use.** All cell phones and recording devices must be turned off during class time. A laptop or electronic 'notebook' is allowed but the **recording device must be turned off**. If you use the computer to play games or converse with friends while in class you will be asked to turn it off. If a recording device is necessary as a result of a documented need then a note from the Disability Resource Centre is required.

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
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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>

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