

Camosun College

School of Arts and Science
Criminal Justice Department

First Year Students' Orientation Manual

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1. INTRODUCTION

Welcome to the Camosun College Criminal Justice Program. The Criminal Justice Department and Camosun College are pleased that you have chosen to pursue a post-secondary education in the field of criminal justice.

The Criminal Justice Program has existed since 1973. It has and continues to evolve to meet the changing needs of employers, students, post secondary institutions as well as government driven initiatives such as the Associate of Arts degree. The most recent changes in the Criminal Justice program have focused on the development of an applied skill based Diploma in Criminal Justice.

The Criminal Justice Program offers students two educational options: the Associate of Arts Degree in Criminal Justice and the Diploma in Criminal Justice. Both options provide students with two years of post-secondary education in this field, though typically associate degree students will continue on to a bachelor degree, while diploma students will pursue employment in the field. Both options share common core curricula for the first year of the program. At the completion of Year 1, students can choose the option best meeting their needs. All of the Associate of Arts Degree courses and most (transfer credits are pending as of Summer 2008) of the Diploma in Criminal Justice courses transfer to a number of Bachelor programs, both within criminology or criminal justice, as well as other related disciplines.

Our graduates leave with a broad base of theoretical knowledge, skills and abilities suitable to a diverse range of entry-level criminal justice positions, including law enforcement (public, military, deputy sheriffs, by-law enforcement, private security); adult, youth and community corrections; victim services; restorative justice; customs border services; and numerous other related opportunities.

Approximately 80 students enter the Criminal Justice Program each September. Many students join the Criminal Justice program beginning in the January semester as well. The Program's academic year runs from September to April, or two semesters. Each semester is followed by a 2-week final exam period. No fieldwork is involved in the Criminal Justice Program, however if you choose to complete the Associate of Art Degree in Criminal Justice you can apply for an Internship after completing your first year of studies.

As Criminal Justice students make up one of the largest program groups on the College campus, and obviously share related educational and career goals, they tend to form a tightly knit "society" of their own. First and second year students can often be easily identified by the distinctive "Criminal Justice" sweatshirts or track pants purchased through the CJUS. Each year, the second year students, along with help from the first year students organize several fund-raising projects to pay for their recognition ceremony.

Camosun College Criminal Justice program graduates have deservedly earned an excellent reputation both academically, when they have gone on to universities, and in the Criminal Justice occupational field. The Criminal Justice faculty has confidence that you new students will carry on that tradition.

2. IDEALS, VALUES, BELIEFS, PRINCIPLES THAT SERVE AS FOUNDATIONS FOR THE CRIMINAL JUSTICE PROGRAMS

The Criminal Justice Program is founded on the fundamental principles of natural justice, harm reduction and protection of society. While providing a sound academic foundation, the program also promotes the principles of fairness, equality, equity, integrity, and ethical practice and seeks to instill these values in its graduates. Graduates of both the Associate Degree Program and Diploma in Criminal Justice will leave with the fundamental knowledge, skills and abilities to sensitively contribute to a just and fair society.

These values, beliefs, and ideals are an integral part of both curriculum and teaching strategies. They also form the basis of a number of themes or threads that are interwoven through the learning experiences of our students.

2.1 Mission Statements:

- To assist the student to meet his or her educational, personal and employment goals in the program
- To provide qualified staffing for the program's course requirements based on expertise and academic qualifications
- To provide a comprehensive accredited Associate of Arts program for Criminal Justice students that is accepted by Universities as a transfer program towards Bachelor's Degree
- To provide an educational environment which offers the maximum opportunity for student success in accomplishing educational, personal and career goals
- To provide courses that meet the educational needs of the Criminal Justice community

3. CRIMINAL JUSTICE PROGRAM ADVISORY COMMITTEE

The Criminal Justice Program Advisory Committee is an independent committee of criminal justice professionals in policing, corrections, youth services, the Attorney General's ministry and various community agencies. Members of the Criminal Justice faculty are invited to attend the Criminal Justice Advisory Committee as resource persons. The Chair of the Criminal Justice Program acts as liaison to the Committee and chairs the meetings. The committee is mandated to provide advice and recommendations on the program content and its relevance to employment in the private and public sector, employment opportunities for graduates, and educational/training needs of those already employed in the field. The Advisory Committee meets as necessary and at least once a year.

4. CRIMINAL JUSTICE PROGRAM INFORMATION

The Criminal Justice Program is committed to education in criminal justice rather than occupation specific training. The strength of our program is in its interdisciplinary nature and its emphasis on the development of strong analytical, critical thinking, information management, research and communication skills. The development of these skills will contribute to your employment success regardless of where and in what capacity you become employed in the future. The curriculum is designed to provide opportunities to develop these skills by requiring you to make oral presentations and write research and term papers. It is important to remember that the Criminal Justice Program is a university level program of studies, and as such, there are university level expectations placed on students.

The program itself is under constant review and in a perpetual state of evolution. As we have a number of transfer arrangements in place for students wishing to continue onto third year of a Bachelor degree, we have demands placed on our Associate of Arts – CJ Degree by those various receiving institutions. Occasionally, a course is altered, changed, dropped or added at one of the Universities with which we have these transfer arrangements. Where and when possible, these changes are grandfathered or phased in, but in instances where students fail to complete the Criminal Justice Program within the two year period, students run the risk of having to meet the new program completion requirements.

The Criminal Justice Program has been designed with the full-time student in mind. The majority of courses are offered Monday to Friday between the hours of 8:30-5:30, and spaces are reserved for registered program students providing they register within the timelines given. Students are also given priority registration over non-program students. If a student drops their course load to below three courses each semester they are considered part-time and register after regular full-time program students.

Furthermore, the Criminal Justice Program is considered a demanding program and students need to assess their ability to study full-time if they plan to work while they go to school or have other responsibilities that constrain the student's ability to focus on their studies. It is recommended that students needing to work more than 10 hours per week reduce their course load if they plan to be successful in meeting course requirements.

4.1 Associate of Arts Degree (Criminal Justice)

The Associate of Arts Degree in Criminal Justice provides two years of interdisciplinary studies in line with provincially-established Associate Degree requirements. The program of studies provides a fundamental understanding of law, the justice system, criminology, and issues faced by government, community and practitioners.

The Associate of Arts Degree will be particularly attractive to students wishing to continue on to traditional upper-level studies focusing on theory and research in criminology. It provides all the courses necessary to transfer directly to third year in the Criminology degree program at Simon Fraser University or other justice-related Bachelor degree programs. These students will leave with academic skills needed for success in upper-level studies, including the ability to communicate clearly and appropriately, to think critically, and conduct effective research. Completion of a Bachelor's Degree in Criminology provides access to specific career areas such as probation, parole, crime analysis, policy analysis, CSIS intelligence analysis, correctional counselling, immigration, diversion, and evaluation research, as well as supervisory positions within the criminal justice system.

Transfer arrangements to Simon Fraser University

Students can transfer up to a maximum of 60 credits with a minimum overall GPA to be established by the University each year. Students must first achieve general admission to SFU before admission to the Faculty of Criminology. (It is recommended that students planning transfer to SFU have a minimum of a "B" average to qualify for general admission.) Please note that higher GPAs are strongly recommended as students with higher GPAs register first.

4.2 Diploma in Criminal Justice

The Diploma in Criminal Justice prepares students to function as front-line practitioners within the criminal justice field. The applied program provides students with the opportunity to develop knowledge, skills and values necessary to be successful in a broad range of entry-level positions, with a distinct focus on the integration of theory and practice. Course work also provides an understanding of law, policy, and practice as it pertains to criminal justice. In the Fall of 2008, 6 new skill based courses are being introduced into the newly revised Diploma program of studies. The department is currently seeking transfer credits with other post secondary institutions for these new courses. The Diploma may be accepted at a number of universities; for the transferability of individual courses to BC universities, consult the Transfer Guide published by the BC Council on Admissions and Transfers, www.bctransferguide.ca/associate.

