



School of Justice & Emergency Services  
2014-2015

Police Foundations  
and  
Police Foundations January Start

PROGRAM GUIDE

# INDEX

<b>WELCOME STUDENTS</b> .....	1
A Message from the Dean .....	1
A Message from the Vice-President Academic.....	1
<b>PROGRAM SPECIFIC INFORMATION</b> .....	2
Contact Information for Dean, Associate Dean, Office Staff & Program Coordinator .....	2
Program Information.....	3
Program Description.....	3
Program Learning Outcomes .....	3
Program of Studies.....	5
Program Specific Academic Policies & Procedures.....	8
Police Foundations and Protection, Securities & Investigation Program: Testing Procedures & Essay/Assignment Procedures .....	11
Core Values for the Police Foundations Program .....	16
Robert “Speeder” Anderson Scholarship.....	17
Faculty Advisory System .....	18
<b>SCHOOL OF JUSTICE &amp; EMERGENCY SERVICES</b> .....	19
Policies .....	19
<b>ADDITIONAL IMPORTANT INFORMATION</b> .....	21
Academic Advising - Student Advisors .....	21
Academic Integrity .....	21
Aegrotat.....	21
Campus Conflict Resolution Services.....	22
Centre for Students with Disabilities .....	24
Continuing Education Course Book.....	24
Course Outlines.....	24
Credit Transfer Information.....	24
Durham College Mission, Vision and Values .....	24
Essential Employability Skills.....	24
General Education .....	25
Important Dates .....	25
Learning Management System Usage (LMS).....	25
Library.....	25
Missed Final Examinations .....	25
Pathways to Degrees .....	26
Prior Learning Assessment and Recognition (PLAR) .....	26
Requirements For Promotion.....	26
Scholarships, Bursaries and Awards .....	26
Student Academic Learning Services (SALS) .....	27
Student Communications.....	27
Student Rights and Responsibilities .....	27

*Please note the following important information:*

*Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. Please consult our website at <http://www.durhamcollege.ca> for the most current information.*

*June 2014*

# **WELCOME STUDENTS**

## **A Message from the Dean**

*On behalf of the faculty and staff of the School of Justice & Emergency Services, it is a pleasure to welcome you to Durham College.*

*We are committed to providing a high quality program to meet your educational needs. We wish you success as you embark on a challenging journey toward a rewarding career. We will do our best to support you in reaching your career goals. If you have any questions or need assistance please ask us for help to access the many services available to support your success.*

*We are pleased you have chosen Durham College. We look forward to working with you.*



Stephanie Ball, B.A., LL.B.  
Dean, School of Justice & Emergency Services

## **A Message from the Vice-President Academic**

Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Supporting our mission that the student experience comes first, Durham College is committed to providing students with quality learning experiences and support in finding fulfillment in education, employment and lifelong learning.

Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience. The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be accountable to students and employers through the preparation of work-ready graduates who will continue to live our “success matters” focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life.

I wish you much success with your studies.



Judy Robinson,  
Vice President, Academic

# **PROGRAM SPECIFIC INFORMATION**

## ***School of Justice & Emergency Services***

**The office of the School of Justice & Emergency Services is located in F211 of the Gordon Willey Building.**

		<u>Phone</u>	<u>e-mail address</u>
Dean	Stephanie Ball	Ext. 2458	<a href="mailto:stephanie.ball@durhamcollege.ca">stephanie.ball@durhamcollege.ca</a>
Associate Dean	Moreen Tapper	Ext. 3695	<a href="mailto:moreen.tapper@durhamcollege.ca">moreen.tapper@durhamcollege.ca</a>
Administrative Coordinator:	Mary Bartosik	Ext. 3072	<a href="mailto:mary.bartosik@durhamcollege.ca">mary.bartosik@durhamcollege.ca</a>
Student Advisor:	Pina Craven	Ext. 2432	<a href="mailto:pina.craven@durhamcollege.ca">pina.craven@durhamcollege.ca</a>
Staff Support Officer:	Treina Kennington	Ext. 3070	<a href="mailto:treina.kennington@durhamcollege.ca">treina.kennington@durhamcollege.ca</a>
CIJS & Field Placement Coordinator:	Trevor Greenall	Ext. 2808	<a href="mailto:trevor.greenall@durhamcollege.ca">trevor.greenall@durhamcollege.ca</a>
Student Advisor/Field Placement Coordinator	Michelle Theophille Kennedy	Ext.3695	<a href="mailto:michelle.theophillekennedy@durhamcollege.ca">michelle.theophillekennedy@durhamcollege.ca</a>
Paramedic Lab Technician	Melissa Simpson (Lab: SW208)	Ext. 2095	<a href="mailto:melissa.simpson@durhamcollege.ca">melissa.simpson@durhamcollege.ca</a>
Program Coordinator:	Maria Iannuzziello	Ext. 7388	<a href="mailto:maria.iannuzziello@durhamcollege.ca">maria.iannuzziello@durhamcollege.ca</a>

The School of Justice & Emergency Services can be viewed through the Durham College website by following the link below:

<http://www.durhamcollege.ca/academic-schools/school-of-justice-emergency-services/>

# ***Program Information***

## ***Program Description***

The two-year Police Foundations program provides students with the skills and knowledge to pursue entry-level policing positions. This program, endorsed by the Ministry of Community Safety and Correctional Services, was designed to become mandatory for everyone seeking a career in policing in Ontario.

