



CAMOSUN COLLEGE
School of Arts & Science
Department of Criminal Justice

CRIM-220-X02
CJ Seminar 3
Fall 2018

COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/crim.html>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

(a) Instructor	Wendy Taylor
(b) Office hours	Monday and Wednesday 12:20 to 1:20 pm and Tuesday 4:20 to 5:20 pm
(c) Location	Y210A
(d) Phone	250-370-3431 Alternative: 250-516-3818
(e) E-mail	taylorw@camosun.bc.ca
(f) Class	Thursday, 4:30 to 5:20 pm, Fisher 334

2. Intended Learning Outcomes

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

Readings will be provided in class and on D2L

4. Course Content and Schedule

Week 1 – Sept. 6	Introduction to the seminar Course expectations Class Volunteer Assignments
Week 2 – Sept. 13	Victoria Police Volunteer Programs and Reserves Presentation Project Planning
Week 3- Sept. 20	Saanich Police Volunteer Programs and Reserves Presentation Personal/professional presence-discussion

Volunteerism

- Week 4- Sept. 27** **Royal Roads University Presentation**
Class volunteer projects
- Week 5 – Oct. 4** **NO CLASS SESSION**
On line component - Technical Writing
On line component-read two articles on volunteerism (posted on course Website)
- Week 6 – Oct. 11** **University Presentation**
Benefits of volunteerism - discussion
Introduction to technical writing
- Week 7 – Oct. 18** **University Presentation**
Resumes and cover letters
Time management
Effective organization
- Week 8 – Oct. 25** **Class Speaker Session Event**
- Week 9 – Nov. 1** **No Class**
On line component-read two articles (posted on course website)
- Week 10 – Nov. 8** **NO CLASS SESSION - Volunteering**
- Week 11 – Nov. 15** **Criminal Justice Information Session**
- Week 12 – Nov.22** Three Minute Presentations
Pulling it together-transition from school to career-discussion
- Week 13 – Nov. 29** Three Minute Presentations
Educational options and opportunities in the
Criminal justice field-discussion-discussion
- Week 14 – Dec. 6** Three Minute Presentations
Careers in the criminal justice system-discussion
Confirmation of volunteering hours due today!

5. Basis of Student Assessment (Weighting)

There are no exams administered and no graded assignments as part of Crim 220. Each student will be assigned either a pass or fail for Crim 220. 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. All assignments must be completed to receive a pass in this course. Assignments for this course are:

Volunteer Experience

As a requirement of Crim 220, each student will participate in a minimum of 10 hours of volunteer experience through the 14 weeks of this course. 2 hours of this volunteer work will be completing a class group assignment organizing either the Criminal Justice Information Session or the Speaker Night.

Class Assignment Volunteer Hours (3 hours)

Students will be working on organizing and hosting either the Criminal Justice Information Session to be held in November or a Speaker Session. This will include developing a plan for the event, contacting participants, promoting the program and hosting the event.

Volunteer Experience (minimum 7 hours)

This experience can be a volunteer position that you currently have or it can be a completely new experience. Volunteer experience within the criminal justice system or social services is preferred but not mandatory. You need to keep a log of the hours that you spend at this volunteer job.

Technical Writing Assignment

As a requirement of Crim 220 each student, will complete a short technical writing assignment that demonstrates technical writing principles, style and format.

Three Minute Presentations

As a requirement of Crim 220, each student is required to make a 3 minute presentation demonstrating dynamic presentation techniques. The subject of these presentations will be on each individual's volunteer experience.

6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

Additional materials and resources will be provided in class and on D2L

8. College Supports, Services and Policies



Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

A. GRADING SYSTEMS <http://camosun.ca/about/policies/index.html>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. 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.

B. 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 <http://camosun.ca/about/policies/index.html> for 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.
CW	<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.