These new courses will provide students with competencies directly relevant to success in the CJ Field, including effective interpersonal and communication skills, problem solving, basic conflict resolution and mediation, the management of cases, behaviour and emotions, effective interviewing and report writing, and the ability to be reflective practitioners and successful team members.

4.3 Criminal Justice Program Admission Criteria

As of spring 2008, all applicants to the Criminal Justice Program must prove:

A grade of "C+" or higher in English 12 or TPC 12, or assessment

A grade of "C" or higher in one of Principles of Math 11, MATH 172, MATH 073, or Applications of Math 12; or a C+ in MATH 072; or a C- in Principles of Math 12; or assessment.

Conditional approval to the Criminal Justice program can be made by the Dean of Arts and Science while completing the prerequisite Math and/or English courses. Consult with the Department Chair for further information.

4.4 Criminal Justice Program Overview

The following represents the core courses required of all First Year students in both the Associate of Arts Degree and Diploma in Criminal Justice. Students should consult an Academic Advisor to develop their educational plan.

Year 1 Associate Degree in Criminal Justice and Diploma in Criminal Justice

<u>1st Semester (Fall)</u>		Credits
CRIM 150	Administration of Justice	3.0
CRIM 154	The Criminal Justice System	3.0
ENGL 150	English Composition	3.0
PSYC 110	Experimental Psychology	3.0
SOC 100	Social Structure & Organization	3.0
Total Credits		15.0

<u>2nd Semester (Winter)</u>		Credits
CRIM 166	Introduction to Criminology	3.0
CRIM 170	Law & Legal Institutions	3.0
CRIM 188	Issues in Criminal Justice	3.0
PHIL 110	Logic and Critical Thinking	3.0
PSYC 130	Contemporary Issues	3.0
Total Credits		15.0

Year 2 Associate Degree in Criminal Justice

<u>3rd Semester (Fall)</u>		Credits
CRIM 252	Correctional Services	3.0
CRIM 270	Criminal Law	3.0
ENGL 160	Introduction to Literature	3.0
MATH 116	Elementary Statistics	4.0
Any non-English humanities elective		3.0
Total Credits		16.0

<u>4th Semester (Winter)</u>		Credits
ANTH 250	Forensic Anthropology	3.0
CRIM 254	Youth Offenders & Justice	3.0
OR		
CRIM 274	Law Enforcement	3.0
OR		
CRIM 286	Women & Criminal Justice	3.0
PSYC 201	Research Methods in Psychology	3.0
PSYC 252	Criminal and Deviant Behaviour	3.0
SOC 250	Sociology of Deviance	3.0
Total Credits		15.0

Year 2 Diploma in Criminal Justice

<u>3rd Semester (Fall)</u>		Credits
CRIM 200	Professional Practice	3.0
CRIM 205	Case Management	3.0
CRIM 204	CJ Interpersonal Skills	3.0
CRIM 252	Correctional Services	3.0
MATH 116	Elementary Statistics	4.0
Total Credits		16.0

<u>4th Semester (Winter)</u>		Credits
CRIM 211	CJ Behaviour Management	3.0
CRIM 215	Alternative Dispute Resolution	3.0
CRIM 270	Criminal Law	3.0
CRIM 254	Youth Offenders & Justice	3.0
OR		
CRIM 274	Law Enforcement	3.0
OR		
CRIM 286	Women & Criminal Justice	3.0
PSYC 201	Research Methods in Psychology	3.0
Total Credits		15.0

4.5 Course Descriptions

CRIM 150 Administration of Justice

This course is an introduction to the historical development and current operation of governing and law-making institutions in Canada, and the political, constitutional, and legal concepts of the Canadian justice system. (T) Prerequisite(s): "C+" in English 12 **or** assessment.

CRIM 154 The Criminal Justice System

This course examines the Canadian criminal justice system, its components, process, objectives, and functionalities. It includes an analysis of discretion, diversion, decision-making processes and the operational practices of the system. (T) Prerequisite(s): "C+" in English 12 **or** assessment.

CRIM 166 Introduction to Criminology

An examination of Criminology as a social science; analysis of its theories, categories, and relevant research and its necessity and relation to other social science disciplines. This includes the study of crime, criminal behaviour and its causation, crime victims and consequences. (T) Prerequisite(s): "C+" in English 12 **or** assessment.

CRIM 170 Law & Legal Institutions

An introduction to the fundamental principles of law; the development of law and legal institutions; the process of law reform; the structure and system of Canadian courts; the philosophy of Canadian jurisprudence; judicial law making; and exercise of judicial power. (T) Prerequisite(s): "C+" in English 12 **or** assessment.

CRIM 188 Issues in Criminal Justice

This course examines a variety of topical issues facing criminal justice: the overrepresentation of aboriginal peoples; sex offending; the relationship between mental health, addiction and crime; moral panics; and the role of media with regard to crime and justice. Students are introduced to group work skills and policy analysis. (T pending) Prerequisite(s): CRIM 154.

CRIM 200 Professional Practice

This course provides an introduction to the roles and behaviour of effective criminal justice practitioners. Emphasis will be on the examination of: self as a suitable role model; ethical practice; effective leadership and advocacy; effective working relationships with clients and system personnel. (T-pending) Prerequisite(s): ENGL 150.

CRIM 204 CJ Interpersonal Skills

Students develop interpersonal, assertiveness, leadership and advocacy skills necessary to being an effective criminal justice practitioner. Topics include awareness and respect for individual differences, effective working relationships, and personal and professional boundaries. A personal plan for healthy living is developed. Personal reflection vis-a-vis criminal justice practice is emphasized. (T-pending) Prerequisite(s): CRIM 188, ENGL 150.

CRIM 205 Case Management

This course introduces students to the principles of case management, specifically intake, assessment, planning of intervention strategies and evaluation of interventions. Interview and report writing skills are emphasized. (T-pending) Prerequisite(s): ENGL 150.

CRIM 211 CJ Behaviour Management

This experiential course builds on the knowledge and skills gained in CRIM 203. Students apply elements of case and behaviour management to criminal justice clients and evaluate the success of interventions. Students will further develop interviewing and report-writing skills. (T-pending) Prerequisite(s): CRIM 205.

CRIM 215 Alternative Dispute Resolution

This course is an introduction to conflict management in Canadian Society, with an overview of models and processes of alternative forms of justice (healing circles, community conferencing) and dispute resolution (mediation, negotiation). Micro level conflict management skills are introduced, emphasizing creating win-win resolutions. Personal styles of managing conflict are examined. (T-pending) Prerequisite(s): ENGL 150.

CRIM 252 Correctional Services

An examination of the structure, organization, policies and practices of the Canadian correctional system. This includes the historical development of this enterprise and discussion of the correctional mandate, programs, outcomes, and contemporary issues facing this system. (T) Prerequisite(s): CRIM 154.

CRIM 254 Young Offenders & Justice

An examination of juvenile offending, its extent, impact, and treatment. This includes an exploration of causation, legal process, and prevention and treatment programs. A detailed and critical analysis of Young Offenders legislation will be undertaken to reflect the current focus of juvenile justice in Canada. (T) Prerequisite(s): ENGL 150 **and** any first-year CRIM courses.

CRIM 270 Criminal Law

An examination of criminal law, its ideologies and theories. This includes an examination of what constitutes a crime, the elements for conviction and common defenses used in criminal law. Students will examine criminal statutes and cases from superior courts of Canada and BC. (T) Prerequisite(s): ENGL 150 **and** any first-year CRIM course.

CRIM 274 Law Enforcement

The historical development of law enforcement, its current management, and operations are examined. Special emphasis is placed on the current movement in policing from the traditional, "reactive" style of law enforcement to the more "proactive," community-based model demanded by a pluralistic Canadian society. (T) Prerequisite(s): CRIM 154.

