



**CAMOSUN COLLEGE**  
**School of Arts & Science**  
**Department of Criminal Justice**

**CRIM-121-BX03**  
**CJ Seminar 2**  
**Winter 2019**

## **COURSE OUTLINE**

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This course builds on the academic and professional knowledge and skills introduced in CRIM 120 with an emphasis on volunteerism and technical writing.

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.

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### **1. Instructor Information**

(a) Instructor	Andy Stuart, MPA
(b) Office hours	Monday 4:30pm – 5:20pm or by appointment
(c) Location	Young Building #226
(d) Phone	250-371-3516 <b>Alternative:</b> 250-812-4913 (cell)
(e) E-mail	<a href="mailto:stuarta@camosun.bc.ca">stuarta@camosun.bc.ca</a>
(f) Classroom	Fisher Building #100

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

Upon completion of this course the student will be able to:

1. Discuss the benefits, opportunities and realities of volunteering.
2. Apply foundational technical writing knowledge and skills to classroom learning activities.
3. Assess strengths and limitations of one's time management abilities.

### **3. Required Materials**

- The Writing Reference Manual for the Criminal Justice Program

#### 4. Course Content and Schedule

<b>January 9 (Week One)</b>	Introduction to course material Volunteer Opportunities & Planning (Fisher Building Room 100)
<b>January 16 (Week Two)</b>	APA Formatting & Style Guide (Fisher Building Room 100)
<b>January 23 (Week Three)</b>	APA Assignment (No class)
<b>January 30 (Week Four)</b>	APA Assignment (No Class)
<b>February 6 (Week Five)</b>	Technical Writing Knowledge & Skills (Fisher Building Room 100)
<b>February 13 (Week Six)</b>	Clear & Concise Writing (No Class)
<b>February 20 (Week Seven)</b>	No Class – Reading Break
<b>February 27 (Week Eight)</b>	Objective Writing (No Class)
<b>March 6 (Week Nine)</b>	Time Management (Fisher Building Room 100)
<b>March 13 (Week Ten)</b>	Volunteer Project (No Class)
<b>March 20 (Week Eleven)</b>	Volunteer Project (No Class)
<b>March 27 (Week Twelve)</b>	Volunteer Project (No Class)
<b>April 3 (Week Thirteen)</b>	Volunteer Presentation (Fisher Building Room 100)
<b>April 10 (Week Fourteen)</b>	Volunteer Presentation (Fisher Building Room 100)

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#### 5. Basis of Student Assessment

Attendance in this seminar course is mandatory. Students are required to complete all assigned course work in order to complete the course.

Students will be assessed on Complete / Incomplete, with regard to attendance, reviewing the material, participating and completing the assignments in each unit.

## 6. Grading System

- Standard Grading System (GPA)
- Competency Based 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 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.

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

- **Written Assignment Requirements**

All assignments must be submitted by 11:30pm on the due date. Assignments will be submitted electronically through the D2L course website.

Written assignments must the basic requirements as set out in the Criminal Justice Writing Reference Manual.

- **Plagiarism, Cheating and Academic Dishonesty**

If the course instructor can document plagiarism, cheating and/or academic dishonesty, the penalty will be an automatic “zero” on the assignment in question. Further disciplinary action may be taken as per Camosun College policy.

- **Course Withdrawal**

The last day to withdraw from this and other winter term courses without receiving a failing grade is **March 13, 2019**.

- **Mark/Grade Challenges and Appeals**

A student seeking to question a mark assigned by the course instructor on any course evaluation component, must clearly articulate in writing the specific element of the assignment being questioned and provide written reasons or arguments supporting a change in the mark. The Student Appeal Procedure is found in policy E 2.4.

- **Student Responsibility**

It is each student’s responsibility to familiarize themselves with the course, program and College policies. Students experiencing difficulties during the term are encouraged to talk to the course instructor at the earliest opportunity.

## 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.