Prospective police candidates should be aware of the following criteria which are mandatory for a career in policing:

- Must NOT be colour blind.
- Standard hearing (500 to 3000 Hz).
- Must be able to pass a security clearance and background investigation; this includes a criminal record check and a credit and reference check.
- If there are any criminal convictions under a federal statute, a pardon must be obtained.
- A “Finding of Guilt” which has resulted in absolute or conditional discharge must have the records “sealed” by the RCMP.
- Visual acuity of 20/40 uncorrected and 20/20 corrected.
- Must have a valid “G” driver’s license before starting the application process with any police agency; driving record must show a past respect for the laws you would be enforcing.
- Must possess Certificate of Competency from the Ontario Association of Chiefs of Police. Requires testing by “Applicant Testing Services”, a private agency.

## ***Program Learning Outcomes***

The graduate has reliably demonstrated the ability to:

1. Act in a manner consistent with all relevant law and legislation and professional, organizational, and ethical standards.
2. Communicate accurately, persuasively and credibly to develop effective working relationships with individuals, groups and multidisciplinary teams in order to achieve goals.
3. Apply knowledge of fundamental concepts of psychology, sociology and criminology when interacting with peers, supervisors, other professionals, victims, suspects/offenders and the public.
4. Document, prepare and assist in the presentation of court cases in compliance with criminal and provincial law, rules of evidence and the Charter of Rights and Freedom.
5. Assess the use of police powers.

6. Initiate, promote and facilitate partnerships to meet community policing and security needs.
7. Assess the relationship of policing services to other participants in the criminal justice system and other community service agencies.
8. Make sound decisions based on an evaluation of situations.
9. Cope with stress and optimize fitness and wellness.
10. Apply fundamental concepts of political science, law and legislative policy making and public administration to the provision of police services.
11. Assess information-gathering skills used in basic investigative techniques.
12. Assess crisis intervention strategies.
13. Develop strategies to assist crime victims to meet their needs.

### ***Employment Opportunities***

Police Foundations is designed to provide a trained pool of candidates for provincial police forces/services. Graduates of the program have been highly successful in gaining employment in both provincial and federal policing as well as related fields within private policing. The curriculum of this program was designed in conjunction with Ontario's Solicitor General and police learning system advisory committee. The program offers a good blend of academic, practical and field experience.

**POLICE FOUNDATIONS**

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. DEL. HRS	FIELD PLMT. HRS
<b>SEMESTER 1</b>							
CANADIAN CRIMINAL JUSTICE SYSTEM	PFP 101			3	0		
G INTRODUCTION TO PSYCHOLOGY	GNEC 1102			3	0		
CRIMINAL CODE & CIVIL LAW	PFP 231			3	0		
LAW ENFORCEMENT COMMUNICATIONS I	COMM 104			3	0		
PRINCIPLES OF ETHICAL REASONING	PFP 106			3	0		
INTERVIEWING & INVESTIGATIONS	PFP 304			<u>3</u>	<u>0</u>		
				<b>18</b>	<b>0</b>		
<b>SEMESTER 2</b>							
FITNESS I	PFP 110			0	2		
G GENERAL EDUCATION ELECTIVE	GNEC 0000			3	0		
CRIMINOLOGY	PFP 201			3	0		
INTERPERSONAL & GROUP DYNAMICS	COMM 2326			3	0		
POLITICS & PUBLIC ADMINISTRATION	PFP 215			3	0		
POLICE POWERS I	PFP 303			3	0		
EVIDENCE & INVESTIGATION I	PFP 404			<u>2</u>	<u>0</u>		
				<b>17</b>	<b>2</b>		

**POLICE FOUNDATIONS**

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. DEL. HRS	FIELD PLMT. HRS
<b>SEMESTER 3</b>							
G GENERAL EDUCATION ELECTIVE	GNED 0000			3	0		
LAW ENFORCEMENT COMMUNICATIONS II	PFP 204	COMM 104		3	0		
FITNESS II	PFP 220	PFP 110		0	2		
YOUTH IN CONFLICT WITH THE LAW	PFP 305			3	0		
COMMUNITY POLICING I	OPT1 PFP 306			1	0	3	
TRAFFIC MANAGEMENT	OPT2 PFP 307			3	0		
CAREER PREPARATION-PFP	PFP 331			0	1		
CRIMINAL CODE & FEDERAL STATUTES	PFP 402	PFP 231		3	0		
				<b>16</b>	<b>3</b>	<b>3</b>	
<b>SEMESTER 4</b>							
G DIVERSITY&FIRST NATIONS PEOPLE	PFP 109			2	0	1	
TRAFFIC MANAGEMENT	OPT1 PFP 307			3	0		
COMMUNITY POLICING I	OPT2 PFP 306			1	0	3	
FITNESS III	PFP 330	PFP 220		0	2		
PROVINCIAL OFFENCES	PFP 401			3	0		
POLICE POWERS II	PFP 403	PFP 303		2	0		
EVIDENCE & INVESTIGATION II	PFP 414	PFP 404		2	0		
CONFLICT MANAGEMENT	PFP 405			2	0		
				<b>15</b>	<b>2</b>	<b>4</b>	

**NOTES:**

ELE - ELECTIVE - Students may take one or many subjects, depending on the requirements of their program. ELET - represents a typical subject load and IS included in the total hours per week, to reflect the total hours per week required.

OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. OPT1 subjects are included in total hours per week.

G - GENERAL EDUCATION - Subjects marked at the left margin with G are "General Education" subjects.



**POLICE FOUNDATIONS JANUARY START**

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. DEL. HRS	FIELD PLMT. HRS
<b>SEMESTER 1</b>							
	CDN CRIMINAL JUSTICE SYSTEM			3	0		
G	INTRODUCTION TO PSYCHOLOGY			3	0		
	CRIMINAL CODE & CIVIL LAW			3	0		
	LAW ENFORCEMENT COMMUNICATIONS I			3	0		
	PRINCIPLES OF ETHICAL REASONING			3	0		
	INTERVIEWING & INVESTIGATIONS			<u>3</u>	<u>0</u>		
				<b>18</b>	<b>0</b>		
<b>SEMESTER 2</b>							
	FITNESS I			0	2		
G	GENERAL EDUCATION ELECTIVE			3	0		
	CRIMINOLOGY			3	0		
	INTERPERSONAL & GROUP DYNAMICS			3	0		
	POLITICS & PUBLIC ADMINISTRATION			3	0		
	POLICE POWERS I			3	0		
	INVESTIGATION & EVIDENCE I			<u>2</u>	<u>0</u>		
				<b>17</b>	<b>2</b>		

**NOTES:**

ELE - ELECTIVE - Students may take one or many subjects, depending on the requirements of their program. ELET - represents a typical subject load and IS included in the total hours per week, to reflect the total hours per week required.

OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. OPT1 subjects are included in total hours per week.

G - GENERAL EDUCATION - Subjects marked at the left margin with G are "General Education" subjects.

# ***Program Specific Academic Policies & Procedures***

## **POLICIES FOR TESTS AND EXAMS**

Students will be required to present their student I.D. card for all tests and formal exams. If an I.D. card is not presented, the student may be asked to leave the room and may not be allowed to rewrite the test or exam. Please ensure that you bring your DURHAM COLLEGE STUDENT I.D. card to ALL tests and exams.

## **LATE POLICY**

Assignments are due on the date and time given by the subject professor. Subject outlines provided to the student will indicate any penalties for late submissions.

## **ABSENTEEISM ON TEST DATES/DUE DATES**

Students miss tests and exams for a variety of acceptable or unacceptable reasons. If you miss a test or exam, the first thing you should do is telephone the individual professor. If not answered personally, you may leave a voice mail message after the fourth ring. Your voice message should include your full name, the date and time you are calling, your telephone number and a short message of explanation. You may also email the professor through MyCampus. Refer to the individual subject outlines for the policies and procedures you are to follow in regards to missing tests/due dates in the specific subjects.

## **STUDENT/FACULTY CONSULTATION**

It is the responsibility of your professor to be available for consultation with you outside of classroom hours. Professor and student timetables may vary significantly; as a result, a consultation time may have to be arranged that is mutually agreeable to both the professor and student.

## **ATTENDANCE**

Each professor may treat the topic of attendance slightly different, but one common factor exists - **there is a definite correlation between attendance and marks.** Refer to the individual subject outlines.

## **ACADEMIC EXPECTATIONS**

**What happens if:**

### **1. A student misses a class?**

As a matter of courtesy, it is appropriate for a student to inform the professor of any absence. It is the student's responsibility to get copies of course notes, handouts, etc. to complete any assignments given out during the student's absence and to ask the professor about tests, deadlines, etc.

**2. The professor misses a class?**

Every effort will be made to inform students of class cancellations because of a professor's absence. Check the School of Justice & Emergency Services bulletin board outside the office, F211, or refer to your personal MyCampus, DC Connect and DC Mail accounts for faculty updates.

**3. A student misses a test?**

Please refer to your subject outlines.

**4. The College is closed because of:**

a) Statutory Holidays?

Statutory holidays are taken into consideration when the course schedule is created.

b) Inclement Weather?

Public announcements of the college closing will be made (after 3:00 p.m.) on local radio stations (CKAR 1350 AM; CKGE 94.9 FM; CHOO 1490 AM). Time missed because of weather conditions may be made up at a later date.

