

Mediation-Alternative Dispute Resolution Program Guide



School of Justice & Emergency
Services

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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 www.durhamcollege.ca for the most current information.

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

School of Justice & Emergency Services

Faculty & Staff

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School of Justice & Emergency Services: Office Telephone: 905.721.3072

Staff and professors may be contacted directly by dialing 905.721.2000, followed by the appropriate extension.

Mission: The student experience comes first at Durham College

Vision

- Durham College is the premier college in Canada for career-focused students who will succeed in a challenging, supporting and inclusive learning environment.
- Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience.
- Our vibrant campus community enriches the student life experience.

All of this combines to ensure our graduates have the market-ready skills to obtain great careers and make a difference in the world.

Values

Our values drive our organizational culture and our behaviour in delivering our vision and mission. They are:

Integrity and Transparency...

we will behave and communicate sincerely and honestly

Respect...

we will treat everyone with dignity and offer superior service

Equality and Diversity...

we will champion all learners and celebrate diversity

Innovation...

we will be leaders in market-responsive learning experiences and solutions

Personal and team accountability...

we will do what we say we will do

Important to All

Students and staff at Durham College are committed to academic excellence by:

- Demonstrating respect for one another and property
- Maintaining a clean and safe environment
- Taking an active role in the learning process
- Providing and receiving support when necessary
- Attending classes and/or appointments regularly and on time
- Modeling skills, attitudes and expectations of the workplace

Support Staff

- Provide professional quality customer service to students and staff
- Direct students and staff to appropriate resources
- Support and assist students in their learning and career goals
- Promote services that enhance student success

Faculty

- To be positive, enthusiastic, patient and flexible
- To be in the class early and prepared to begin on time
- To keep current in academic and professional knowledge
- To be prepared for activities, exercises and demonstrations
- To be available and show willingness to help students
- To ensure that all students get equal assistance and time
- To perform evaluations according to established criteria and within a reasonable time frame
- To return and take up any assigned homework, assignments, tests and projects promptly
- To identify students requiring remedial assistance, and to direct those students to the appropriate services
- To write constructive and helpful statements when evaluating student assignments
- To use a variety of teaching, questioning, and assessment techniques
- To motivate and engage learners in active and collaborative learning
- To encourage student participation and feedback wherever possible
- To effectively use learning technology
- To outline professional responsibilities, career alternatives, and avenues for further education following graduation
- To provide a course outline to each student at the beginning of the course, to review the outline with the students, and to adhere to the outline
- To adhere to Durham College policies, procedures and guidelines
- To place the safety and well being of the student above all other objectives, including fulfilling education obligations

Students

- To be prepared for class and professional practice activities. This will include reading appropriate textbook assignments prior to class and completing any homework assignments
- To be in class and arrive on time
- To participate in class activities
- To demonstrate respect for all persons and the learning environment
- To be trustworthy, honest, and accountable for own behaviour
- To complete tests, assignments and evaluations as required, striving for excellence
- To demonstrate effective communication skills
- To understand all course requirements and to follow them
- To seek assistance immediately if unable to follow the subject requirements for any reason
- To read and adhere to Durham College policies, procedures and guidelines

Administration

- Meet or exceed standards of excellence
- Manage budgets and resources
- Support students and staff in meeting their responsibilities
- Support/direct approved operational procedures
- Communicate relevant information in a timely fashion
- Be current in their field of leadership in a college environment

Important Dates 2011-2012

Please note the dates of your semester examinations. **Please ensure that you do not schedule vacation or employment during these times.**

FALL 2011 SEMESTER

July 4, 2011	Fees due date for first year students
July 12, 2011	Web registration - for 2 nd year students who have paid for fall semester - begins.
July 13, 2011	Web registration - for 3 rd year students who have paid for fall semester - begins.
July 19, 2011	Web registration - for 1 st year students who have paid for fall semester - begins.
July 20, 2011	Fees due date for returning students.
August 1, 2011	Civic holiday (no classes).
TBA	Registration for part-time Oshawa campus students begins and window opens for timetable changes.
August 29, 2011	Apprenticeship Classes begin.
September 5, 2011	Labour Day (no classes).
September 6, 2011	Orientation for first-year students.
September 7, 2011	Classes begin for most programs.
September 13, 2011	Last day for late program registration. Last day for fall semester course or program changes.
September 20, 2011	Last day for full-time students to withdraw with a refund of fees paid, less a \$100 administration fee. ^{1, 2} Last day for refund eligibility when dropping to part-time. Last day for part-time students to withdraw with tuition fee refund less an administration fee. ^{1, 2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for fall semester subjects.
September 30, 2011	Student Health Insurance Plan "Opt-out" deadline.
October 3, 2011	Due date for 2 nd instalment of Fall fees.
October 4, 2011	Last day for application for fall semester subject exemption/credit. Last day for withdrawal from a fall semester subject with no academic record. Subjects dropped after this date, will be

recorded on the academic transcript with a "W" to indicate withdrawal.^{1,2}

October 10, 2011	Thanksgiving (no classes).
October 20, 2011	Fall Convocation (to be confirmed)
October 26, 2011	Deadline for submission of adjusted marks to clear INC grades from Summer 2011. INC grades after this date will revert to a fail.
November 16, 2011	Winter 2012 semester fees due date.
November 17, 2011	Scholarship Ceremony
November 14, 2011	Last day to withdraw from a fall semester subject. After this date, all subjects will be graded and recorded on the student's transcript. ^{1,2}
December 9, 2011	Last day of classes for most programs.
December 12 to 16, 2011	Fall semester final examinations/evaluation(s) for postsecondary students. Students are reminded not to schedule vacation or employment hours during these times. January 4 and 5, 2012 scheduled as tentative snow dates for the Oshawa campus.
December 22, 2011	Grades are available to view electronically as of 4 p.m. Note: official distribution date for the purpose of academic appeals is January 4, 2012.
TBA	Full-time students may process timetable changes for the winter semester through MyCampus as of 4 p.m.
December 24, 2011 – January 1, 2012 inclusive	Campus closed for the holiday season.