CRIM 286 Women and Criminal Justice

Women in crime, explanations of female criminality, and the response to female offenders are examined. Particular attention is given to feminist theories, the defining and processing of women offenders, the victimization of women, and their increasing role as criminal justice professionals. (T) Prerequisite(s): ENGL 150 **and** any first-year CRIM course.

ANTH 250 Forensic Anthropology

An introduction to the forensic application of physical anthropological and archaeological knowledge and techniques to recovery and identification of human remains. Forensic Anthropology will cover physical anthropological and archaeological research methods, skeletal development and anatomical identification. (T) Prerequisite(s): ENGL 150.

ENGL 150 English Composition

This course centers on organizing and expressing ideas in clear and effective written prose. Instruction and practice in writing college-level expository prose, based on appropriate models, form the core. Individual assignments range from 500-2,500 words in length (course total of 4,000-4,500 words). (T) Prerequisite(s): "C+" in English 12 or assessment.

ENGL 160 Introduction to Literature

This course, which is a discussion of fiction, poetry, and drama, introduces students to the study and analysis of literature. Students will be exposed to a diverse and challenging range of materials, and will be assigned a minimum of 3 essays. Individual assignments range from 200-1,200 words in length (course total of 4,000-4,500 words). (T) Prerequisite(s): ENGL 150.

MATH 116 Elementary Statistics

For students in business, criminal justice and social sciences. Topics include: descriptive statistics, probability, the normal distribution, estimating population means and proportions, hypothesis testing, linear correlation and regression, goodness of fit, non-parametric statistics and applications using SPSS. (T) Prerequisite(s): "C+" in MATH 072, or a "C" in MATH 073 or Principles of Math 11 or Applications of Math 12, or a "C-" in Principles of Math 12, or assessment.

PHIL 110 Logic and Critical Thinking

This course examines logical fallacies and issues such as distinctions between belief and attitude, objective and subjective, truth and validity. Real-life issues will be emphasized. In all cases the key question will be, "Have I been given good reasons for accepting a belief?" (T) Prerequisite(s): "C+" in English 12 or assessment.

PSYC 110 Experimental Psychology

This course presents experimental methodologies used in psychology, including how data is collected, organized, and interpreted in psychological research. Topics include: psychobiology, sensation, perception, cognition, learning theory, memory, assessment, and experimental design. Topics are discussed and demonstrated in lectures and labs. Highly recommend Principles of Math 10 or Principles of Math 11 as prerequisite. (T) Prerequisite(s): English 12 or assessment.

PSYC 130 Contemporary Issues

This course acquaints students with major contemporary issues in psychology and considers their historical antecedents. Topics include: the application of psychological knowledge on lifespan development, personality, abnormal behaviour, social cognition, social influence, and social relations to a variety of contemporary social issues. Topics vary with instructor and changing problems. (T) Prerequisite(s): English 12 or assessment.

PSYC 201 Research Methods in Psychology

This course introduces students to research techniques in psychology. The aim is to develop an understanding of the conceptual foundations of various research strategies. Topics include: formulating research designs and questions, measurement of variables, data analysis, drawing valid conclusions, and writing research reports. Labs and exercises include acquiring computer skills. (T) Prerequisite(s): Principles of Math 10 or assessment; PSYC 110, and one of: PSYC 120, PSYC 130, PSYC 150, or PSYC 164.

PSYC 252 Criminal and Deviant Behaviour

This course focuses on psychological models of the cause and treatment of abnormal and criminal behaviours. We examine specific disorders such as antisocial personality disorder and serial murder, as well as general factors related to criminal behaviour such as alcohol abuse. (T) Prerequisite(s): PSYC 110, and one of: PSYC 120, PSYC 130, PSYC 150 or PSYC 164.

SOC 100 Social Structure & Organization

Basic principles and methods of sociology are introduced. Emphasis is placed upon society as institutionalized human behaviour, the various factors which control or alter it, and the effects upon the individual and the group. The major objective of the course is to develop a critical understanding of modern society. (T) Prerequisite(s): "C+" in English 12 or assessment

SOC 250 Sociology of Deviance

An examination of theories of deviance, the historical forces which have shaped these theories, the research based on them, and a critical evaluation of their contribution to our understanding of the causes of deviance. (T) Prerequisite(s): SOC 100 and ENGL 150.

4.6 Course Requirements and Prerequisites

A course that is designated as a prerequisite course means that you must have a grade of "C" or better in order to move on.

Most CRIM courses are offered only once per year. Therefore if a prerequisite CRIM course is not passed (with a grade of "C" or better) in the first semester, a student cannot repeat the course until the first semester of the following year. Any CRIM courses requiring the failing course as a prerequisite cannot be taken until the student receives at least a "C" grade in the prerequisite course, so the student would have to take a third semester CRIM course a full year later. Furthermore, students repeating a course are not given registration priority, making it difficult to retake the course. This often extends a student's stay at Camosun by one or even two semesters. Students should pay close attention to those

courses they may be failing and recognize the long-term implications of doing poorly in them!

Students should note that the Criminal Justice Program is subject to the Criminal Justice Department's **Academic Progress Policy** (See page 17 of this manual)

4.7 Completion of Courses

It is policy within the Criminal Justice courses, that all assignments and exams be completed in order to receive credit for the course. Failure to complete all evaluations may result in a failure for that course.

4.8 Withdrawal from Courses

In order to officially withdraw from a course or program a student must visit the Admissions/Registration Office. Non-attendance in itself is not considered a withdrawal, and it is the student - not the instructor - who is responsible for ensuring that an official withdrawal is processed. Students withdrawing before the official withdrawal deadline date will not be affected in their G.P.A. The deadline date falls after completion of 60% of the semester.

Please see the Calendar of Events for the precise date.
<http://camosun.ca/learn/calendar/current/pdf/events.pdf>

Withdrawals are not permitted after the deadline and students who have not officially withdrawn and do not attend classes after the deadline date will receive an "F" grade, which will affect their G.P.A.

More information on this policy is available at:
<http://camosun.ca/learn/calendar/current/pdf/academic.pdf>

It is strongly advised that students speak to their course instructor and the Program Chair or an Academic Advisor before withdrawing. Withdrawing from courses increases the workload of, and may affect the prerequisite standing for courses to be taken in the next semester.

4.9 Important Dates 2008 – 2009

2008

September 2 nd	Most Fall courses commence
September 17 th	Tuition Fees Due
October 13 th	Thanksgiving Day
November 4 th	Last day to WITHDRAW from or change to audit for most Fall courses
November 11 th	Remembrance Day
December 6 th	Last day of Instruction
December 8 to 16 th	Exam Period

2009

January 5 th	Most Winter courses commence
January 19 th	Tuition Fees Due
February 19/20	Reading Break
March 9 th	Last day to WITHDRAW from or change to audit for most winter courses
April 9 th	Last day of Instruction
April 10 th	Good Friday
April 13 th	Easter Monday
April 14 to 22 nd	Exam Period

For other dates, see <http://camosun.ca/learn/calendar/current/pdf/events.pdf>

4.10 Criminal Justice Program/College Grading System

The following numeric definitions of A+ to F will be used:

90 – 100%	A+	9	
85 – 89%	A	8	Superior level of achievement
80 – 84%	A-	7	
77 – 79%	B+	6	
73 – 76%	B	5	High level of achievement
70 – 72%	B-	4	
65 – 69%	C+	3	Satisfactory level of achievement
60 – 64%	C	2	Sufficient level of achievement to proceed to next level
50 – 59%	D	1	Minimum level of achievement for course credit but
			insufficient as a prerequisite
< 50%	F	0	Minimum level not achieved

<http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.5.pdf>

4.11 Web Declare and Registration Information

Selection of your courses for Winter 2009 begins in the Fall semester. Go to “Camlink” via the Camosun College home page. Instructions for Web declare are provided at this site. The first step requires that you to pay your registration fee for the Winter semester. You will be selecting your courses based on the set of courses identified earlier in the manual (see page 5). For a full time student these would include CRIM 166, CRIM 170, CRIM 188, PHIL 110, and PSYC 130.