## HEALTH POLICIES AND GUIDELINES

### Accidental Injury

Any student sustaining an injury during class or at field placement must fill out an Accidental Injury Report. Forms are available from your professors or the Health Nurse. **Any accidental injury may result in a Workers Compensation Claim. Please discuss this with your professor or Director of your program within 24 hours of injury.**

### Format for Completing an Accidental Injury Report

1. Notify your Field Placement Supervisor of the accident/injury immediately.
2. Complete an Accidental Injury Report **within 24 hours** following the injury. The report must be **legible** and be completed by the injured person with the assistance of the faculty or the Health Nurse.
3. If an injury/accident occurs on a placement, also notify the placement agency of the injury, **then follow that agency's policy.**

## **Management of Persons with Exposure to Blood or Body Fluids:**

Definition of “**Exposure**”: Exposure encompasses situations such as a break in the integrity of the skin due to needle stick injury, scratches, bites, lacerations and contact as a result of splashing with blood or other fluids to which universal precautions apply.

### a) **If an exposure occurs, immediately apply First Aid:**

- 1) Instruct the person to press cuts or punctures of the skin to make it bleed.
- 2) Wash the area with soap and water.
- 3) If eye(s) splashed, rinse with tap water or saline with eye(s) open.
- 4) If mouth is affected, spit out suspected fluid and rinse with water.
- 5) If splashed and contact with skin occurs, wash area with soap and water, then assess the integrity of the skin contacted.

### b) **Reporting and Post-Exposure Management**

Students and staff members **should report exposures immediately after they occur** because certain interventions that may be appropriate, for example, **prophylaxis** against Hepatitis B, **must be initiated promptly** to be effective.

After receiving appropriate First Aid care, the exposed students/staff should:

- 1) Notify their immediate supervisor (i.e. placement professor/faculty).
- 2) See a physician within 12 hours of the exposure for initial evaluation, treatment as needed, counseling and follow-up.
- 3) Follow the policy of the agency in which exposure occurred.
- 4) Notify the Health Nurse at Durham College.
- 5) Complete the Durham College Accident/Injury form. Relevant information includes the following:
  - date, time, location (agency) of exposure
  - job duty being performed by the student/staff at the time of exposure
  - details of exposure, including amount of fluid or material, type of fluid/material, severity of exposure, duration of contact
  - description of source of exposure, including if known, whether the source material contains HIV or HBV
  - details about referral to physician for assessment/treatment (date, time, location, name of physician)
- 6) Arrange and follow-up counseling and on-going evaluations by a **physician** if the student/staff does not have a physician.



**POLICE FOUNDATIONS**

**AND**

**PROTECTION, SECURITY & INVESTIGATION  
PROGRAMS**

***TESTING PROCEDURES***

***AND***

***ESSAY/ASSIGNMENT PROCEDURES***

Created by: Constable Ken Fogal

## ***ESSAY/ASSIGNMENT PROCEDURES***

In order to maintain the “Essay/Assignment Integrity” at Durham College a number of strict guidelines will be in place during the Academic year. These guidelines will only be changed or modified as the Professor deems appropriate to suit the class in order to achieve success.

In the event you do not participate in, or hand-in an assignment you may receive a zero.

Please follow and review each assignment guideline prior to beginning your assignment.

If you improperly cite, do not cite, copy and paste or otherwise plagiarize an assignment you will receive a zero. This may also cause your group to receive the same mark if warranted.

Essays will be entered into a plagiarism website and reviewed thoroughly by the Professor to maintain Academic Integrity.

If you are assigned a “Case Study” or other assignment and you change the assignment parameters or pick another case, group or area of study that you were not assigned you will receive a zero.

You must strictly follow the guidelines on the Assignment Sheet, Rubric and Guidelines set out by the Professor.

The Police Foundations and Protection, Security & Investigations Programs incorporate a wide variety of “group work”. It is incredibly important that you participate fully in these processes to ensure future success. If you choose to exclude yourself from the group, not participate or contribute your knowledge and experience to others in your group, you may not receive any marks.

In “group work” you may be asked to complete “Peer and Self Assessments”. Professors can and will use these assessments to gauge your effort/or lack of effort and mark your work accordingly.

It is your “group responsibility” to contribute, encourage and include all members, including encouraging and providing your own participation and enthusiasm to the group. You may benefit from the knowledge of others and also contribute to the

learning and enhancement of another student's skills and abilities. This is important to every student's success.

If you have been legitimately sick, absent or away due to compassionate reasons or otherwise indisposed/unavailable during some "group work" you must notify the Professor and your group, if you contribute via phone, email, quality and quantity of work, even "moral support", this can help the group achieve success and may allow you to obtain full marks (the group must agree). If your group decides to complete their work in any manner that achieves success then that may be satisfactory. This includes those that put in a complete effort but may not be able to attend meetings due to unavoidable commitments.

If the group is not happy with your non-participatory effort the result may be a zero. Please ensure a cooperative and cohesive working relationship within your group. This will assist you with future endeavors.

If you EMAIL your work to another member(s) and expect that person or group to edit and complete your work/assignment, this may result in zero marks.

In the event that your group is reduced in numbers due to absence, eliminated members, members withdraw or otherwise do not contribute; then it is the remaining members' responsibility to complete the work/assignment.

In the event that there are issues/problems in your group, YOU need to work together cooperatively to achieve success.

If you cannot resolve the differences in your group then there are "Campus Mediation Services" on campus to assist in these matters. This will allow for a satisfactory outcome.

