

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: INTRODUCTION TO COMMUNITY SERVICES

Code No.: CCW 130

Program: LAW & SECURITY ADMINISTRATION/  
CORRECTIONAL WORKER

Semester: FIRST

Date: SEPTEMBER 1988

Author: DEBRA FRATESI

New: X Revision:         

APPROVED: N. Koch N. KOCH  
Chairperson

Sept '88  
Date

**INTRODUCTION TO COMMUNITY SERVICES**

Instructor: Debra Fratesi

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Time:                   Mondays     2:30 - 4:30  
                          Thursdays 10:30 - 12:30

Beginning:     Thursday, September 8, 1988

Length:         30 hours

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**COURSE DESCRIPTION**

This course is designed to familiarize the student with the various social services available in the community. Emphasis will be placed on those agencies utilized by the Police in the course of their duties and those used by Correctional Officers to assist in the rehabilitation of inmates after release. Students will develop the referral skills required in field placements and in future positions as Police/Correctional Officers. The enforcement role in relation to these public and private community agencies will also be examined.

**COURSE OBJECTIVES**

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

1. demonstrate a working knowledge of private and public community resources by describing their clientele, mandate, structure and available services
2. identify the need for cooperation between enforcement agencies and social services
3. facilitate knowledgeable referrals to those agencies utilized by Police/Correctional Officers in the course of their duties
4. present orally and in writing, information on agencies researched.

**Required Reading**

Agency Directory (on reserve in the College Library);  
Sault Star articles on relevant social service issues.

**Instructional Methods**

Course presentation will involve a variety of methods, including lectures, group discussions, student presentations, audio-visual aids and guest speakers.

Assignments

All assignments are compulsory and due on the date assigned.

Group Work

1. Students working in pairs will research a prescribed number of agencies which will include on-site interviews.
2. Each group will present a seminar on one of those agencies and submit a written report of that interview for circulation to the class.

Individual Work

1. Each student will research one agency, including an on-site interview and submit a written report of their findings according to a prescribed format. All reports submitted will be compiled in booklet format for the students' future reference.
2. There will be one mid-term and one final test paper.

Mid-term	25%
Seminar	25%
Research Findings	25%
Final	<u>25%</u>
	100%

INTRODUCTION TO COMMUNITY SERVICES

(CCW 130)

Your presentation and report must include the following information:

The name of the agency

Location and phone number

Catchment Area

Affiliates in other areas

Sources of funding

Accountability - Ministry or others

Professionals, non-professionals and/or para-professionals - hired -  
include volunteers

Contact person

Possible waiting period

Cost

Business card, brochures attached

Intake policy/jurisdiction

Agency mandate - client group served  
- referral organizations

Agency specializaion i.e. education, counselling, enforcement

Resources available to public i.e. speakers, films, meeting rooms,  
publications

Date of interview

Interviewer

INTRODUCTION TO COMMUNITY SERVICES  
SEMINAR EVALUATION

PRESENTER \_\_\_\_\_

AGENCY \_\_\_\_\_

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Utilization of various mediums i.e. posters, overheads, handouts	5	4	3	2
Presenter displayed good knowledge of agency, concisely	5	4	3	2
Eye contact, voice, enthusiasm	5	4	3	2
Logical sequence of information	5	4	3	2

Comments: