



other law enforcement agencies. The emphasis is on preparing for a range of employment interviews, proper completion of forms required for employment and career planning.

### **Course Outcomes:**

Upon successful completion of the course the learner will be able to:

1. Examine the employment requirements for a variety of public safety careers
2. Produce and maintain a comprehensive self-assessment and employ self improvement strategies
3. Define and apply various practice exams required by policing and other public safety organizations
4. Maintain the professional portfolio initiated in COM177

### **Work Based Experience:**

- Experiential Learning
- Minimum 10 hours
- On-site
- Learners will be required to demonstrate an ability to perform in all areas of the hiring process

### **Required Text(s) and Materials:**

No text required.

### **Assignment/Activity/Exam List, Due Dates, and Value of Each:**

<b>Assignment/Activity/Exam</b>	<b>Value</b>
Agency Identification	10%
Self Assessment	15%
Written Exam	15%
Written BDI Exercise	15%
One-on-one Interview	5%
BDI Interview	10%
Participation/Quizzes	10%
Final Exercise	20%
<b>TOTAL</b>	<b>100%</b>

Exam dates and assignment due dates will be provided by instructor.

Tests, quizzes and assignments for which marks will be earned, together with the sequence in which they will occur and the value of each as part of the overall course grade, are itemized in detail on the last page of this course outline. Learners are strongly encouraged to use the space provided to keep their own record of marks attained throughout the course term and for periodic comparison with instructor grades as may be required.

**The final will be a comprehensive (i.e. covering the entire course) practical exercise demonstrating an ability to successfully complete an interview process.**

### **Other Learning Resources:**

Handouts

### **Instructor's Teaching and Learning Styles (Practices):**

**The instructor holds as a primary teaching philosophy that learning is very much an active process. It is a process of the learner at times necessarily working alone, but most often working in the dynamic of the learner with other learners and with the instructor. This involves the learner as a very active participant and playing a very significant role in the learning process. It also involves the learner developing and applying skills of interactive and cooperative learning with peers. The learner will do more than simply learn or digest information. The learner will infuse thinking skills into the many subject matters of the course. The learner will at the same time learn "about" thinking, and develop an ability to recognize the effectiveness of a thinking or learning strategy, noting its differences from the learner's other learning strategies, and using the effective strategy in other learning situations. While remaining true to the content of the subject material of the course, learners will be encouraged to assist the instructor in choosing and applying various forms of learning of the material.**

### **Electronic Devices:**

In the spirit of respect for the learning process, students are required to turn off all electronic devices (including cell phones, iPods, and laptop computers that are not used for taking class notes) during classes. In case of emergency situations, students are to discuss this with the instructor ahead of time.

**Note: Students may not use any audio, video or telecommunication devices to record any portion of this course, including the instructor's lectures. If this policy is not adhered to, the instructor has the right to limit the student's accessibility to the device.**

## Grading System:

GRADES	GRADE POINTS	INTERPRETATION
A+	4.0	Excellent Achievement..... (97-100%)
A	4.0	Excellent Achievement..... (93-96%)
A-	3.7	Excellent Achievement..... (90-92%)
B+	3.3	Above Average Achievement ..... (87-89%)
B	3.0	Above Average Achievement ..... (83-86%)
B-	2.7	Above Average Achievement ..... (80-82%)
C+	2.3	Average Achievement..... (77-79%)
C	2.0	Average Achievement..... (73-76%)
C-	1.7	Average Achievement..... (70-72%)
D+	1.3	Minimum Achievement ..... (65-69%)
D	1.0	Minimal Pass..... (60-64%)
F	0.0	(59% or less) If a failed course is successfully repeated, the original F and the passing grade will both show on the student's permanent record. The lower grade is removed from the GPA calculation.

## Course Work Used as Examples:

Should your instructor wish to use your work in future educational purposes, you will be asked to complete and sign a Student Release Form, authorizing both the instructor and/or the College to use your course work. This form, along with a copy of your work, is retained in the official copyright files located in the College's Intellectual Property Office. If you have any questions regarding Copyright and/or Intellectual Property, please contact the Intellectual Property Office.

## Retention of Assignments and Exams:

Examinations / assignments NOT intended to be returned to students will be retained for at least one year from the end of the term. Examinations / assignments intended to be returned to students but are not picked up by students will be retained to the end of the final grade appeal period. After the appropriate retention period, records will be destroyed in a secure manner.

## **Attendance Policy:**

Attendance in this course is in accordance with the general attendance policy of the Justice Studies programs.

Practical exams will be conducted and learners will receive advance notice the date of their participation exams. Attendance is required to meet the requirements of this course.

Assignments are due at commencement of class on date assigned. No assignments will be accepted after that time.

## **Supplemental Examination:**

Not applicable.

## **Academic Honesty:**

Academic Honesty is necessary to achieve excellence. Lethbridge College supports and demands academic honesty in all academic learning activities.

Plagiarism is a serious offence and will be handled in accordance with the Students Rights and Responsibilities Policy 3.12.

Lethbridge College uses plagiarism detection software such as Turnitin.com. Students should be aware that if their paper is submitted to a plagiarism detection service, a copy of their paper is retained as a source document in its reference database. As the author, the student retains ownership of the paper submitted.

Always turn in original work and be careful to cite sources for information derived from other writers. Even paraphrased text must credit the original author. You are accountable for furnishing upon request all sources and preliminary work (such as notes and rough drafts) as well as a list of all individuals you consulted in preparing assignments. If you cannot produce these written materials upon request, you cannot receive a satisfactory evaluation on the assignment.

As a member of the academic community, you have the ethical obligation to understand plagiarism and to be as honest as you can about using another person's writing or ideas. If you have any questions regarding plagiarism, please ask.