

**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**

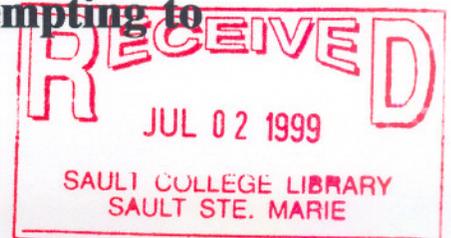
**APPROVED:**

*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 Flanagan'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 Flanhagan Industrial Test**
- 7.2 write a practice test using SAT, GED, and Correctional materials**
- 7.3 be prepared to write the Flanhagan 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.**