



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

**CRIM-120-DX02**  
**CJ Seminar 1**  
**Fall 2020**

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## **COURSE OUTLINE**

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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**

- Instructor: Eva Silden, M.A.
- Office Hours: Wednesdays 11:30-12:20, Fridays 11:30-12:20
- Location: online
- Phone: 370-3331
- E-mail: [silden@camosun.ca](mailto:silden@camosun.ca)
- The best way to reach me is by email, or we can connect via Blackboard Collaborate. Let me know your preference if you'd like to meet with me. My office hours will be the ideal time to communicate with me, however I am always available outside of these times. I do not check emails on evenings or weekends.

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

*(If any changes are made to this part, then the Approved Course Description must also be changed and sent through the approval process.)*

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

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

### **3. Required Materials**

- Criminal Justice Writing Reference Manual, available in bookstore
- Access to a computer, the D2L Platform, and the internet
- Online readings: available through the D2L platform

### **4. Course Content and Schedule**

(Can include: Class hours, Lab hours, Out of Class Requirements and/or Dates for quizzes, exams, lecture, labs, seminars, practicums, etc.)

# CLASS SCHEDULE

FALL 2020

Subject to revision

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We will meet online during our class time from Week 1 to Week 7 for discussion and presentations.

## **Week 1: Sept. 8**

Introduction to Seminar – please read the overview on D2L and the course syllabus.

Each module will be opened to you on a week by week basis. As this is not a 3-credit course, but rather a 1-credit seminar, there will be weeks when you have no readings or assignments due. You can see the dates for each module in the table of contents.

## **Week 2: Sept. 15**

Volunteering – please read through Module 1 and complete the two assignments. Full instructions are found on D2L.

Due: Friday Sept. 18th 1pm

## **Week 3: Sept. 22**

Academic skills – please read Module 2 and complete the two assignments.

Due: Friday September 25th, 1pm.

## **Week 4: Sept. 29**

Time management – please read Module 3 and complete the assignment.

Due: Friday October 6th, 4pm.

## **Week 5: Oct. 6**

How to participate in your learning – please read Module 4 and complete the assignment.

Due: Friday October 9th, 1pm.

## **Week 6: Oct. 13**

Last assignment – I will provide you instructions TBA.

## **Week 7: Oct. 20**

Guest presenters via Blackboard Collaborate.

## **Week 8: Oct. 27**

No Class

## **Week 9: Nov. 3**

No Class

## **Week 10: Nov. 10**

No Class

## **Week 11: Nov. 17**

No Class

## **Week 12: Nov. 24**

No Class

## **Week 13: Dec. 1**

In this final class we will wrap up, and review via Blackboard Collaborate.

## 5. Basis of Student Assessment (Weighting)

*(Should be directly linked to learning outcomes.)*

It is your responsibility to complete your assignments and submit them by their due dates. Every excuse is a good excuse, so the key message is manage your time effectively (including accounting for unexpected events).

**COMPLETE:** The response indicates that the student has a thorough understanding of the reading concept embodied in the task. The student has provided a response that is accurate, complete, and fulfills all the requirements of the task. Necessary support and/or examples are included, and the information is clearly text-based. APA style is correct (reference and citations).

**WELL BELOW EXPECTATION:** The response indicates that the student has a partial understanding of the reading concept embodied in the task. The student has provided a response that includes information that is essentially correct and text-based, but the information is too general or too simplistic. Some of the support and/or examples and requirements of the task may be incomplete or omitted. APA citations and reference not provided if required or are incorrect.

**INCOMPLETE:** The response indicates that the student does not demonstrate an understanding of the reading concept embodied in the task. The student has provided a response that is inaccurate; the response has an insufficient amount of information to determine the student's understanding of the task; or the student has failed to respond to the task.

If you earn an "incomplete" or "well below expectations" grade on an assignment, you **MUST** redo it; all assignments must be submitted and meet the minimum criteria to earn a passing grade in the seminar. I strongly encourage you to carefully follow the instructions for each assignment and save yourself any unnecessary work.

### **GRADING – COMPETENCY BASED**

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes.

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.

### **INSTRUCTIONAL EXPECTATIONS AND REQUIREMENTS:**

#### **a. Attendance and Participation**

Regular attendance and participation in class are required. It is expected that students will participate in online discussions, 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.

#### **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**

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.

### **6. Grading System**

*(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)*

*(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)*

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

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

### **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.