WINTER 2012 SEMESTER – JANUARY START

November 21, 2011	Web registration for Fall start 1 st year students for winter 2012 semester courses begins.
November 28, 2011	Web registration for 2 nd and 3 rd year students for winter 2012 semester courses begins.
December 5, 2011	Web registration for January start students begins.
December 7, 2011	Winter 2012 semester fees due date.
TBA	Registration for Oshawa campus part-time students begins.
January 2, 2012	Apprenticeship Classes begin
January 4, 2012	Classes begin for most programs. Official grade distribution date for the purpose of Academic Appeals.
January 10, 2012	Last day for late program registration.

	Last day for winter semester course or program changes.
January 10, 12 and 14, 2012	Dates for missed exams from Fall Semester 2011
January 17, 2012	Last day for full-time students, who started their program in September 2011, to withdraw with a refund of <u>winter tuition fees</u> . ^{1,2} Ancillary fees and school supply fees are not refundable.
	Last day for full-time students, who started their program in January 2012 to withdraw with a refund of fees paid less a \$100 administration fee. ^{1,2}
	Last day for refund eligibility when dropping to part-time.
	Last day to withdraw from part-time studies with tuition fee refund less an administration fee per subject.
	Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.
January 31, 2012	January start students only: Student Health Insurance Plan "Opt-out" deadline.
January 30 to Feb 3, 2012	Winter Break week for Electrical Block Intermediate & Advanced apprenticeship students only.
January 31, 2012	Last day for application for winter semester subject exemption/credit.
	Last day to withdraw from a January start subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal. ^{1,2}
February 8, 2012	Due date for 2 nd instalment of Winter fees.
February 17, 2012	T2202As available online via MyCampus as of 4 p.m.
February 20, 2012	Family Day (no classes).
February 20 to 24	Winter Break week; no classes with the exception of Apprenticeship and February-start students.
February 27 to March 2	Winter Break week for Apprenticeship students with the exception of Electrical Block Intermediate and Advanced students.
March 7, 2012	Deadline for submission of adjusted marks to clear INC grades from Fall 2011. INC grades after this date will revert to a fail.
March 12 to 16, 2012	Winter Break week for most OYAP apprentices (except OYAP hairstylists; please see your school office).
March 19, 2012	Last day to withdraw from a January-start subject. After this date, all subjects will be graded and recorded on the student's transcript. ^{1,2}
April 6 2012	Good Friday (no classes).

April 10, 2012	Last day to apply to graduate – courses ending April 2012.
April 13, 2012	Last day of classes for most January-start programs.
April 16 to 20	Winter semester (January start) final examinations/evaluation(s); students are reminded not to schedule vacation or employment hours during these times.
April 27, 2012	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
May 8, 10, and 12, 2012	Dates for Missed Exams from Winter Semester 2012.
June 21 & 22, 2012	Convocation (Time and location TBA)

SPRING 2012 SEMESTER

March 7, 2012	Spring 2012 semester fees due date.
April 10, 2012	Web registration for Spring/Summer programs begin.
May 7, 2012	Most Spring classes begin.
TBA	Registration for Oshawa campus part-time students begins.
May 11, 2012	Last day for late program registration. Last day for most spring semester course or program changes.
May 18, 2012	Last day for full-time students, who started their programs in Spring semester to withdraw with a refund of fees paid less a \$100 administration fee. ^{1, 2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most spring semester subjects. Last day to withdraw from most spring semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. ^{1, 2} Last day for application for spring semester subject exemption/credit.
May 21, 2012	Victoria Day (no classes).
May 31, 2012	Student Health Insurance Plan “Opt-out” deadline.
June 8, 2012	Last day to withdraw from most spring semester subjects. After this date, all subjects will be graded and recorded on the student’s transcript. ^{1, 2}
June 22, 2012	Last day of classes for most Spring-start programs.

June 29, 2012	Deadline for submission of adjusted marks to clear INC grades from January start Winter 2011 semester. INC grades after this date will revert to a fail.
June 28, 2012	Spring semester grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

SUMMER 2012 SEMESTER

April 10, 2012	Web registration for Spring/Summer programs begins.
May 2, 2012	Summer 2012 semester fees due date.
July 2, 2012	Canada Day (no classes).
July 3, 2012	Summer classes begin.
July 9, 2012	Last day for late program registration. Last day for most summer semester course or program changes.
July 16, 2012	Last day for full-time students, who started their programs in Summer semester to withdraw with a refund of fees paid less a \$100 administration fee. ^{1, 2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most summer semester subjects. Last day to withdraw from most summer semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal. ^{1, 2} Last day for application for summer semester subject exemption/credit.
August 3, 2012	Last day to withdraw from most summer semester subjects. After this date, all subjects will be graded and recorded on the student's transcript. ^{1, 2}
August 6, 2012	Civic Holiday (no classes).
August 17, 2012	Last day of classes for most Summer start programs.
August 23, 2012	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
October, 2012	Convocation (Time and location TBA)

NOTES:

1. Official Withdrawal forms must be completed by the student and submitted to the Office of the Registrar.
2. The administration fee for international students will vary.

These dates represent the best information at time of publication. The College reserves the right to make changes subject to amendments to existing legislation, Collective Agreements, or as required by the College. Dates may vary slightly from program to program.

School of Justice & Emergency Services Website

The School of Justice & Emergency Services has its own website;

<http://jes.durhamcollege.ca>

Students are encouraged to visit the website daily for information such as:

- Field placement information
- Campus Conflict Resolution Services
- Courses and workshops available through the Centre for Integrated Justice Studies (CIJS)
- Specific Justice & Emergency Services activities and news
- Program specific information
- Program Guides
- Link to Durham College's website for the college calendar
- List of scholarship and bursary opportunities
- Faculty contact information
- Bridging and articulation opportunities

MyCampus: All registered students are encouraged to access the college's intranet, MyCampus, regularly. Your registration package includes the instructions to access the site for timetables, course outlines, marks, and general college information as well as a vehicle in communicating with your professors.

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.
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 Liaison 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 subjects. 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, for detailed information. At least 25% of the completed program subjects 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”.
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. Field Placement – One of the requirements for field placement eligibility is a cumulative GPA of 2.0. Please refer to your field placement course outline(s) for a complete list of requirements.
11. Course Outlines – students print their own course outlines for each of their current semester's courses through MyCampus. Students can also print course outlines for courses that they wish to apply for credit.
12. 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.
13. 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.

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, pre-requisites, co-requisites, requirements and evaluation criteria for each course.
3. Students are responsible for regularly checking their "MyCampus" and WebCT areas for messages from professors and College Administration. Communication will come in the form of e-mail, 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, 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.

Program Information

Program Description

The Mediation-Alternative Dispute Resolution graduate certificate program is designed for individuals with previous education or work experience seeking to complement previous educational credentials and experience. If you are a recent university or college graduate, human resource professional, educator or health-care or legal professional wishing to gain additional conflict resolution and mediation skills as well as an Ontario College graduate certificate, this program will provide you with the skills and knowledge to deal effectively with conflict in various settings including:

- Advocacy
- Community
- Education
- Health-care
- Human resources
- Justice

The program also offers an in-house experiential learning component that enables you to participate in the operation of Campus Conflict Resolution Services.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. Complete all work in a manner consistent with professional ethics and practice, mediation process and skills, a respect for self, others, and relevant law and legislation;
2. Recognize and analyze conflict situations;
3. Select and apply appropriate conflict resolution and negotiation skills and techniques to enable parties to prevent and/or resolve conflicts;
4. Create and implement personal and professional development plans to achieve ongoing competence in the practice of mediation and/or alternative dispute resolution professional practice;
5. Analyze and produce documents required in the practice of mediation and/or alternative dispute resolution;
6. Collaborate with colleagues, clients, and community to enhance professional working relationships;

7. Apply knowledge of specialized substantive and procedural laws as they relate to mediation and/or alternative dispute resolution;
8. Utilize management and administration skills in a mediation and/or alternative dispute resolution practice;
9. Conduct interviews to gather, screen, and disseminate information required in mediation and/or alternative dispute resolution situations;
10. Explain the process, principles, techniques and significance of mediation and/or alternative dispute resolution and how they apply to family disputes.

Employment Opportunities

As a graduate, you will be well prepared for a career in many different environments depending, in part, on which skills you came into the program with. For example, if you are admitted to the program with a Human Resources background, you will have additional skills to assist you in that field. If you came into the program with a legal background, you may be able to work in administrative tribunals such as the Ontario Rental Housing Tribunal, Workplace Safety and Insurance Board, Human Rights Commission or court settings where mediation is often mandatory prior to proceeding to a more formalized hearing. Mediators are becoming increasingly necessary in business settings as employers look for cost-effective, quick and meaningful resolution of issues.

Essential Employability Skills

Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.

Respond to written, spoken, or visual messages in a manner that ensures effective communication.

Execute mathematical operations accurately.

Apply a systematic approach to solve problems.

Use a variety of thinking skills to anticipate and solve problems.

Locate, select, organize, and document information using appropriate technology and information systems.

Analyze, evaluate, and apply relevant information from a variety of sources

Show respect for the diverse opinions, values, belief systems, and contributions of others.

Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.

Manage the use of time and other resources to complete project.

Take responsibility for one's own actions, decisions, and consequences.

About the ADR Institute of Ontario

Membership

Students are encouraged to apply as a student member of the ADR Institute of Ontario. (Membership information is noted below).

What does the ADR Institute of Ontario do?

ADR Institute of Ontario: Providing ADR Practitioners and the Public with Up-to-Date Resources and Services

The ADR Institute of Ontario Inc. (ADR Ontario) is one of six affiliates of The ADR Institute of Canada, Inc. (ADR Canada), a non-profit organization that shares information, promotes ideas for continuous improvement and upgrading of ADR as a profession.

