

# COURSE SYLLABUS



COURSE TITLE: CRIM-220: CJ Seminar 3

CLASS SECTION: 001 and 002

TERM: Fall 2021

COURSE CREDITS: 1

DELIVERY METHOD(S): Blended

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̓SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://camosun.ca/about/covid-19-updates> (note - legacy page link works too: <https://legacy.camosun.ca/covid19/index.html>.)

*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Wendy Taylor

EMAIL: [Taylorw@camosun.bc.ca](mailto:Taylorw@camosun.bc.ca)

OFFICE: Young 210B

HOURS: Tuesday mornings 10 to 11:30 and Wednesday 2:30 to 3:30

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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Restricted to students in Criminal Justice This course builds on the professional knowledge and skills learned in the Year One professional seminars. Career preparation, technical writing, employability, and volunteerism are emphasized.

### PREREQUISITE(S):

All of:

- COM in CRIM 121

### CO-REQUISITE(S):

Not Applicable

### EXCLUSION(S):

Not Applicable

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course a 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.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Readings and course materials will be provided on D2L

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

| WEEK or DATE RANGE | ACTIVITY or TOPIC  | OTHER NOTES                  |
|--------------------|--|------------------------------|
| September 8, 2021  | Seminar Overview, Expectations and Volunteer Activities  | In Class Y201                |
| September 15, 2021 | Volunteerism and COOP – Saanich and Victoria Police and Camosun COOP   | In Class Y201                |
| September 22, 2021 | Volunteerism and Community Partnerships– Volunteer Victoria Presentation and Big Brothers and Big Sisters Victoria                   | In Class Y201                |
| September 29, 2021 | Technical Writing and Volunteerism – Our Place Society and John Howard Society   | In Class Y 201               |
| October 6, 2021    | Online Class - Technical Writing   | Online D2L                   |
| October 13, 2021   | Volunteerism and Wellness – RCMP and Speed Mechanics   | In Class Y201                |
| October 20, 2021   | Class Project and Post Secondary School Presentations and Competency Job Applications and Covering Letters                           | In Class Y201                |
| October 27, 2021   | Post Secondary School Presentations Online   | Online D2L Collab            |
| November 3, 2021   | Competencies for the Criminal Justice Field and Based Job Information and Presentation Skills - Job Postings– Class Project Planning | Online D2I Collab            |
| November 10, 2021  | Class Community Project Preparation  | Prep Work - Online and Teams |
| November 17, 2021  | Presentation Skills – Public Speaking  | In Class Y201                |
| November 24, 2021  | Class Community Project  | Event Week                   |
| December 2, 2021   | Community Project Follow-Up – Presentation Preparation   | Online D2I                   |
| December 8, 2021   | Criminal Justice Info Session Overview and Volunteer 3. Minute Class Presentations   | In Class Y201                |

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

All the following assignments must be completed to pass Crim 220.

| DESCRIPTION   | WEIGHTING  |
|---|--|
| <b>Volunteer Experience</b> - Class Project and 10 hours<br>Community Volunteer Experience During Course Term | Must complete to pass the course                     |
| 3 Minute Class Presentation on Volunteer Experience   | Must complete to pass the course                     |
| Technical Writing Assignment  | Must complete to pass the course                     |
| Justice Agency Job Posting and Covering Letter Assignment   | Must complete to pass the course                     |
| <b>TOTAL</b>  | Must complete all Assignments to complete the course |

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

All of the following assignments must be completed to pass Crim 220.

**Volunteer Experience** – Students must participate in a volunteer role through the 14 weeks of this course. 3 hours minimum will be required by each student as part of their role in the Class Community Project and 10 hours of individual community volunteer activities. Additional Information will be provided in class and D2I A volunteer hour completion form will need to be completed and submitted to dropbox by December 10, 2021.

**3 Minute Presentation on Volunteer Experience** – 3 minute presentation on student’s experience volunteering last of day class. - December 8, 2021

**Technical Writing Assignment** – Summary report of incident occurrence. Additional Information provided in class and on D2I - Due in dropbox October 13, 2021

**Justice Agency Job Posting and Covering Letter Assignment** - For this assignment, you will find a criminal justice competency based job posting, review and develop a covering letter to apply for the position. You must include and address competencies required for the position in the letter and submit a copy of the job posting. Additional Information provided in class and on D2L. This assignment must be submitted to the dropbox by November 24, 2021

## COMPETENCY BASED GRADING SYSTEM

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| 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.  |

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

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|-------------------------------------|---|
| Academic Advising                   | <a href="http://camosun.ca/advising">http://camosun.ca/advising</a>                       |
| Accessible Learning                 | <a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a> |
| Counselling                         | <a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>                 |
| Career Services                     | <a href="http://camosun.ca/coop">http://camosun.ca/coop</a>                               |
| Financial Aid and Awards            | <a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>               |
| Help Centres (Math/English/Science) | <a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>               |
| Indigenous Student Support          | <a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>                   |
| International Student Support       | <a href="http://camosun.ca/international/">http://camosun.ca/international/</a>           |
| Learning Skills                     | <a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>           |
| Library                             | <a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>     |
| Office of Student Support           | <a href="http://camosun.ca/oss">http://camosun.ca/oss</a>                                 |

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|--------------------|---|
| Ombudsperson       | <a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>                 |
| Registration       | <a href="http://camosun.ca/registration">http://camosun.ca/registration</a>     |
| Technology Support | <a href="http://camosun.ca/its">http://camosun.ca/its</a>                       |
| Writing Centre     | <a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a> |

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If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

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## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures”

(<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun’s Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student’s right to choose what is right for them. For more information see Camosun’s Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College’s Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College’s expectations of academic integrity and student behavioural conduct.

**Changes to this syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.