Any disrespectful conversations, emails, text messages and conduct will be dealt with swiftly and appropriately. BE RESPECTFUL AND COURTEOUS AT ALL TIMES.

There is to be **NO** foul language, threats or inappropriate behaviour of any fashion. Remember where and who you are.

**An easy way to avoid the situations above is:**

Ensure that, prior to beginning any assignment, essay, or group work, to please conduct a "**house-keeping meeting**". This will allow your group to manage the entire group efficiently and effectively for greater success. Any perceived issues can be discussed prior to any problem.

The **house-keeping meeting** should include all expectations, repercussions, ramifications and resolutions of all positive and negative conduct and interactions so that all outcomes are understood so a successful result will follow.

Please set tentative and realistic deadlines for yourself and your group.

Team/Group meetings will ensure that the assignment has been completed properly and in a timely fashion.

Part of your responsibility for assignments and group work is to keep minutes (a record of all group related work, assigned material and meetings), emails and notes relating to all work and correspondence between the group members. The maintaining of records, emails and minutes is proof of your work and effort. This will reveal your true effort in the event that it is questioned. It is also part of your responsibility and part of your assignment to keep track of what work you have completed.

The Durham College "Policies and Procedures" are to be adhered to strictly, every day.

Please follow all of the Professors rules for all Assignments, Essays and Group Work.

## ***POLICE FOUNDATIONS AND PROTECTION, SECURITY & INVESTIGATION PROGRAMS TESTING PROCEDURES***

In order to maintain the Testing Integrity at Durham College a number of strict guidelines will be in place during the Academic year. These guidelines will only be changed or modified as the Professor deems appropriate to suit the class in order to achieve success.

In the event that you will miss a test, assessment or assignment due to an emergency or illness, you **MUST** notify the Professor prior to the assessment via email the reason for your absence and you **MUST** submit a doctor's note unless the Professor authorizes the absence prior to the test. You must also leave a voice mail for the Professor with the required information. The email reply from the Professor is the only acceptable confirmation of the decision or confirmation that the email was received. Technological malfunctions will not be accepted as a reason.

Make-up tests are authorized at the discretion of the Professor.

Once the first test has been handed out the test has commenced.

There are to be **NO** Cell phones, IPODS, listening devices or earpieces on your person at any time during the test.

Please ensure that your Cell phones, IPODS and other telecommunication devices are placed in your backpack in an OFF position so as not to disturb anyone during the test.



Please place ALL backpacks, bags and books not being utilized for the test on the floor at the front of the class in a convenient position for retrieval when you have completed the test. There are to be **NO** book bags, knapsacks or material at or on your desk during tests

Ensure you have pencils, erasers, pens, a pencil sharpener and the appropriate text/materials if required for a test. You will not bother anyone else during a test for their book, pencil, etc.

Please ensure that you have ONLY what is required for the test with you.

You are responsible for the integrity of your test and ensure that your test is covered at all times.

If using Scantron, you must keep your answers covered with your questions sheet.

Do not attempt to alter the Scantron sheet and ensure that it is a new one and has not been tampered with prior to beginning your test. A Scantron sheet that has been tampered with may result in zero.

Tests that have been handed in cannot be retrieved.

Please adjust your seat, test area and desk so that you have enough room to comfortably write your test and are free from distraction by your neighbouring classmates.

You must turn in both your test and the Scantron sheet. No testing info is to leave the class.

If someone has the opportunity or is given the opportunity to view your answers, you and that person may receive a zero for the test and an "Academic Alert" may be placed in your student file.

If you arrive late for a test and the first person that has completed the test has left the class, you may not be authorized to write the test and a zero may be your result.

Late arrivals will not be authorized to write tests, exceptions are at the discretion of the Professor.

You will not be authorized to leave the class for any reason during a test. If you do leave you must hand in your Scantron card and test and are considered to have completed the test. There will be no re-entries allowed during any test.

Please follow all of the Professors rules during tests.

# ***Core Values for the Police Foundations Program***

## **Honesty**

We are truthful and open in our interactions with each other, faculty and staff.

## **Integrity**

We are honourable, trustworthy and strive to do what is right.

## **Commitment**

We are dedicated, with discipline and focus, to completing our course of study, tests, exams and life long learning.

## **Respect**

We demonstrate that we value ourselves, each other, our college and our community by treating everyone in an impartial, equitable and sensitive manner.

## **Accountability**

We are conscientious, acting in a professional and forthright manner, accepting responsibility for our actions and our words.

## **Teamwork**

We work together within our classes and with members of our program to achieve our goals, making use of diverse skills, abilities, roles and views.

## **Leadership**

We call upon diverse knowledge, skills, attitudes and views of our faculty and fellow students to achieve constructive outcomes.

# **Robert “Speeder” Anderson Scholarship**

## **Background**

This award was established in 2005 to commemorate the passing of Robert “Speeder” Anderson in the School of Justice & Emergency Services. A dynamic and student-focused professor, Speeder’s passion for and understanding of the criminal justice system was prolific. An award of \$250 will be given to the male and female students who achieve the highest grade in the course, Police Powers I.

## **Criteria/Eligibility**

- Full-time student status in the second year of the Police Foundations program.
- One male student and one female student will be selected.