Our goal is to assist our members, and users of ADR services, by:

- Providing information and education
- Maintaining high professional standards,
- Providing a regulatory structure to ensure members adhere to high standards of professionalism
- Assisting users of ADR services to locate ADR professionals, as required.

ADR Ontario performs all of the following functions for professionals in the field and users of ADR services:

We set the “gold standard” to protect the ADR profession and the public served by ADR professionals

Developed by ADR Canada and ADR Ontario, the following documents and practises constitute a regulatory structure that ensures high standards of conduct, practice and procedure among ADR professionals in Ontario:

- A Code of Ethics by which all members must abide, failing which, an established complaint and discipline process can be initiated;
- National Arbitration Rules and National Mediation Rules provide clear, concise processes and procedures for the conduct of commercial arbitrations and mediations. The rules developed by ADR Canada and recognized across the country establish time lines and procedures that provide practitioners and users with certainty and clarity, allowing for effective and efficient case administration;
- Standards for approving arbitration and mediation training courses
ADR Ontario carefully evaluates training programs according to established criteria to ensure approved programs meet critical standards;
- A procedure for granting to our members the highest and only nationally-recognized professional accreditation or designation in Canada, namely, that of Chartered Mediator (C.Med) and Chartered Arbitrator (C.Arb);
- A procedure for provincial accreditation of Certified Family Mediators (Cert. F. Med.) and Certified Family Arbitrators (Cert.F. Arb.);

- The Child Welfare Secretariat of the Ministry of Children and Youth Services has specifically approved the Cert. F. Med designation as a qualifying prerequisite for the Child Protection Mediation Training offered by various colleges and universities.

ADR Ontario informs, educates and updates its members by:

- Conducting leading-edge, live and distance education courses, seminars, conferences and workshops to assist practitioners with skill development and provide up-to-date information on new and emerging areas of interest relevant to arbitration and mediation;
- Creating “sections.” These are small groups based on mediation and arbitration specialties. Specifically, we have sections on restorative justice, family, employment, mandatory mediation, information technology, intellectual property, facilitation etc. Each section holds its own meetings at the ADR Ontario offices, with guest speakers as well as our own, home-grown talent;
- E-Publishing of “*ADR Alerts*” for urgent, late breaking announcements of critical importance to the membership, the Ontario newsletter “*ADR Update*” which is also electronically published and the *Canadian Arbitration and Mediation Journal*, which is published at the national level and mailed to all members of ADR Ontario. These important, timely publications provide information on the latest developments at the Institute, current events that effect the practice of arbitration and mediation, new developments at the provincial or national level and articles on improving skills in arbitration and mediation.

ADR Ontario assists arbitrators and mediators to be heard by:

- Liaising with government departments and corporations to inform and educate these bodies on issues that involve or have an impact on arbitrators and mediators;
- Cooperating with other alternative dispute resolution organizations to ensure the government is informed on issues relevant to arbitrators and mediators.

ADR Ontario provides a method for the public to find and engage qualified mediators and arbitrators by:

- Creating the highest and only nationally-recognized professional credential in Canada, the Chartered Mediator (C.Med) or Chartered Arbitrator (C.Arb) designation. Choosing a mediator or arbitrator with these credentials is your assurance of quality and experience;
- Providing members of the public with access to “ADR Connect,” ADR Ontario’s central electronic databank, from which arbitrators and mediators can be selected based on a wide range of criteria including accreditation, specialty, years of experience etc.. (The updated version of ADR Connect will be available early in 2008.);
- The creation of special rosters to service particular organization.

MEMBERSHIP in the ADR Institute of Ontario

Criteria

Membership is open to any person engaged in practicing in the area of arbitration, mediation or alternate dispute resolution who is of good character and reputation, and can satisfy the Membership Committee that he or she has obtained and maintained standards of academic achievement and professional experience consistent with the aims and objectives of the ADR Institute of Ontario, Inc.

Categories

Member: Open to persons of good character and reputation who have successfully completed an Institute-approved 40-hour course in arbitration or mediation or have equivalent expertise arising from experience in the area of arbitration, mediation or alternate dispute resolution in Canada.

Associate: Open to all persons of good character and reputation interested in arbitration or mediation, but not active in that field, or persons who have no training in the area of alternate dispute resolution.

Student: Open to persons of good character and reputation who are enrolled in full-time studies (i.e., Ph.D., B.A., LL.B.).

Retired: This category is open to those individuals who have been members in good standing of the ADR Institute of Ontario (formerly Arbitration and Mediation Institute of Ontario) for at least five years, who are at least 65 years of age, and retired from their principal occupation.

How do I become a member?

Visit the ADR Institute of Ontario website: <http://www.adrontario.ca> to complete an on-line application form.

Source: <http://www.adrontario.ca/index.cfm>

Faculty Advisory System

The Faculty Advisory System is aimed at improving the student retention rate. There are several, often repeated reasons why such a program is important.

1. The success of our students is fundamental to our profession. Students who fail do not realize their potential, and there can be no satisfaction for us in that;
2. By helping students succeed, we ensure viable class sizes in all of our programs; and
3. By ensuring viable class sizes, we help ensure a healthy program.