You will notice that specific sections of Philosophy 110 and Psychology 130 have been reserved for CJ1 students. You can choose other sections if you wish; the only restriction that we would ask is for you to not choose any courses that run on Monday afternoons (this is the day and time reserved for CJ program meetings, guest speakers, CJUS meetings, and other events designated for CJ students).

4.12 Textbooks and Supplies

New and used textbooks and other materials required for College courses may be purchased at the Campus Bookstore. Students should allow at least \$700.00 per semester for textbooks and supplies. Texts should be purchased early, if possible, in order to have the opportunity to buy used books at a lower price and to ensure obtaining the required books before they are all sold. Books may be sold back to the Bookstore once the course timetables and required textbook lists have been posted, provided that those particular books are required in the next semester's lists. (As new texts are available to instructors continually, not all books will be used every semester.) Instructors teaching different sections of the same course may not use the same textbooks; students should check carefully to ensure that they purchase the correct books for their course sections. First and second editions of the same textbook can differ drastically. The textbook listings should be consulted for the appropriate edition to buy for a course.

4.13 Writing for Criminal Justice Faculty

The ability to conduct research, and write a term paper or research report on the results of your research, are skills fundamental to your success as a Criminal Justice student. The Criminal Justice Department has articulated guidelines on an appropriate style or framework to be followed for research/term papers in Criminal Justice courses. The *Writing Reference Manual* for the Criminal Justice Program is available in the Camosun College Bookstore for just a few dollars.

Papers submitted to Criminal Justice Program instructors must be word processed. If you do not have access to a computer at home, you can make use of the College computer labs.

General purpose computer labs are available in Ewing 100, 102, 103, 110, 112 and 113 (<http://camosun.ca/services/cts/>). Students can also take advantage of basic computer courses available on campus.

Note: On-line research of criminal justice articles, topics, etc. is a popular research mechanism. Check with your instructor as to the use of the resources, policy on the maximum number of on-line resources that can be used, which resources are acceptable, etc.

4.14 CJ Program Completion Requirements

To be granted a Diploma in Criminal Justice you must complete a minimum of 61 credits of the stated program content with a minimum grade point average (GPA) of 2.0 (C)

To be granted the Associate of Arts Degree - Criminal Justice you must complete a minimum of 61 credits of the stated program content with a minimum GPA of 2.0 (C)

4.15 Application for Assoc. of Arts Credential / Diploma in Criminal Justice

All students must apply for either the Associate of Arts Degree – Criminal Justice or the Criminal Justice Diploma upon completion of the program. Application forms are available from the Criminal Justice Department or the Admissions/Registration area. You should allow 6 weeks for the processing of the credential, so it is recommended that application be made well before your final semester ends.

Link to the graduation checklist: <http://camosun.ca/ccr/news/grad/grad-checklist.pdf>

Link to the application form to graduate: <http://camosun.ca/ccr/news/grad/credential.pdf>

4.16 Criminal Justice Undergrad Society

By virtue of being a Criminal Justice Program student you are automatically a member of the Criminal Justice Undergrad Society (CJUS). The CJUS is a social and fundraising body consisting of first and second year Criminal Justice students. It assists the Chair and Criminal Justice faculty in planning a variety of social activities for the program and for raising money for our annual Recognition ceremony. In the past, this group has organized pub crawls, paintball games, hockey games, dinners and other fun activities to provide for a variety of social activities through which we can all get to know one another better. Additionally, it is the CJUS who organizes the ordering and sale of Criminal Justice Program clothing and assist with raising money to help offset the cost of our annual grad. Money has been raised through a variety of activities including; car washes, raffles, bake sales, penny drives, club nights where the cover charge is shared with the CJUS and sponsoring club etc. The funds raised have defrayed the costs of a DJ, decorations, prizes, and tickets associated with the Recognition ceremony. At the start of each semester, the Program Chair will announce an inaugural meeting of the CJUS to which all students are invited. It will be held on a Monday the second or third week of the semester.

4.17 Criminal Justice Recognition Ceremony

Held the Saturday after the Winter semester's last week of classes and just prior to the final exam week each April, the Criminal Justice Recognition Ceremony is the Program's way of acknowledging your completion of the two year program of study. The evening is one of some formality, but also great fun as it honours each graduate and those winning awards specific to our program. The evening is usually held in one of Victoria's fine hotels and consists of a No-host bar, a sit down buffet dinner, a guest speaker to address the class, presentation of Recognition Certificates to each graduate present, presentation of the Criminal Justice awards, and CJUS peer recognition. The evening is a wonderful way to

bring your academic career at Camosun to a close. The event usually draws approximately 150-180 people, which include graduates, their guests (family, friends, partners etc.) and representatives from the College administration and faculty. Funds raised by the CJUS are used to help reduce the overall costs of the evening.

4.18 Camosun College Formal Graduation Ceremony

Camosun College has two official convocations one in June and the other in October recognizing that students complete their credentials at various times in the academic year and that programs have varying completion dates. Most Criminal Justice students will attend the June cap and gown ceremony. You must complete your program of study by May 31st to be eligible to apply to attend.

More information and answers to your questions can be found at:

<http://camosun.ca/ccr/news/grad/grad-brochure.pdf>

4.19 Transfer to University

Consult the Criminal Justice Department for information on current transfer arrangements to Simon Fraser University (SFU), University of the Fraser Valley (UFV), Vancouver Island University (VIU), University of Regina, University of Ottawa, Royal Roads University (RRU), and the University of Regina.

Students should keep in mind that the Grade Point Average (G.P.A.) required for entrance into these universities is likely to have been raised again prior to their completion of the two-year Criminal Justice Program. Even though a student may have the entrance level G.P.A. required by a university, preference will undoubtedly be given to applicants with the highest G.P.A.'s. Also, keep in mind that most receiving institutions do not give transfer credit for letter grades of "D" .

Students should also be aware that they can transfer to any of the above universities before completing their credential at Camosun. If accepted, they will be given credit for those courses completed but must make up the balance of the lower level courses (first- or second-year) before proceeding into the upper years of study (i.e., third and fourth where applicable).

A student may also consider transferring to either the University of Victoria or the University of British Columbia after completing a criminal justice credential but should realize that neither university offers a Criminology degree. Therefore, the student must select another major field of study to complete a degree (e.g., Political Science, Sociology).

4.20 Transfer to BCIT

There are two options for further studies in Forensic Science Technology, an advanced certificate program, either Economic Crime Studies or Forensic Science Studies.

Completion of your first two years of the BCIT Forensic Science Technology degree is considered University Transfer and there is no Camosun Credential (e.g. a Diploma or Associate of Arts Degree credential granted).

Economic Crime Studies option:

First Year: take all 10 first year CJ program courses

Second Year: CRIM 252, CRIM 270, PSYC 201, PSYC 252, SOC 250, ACCT 110; BUS 120; ECON 103, ECON 104, COMP 156

Forensic Science Studies option:

First Year: take all 10 first year CJ program courses

Second Year: CRIM 252, CRIM 270, PSYC 201, PSYC 252, SOC 250, BIOL 100, CHEM 110*, BIOL 126**, CHEM 112, CRIM 254 OR 274 OR 286

* a "C" grade or higher is required in Chemistry 11

** a "C+" grade or higher is required in BIOL 100

4.21 Time Management and Planning

Probably the most important aspect for a first-year student to realize is the amount of time required for reading, studying, and assignments. Although the needs of individual students vary, the majority of Criminal Justice students will find that course work and classes take up most of their time. It is necessary to develop determination and discipline in order to cope with the workload of the course and not be overwhelmed. If a set agenda for studies is not developed early in the semester, the student often falls behind in course work, making it difficult to catch up. It is extremely easy (and common) to put off working on an assignment in favour of "socializing," but by the next week, the student will find that there is more homework than can be managed. Procrastination over studying and assignments results in falling behind, and ultimately, the student not attaining the grades he/she is capable of achieving.