## **Application/Selection Process**

All eligible students are automatically considered for this award.

Upon an audit of grades in the Police Powers course and review of eligibility, the male and female students with the highest grades are identified by the School of Justice & Emergency Services Administrative Coordinator. Those names are forwarded to the Student Awards Office.

Funds for the award are raised by students through fundraising events held on campus. The funds are then forwarded to the Student Awards Office for disbursement at the fall Scholarship Awards ceremony.

# ***Faculty Advisory System***

## **THE ROLE OF FACULTY OFFICE**

The program has adopted an open-door policy for the faculty office. This is to encourage students to visit the faculty office regularly to meet with faculty and to maintain currency with program activities.

Students should view the faculty office as:

- A communications' centre;
- An information centre where they can read the notice board daily in the hall outside of faculty office for announcements; class schedules, fitness results, articles and absent teachers.
- A drop off and pick up centre for assignments.

# **SCHOOL OF JUSTICE & EMERGENCY SERVICES**

## ***Policies***

1. Freedom of Information/Protection of Privacy - Pursuant to the Freedom of Information & Protection of Privacy Act, the School of Justice & Emergency Services Office will not release any personal information regarding a student. This includes academic standing, personal data, timetable information etc.
2. Timetables are available online through our intranet – “MyCampus”. You can view and/or print your timetable from any computer with internet access. If you require assistance, please contact the Help Desk : 905-721-2000, ext. 3333 or by email at servicedesk@dc-uoit.ca.
3. Timetable Changes – MyCampus provides students with the ability to modify timetables at specified times as listed in the Academic Calendar (see the Student Handbook for dates). **Please note: It is the students’ responsibility to ensure that all of their required courses are on their schedules.** Assistance is available via your Student Advisor or designate. Should you find a discrepancy on your timetable – report it immediately.
4. Emergency Calls – School of Justice & Emergency Services staff will accept messages for students only in the event of a family emergency. Please make sure that anyone in your life that needs to locate you during class time for reasons other than an emergency has a copy of your timetable (eg. classmates, family, day care provider, employer). Staff are unable to release your schedule information due to the Freedom of Information Act.
5. Disclaimer - Because of our commitment to continuous improvement of our curriculum, there may be some changes in courses offered or course content. If this occurs, we will notify those affected.
6. Computer Labs - Computer labs are reserved for coursework. Games are not permitted. Adult materials must not be displayed at any time. Laptops are to be used only to support student learning; laptop use not related to classroom activities is not permitted.
7. Graduation Requirements - Students must have a minimum G.P.A. of 2.0 to be eligible for graduation. In addition, a student must have successfully completed all required courses. A student who has a G.P.A. of less than 2.0 should contact the School of Justice & Emergency Services Office to arrange for academic counselling. Please refer to the Grading System section located on the college website, [www.durhamcollege.ca](http://www.durhamcollege.ca) for detailed information. At least 25% of the completed program courses and/or weighted credit hours must be completed at Durham College to be eligible for a Durham College diploma.

8. Final Marks - Final marks will not be released by faculty members or office staff. Grades will be posted on MyCampus and the marks are released on a set day/time as outlined in the Important Dates.
9. Students are able to print their own grade reports, at the end of each semester, through MyCampus. Refer to the Academic Calendar in the Student Handbook for the specific date whereby students can view and print their grade reports. No grade reports will be mailed out to students. Students can request, for a fee, an official transcript from the Registrar's Office.
10. Course Outlines – Students print their own course outlines for each of their current semester's courses through MyCampus. Students may also print course outlines for courses where they wish to apply for subject credit.
11. Exam Schedules – Exam schedules are available, electronically, through MyCampus, under the heading, Important Announcements. Below the image for DC Exam Schedules for the specific semester, click on the link below the image. It will open to a page that lists the schedules and messages pertaining to the exams for your specific program. Please refer to your subject outline, under Evaluation Criteria, if you are unsure whether there is a final exam in your specific course or consult with your professor.
12. Academic Probation – Students not progressing satisfactorily will be notified, in writing, and placed on academic probation. Students on academic probation must meet with their program dean or designate, and conditions for continuing in their program may be applied.
13. Students who have a cumulative GPA of less than 1.5 will not receive an invoice for the next academic year.

### **School of Justice & Emergency Services Policies & Expectations for the Learning Environment:**

1. Class attendance and participation will enhance your opportunities for success.
2. Refer to the course outline for specific expectations, prerequisites, corequisites, requirements and evaluation criteria for each course.
3. Students are responsible for regularly checking their MyCampus and DC Connect areas for messages from professors and College Administration. Communication will come in the form of email, targeted messages, announcements and posted documents.
4. Students should keep back-up copies of all assignments in case the original is lost.
5. Visit the Durham College website, [www.durhamcollege.ca](http://www.durhamcollege.ca) for detailed policies and procedures relating to "Student Rights and Responsibilities".
6. Course prerequisites exist to promote student success. Exceptions to the established prerequisite subject structure are not permitted.

