



**School of Arts & Science**  
**ASSOCIATE DEGREE DEPARTMENT**  
**CRIM 102**  
**Internship Work Experience**  
**Summer 2017**

## COURSE OUTLINE

The Approved Course Description is available on the web @ \_\_\_\_\_

⚡ Please note: this outline will be electronically stored for five (5) years only.  
It is strongly recommended students keep this outline for your records.

### 1. Instructor Information

(a)	Instructor:	Blair Fisher		
(b)	Office Hours:	By arrangement		
(c)	Location:	Y210A		
(d)	Phone:	250-370-3555	Alternative Phone:	
(e)	Email:	fisherb@camosun.bc.ca		
(f)	Website:			

### 2. Intended Learning Outcomes

*(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)*

The Work Term course provides an opportunity for guided, program-related learning in a workplace setting. Students will select one or two learning outcomes, or develop similar, program-and-work-specific learning outcomes from each of the following four categories.

1. **Occupational and workplace awareness** *e.g., Students will be able to...*
  - Explain the philosophy and mandate of the agency within the context of criminal justice services.
  - Explain the duties and responsibilities associated with the criminal justice position or work role.
  - Demonstrate appropriate professional, legal, ethical, and anti-oppressive practice within the workplace.
  
2. **Academic/Technical learning** *e.g., Students will be able to...*
  - Demonstrate learning related to the academic learning outcomes of the program.
  - Articulate relationships between classroom topics and situations encountered in the field.
  - Think critically to solve problems, anticipate outcomes, use and organize information.
  - Apply critical thinking and identify appropriate interventions as they pertain to responsibilities given within the workplace.
  
3. **Employability skills** *e.g., Students will be able to...*

- Demonstrate a positive, empathic, interested and motivated attitude when working within the workplace setting.
- Establish and maintain effective working relationships with and between individuals, the organization and clients, if applicable.
- Demonstrate effective workplace communication skills.
- Demonstrate the ability to take direction and initiative.
- Develop and demonstrate effective work habits.
- Leadership: take initiative; justify ideas and positions; motivate others to succeed; deal with difficult situations; reduce conflict.
- Technology: Use technology to solve problems and achieve results.

**4. Self-awareness & professional development**     *e.g., Students will be able to...*

- Establish specific measurable goals for personal and professional growth within the context of the practice experience.
- Plan a career development strategy that will incorporate learning, achievements, and contacts made through the field experience.
- Engage in critical reflection on one's professional practice.
- Accept constructive criticism and adapt behaviour as appropriate.

### 3. Required Materials

None.

### 4. Course Content and Schedule

For self-developed work terms, a proposal which includes a job description and expected learning outcomes needs to be submitted to the Co-op and Internship Coordinator for approval prior to the work term.

Within three weeks of beginning a work term, the student submits to the instructor:

- A work term learning plan (all work term forms are available on the Camosun College co-op webpage at <http://camosun.ca/services/coop/forms.html> or on D2L) outlining at least three realistic and measurable goals to be achieved during the work term, including action steps. For self-developed terms, the expected learning outcomes identified in the proposal can be used as part of this more detailed learning plan.
- The goals outlined in the plan must demonstrate a relationship with what the student has learned to date, and explain how successful completion of the plan will tie into the student's longer term career plans.
- Goals that are not realistic or achievable may be modified as necessary by consultation with the instructor.

At or around the midpoint of the work term, but prior to the scheduled site visit:

- Submission of a midterm reflection to the instructor. This form will be sent to the student at the start of the work term.

At least one week prior to the completion of the work term, the student submits to the instructor:

- a completed Employer Assessment of Learning;
- a completed Student Assessment of Learning;
- an updated resume;
- and a reflective essay outlining the completion of goals identified at the start of the work term and how the term ties into the student's future career path (specific details on content to be provided to the student).

## 5. Basis of Student Assessment (Weighting)

To receive a “**Completed**” (COM) grade for a Co-operative Work Term, students must meet all of the following criteria:

- Satisfactory completion of all the components outlined above under (4) Course Content and Schedule.
- Submission of the components in a timely manner.
- Receive a “Satisfactory” or better overall evaluation on the Employer Performance Assessment.

To receive a “**Completed with Distinction**” (DST) grade for the work term, students must meet all of the following criteria:

- Exemplary completion of all the components outlined above under (4) Course Content and Schedule.
- Submission of the components in a timely manner.
- Receive a “Very Good” or better overall evaluation on the Employer Performance Assessment.

## 6. Grading System

### Competency Based Grading System (Non GPA)

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 course, practicum or field placement.

### Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at [camosun.ca](http://camosun.ca) or information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete</i> : A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress</i> : A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.

<b>CW</b>	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.
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Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at [camosun.ca](http://camosun.ca) for information on conversion to final grades, and for additional information on student record and transcript notations.

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