One method of dealing with time management would be for the student to buy a calendar or date book and program each exam date and "due date" for assignments from the course outlines. Before each of the dates, the student can count back the number of days' work required and mark these as well. For instance, if an exam falls on a Friday, the student can mark off the previous Friday to the day before the exam as "study nights." Of course, these reminders won't help if the student doesn't use them!

Before beginning your first semester of the Criminal Justice Program, a student should accept (and plan for) a drastic reduction in the number of hours previously spent on recreational/social activities, part-time jobs, being with family, and other activities.

A full-time, first-year student should anticipate attending 15 to 16 hours of classes per week, extended over 5 days of the week. Homework requires 20 to 30 hours per week. If at all possible, the student is ***advised not to attempt carrying a part-time job as well as a full course load.***

The Criminal Justice Department also strongly encourages students to avail themselves of learning skills workshops offered by the Learning Skills Centre (Dawson 202). The workshops are on topics such as: time management, learning from lectures, studying from text books, writing research papers, exam writing and preparation, etc. All of these skills can assist you in making the most efficient use of your study time. <http://camosun.ca/services/learning-skills/index.html>

5. CRIMINAL JUSTICE PROGRAM POLICIES

5.1 Criminal Justice Department Standards of Academic Progress

In 1995, the Criminal Justice Program faculty articulated a policy addressing the desired standards of academic progress expected of Criminal Justice students. A review of each Criminal Justice registered student is conducted by the Program Chair upon the conclusion of each semester. Those found in violation of the standards are either placed on Academic Probation or disqualified from continuing in the program. The standards are as follows:

5.1.1 Policy:

1. The standard of academic progress expected of Criminal Justice students is that of a "C" or **G.P.A. of 2.0** or better at all times.
 - a) For students registered in and completing three or more courses per semester, student progress will be evaluated at the end of the first two semesters in the program or the completion of a minimum of 6 courses. The evaluation will be based on the cumulative G.P.A.
 - b) In the event of part-time students completing 2 or less courses per semester, the G.P.A. will be evaluated upon completion of 4 courses.
 - c) Evaluation of academic progress for students on probation will be based on the term G.P.A. achieved during the semester on probation, not the cumulative G.P.A.

2. Students who fail to achieve a "C" or better in program courses **may repeat the courses once only**. Students with two unsuccessful attempts in a program course will be required to withdraw from the Criminal Justice Program for one academic year.
3. Students who fail to achieve a "C" or 2.0 or better during the semester in which they are placed on academic probation will be required to withdraw from the Criminal Justice Program for one academic year or cycle (i.e. a student who fails to achieve 2.0 during the Fall semester and while on academic probation would have to wait 3 semesters to re-enter the program during our annual Fall intake period).

5.1.2 Procedure:

1.
 - a) If the student's cumulative G.P.A. is below 2.0, the student will be notified in writing. The notification will require the student to meet with the Chair of the Criminal Justice Program.
 - b) Upon meeting with the Chair, an evaluation of the reasons for the lack of satisfactory progress will be conducted by the student and Chair. The Chair may refer the student to various college services on campus that may be able to assist the student in addressing issues that may be impeding the student's academic progress.
 - c) The Chair retains discretion as to whether or not the student is placed on probation for the upcoming semester of the Program.
 - d) If the student is placed on probation a letter of agreement will be signed by both the student and the Chair and the consequences of not meeting the minimum G.P.A. will be explained to the student.
 - e) The probationary period will be for one semester.
 - f) Failure of the student to meet the expectations set out in the agreement will result in withdrawal of the student for one intake cycle (one academic year). The student becomes eligible for re-entry after one intake cycle has passed.
2.
 - a) If the student has twice unsuccessfully attempted a program course, the student will be notified in writing by the Chair, that s/he must withdraw from all Program courses for one academic year/cycle.
 - b) Upon eligibility to re-register within the Criminal Justice Program, the student must see an academic advisor to engage in academic planning.

NOTES:

Students are encouraged to accept responsibility for their academic progress.

It is strongly recommended that Program students not carry more than 5 courses per semester. Students wishing to carry more than five courses per semester, should not do so without the Chair's permission.

5.2 Academic Dishonesty and Student Conduct

Academic dishonesty in any form will not be tolerated within Criminal Justice Program courses. It is the goal of the Department to maintain a high standard of academic excellence and integrity amongst Program students. Students engaging in acts of intellectual dishonesty will be subject to disciplinary actions articulated in the Student Conduct Policy in the Camosun College calendar. In addition, students may be jeopardizing future employment in the criminal justice field. <http://camosun.ca/learn/calendar/current/pdf/academic.pdf> (see page 37)

Examples of academic dishonesty include:

- Cheating during an examination by receiving, giving, or using unauthorized information for materials.
- Obtaining or providing, without authorization questions or answers relating to an exam prior to the exam.
- Stealing or destroying the work of another student.
- Plagiarism, or the use of another's words or ideas without giving proper credit to the author and thereby representing the words or ideas as your own word.
- Submission of work, in whole or in part, done in one course as assigned work for another course without the express written permission of both instructors.

In April 1990, in response to flagrant cheating by a minority of C.J. students, the Program established a firm policy for dealing with plagiarism and cheating activities. The policy states: Any and all C.J. students caught cheating in any fashion, on any assignment or examination, in any course by a College staff member, will be immediately identified to the C.J. Program Chair, who may recommend that the student be summarily suspended or removed from the Program for their actions.

Disruption of instructional activities in Criminal Justice classes by one individual affects many students, due to the large number of students in each class. In the last few years noisy students have affected not only Criminal Justice classes but also other classes which they are required to attend. All the courses offered at Camosun College are difficult enough without the extra burden of having to compete with a student(s) making noise over a teacher giving instruction. Many classrooms used by Criminal Justice students are large lecture rooms which are designed to carry the voices of instructors to all the students. These rooms also work in the other direction. A student avidly discussing last night's TV will be sharing this wealth of knowledge with the rest of the class! So please, to avoid personal embarrassment and unnecessary disruption to the instructor and fellow classmates, try and keep your conversations to a minimum. Students who continue to disrupt a class may be asked to leave by the instructor.

<http://camosun.ca/learn/calendar/current/pdf/academic.pdf> (see page 37)

5.3 Appeal Procedure

The student appeal procedure is a means by which you can deal with a situation where you feel that you have been unfairly treated by the College. Emphasis is placed on the informal resolution of appeals rather than going through formal appeal channels.

Refer to the College calendar (p. 39 - 40) for the Student Appeal Procedure. For assistance students can contact the College Ombudsperson.

<http://camosun.ca/learn/calendar/current/pdf/academic.pdf>

A student having any conflicts with an instructor should approach that instructor first, and if that fails, the Chair of the Department to attempt to resolve the problem. The student should not wait until the end of the semester or until the conflict warrants a formal appeal action before seeking help.

If you are unhappy about a grade or mark received, you may be required to clearly articulate in writing the specific element of the assignment being questioned and provide written reasons or arguments supporting a change in the mark. Consult your instructors on an appropriate process for discussing evaluations.

5.4 Other Academic Policies

Like all Camosun students you are subject to a number of academic policies you should be familiar with. Please refer to Camosun College's Calendar for information on general college-wide policies applicable to you as a student.

<http://camosun.ca/learn/calendar/current/pdf/academic.pdf>

6. AWARDS, SCHOLARSHIPS AND BURSARIES

There are a number of awards, scholarships and bursaries available to Criminal Justice students: Criminal Justice Program specific awards and scholarships, internal college bursaries and any number of external awards for which students may be eligible. For internal bursaries, please visit the Financial Aid Office on campus for information. These are awarded each fall and winter. External awards are available through corporations, businesses, banks, credit unions, associations, foundations, government ministries, unions, councils, institutes, organizations etc. and are administered externally. For more information on such awards consult the Financial Aid Office and come to the Criminal Justice Department office and ask to look at our files.

