

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY
SAULT STE. MARIE, ONTARIO**

COURSE OUTLINE

COURSE TITLE: INTEGRATION SEMINAR

CODE: CJS 320-4

SEMESTER: III or IV

PROGRAM: CORRECTIONAL WORKER - DIPLOMA

AUTHOR: JE JONES

DATE: MAY, 1995

PREVIOUS OUTLINE DATED: JANUARY, 1995

APPROVED: *K. DeRosario*
K. DeRosario, Dean
Human Sciences and Teacher Education

DATE: *May 29/95*

Note: Do not discard this outline. It will be required by other educational institutions if you are attempting to obtain credit for this course.

TOTAL CREDIT HOURS: 40

CO-REQUISITE: CJS 321 FIELD PLACEMENT

PREREQUISITE: CJS 221 INTRODUCTION TO CORRECTIONS

1. PHILOSOPHY/GOALS

This seminar provides an opportunity for the students to share their experiences in field placement, to discuss current issues and to apply and integrate course materials with field placement activities.

A group discussion format will be used. the instructor will meet with individual students on a scheduled basis to discuss personal issues and/or concerns.

A five day seminar will be held before placement starts to acquaint the students with placement processes and examine current issues in Corrections that impact upon the field of Corrections.

II. STUDENT PERFORMANCE OBJECTIVES

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

- 1. Evaluate if a particular agency will be an option for a career choice.**
- 2. Critique current issues based on personal experience.**
- 3. Integrate theory and personal experience to formulate a personal philosophy about the field of corrections.**
- 4. Identify and apply job preparation processes to a personal plan of job hunting.**
- 5. Identify and discuss the concept of Union/Management as it applies to the field of Corrections.**
- 6. Identify the components and be prepared to write the Flanahgan's Industrial Test.**
- 7. Identify, discuss, and evaluate human rights/workplace harassment issues for Agencies.**
- 8. Identify and discuss the types of communicable diseases and their control mechanisms for Agencies, staff, and clients.**
- 9. Define and outline Fire Safety practices for Agencies**

III. TOPICS TO BE COVERED

- 1. Current issues in Corrections**
- 2. Agency descriptions**
- 3. Student placement concerns**
- 4. Job preparation**
- 5. Union/Management issues**
- 6. Field Placement Manual**
- 7. Human rights/workplace harassment**
- 8. Communicable disease control**
- 9. Fire safety**

IV. LEARNING ACTIVITIES

1.0 CURRENT ISSUES

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

- 1.1 list, discuss and evaluate the current issues affecting the field of Corrections**
- 1.2 list, discuss and evaluate ethical issues affecting the field of Corrections**
- 1.3 list, discuss and formulate the appropriate application of professional behaviours to clients**

2.0 AGENCY DESCRIPTIONS

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

- 2.1 make a 15 minute presentation in class by:**
 - 2.1.1 describe the agency goals and objectives**
 - 2.1.2 describe the agencies place in the Justice System**
 - 2.1.3 outline the agency organizational structure**
 - 2.1.4 describe the services provided to clients**
 - 2.1.5 statistically describe a typical client**
 - 2.1.6 analyze the extent that the agency meets its goals and objectives**
 - 2.1.7 correctly answer student questions on the presentation**

2.2 submit a written assignment by:

- 2.2.1 describe the agency goals and objectives**
- 2.2.2 describe the agencies place in the Justice System**
- 2.2.3 outline the agency organizational structure**
- 2.2.4 describe the services provided to clients**
- 2.2.5 statistically describe a typical client**
- 2.2.6 analyze the extent that the agency meets its goals and objectives**

3.0 STUDENT CONCERNS

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

3.1 address specific placement concerns by:

- 3.1.1 raising issues**
- 3.1.2 discussing issues**
- 3.1.3 offering alternative solutions through problem solving processes**
- 3.1.4 discussing pros/cons of alternatives**
- 3.1.5 choosing the appropriate solution**

4.0 FIELD PLACEMENT MANUAL

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

- 4.1 outline the philosophy of placement**
- 4.2 outline the advantages of placement to the student, college and agency**
- 4.3 list and discuss student, college and agency responsibilities while on placement**
- 4.4 outline the dress code for placement**
- 4.5 outline the method of evaluation for placement**

5.0 JOB PREPARATION

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

- 5.1 write a cover letter for employment**
- 5.2 write a resume for employment**
- 5.3 list and identify the components of the employment application process**
- 5.4 identify and explain the types of interviews**
- 5.5 list and explain the steps of interview preparation**
- 5.6 Outline the "follow up" process for job applications**

6.0 UNION/MANAGEMENT IN CORRECTIONS

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

- 6.1 explain the role of management in the operation of correctional agencies**
- 6.2 explain the role of the Union in the operation of correctional agencies**
- 6.3 explain the collective bargaining process**
- 6.4 explain the purpose and uses of a collective agreement**

7.0 FLANHAGAN INDUSTRIAL TEST

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

- 7.1 list and explain the components of the Flanaghan Industrial Test**
- 7.2 write a practice test using SAT, GED, and Correctional materials**
- 7.3 be prepared to write the Flanaghan Industrial Test**

8.0 FIRE SAFETY

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

- 8.1 define the term "FIRE"**
- 8.2 list and explain the concept of the fire triangle**
- 8.3 explain the process of fire extinguishment using the concept of the fire triangle**
- 8.4 define, explain and understand the classification systems for fire**
- 8.5 list and define the types of extinguishers**
- 8.6 identify the correct type of extinguisher to use on specific class of fire**
- 8.7 list the factors and process involved in evacuation of persons from a fire**
- 8.8 apply unit material to their own domicile**

9.0 HUMAN RIGHTS/WORKPLACE HARASSMENT

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

9.1 list and define pertinent sections of the Ontario Human Rights Code

9.2 list and discuss the MCS Workplace Harassment Policy

9.2 apply statutes and policy to scenarios

9.3 understand personal values and beliefs and their relationship to statutes and policy for MCS

9.4 recognize Human Rights/Workplace Harassment violations

9.5 list and understand the complaint process

10.0 COMMUNICABLE DISEASE CONTROL

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

10.1 list and discuss the MCS policy on communicable disease control

10.2 list and discuss the major infectious diseases

10.3 list and apply preventative measures/control techniques

V. METHOD OF EVALUATION

A final grade will be derived from the results of attendance, presentations and in-class participation.

The grading system used will be in accordance with the College policy; SATISFACTORY or UNSATISFACTORY.

ATTENDANCE AT ALL SESSIONS IS MANDATORY. FAILURE TO ATTEND WILL RESULT IN THE STUDENT BEING WITHDRAWN FROM FIELD PLACEMENT AND A FAILING GRADE ASSIGNED TO THE INTEGRATION SEMINAR AND FIELD PLACEMENT.

VI. REQUIRED STUDENT RESOURCES

Students should review first and second year course material and textbooks. Handouts will be provided by the faculty.

VII. ADDITIONAL RESOURCE MATERIAL

Current magazine and newspaper articles on the Criminal Justice System.

VIII. SPECIAL NOTES

This course depends heavily on student interaction and participation.

The faculty will meet with individual students on a scheduled basis to discuss personal concerns and issues.

Students will meet during the Field Placement to discuss group issues.

Students with special needs (e.g. physical limitations, visual impairment, hearing impairments, learning impairments) are encouraged to discuss required accommodations confidentially with the instructor.

Your professor reserves the right to modify the course as he/she deems necessary to meet the needs of the students.

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