

**SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE MARIE, ON**



COURSE OUTLINE

Course Title: Integration Seminar

Code No.: CJS 320

Semester: III or IV

Program: CORRECTIONAL WORKER

Author: John Jones

Date: Sept, 1998

Previous Outline Date: AUG, 1997

Approved:

**Dean, Natural Resources
Criminal Justice and
Native Education**

Date:

JUNE 4/98

Total Credits: 4

Prerequisite(s): CJS 221

Co-requisite: CJS 321

Length of Course: 5 days

Total Credit Hours: 40

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I. COURSE DESCRIPTION:

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. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

(Generic Skills Learning Outcomes placement on the course outline will be determined and communicated at a later date. In general, this course addresses generic outcomes in communication, interpersonal skills and analytical skills.)

A: LEARNING OUTCOME

- 1. Evaluate and critique current issues based on personal experience.**
- 2. Describe the agency as a field placement site.**
- 3. Identify and apply job preparation processes to a personal plan of job hunting.**
- 4. Identify and discuss the concept of Union/Management as it applies to the field of Corrections.**
- 5. Identify the components and be prepared to write the COSTART Test for the Ontario Ministry of Solicitor General and Correctional Services.**
- 6. Identify, discuss, and evaluate human rights/workplace harassment issues for Agencies.**
- 7. Identify and discuss the types of communicable diseases and their control mechanisms for Agencies, staff, and offenders.**
- 8. Define and outline Fire Safety practices for Agencies.**
- 9. Identify and discuss the issues of professionalism in the field of Corrections.**

B. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE

Upon successful completion of this course the student will demonstrate the ability to:

- 1) **Evaluate and critique current issues based on personal experience.**

Potential Elements of the Performance:

- **List, discuss and evaluate the current issues affecting the field of Corrections**
- **List, discuss and evaluate ethical issues affecting the field of Corrections**
- **List, discuss and formulate the appropriate application of professional behaviours to offenders**

- 2) **Describe the agency as a field placement site.**

Potential Elements of the Performance:

- **Describe the agency goals and objectives**
- **Describe the agencies place in the Justice System**
- **Outline the agency organizational structure**
- **Describe the services provided to offenders**
- **Statistically describe a typical client**
- **Analyze the extent that the agency meets its goals and objectives**

- 3.) **Identify and apply job preparation processes to a personal plan of job hunting.**

Potential Elements of the Performance:

- **Write a cover letter for employment in the Correctional field**
- **Write a resume for employment in the Correctional field**
- **List and identify the components of the employment application process**
- **Identify and explain the types of interviews**
- **List and explain the steps of interview preparation**
- **Outline the "follow up" process for job applications**

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE
(Continued)**

- 4) **Identify and discuss the concept of Union/Management as it applies to the field of Corrections.**

Potential Elements of the Performance:

- **Explain the role of management in the operation of correctional agencies.**
- **Explain the role of the Union in the operation of correctional agencies**
- **Explain the collective bargaining process**
- **Explain the purpose and uses of a collective agreement (Ministry of Solicitor General and Correctional Services Agreement/Ontario Public Service Employees Union)**

- 5.) **Identify the components and be prepared to write the COSTART Test for the Ontario Ministry of Solicitor General and Correctional Services.**

Potential Elements of the Performance:

- **List and explain the components of the COSTART Test**
- **Write a practice test using SAT, GED, and Correctional materials**

- 6.) **Identify, discuss, and evaluate human rights/workplace harassment issues for Agencies.**

Potential Elements of the Performance:

- **List and define pertinent sections of the Ontario Human Rights Code**
- **List and discuss the MCS Workplace Harassment Policy**
- **Apply statutes and policy to scenarios**
- **Understand personal values and beliefs and their relationship to statutes and policy for MCS**
- **Recognize Human Rights/Workplace Harassment violations**
- **List and understand the complaint process**

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE
(Continued)**

- 7.) Identify and discuss the types of communicable diseases and their control mechanisms for Agencies, staff, and offenders.**

Potential Elements of the Performance:

- List and discuss the MSGCS policy on communicable disease control
- List and discuss the major infectious diseases
- List and apply preventative measures/control techniques

- 8.) Define and outline Fire Safety practices for Agencies.**

Potential Elements of the Performance:

- define the term, "FIRE"
- List and explain the concept of the fire triangle
- Explain the process of fire extinguishment using the concept of the fire triangle
- Define, explain and understand the classification systems for fire
- list and define the types of extinguishers
- Identify the correct type of extinguisher to use on specific class of fire
- List the factors and process involved in evacuation of persons from a fire

- 9.) Identify and discuss the issues of professionalism in the field of Corrections.**

Potential Elements of the Performance:

- Define the terms; professionalism, morals and ethics
- List and discuss the factors involved in professionalism
- apply morals, ethics and professionalism to case studies

III. TOPICS:

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

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

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

Current magazine and newspaper articles on the Criminal Justice System.

Games Criminal Play, How You Can Profit By Knowing Them, Bud Allen and Diana Bosta, 1993, Rae John Publishers

Ethical Issues in Policing and Corrections, Reputable Conduct, John R. Jones, 1998, Prentice Hall

How to Prepare for GED, Canadian Edition, Barron's, 1994, Barron's Educational Series (OPTIONAL)

Correction Officer Exam, Barron's, 1996, Barron's Educational Series (OPTIONAL)

V. EVALUATION PROCESS/GRADING SYSTEM

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. SPECIAL NOTES:

- **Special Needs**
If you are a student with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the instructor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, 491 so that support services can be arranged for you.
- **Retention of Course Outlines**
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.
- **Under exceptional circumstances, such as documented illness, and at the discretion of the instructor, students may make arrangements to write missed tests or exams. The Instructor must be notified prior to the test or exam.**

- **Rewrites of tests and exams are not allowed in this course.**
- **Late assignments will not be accepted for marking.**
- **This course meets the College Standards and Accreditation Council Standards for the Correctional Worker Program in the following areas:**
 - **Professional**
 - **Security**
 - **Theoretical**

VII. PRIOR LEARNING ASSESSMENT

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

- **Certified employment within a Correctional environment**
- **Certified Training courses that meet the course objectives**

VIII. INTERNET RESOURCES

The following World Wide Web Sites will be useful in conducting research for projects:

- **www.cs.cmu.edu/afs/cs.cmu.edu/user/clamen/misc/Canadiana/README.html**
(The Canadian Resource Page)
- **www.corrections.com**
(The Corrections Connection)
- **www.metacrawler.com**
(Search engine for the World Wide Web)
- **www1.sympatico.ca**

- (Bell Canada search and information site)**
- www.statcan.ca/stat.html**
(Statistics Canada site)
- www.officer.com**
(The Police Officer's Internet Directory)
- www.acjnet.org/acjeng.html**
(Access to Justice Network)
- www.cyber411.com**
(Search engine for the World Wide Web)