It has been shown that retention can be substantially improved by means of such reasonably simple procedures as a Faculty Advisory System.

Students who learn the ropes quickly, who attend classes regularly, and who get to know their teachers and classmates, are very likely to succeed. One purpose of the Faculty Advisory System is to provide each student with a friendly contact who can assist and encourage the student to adapt quickly to college life.

FACULTY ADVISORS

Faculty members will participate in the Faculty Advisory program strictly on a volunteer basis.

A Faculty Advisor can be a good listener, third party, familiar face, ally, friend, facilitator, or mentor to their students. Faculty Advisors are not expected to be expert, personal, career, or financial counselors.

For the majority of students who are doing well, Faculty Advisors are a source of encouragement and positive reinforcement. They are cheerleaders.

For students experiencing personal, financial, or academic problems, the Faculty Advisor is a sympathetic first contact, a good listener, and a source of help in finding and referring the student to expert help.

The Faculty Advisor does not intervene when a student is having problems with another faculty member. In this case, students are referred to the normal chain of problem solving: starting with the professor, and then possibly going to the Dean, or Vice President, Academic.

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.

This is a binding document. Any changes will be agreed upon by students and the professor and requires approval from the Dean of the School. For further details, please refer to the Course Outlines Policy and Procedure documents

(<http://www.durhamcollege.ca/academicpolicies>). Course outlines are important documents. Please refer to them during the semester and keep them safely afterward. For students who go on to other post secondary institutions or post diploma programs, these will be essential documents.

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 www.durhamcollege.ca/mycampus .

General Education

General education courses strengthen students' skills in areas such as critical analysis, problem solving and communication in the context of an exploration of topics with broad-based personal and/or societal importance. Normally, programs of instruction leading to either an Ontario College Diploma or an Ontario College Advanced Diploma include three general education courses. Such courses are identified on the program of study using the designation of "G". General Education courses are typically a combination of mandatory and elective courses.

According to Durham College Academic Policy ACAD-103 and as a requirement for graduation, every Durham College student in a two or a three-year diploma program must have successfully completed a minimum of three General Education courses from at least **two different** General Education themes as follows:

- GNE1 1100 – Personal Understanding
- GNE1 1200 – Arts and Society
- GNE1 1300 – Civic Life
- GNE1 1400 – Social and Cultural Understanding
- GNE1 1500 – Science and Technology

Durham College

Academic Policies & Procedures

To view the Durham College Academic Policies & Procedures, please go to www.durhamcollege.ca/academicpolicies.

Program Specific

Academic Policies & Procedures

Classroom Management

In order to ensure a quality learning environment for all students the following policies have been established. Any behaviour that disrupts the learning environment will be dealt with accordingly.

Attendance

Attendance is a student responsibility. Students are expected to attend all classes, tests, in-class assignments, and other evaluation activities. Students are expected to participate actively in class activities and discussions. Students who miss class are responsible for all material covered during the missed class including notes, handouts, and any verbal instruction. Regular attendance is required for a student to be successful. Given the importance of attendance, in-process marks may be allocated at the discretion of the professor and will be reflected in the evaluation criteria.

Food and Beverages in Classrooms

Should a student find it necessary to bring food/beverages to class, the student is responsible for collecting and disposing of all litter associated with the food/beverages and will be reminded if he/she fails to do so. Students will be asked to leave the classroom should the food be distracting or bothersome to those around them in terms of noise/smell, etc. The faculty member is at liberty to not permit food in the classroom if he/she deems appropriate and will advise the students accordingly.

Electronic Communication Devices

When you are in class, please turn all electronic communication devices off. If you must leave a device on because someone may need to contact you (family member, caregiver, etc.), then please ensure it is set to vibrate and leave the class prior to responding to the message. If you forget to set an electronic communication device to vibrate and it is

activated, please turn it off as quickly as possible. If a device is activated frequently causing unnecessary disruption to the class, you will be asked to leave. There is absolutely no text messaging allowed during class. If you use a device for this purpose, you will be asked to leave the class.

Music devices/earphones

Music devices/earphones are not permitted in the classroom at any time. When you arrive and the class begins, please remove all music devices/earphones and put them away. If you are found to be in contravention of this policy, you will be asked to leave the classroom.

Late Arrivals

If you arrive late for class, please enter the classroom as quietly as possible and/or wait until there is a formal break in the class to minimize disruption to students who arrived on time. If you disturb the class upon your arrival, you will be asked to leave the class. If you arrive late on a regular basis, you may not be granted access to the class after the normal start time of 10 minutes after the hour.

E-mail Communication

Students often communicate with faculty via e-mail. Should a student need to contact a faculty member via e-mail the student shall use his or her Durham College My Campus or WebCT e-mail account to do so. E-mails received from non-Durham College accounts will not be replied to and deemed not accepted by faculty.

Unclaimed tests or Assignments

Unclaimed tests or assignments are discarded after three (3) weeks from the date they are handed back in class.

Assignment Delivery

Assignments shall be delivered to the professor as directed. Students shall not deliver assignments to the Campus Security Desk or the School of Justice & Emergency Services office.

E-Mail/Electronic Assignment Submission

In general, all assignments are to be submitted via hardcopy in class. If a student is given permission to submit an assignment electronically, it is the student's responsibility to ensure they can produce a hard copy of the assignment if requested by the professor. If the student experiences difficulty making the electronic submission, he/she must contact the IT helpdesk at (905) 721-2000 ext. 3333 or email itsupport@dc-uoit.ca and have a "ticket" opened. If the technical issue cannot be resolved, the ticket number must be provided to the professor.