Awards specific to Criminal Justice students include:

a. John Post Memorial Scholarship

The John Post Memorial Scholarship is funded by donation and administered through the Camosun College Foundation Office. Created in the memory of the program's founder, John Post, it seeks to recognize Criminal Justice students who have a sound academic

standing (G.P.A. of 5/9 or better), actively volunteer in the criminal justice community, and actively participate in the Criminal Justice Undergrad Society activities. This scholarship is awarded annually to a second year student in their final semester and is presented to the recipient at our annual Recognition Ceremony. Applications are available in the Criminal Justice Department office with the deadline being mid-March each year. The recipient is chosen by the Criminal Justice faculty and the scholarship amount is determined annually based on donations.

b. Sterling Pacific Investigations Criminal Justice Scholarship

This scholarship recognizes a second year Criminal Justice student who has achieved a minimum 6/9 cumulative G.P.A., who has demonstrated leadership in student or faculty sponsored activities, has documented voluntary participation in the Criminal Justice community, and has applied and has been accepted to an accredited University for completion of an undergraduate degree. The scholarship is sponsored by the Sterling Pacific Investigations Company and is usually valued at \$500, which is forwarded to the recipient upon proof of registration in the degree program. The recipient is chosen by the Criminal Justice faculty based on the above criteria and awarded at the annual Recognition ceremony. Application forms are available in the Criminal Justice Department office with an application deadline of mid-March.

c. The Chris Considine Award in Academic Achievement

This financial award of \$500 recognizes the Criminal Justice second year student who has achieved the highest cumulative G.P.A. within the Criminal Justice Program. Sponsored by Considine and Company (Barristers and Solicitors), the recipient is honoured at the annual Recognition Ceremony. There is no application process; the recipient is determined by their G.P.A. only.

d. Saanich Police Department First Year Award – Criminal Justice

This award (\$500) is presented to a first year student going into second year of the Criminal Justice program. The student must demonstrate academic excellence, leadership and volunteerism in the justice system. Application forms are available in the Criminal Justice Department office with an application deadline of mid-March.

e. Saanich Police Department – Criminal Justice Graduating Award

This award (\$500) is presented to a high ranking student demonstrating leadership and volunteerism in the justice system and who is considering a career in police work. Application forms are available in the Criminal Justice Department office with an application deadline of mid-March.

f. Reena Virk Youth Justice Award – Year One

This \$500 award is presented to a first year student with a learning disability who is going into the second year of the Criminal Justice program. The award emphasizes academic achievement and improvement. The student will have experience volunteering with youth

and have a demonstrated interest specifically in young offenders. Application forms are available in the Criminal Justice Department office with an application deadline of mid-March.

g. Reena Virk Youth Justice Award – Year Two

This \$500 award is presented to a second year student on the basis of academic achievement who intends to work with juvenile offenders. Application forms are available in the Criminal Justice Department office with an application deadline of mid-March.

h. Sooke Community & Police Consultative Society Bursary

A financial award of \$500 awarded on the basis of financial need to a student who resides in Sooke and who has decided to return to school. The recipient must demonstrate community involvement. Preference will be given first to a student in the Criminal Justice Program and, second, in any Trades program, and third, open if no applicants for the first two disciplines.

i. Other Awards of Interest

Associate of Arts Awards - These awards acknowledge high academic achievement and personal excellence and are given annually to students in each of Year 1 and 2 in the Associate of Arts Program. Applications are available from the Arts and Science Office each Spring. These awards are presented at the Arts and Sciences annual Graduation Ceremony.

- Dave and Bev Knapton Associate Degree of Arts Scholarship ~Year 1*
http://camosun.ca/learn/programs/awards/ad_knapton-arts.pdf
- Heather Lewis Associate of Arts and Science Entrance Scholarships
http://camosun.ca/learn/programs/awards/ad_lewis.pdf

The Arthur M Trono Community Justice Award For Creative Writing

http://camosun.ca/learn/programs/awards/crim_trono.pdf

Irving K. Barber Scholarship <http://www.bcscholarship.ca/web/>

7. CAREER AND EMPLOYMENT OPPORTUNITIES

7.1 Career and Information Sessions

Each year the Criminal Justice Chair arranges for a number of key employers and organizations to come to Camosun College to speak about their hiring process, desired qualifications, employment opportunities, and the work environment to Criminal Justice Program students. These information sessions are held during the Winter semester and notice of the time, location and presenter is posted on the Criminal Justice Department door and announced in class. Over the past few years, the RCMP, the Vancouver, Victoria, and Esquimalt Police Forces, Provincial, Federal and Youth Corrections, Private Investigations and Security companies, and the Deputy Sheriff's Office have been regular presenters. Both CJ1 and CJ2 students are welcome to attend these sessions.

7.2 Preparing for the Physical Abilities Testing Common to CJ Professionals

Both policing and correctional occupations require that you be able to pass certain fitness standards. RCMP have the PARE test, BC municipal forces have the POPAT and provincial Corrections have the COPAT and all applicants for positions with these organizations must pass the physical tests during the application process. While the tests are not impossible, a certain level of fitness achieved through regular exercise is required. Women frequently lack the upper body strength required to pass one component of the test, and many men assume they have the stamina to complete the tests in a timely fashion and experience difficulties as well. To facilitate your preparation for these tests, the Criminal Justice Program has established a training program through Recreation and Athletics. Please call 370-3602 or drop by Young 116 for details and registration. We have also established connections with a variety of agencies who have the testing equipment and complete trial runs for their own purposes from time to time. We will continue to try to facilitate student involvement in the trial runs so that Criminal Justice students can experience these tests in a non-test situation and train according to any physical weaknesses identified. Consult the Criminal Justice Department office for further information.

7.3 Volunteer Programs

While some students enter the Criminal Justice Program with a definite career goal in mind, many enter knowing only that they wish to work within the criminal justice field, but not in which specific occupation. One of the opportunities available to a student is being involved in a volunteer program specifically oriented towards the criminal justice system. Volunteering provides the "hands on" experience which cannot be obtained through taking an academic course alone. It also demonstrates your initiative and interest in the field and provides a reference for your resume. Many employers, in fact, require or expect applicants to have engaged in some volunteer experiences. Students should remember, however, that volunteer work requires dedication and time, especially if there is a training program involved. Sufficient time for reading, studying, and working on assignments must remain the top priority in the student's agenda.

Local volunteer agencies which may be particularly suited to a Criminal Justice student are listed below. While every attempt is made to provide current information, contact names and phone numbers sometimes change. Consult the Volunteer Bureau of Victoria if you find names or numbers have changed.

1. BOY'S & GIRL'S CLUB SERVICES OF GREATER VICTORIA 384-9133
1240 Yates Street Fax: 384-9136
email: admin@bgcvc.org
website: <http://www.bgcvc.org>
 - Services provided: helping children and their families
 - New volunteers participate in training workshops in leadership & communication skills
 - Volunteers provide recreational, cultural, educational and social activities; assist in planning and implementation of programs and special events

2. GREATER VICTORIA VICTIM SERVICES 995-7351
850 Caledonia Street Fax: 995-7320
 - Services provided: emotional and informational support to victims of crime as their case proceeds through court
 - Volunteers are required to have strong interpersonal skills, valid B.C. Driver's Licence, good driving record, no criminal record, professional appearance and maintain confidentiality

3. MENTAL HEALTH & ADDICTIONS YOUTH & FAMILY SERVICES 721-2669
12-1560 Church Avenue Fax: 721-3408
 - Are looking for volunteers occasionally for their day programs; call agency for an app't.

