

I. COURSE DESCRIPTION:

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

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Explore and discuss various issues related to the field of Law and Security.

Potential Elements of the Performance:

- List and discuss some current issues affecting the field of Law and Security
- Write an essay on a selected issue and either support the issue or argue against it.

2. Explore and complete various requirements for the employment application process.

Potential Elements of the Performance:

- Write a cover letter for employment.
- Prepare a resume for employment
- List and discuss various strategies with respect to employment interviews.
- Complete a selected aptitude test.
- Analyze results of the aptitude test.

3. Explore and discuss the field placement manual.

Potential Elements of the Performance:

- Outline the philosophy of field placement.
- List and discuss the responsibilities of the various parties involved in the field placement.
- Outline dress code for field placement.
- Outline methods of evaluation for field placement.

4. Describe an agency in the Law and Security field.

Potential Elements of the Performance:

- Submit a written assignment (as described by the instructor) pertaining to the selected agency.
- Give an oral presentation on the selected agency based on findings in the written report.
- Discuss any concerns with respect to the placement experience.

III. TOPICS:

1. Current Issues In Law and Security
2. Employment Application process
3. Field Placement manual
4. Various Law and Security Agencies

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Materials supplied by instructor as required.

V. EVALUATION PROCESS/GRADING SYSTEM:

Students will be awarded an S or U grade based upon attendance, participation and successful completion of required elements of the course as described in this outline.

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.75
B	70 – 79%	3.00
C	60 – 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	

S	Satisfactory achievement in field placement or non-graded subject areas.
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 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 postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.