# **ADDITIONAL IMPORTANT INFORMATION**

## **Academic Advising - Student Advisors**

Each school provides a student advisor(s) to help you reach your full academic potential. These representatives can assist you with: accessing other college services; developing academic plans to promote success in the event of failed subjects or a low GPA; finding equivalent credits; identifying career goals and making sound academic decisions; making decisions regarding full- and part-time studies; reviewing graduation requirements; selecting electives and options; setting up academic plans; or transferring to another program. To view contact information for your Student Advisor, please visit:

<http://www.durhamcollege.ca/student-experience/helping-you-succeed/academic-support-resources/academic-advising>

## **Academic Integrity**

Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner. Acts that undermine academic integrity, such as plagiarism, cheating and misrepresentation of work, contradict Durham College's core values. To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of his or her efforts. Durham College has purchased a license with Turnitin.com, an online service to detect unoriginal work and citation errors. The Academic Integrity Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>) provide a comprehensive explanation of Durham College's expectations regarding academic integrity.

## **Aegrotat**

Aegrotat refers to a 'compassionate pass' in a course in which, due to **emergency circumstances** related to health and wellness, a student was unable to complete all of the evaluation requirements. Emergency circumstances that may warrant the designation of an Aegrotat include, but are not limited to: injury, illness and/or bereavement. Documentation supporting the request for an Aegrotat designation may be required.

The awarding of an Aegrotat credit is noted in a student's transcript as AEG and is therefore not included in the calculation of a student's grade point average. A student shall receive Aegrotat standing only once in a five year period.

Further information about Aegrotat standing can be found in the Aegrotat Policy and Procedure documents, please visit the following link:

<http://www.durhamcollege.ca/academicpolicies>

# Campus Conflict Resolution Services



CAMPUS CONFLICT  
RESOLUTION SERVICES

## ~Mission~

To provide a free, confidential conflict resolution service, assisting the campus community to collaborate in a safe and professional environment

## ~Vision~

Resolving conflicts to promote educational success

*Confidentiality is our promise.*

### *What does CCRS provide?*

- An impartial and structured setting
- Work with students to create group-work contracts
- Facilitate pre-conflict negotiations
- Third-party mediations
- Classroom visits to discuss conflict resolution at the request of faculty
- Provide tips on effective listening and communication skills to help build and strengthen relationships
- Help devise a mutually acceptable solution to conflicts

### *How long is a session?*

Sessions can take anywhere from half an hour to two hours, depending on the conflict.

### *How is the session structured?*

When a request is received by CCRS, a mediator is assigned to it. The mediator then works with the students involved to schedule a meeting at a mutually convenient time. At the meeting, the mediator:

- Listens to each participant's views
- Helps identify key issues
- Encourages students to discuss options to resolve conflict
- Assists with negotiating a mutually acceptable agreement
- Discusses how to implement the agreement



Note: The final outcome of a mediation process will depend on the willingness of students to resolve conflicts.

*What types of conflicts are resolved?*

- Friends
- Groups (including group work)
- Classmates
- Relationships
- teams

*How do you get help?*

To book an appointment please contact:

[CCRS@durhamcollege.ca](mailto:CCRS@durhamcollege.ca)

## **Centre for Students with Disabilities**

The Centre for Students with Disabilities (CSD) at Durham College provides services to students with disabilities to ensure that equal access is available to all aspects of the academic environment. These services are designed in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Our services are confidential. Please visit the following link to view valuable information regarding the CSD:

<http://durhamcollege.ca/student-experience/helping-you-succeed/centre-for-students-with-disabilities>

## **Continuing Education Course Book**

If you are unable to access a day-time course (timetable conflicts, wish to repeat a course, etc.) or want to get a head start on your next semester, discuss your options with your Student Advisor. To view comprehensive information regarding Continuing Education offerings, please visit the following link:

<http://www.durhamcollege.ca/academic-schools/school-of-continuing-education>

## **Course Outlines**

For each course, a Course Outline that describes course learning outcomes, course content, learning activities, evaluation methods, timelines and support resources is available online. Please note that students are expected to download copies of their course outlines from MyCampus prior to the first class in each course. Instructions for downloading are located on MyCampus at:

<http://www.durhamcollege.ca/mycampus>

Please visit the following link to view the Course Outlines Policy and Procedure documents: <http://www.durhamcollege.ca/academicpolicies>

## **Credit Transfer Information**

Durham College is dedicated to helping you build upon your previous education. If you have studied previously at Durham College or another recognized post-secondary institution, you may be eligible to receive credit for the courses you have successfully completed. Please view the following link for credit transfer information:

[www.durhamcollege.ca/credittransfer](http://www.durhamcollege.ca/credittransfer)

## **Durham College Mission, Vision and Values**

Our mission, vision, values were created to help ensure the success of our students, staff and faculty. Please view our guiding principles at the following link:

<http://www.durhamcollege.ca/about-us/corporate-links/governance/mission-vision-and-values>

## **Essential Employability Skills**

Essential Employability Skills (EES) are skills that, regardless of a student's program or discipline, are critical for success in the workplace, in day-to-day living, and for lifelong learning. Please view the following link for further information:

