



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

**CRIM-220-DX01**  
**CJ Seminar 3**  
**Fall 2020**

**COURSE OUTLINE**

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

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**1. Instructor Information**

(a) Instructor	Wendy Taylor
(b) Office hours	Monday, Tuesday and Thursday 9 to 10am
(c) Location	Online - text or email to arrange time to meet
(d) Phone	250-370-3431 <b>Alternative:</b> 250-516-3818
(e) E-mail	Taylorw@camosun.bc.ca
(f) Class	Online Synchronous – Weekly schedule on D2L DX01 11:00 to 11:50 Tuesday DX02 10:00 to 10:50

**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**

***CLASS SESSION ONLINE – COLLABORATE LINK ON COURSE D2L CONTENT***  
***NO CLASS – ONLINE COMPONENT – ACTIVITIES FOR WEEK POSTED ON D2L***

<b>Week 1 – Sept. 8</b>	<b>CLASS SESSION- ONLINE Collaborate Session Link in Content on D2L</b> Introduction to the seminar Course expectations Class Volunteer Assignments
<b>Week 2 – Sept. 15</b>	<b>CLASS SESSION ONLINE</b> Co-op and Volunteer Organization Presentations Victoria Police and Saanich Police Volunteer Programs Volunteerism

<b>Week 3- Sept. 22</b>	<b>CLASS SESSION ONLINE</b> Volunteer Organization Presentations – Our Place Post-Secondary Presentation Personal/professional presence-discussion Class Volunteer Activity Planning
<b>Week 4- Sept. 29</b>	<b>CLASS SESSION ONLINE</b> Volunteer Organization Presentations- Post-Secondary Presentation Technical Writing
<b>Week 5 – Oct. 6</b>	<b>NO CLASS SESSION - On Line Component</b> Technical Writing Technical Writing Exercise – Submit to Dropbox by October 12, 2020
<b>Week 6 – Oct. 13</b>	<b>NO CLASS SESSION - On Line Component</b> Competency Based Interviewing
<b>Week 7 – Oct. 20</b>	<b>CLASS SESSION ONLINE</b> Covering Letters Post-Secondary Presentation Class Volunteer Project Planning and Update
<b>Week 8 – Oct.27</b>	<b>NO CLASS SESSION – On Line Component</b> Presentation Skills Class Volunteer Project
<b>Week 9 – Nov. 3<sup>th</sup></b>	<b>NO CLASS SESSION – On Line Component</b> Class Volunteer Project Covering letters and job postings
<b>Week 10 – Nov. 10<sup>th</sup></b>	<b>NO CLASS SESSION –</b> Volunteering Covering letters and Job Posting Assignment Due November 16 <sup>th</sup> , 2020
<b>Week 11 – Nov. 17<sup>th</sup></b>	<b>CLASS SESSION TBD for Volunteer Project (Date TBD for project)</b>
<b>Week 12 – Nov. 25<sup>th</sup></b>	<b>NO CLASS SESSION</b> Competency Based Resumes and Informational Interviews
<b>Week 13 – Dec. 1</b>	<b>CLASS SESSION ONLINE</b> Presentation Skill – Public Speaking Three Minute Volunteering Presentations
<b>Week 14 – Dec 8</b>	<b>CLASS SESSION ONLINE</b> Three Minute Presentations on Volunteer Activities Confirmation of volunteering hours due today – December 8 <sup>th</sup> , 2020

## 5. Basis of Student Assessment

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 volunteer experience through the 14 weeks of this course.

#### **Class Assignment Volunteer Hours (2 hours)**

Students will be working on organizing and participating in a class organized community organization event. This will be identified and planned in class.

#### **Volunteer Experience (minimum of 10 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. Due in Dropbox by October 12, 2020

### Resumes, Covering Letter and Job Description

Everyone is write a covering letter for a job posting to accompany this exercise in class. Due in Dropbox by November 16, 2020

### Three Minute Presentations

As a requirement of Crim 220, each student is required to make a brief up to 3 minute presentation demonstrating dynamic presentation techniques. The subject of these presentations will be on each individual's volunteer experience and will be presented on the last day of class, December 8, 2020.

## 6. Grading System

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.

## 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, and 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.