4. SEPARATION & DIVORCE RESOURCE CENTRE 386-4331
812-B Broughton Street Fax: 386-4301
(supervision of access; Family Court Supportworker)
email: info@separationdivorce.bc.ca
 - Volunteers work in family court and office
 - 8 week training program, 2 1/2 hours per week
 - Volunteer requirements: good communication skills, enjoy the company of children, good sense of humour, able to set limits, tact and diplomacy, able to remain neutral, non-judgmental, respect confidentiality, mature

5. JOHN HOWARD SOCIETY OF VANCOUVER ISLAND 386-3428
2675 Bridge Street Fax: 361-4561
 - Services provided: support and referral services to offenders, ex-offenders and their families; weekly prison visiting programs

6. DISPUTE RESOLUTION CENTRE 383-4412
108-1218 Wharf Street Fax: 383-9536
email: drc@pacificcoast.net
website: <http://www.disputeresolution.bc.ca>

7. GREATER VICTORIA CITIZEN'S COUNSELLING CENTRE 384-9934
941 Kings Road Fax: 388-4391
 - Services provided: individual, couples and group counselling for adult residents of Greater Victoria; training and supervision of lay counsellors

8. NEED CRISIS & INFORMATION LINE 386-6328
P.O. Box 5501, Victoria, BC, V8R 6S4 Fax: 386-9748
email: admin@needcrisis.bc.ca
website: <http://www.needcrisis.bc.ca>
 - 60 hours of training over a thirteen-week period
 - Volunteers must be at least 19 years of age
 - Services provided: emotional support, crisis counselling, and community referrals on a 24 hour basis

9. PACIFIC CENTRE FAMILY SERVICES ASSOCIATION 478-8357
3221 Heatherbell Road Fax: 478-3699
email: pcfesa@coastnet.com
 - 10 month training course; volunteers must do 200 hours of volunteer counselling time
 - Contact agency for more information

10. SALVATION ARMY FAMILY & COMMUNITY SERVICES 386-8521
2695 Quadra Street Fax: 386-8527
 - Services provided: support to adult male offenders in halfway house setting

11. VANCOUVER ISLAND REGIONAL CORRECTIONAL CENTRE 953-4400
4216 Wilkinson Road ask for Volunteering

12. VICTORIA AREA PAROLE VOLUNTEER PROGRAM 363-3267
816 Government Street
 - Services provided: various to adult federal offenders and working on a variety of research related projects

13. VICTORIA COOL AID SOCIETY 383-1977
Attn: Volunteering, Administration Office, 102-749 Pandora Avenue
email: society@coolaid.org
website: <http://www.coolaid.org>
 - Services provided: Streetlink Emergency Shelter provides assistance and shelter to the homeless, the mentally ill, and persons drug/alcohol dependent who are on the streets

14. VICTORIA WOMEN'S SEXUAL ASSAULT CENTRE 383-5545
941 Pandora Avenue
email: volunteers@vwsac.com
website: <http://www.vwsac.com>
 - Only women are allowed to work on the crisis lines
 - Potential volunteers can drop into the agency to pick up an information package

15. VOLUNTEER VICTORIA 386-2269
 306-620 View Street Fax: 386-2279
 email: volvic@volunteervictoria.bc.ca
 website: <http://www.volunteervictoria.bc.ca>
 - Services provided: volunteers are matched with agencies in need according to interest and skills
16. WILLIAM HEAD VISITOR'S PROGRAM 386-3428
 (c/o John Howard Society) Fax: 361-4561
 - Services provided: volunteers visit prisoners at William Head for the purpose of providing social opportunities to persons incarcerated
 - Volunteers must be at least 19 years of age, need to be security cleared and to feel comfortable in a prison environment
17. YMCA/YWCA OF GREATER VICTORIA 386-7511
 880 Courtney Street (entrance is on Broughton Street only)
 - Volunteer work involves youth care/daycare
 - Volunteer profile forms/applications available at agency
18. VICTORIA YOUTH CUSTODY SERVICES 708-2207
 94 Talcott Road Fax: 704-0283
 contact: Elsie Hanson, Volunteer Coordinator
 email: elsie.hanson@gems5.gov.bc.ca
 - Students from the criminal justice program are encouraged to apply for volunteer positions
 - Volunteer applications are available in the career resources drawer or at the Victoria Youth Custody Centre
19. VICTORIA YOUTH EMPOWERMENT SOCIETY 383-3514
 533 Yates Street Fax: 383-3812
 email: yves@ultranet.ca
 - Services provided: storefront office with information, referrals, counselling, advocacy, employment search assistance and drop-in centre for youth in crisis
 - Volunteers must be at least 21 years of age; are subject to a criminal record check and interview
 - Volunteers must make a minimum six-month commitment
20. Various local police departments also have Auxiliary and Community Services programs:
- | | |
|--|----------|
| Central Saanich Police Department | 652-4441 |
| Colwood/Langford/Metchosin/View Royal R.C.M.P. | 474-2264 |
| Oak Bay Police Department | 592-2424 |
| North Saanich/Sidney R.C.M.P. | 656-3931 |
| Saanich Police Department | 475-4321 |
| Victoria/Esquimalt Police Department | 995-7654 |

7.4 Summer Employment Opportunities

Summer employment is occasionally made available to students through agencies and departments related to the criminal justice system. The federal government, for example, offers student employment within their Customs Border Services. The Federal Student Employment Program receives applications during the late Fall for employment in the following summer. Applications for this program are available at the student employment centre and in the Criminal Justice Department office. Other summer employment opportunities exist with the local police departments who frequently hire students for special summer projects.

The Program Chair advises students when and where to apply for those positions, but it is up to the individual to pursue the positions. This information is also usually posted on the outer door of the Criminal Justice Department office.

7.5 Career / Employment Opportunities

Prospective Criminal Justice students should research the career and employment opportunities that will be available to them upon completion of the two-year diploma or Associate of Arts program at Camosun College, or upon attainment of their degree in Criminology. The Advising Notes handout, available at the Career Resource Centre, Dawson 202, (370-3571) and an interview with a career counsellor will provide helpful information. The Student & Alumni Employment Services, Fisher 128, Lansdowne Campus, Campus Centre 251, Interurban Campus, telephone: 370-4181, fax: 370-4110, e-mail: employ@camosun.bc.ca, website: www.camosun.bc.ca/resources/ses, will also be able to assist in getting up-to-date information about career and employment opportunities, and their availability in specific geographical regions.

Reference to Careers in Criminal Justice: How to Get started. Check out this handy resource in the CJ Department main office

The Library Media Centre (LMC) has catalogues listing employment and career positions and titles in the field of Criminal Justice, and also the educational and experience requirements for positions. Due to the popularity of, and the growing number of students graduating in, Criminology and Criminal Justice programs, more and more employers require that applicants have their degree in Criminology.

There are over 500,000 criminal justice-related jobs in Canada. Upon receiving their two-year diploma, students are usually eligible to work in correctional services, customs, law enforcement, and in services to young offenders.

Students receiving their degree in Criminology are further eligible to look for employment in such fields as probation, parole, immigration, some areas of research, and counselling within institutions.

The outlook is optimistic for those students wishing to apply to law school after completing their Criminology degree. Many law schools view this degree as a logical entrance degree

and have become more than ready to accept such students provided they have high academic standing.

Careers that our past graduates have accessed include: the RCMP, local municipal police departments, Military police, Deputy Sheriff, by-law enforcement, youth and adult corrections, parole officer, probation officer, bailiff, CSIS, crime analysis, Canada Border Security, Immigration, Policy analysis, restorative justice, private investigation, loss prevention, community corrections, street support worker working with at risk youth, research, insurance claims and investigations, and victim assistance services.

7.6 A Word on Letters of Reference from Instructors

While many instructors are willing to write a letter of reference for a student applying for full-time or summer employment, students should first discuss such a possibility with the individual instructor and not automatically assume that it will be written.

Similarly, using an instructor as a reference on an application for employment should be approved by the instructor prior to the listing of their name on such applications.

7.7 Criminal Justice Program Graduates

The work done by graduates of the Criminal Justice program is based on a set of fundamental values, beliefs, and legal/ethical principles. These core values, beliefs and principles serve as the foundation of practice in the criminal justice field and underpin all of the teaching/learning activities that take place within the programs.