<http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/essential.html>

## General Education

The Ministry of Colleges and Universities requires all Ontario college students enrolled in a 2-year Ontario College Diploma or a 3-year Ontario College Advanced Diploma program to successfully complete three or more General Education (GNED) courses prior to graduation. For more information about GNED course selection, a full listing of GNED electives (with course descriptions), and how to receive GNED credits for prior post-secondary studies, please visit the General Education website at: <http://www.durhamcollege.ca/academic-schools/school-of-interdisciplinary-studies-employment-services/general-education>

## Important Dates

Durham College strives to keep you informed of all important dates throughout the academic year. Please review the 2014-2015 important dates that includes fee payments, web registration, add/drop, exam dates etc. You can find this information online, in the Durham College handbook and on MyCampus. Please review MyCampus for important updates and reminders on important dates.

## Learning Management System Usage (LMS)

Professors are expected to use LMS or DC Connect to support student learning. As per the Learning Management System Usage procedure, faculty will post and reveal all marks to their students on an ongoing basis. To view the LMS Usage Policy and Procedure, please visit the following link:

<http://www.durhamcollege.ca/about-us/corporate-links/governance/policies>

## Library

The Library is here to help you succeed! Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study. You may visit the library virtually at <http://www.durhamcollege.ca/library> or to view information regarding locations, hours, and more, please visit the following link: <http://www.durhamcollege.ca/student-experience/learning-spaces/library/about-the-library>

## Missed Final Examinations

A final examination is a discretely designed assessment administered in Week 15 of a 14 week semester. Students who, as a result of **non-emergency circumstances**, miss one or more final examinations during a single examination period may be eligible to apply to defer/reschedule the writing of these assessments.

To be eligible, students must have no less than a cumulative 1.5 GPA, apply for consideration using the appropriate forms and pay a fee. This privilege can only be used by a student once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

For more details, students should speak with their Student Advisor or review the Missed Final Examination Policy and Procedure documents at the following link: <http://www.durhamcollege.ca/academicpolicies>

### **Pathways to Degrees**

Continue your post-secondary journey and leverage your Durham College education to earn additional credentials. To learn how you can further your education, visit [www.durhamcollege.ca/pathways](http://www.durhamcollege.ca/pathways) or check out the Durham College Transfer Guide at [www.durhamcollege.ca/transferguide](http://www.durhamcollege.ca/transferguide). Additional information regarding transferring between institutions in Ontario can be found at [www.ontransfer.ca](http://www.ontransfer.ca).

### **Prior Learning Assessment and Recognition (PLAR)**

Prior Learning Assessment and Recognition (PLAR) is the process you can use to gain college credit(s) for learning and skills acquired through previous experiences. This may include workplace training, life experiences, self-directed study, community work, travel, hobbies and military service. By using the PLAR process, you may be able to complete a college certificate or diploma program in less time. Please view the following link for PLAR information: <http://www.durhamcollege.ca/wp-content/uploads/plar.pdf>

### **Requirements For Promotion**

#### Evaluation and Promotion:

Academic courses are evaluated using a variety of methods such as tests, essays, labs, written or verbal assignments, in-process activities, group work and/or final examinations. The evaluation criteria for each course are noted in its course outline. Students are advised to familiarize themselves with these criteria early in the semester. Please refer to the Grading and Promotion Policy and Procedures documents (<http://www.durhamcollege.ca/academicpolicies>) for a complete overview of grading and promotion practices.

#### Academic Probation:

Students who are not progressing satisfactorily according to criteria published in their respective program guides may be placed on academic probation, at the discretion of the school Dean or designate. Such students may be allowed to continue their studies on a Letter of Permission (an academic student contract) which will specify conditions which must be met to continue in their programs. Students who do not meet the conditions of their academic probation may be required to withdraw from full-time studies.

### **Scholarships, Bursaries and Awards**

The Financial Aid and Awards office provides students with options to help fund their educational costs. To view valuable information, please visit the Financial Aid and Awards [Web Site](#).

### **Student Academic Learning Services (SALS)**

The Student Academic Learning Services Centre helps Durham College students to achieve their academic goals. Academic supports include: peer tutoring, learning skills services, writing skills services, English language services, and subject specific supports for math, science, and business. Please visit the following link to view valuable information regarding SALS including how to register for 24/7 online access to SALS academic resources:

<http://durhamcollege.ca/student-experience/helping-you-succeed/student-academic-learning-services-sals>

### **Student Communications**

Durham College is committed to communicating important information to you. Please view the following link to reference a comprehensive chart indicating specific vehicles. For example, social media, DC website, DC Mail, MyCampus, DC Connect, and more:

[http://www.durhamcollege.ca/wp-content/uploads/DCCares\\_StudentMatrix\\_v5.pdf](http://www.durhamcollege.ca/wp-content/uploads/DCCares_StudentMatrix_v5.pdf)

### **Student Rights and Responsibilities**

A policy and procedure is in place which articulates the rights and responsibilities of students at Durham College, and provides a framework for addressing non-academic misconduct by students. To view the Student Rights and Responsibilities Policy and procedure, please visit the following link:

<http://www.durhamcollege.ca/academicpolicies>