It is the student's responsibility to resolve individual IT issues with the Student Helpdesk located in the Computer Commons (e.g. password/user name problems, school e-mail account access problems, etc.).

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.

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.

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

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 Liaisons or review the Missed Final Examination Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>).

Practicum I and II (Field Placement)

Introduction – Practicum

Practicum is a key component of the Mediation-Alternative Dispute Resolution program.

Practicum I:

In the first semester students are responsible for organizing all operations of Campus Mediation Services (CMS). This will include substantial team effort by students; however, it is the students' opportunity to create a working dispute resolution centre including policies, procedures, marketing, outreach, and overall management of the CMS.

On a weekly basis, students will join together with their practicum supervisor(s) to work on this semester project. Attendance is mandatory for all scheduled practicum working sessions. See your course outline for details of evaluation/assessment and attendance requirements.

Practicum II:

In the second semester, students will continue their operational activities of the CMS; however, focus will also be on students conducting facilitations, pre-mediations, mediations, and co-mediations in the campus environment. Students will also be visiting various classes on campus to address the benefits on alternate dispute resolution.

Reflective practice is important to the area of ADR; so, students will also meet to reflect upon their experiences and create personal plans for their own further professional development. Attendance is mandatory for all scheduled practicum meetings. See your course outline for details of evaluation/assessment and attendance requirements.

GPA and Practicum:

In order to participate in Practicum II students must have a GPA of 2.0 or better and have successfully completed all semester one classes.

Academic Advising - Student Liaison

Durham College is committed to the success of every student during their educational experience. There are many resources available to support students on this journey. Academic Advising is a comprehensive service that is aimed towards meeting students' needs, increasing student satisfaction, improving retention and enhancing the quality of academic life. Each school has a **Student Liaison** to facilitate academic success. These representatives can assist students to:

- identify career goals and make sound academic decisions;
- develop academic plans to promote success in the event of failed subjects or low grade point average (GPA);
- make decisions regarding full-time/part-time studies;
- review graduation requirements;
- set up academic plans with individual students upon request;
- find equivalent credits;
- transfer to another program;
- select electives and options; and
- access other college services to support student success.

While drop-ins may be possible for specific answers to short-term questions about courses, schedules, and procedures, it is advisable for students to set up one on one appointments with their Student Liaison. Appointments may be made in person or by phone. Please visit your School office for further information.

Your Student Liaison is:

Name:	Pina Craven
Office #:	F211
E-mail address:	pina.craven@durhamcollege.ca
Telephone:	721-2000, ext. 2432
Appointment times available:	9:00 am. – 4:00 pm. (except 12:00-1:00 pm.)

Centre for Students with Disabilities

E-mail: disabilities@durhamcollege.ca

About the CSD

The Centre for Students with Disabilities (CSD) at Durham College provides services to students who are blind or have low vision, who are deaf or hard of hearing and those with physical, medical, psychiatric and learning disabilities. These services are designed in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act by ensuring that students with disabilities have equal access to all aspects of the academic environment. Our services are confidential.

Registering for Accommodations

Accommodations are organized in co-operation with the student and as required, with the faculty on an individual basis. They are based on review of the medical or psycho-educational documentation completed by the appropriate medical professional or psychologist familiar with the student's particular diagnosis. The student is responsible for self identifying and submitting documentation of a permanent or temporary disability to the CSD in SW116. The documentation should outline the current impact of the disability. Assistance in obtaining the appropriate documentation may be available.

Accommodations may include extra time and/or technology supports for tests and exams, assistance obtaining records of class lecture material, reduced course load, material in alternate format, assistive technology assessment and training and learning strategies.

Things to Remember for Tests and Final Exams

In order to receive test and exam accommodations through the CSD, students **must** have completed the CSD Registration process including providing appropriate documentation. This can be a timely process – **contact the CSD as early as possible to ensure your accommodations and a seat in the test centre.**

Test Registration forms are available on our [CSD website](#) –**click on Test Centre Request Forms**. The Test Registration forms are also available in the CSD Test Centre (Room B216) as well as our main CSD Office (Room SW 116).

Completed test forms and notifications to your professors, **for each test**, need to be submitted to the CSD Test Centre (5) business days before the scheduled test, in order to reserve a space. **Accommodated tests cannot be guaranteed if a student submits the Test Center Form less than 5 business days in advance of the test date.**

CSD Final Exam sign-up **DEADLINES** are **ALWAYS** several weeks **BEFORE** the final exam period. The deadlines as well as the CSD final exam information, explaining our online sign-up process, will be posted on the CSD website each term

It is the student's responsibility to check their My Campus email address frequently as all important test and exam information including registration deadlines will be posted to My Campus.

The CSD may be **unable** to accommodate students who do not sign-up by the final exam sign-up deadline.

To Find Out More About CSD Services...

For further information please call 905-721-3123, drop by at SW116 to set up an appointment or visit our website at www.durhamcollege.ca/csd.