In their approach to their practice, graduates of the Criminal Justice programs display:

- Critical thinking and effective problem-solving
- Honesty and integrity
- Responsibility for safety and security of self and others
- Reliability and cooperation
- Respect for the rights and fair treatment of others
- Accountability
- Legal/ethical practice
- Respect for diversity
- Self-awareness
- Civic responsibility
- Commitment to personal/professional growth
- Commitment to personal health-enhancing lifestyle practices

In their work with individuals, clients, families and communities, graduates:

- Interact with others in a manner that reflects a firm understanding of human rights, social justice and harm reduction
- Respect privacy and confidentiality
- Use appropriate sources of information to inform and guide practice
- Base decisions and solutions on sound theoretical, legal and ethical principles
- Value mediation, negotiation and conflict/dispute resolution
- Display awareness of the impact on clients/families of the organizational and structural elements of the judicial system
- Consider client, family, community diversity in relation to law, legislation, policy, procedure and interventions
- Present themselves as suitable role models
- Interact constructively with diverse populations
- Display appropriate boundaries

In their work with colleagues and justice system, graduates:

- Interact with others in a respectful manner
- Contribute to constructive group/team functioning
- Contribute to constructive organizational partnerships
- Are attuned to systemic inequities
- Protect confidentiality of sensitive information
- Adapt constructively to changing situations

8. LIBRARIES ACCESSIBLE TO CRIMINAL JUSTICE STUDENTS

Library skills are essential for students in the Criminal Justice Program in order for them to conduct efficient research for term papers, essays, and other assignments. Students should familiarize themselves at the beginning of their first semester with the materials available to them at the Library Media Centre. The L.M.C. offers many books, journals, videos, and films pertaining to the Criminal Justice Program. It also offers the Criminal Justice Abstracts and the means to do a computer search of criminal justice literature.

1) Greater Victoria Public Library (Central Library)

735 Broughton (<http://www.gvpl.ca>) 413-0368

*Call or see website for complete hours of operation including statutory holidays.

Access: Open access. Research assistance provided.

Borrowing regulations: Public library ID required

Magazine indexes and full text articles are available on CD Rom

Freenet access available

Modem access available from home to the library catalogue services

Catalogues: Camosun LMC has book and periodical holdings lists

2) McPherson Library, University of Victoria 721-6673

*Call or see website for complete hours of operation including statutory holidays, extended hours at exam time, etc.

Access: Open access. Research assistance provided.

Some service units have shorter hours which would have to be verified.

Borrowing regulations: Community Borrower Card can be purchased.

Photocopy services: 10¢ per copy

Catalogues: Camosun LMC has book and periodical holdings lists.

3) Law Library/ University of Victoria, Begbie Building 721-8565

*Call or see website for complete hours of operation including statutory holidays, extended hours at exam time, etc.

Access: Limited access. Limited research assistance.

Librarian reference help available 1030-1200 and 1400-1600 weekdays.

Borrowing regulations: No direct loans to Camosun students.

Catalogues: Camosun LMC has book and periodical holdings lists.

**4) Court House Library
850 Burdett, 5th floor 387-3239**

*Call or see website for complete hours of operation including statutory holidays.

Hours: Mon-Fri 0830-1630 hours

Access: Limited access. Phone ahead to ascertain whether material being sought is actually available.

Research assistance provided.

Borrowing regulations: No direct loans to Camosun students.

Catalogues: Camosun LMC has holdings information.

Students should remember that these are "lawyers' libraries" and conduct themselves accordingly. Furthermore, their system of cataloguing is very different from those used in traditional libraries. When in doubt, ask for help. Also, students using the Court House Library should keep in mind that the number of staff members there are limited. Upon finishing with books, please reshelve them from where you removed them. Do not abuse the good relationships we have established with these resources outside the College. You could be instrumental in our losing these privileges!

9. COLLEGE RESOURCES

See <http://camosun.ca/learn/calendar/current/pdf/services.pdf>

9.1 Financial Aid

Students who are eligible for financial assistance can receive funds from one or more of the following sources: Canada Student Loan (CSL) B.C. Student Loan (BCSL), part-time employment, bursaries, awards and scholarships. For more information about financial assistance, please refer to your Camosun Calendar or contact the Financial Aid Office located in the Isabel Dawson Building. <http://camosun.ca/learn/calendar/current/pdf/financialaid.pdf>

9.2 Recreational Facilities

A variety of fitness services and programs are offered to Camosun College students. Contact or visit the Recreation & Athletics Office in Young 116 or call 370-3602.

9.3 Counselling Services

Camosun's Counselling Centre offers assistance to students experiencing personal difficulties and/or educational issues. Services are confidential and at no extra charge to students. Call 370-3571 (located in the Isabel Dawson building, room 202) for further information or to make an appointment with a counsellor.

9.4 Ombudsperson

The Ombudsperson assists students who have complaints with regard to any aspect of college life including marks, conduct, services, etc. Information on student rights and responsibilities, college policy and practices can be obtained and discussed confidentially with the Ombudsperson. For more information or assistance call 370-3405 (Lansdowne) located in the Paul Building (room 222).

9.5 Harassment

Camosun College does not condone sexual harassment. A policy has been developed and procedures are in place at Camosun which seek to prevent students from being subjected to sexual harassment. The intent of the policy is to ensure that sexual harassment does not destroy the positive learning and working environment.

A sexual harassment advisor is available to offer alternative solutions to put an end to the unwanted behaviour.

For further information or assistance, please refer to the brochure on sexual harassment, which is posted on the College campus or contact a sexual harassment advisor.

Call 370-3405 for further information.

9.6 Learning Skills Centre

- Can't concentrate?
- Too much to read?
- Overwhelmed?
- Putting things off?
- Oral presentations scare you?
- Always late or rushed with papers?
- Lecture notes a mess?

Learning Skills can help you enjoy academic success with learning strategies for lectures, textbooks, exams, papers, time management and more.

The Learning Skills Centre is located in the Dawson Building Rm. 202 (250–370–3583).

9.7 Personal Safety

Everyone can learn to be less vulnerable to assault through:

AWARENESS, ASSERTIVENESS and AGGRESSIVENESS

AWARENESS is necessary for self-protection. **EVERYONE** is a potential assault victim and no situation is entirely safe. If you sense a situation is dangerous trust your intuitions and get out of it as quickly as possible!

ASSERTIVENESS is your best stance when situations arise in which you are pressured into something that feels uncomfortable, unpleasant, or risky. You always have the right to say "NO!," even if it is to a "friend." Don't be afraid to "make a scene" or be impolite. Don't do anything you don't want to do!

AGGRESSIVENESS may be the only viable option in situations where **AWARENESS** and **ASSERTIVENESS** have failed to prevent a sexual assault. Studies have shown that an immediate **AGGRESSIVE** action will very often give the person the opportunity needed to escape an assaultive encounter. **DON'T PANIC - THINK!**

Camosun College Counselling Services	370-3571
Victoria Women's Sexual Assault Centre.....	383-5545
Camosun College's Emergency Line	370-3075
Men's Trauma Counselling Centre	381-6367
Police	911

9.8 Walk Safer Program

The Walk Safer Program is an accompaniment service available during evening hours for students and staff needing to walk from one part of the campus to another. Accompaniment can be arranged by calling 370-3666.

Criminal Justice students are also actively encouraged to support this service by volunteering. If you have a few spare hours one evening, call 370-3666 or visit the Peer Support/Walk Safer Workroom in Richmond House, Room 101.

9.9 First Aid

If you have a medical condition that may require first-aid attention while you are on campus, please contact the Occupational Health and Safety Advisor, Camosun College, at 370-3075 (Fisher building 116). This information is strictly voluntary on your part and will be held in the strictest confidence. You may remove all such information at the conclusion of your program.

9.10 Camosun College Student Society

The Camosun College Student Society is there as your representatives to speak to all matters of concern to you as a student. They are located in the Library Media Centre 102.