Campus Conflict Resolution Services



CAMPUS CONFLICT
RESOLUTION SERVICES

~Our Mission~

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

~Our Vision~

Resolving conflicts to promote educational success

The administration and faculty of the Durham College's School of Justice & Emergency Services have endorsed Campus Conflict Resolution Services, (referred to hereafter as CCRS), as a vital alternative pathway for educating students in peaceful dispute resolution process and technique and as an alternative process for cooperative mediation and settlement of disputes that may from time to time arise in the conducting of academic courses or the operation of Durham College.

CCRS is operated as a practicum course for students in the Mediation-Alternative Dispute Resolution graduate certificate program. Students are properly prepared to act as mediators, or co-mediators, either with, or under the direct or indirect supervision of expert faculty.

In this course the professor may request or, as an alternative to the potential failure of a student or students, require students;

- a) to attend CCRS for the purpose of mediating any dispute arising out of the conduct of compulsory group work in class;
- b) to attend CCRS to conduct and report on an educationally based mediation for course purposes and grading;
- c) To attend CCRS for the purpose of mediating any problems, disturbances or disputes arising out of class presentation, operation or management.

Campus Conflict Resolution Services may be reached by e-mail at:

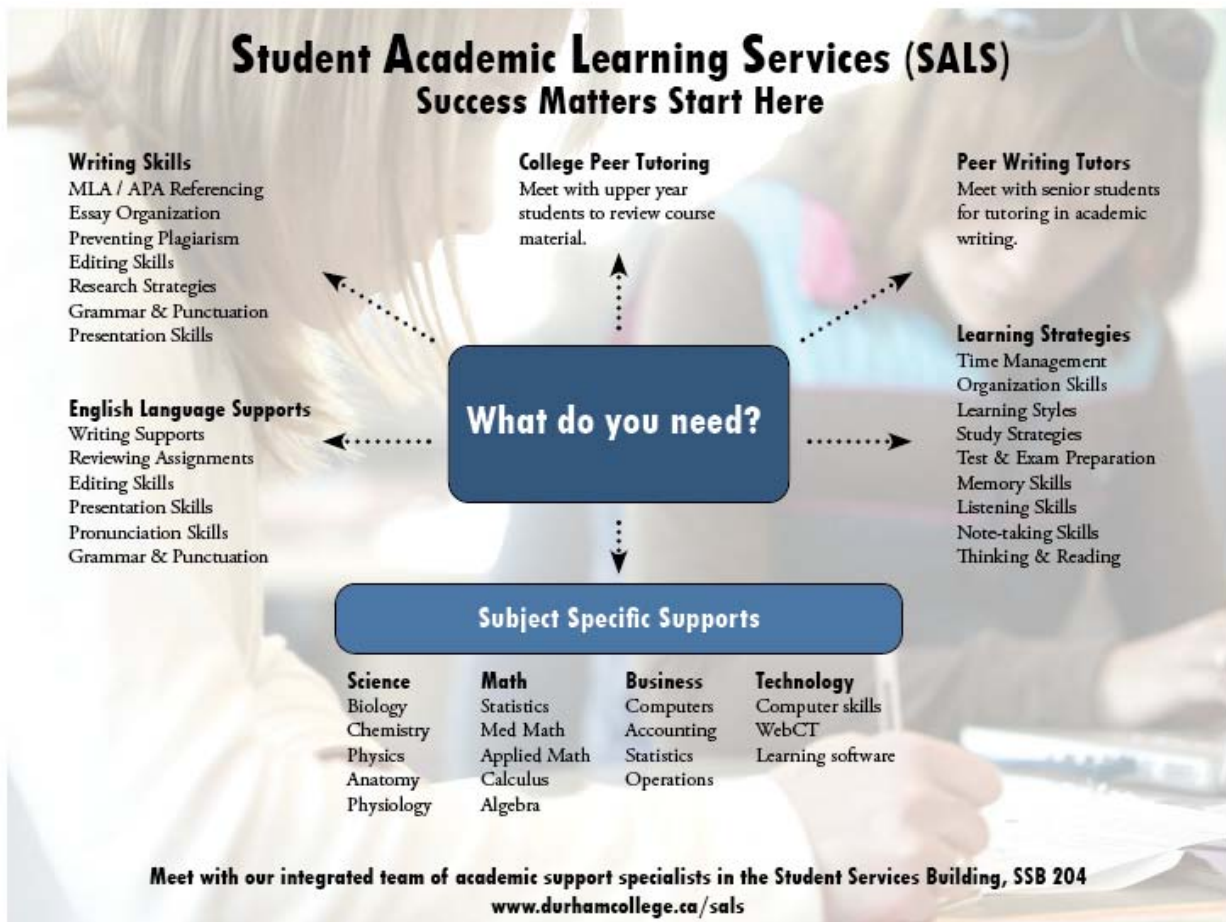
ccrs@durhamcollege.ca

Student Academic Learning Services (SALS)

Success Matters Start Here! The staff and faculty at the Student Academic Learning Services Centre can help you achieve your educational goals.

You can use the centre to:

- Get peer tutoring help
- Learn how to study smarter, not harder
- Learn to manage your time and prepare for tests
- Improve your reading skills and take better notes
- Use 28 lab computers with learning software
- Increase your English proficiency
- Improve your writing skills
- Have a quiet space to do your work
- Access group study space
- Improve your marks from a 'B' to an 'A'



The 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. The Library on the north side of the Polonsky Commons is easy to find. Both wired and wireless computer access is available along with 10 small group study rooms and the *Den* in the basement for group work. Although food is not permitted in the library, drinks in covered containers are allowed and you can buy a Starbucks coffee to go at the Library Café.

Students & faculty at the Whitby now have a small branch library at their location. They may also use the North Oshawa campus library in person, via internet, or request books to be sent to them at Whitby.

Most of the Library's resources are in digital format and are available 24x7 through the Library's web page. You can access them from on or off campus by logging in with your student number and computer password. The digital resources include e-books, magazines, journals, newspapers, statistical databases.

Visit the library virtually at www.durhamcollege.ca/library to:

- Research a Topic,
- Find books and articles,
- Renew materials,
- Request an interlibrary loan,
- Book a group study room,
- Get online help from a librarian
- Check on the hours the library is open

Your campus photo ID card is also your library card and is required to check out books and Reserves.

The librarians work closely with your professors to provide class presentations directly linked to your assignments. Additional sessions on using specialized resources are also offered throughout the year and help is also available on the library website. You may contact the Reference staff by phone or e-mail, and you are always welcome to visit our Reference desk in person. We look forward to helping you!

Check the website for library hours.

Circulation desk (905) 721.3082

Reference desk (905) 721.2000 ext. 2390

reference@dc-uoit.ca

College Publications

At Durham College, several publications provide the information you need before you start classes.

Program Guide

Durham College's Program Guides are a handy reference guide for everything students might want to know about their academic program. The program-specific guides provide essential information related to the program of study, policies, program requirements, faculty contact information, important dates, grading criteria, etc., as well as a starting point to help students find and navigate their way through academic and student support services.

Program Guides are distributed in print format to every registered student in the first class of the Fall semester and are available electronically on the college website. It is important that students read this guide at the beginning of their studies as it contains pertinent information for academic success and will be useful throughout the duration of the program.

Note:

- This guide is not intended to be a complete statement of all procedures, policies, rules and regulations at Durham College.
- The College reserves the right to change or cancel any provisions, requirements or subjects at any time.
- Student Liaisons and/or Faculty Advisors will assist in planning programs, but it is the student's responsibility to meet the academic requirements for completion of certificates and diplomas.

Continuing Education Course Book

Continuing Education publishes course calendars – Fall, Winter/Spring, listing courses for credit towards Post-Secondary Programs, and personal and professional development. The same course outlines are used for full-time and Continuing Education courses.

Courses may be accessed through classroom setting, correspondence (distance education) or online courses (Internet).

If you are unable to access a day-time course (timetable conflicts, repeat of a course, etc.) or want to get a head start on your next semester, check out Continuing Education's current course book and register at the Office of the Registrar early to ensure a seat is reserved for you.

Please check our website for comprehensive information @ www.durhamcollege.ca.

Scholarships and Bursaries

Scholarships: Scholarships are awarded to students who have achieved academic and personal excellence. Some scholarships are awarded solely on academic performance. Others are based on a combination of academic achievement and proven personal excellence including leadership and community involvement.

In-Course scholarships: In-Course scholarships are awarded to returning full-time students in post secondary programs who have demonstrated academic excellence in their studies. Students must have been registered in full-time studies in the same program in consecutive years to be considered. In-course scholarships are solely based on GPA and no application is necessary unless otherwise noted. Recipients are notified via MyCampus e-mail.

Bursaries: Bursaries may be available to full time post secondary students requiring additional financial assistance to cover their educational costs. When students' personal and family resources are not sufficient to cover costs they are expected to apply for OSAP. Before applying for a bursary, students should investigate all other forms of financial assistance. Other resources may include scholarships, family support, student line of credit and part time employment.

Durham College supports access to post secondary education following these principles:

- No qualified Ontario student should be prevented from attending Ontario's public colleges and universities due to lack of financial support programs.
- Students in need should have access to the resources they need for their postsecondary education.

Durham College Access Bursary Program: This bursary is available to Ontario students offered admission to a full time, **first year** program at Durham College.

Durham College Upper Year Student Bursary Program: Students must complete the Student Financial Profile application for consideration for bursary funding.

Awards: Awards may be based on scholastic achievement and/or financial need. There may be other requirements for qualification such as membership in certain organizations, enrollment in specific programs, leadership abilities and/or community service. Students must be in good academic standing to be considered.

Eligibility: Students who are currently enrolled full-time at Durham College are eligible to apply for scholarships and bursaries. Many awards have specific guidelines and students are advised to read all information about the award before applying.

Application process: Information on all scholarship, bursaries and awards for registered Durham College students including application, submission and deadline details will be posted on the DC Student tab of the MyCampus section of the college website. Students are advised to check MyCampus regularly for updates.

Unless otherwise noted, all students must complete the online Student Financial Profile application for consideration for bursary and award funding. Information, application instructions and submission deadlines for the Student Financial Profile may be found on the MyCampus website under the DC student tab. The student is notified of the application results via MyCampus email.

For further information on scholarships, bursaries and awards, please contact studentawards@durhamcollege.ca.

NOTE: Awards, amounts and availability are subject to change at the discretion of the Student Awards office or the donor. All awards are based on information available at the time of publication.

Awards Open to Students in All Programs

Title of Award	Award Value (\$)
Albis Award	\$500
Business & Professional Women of Durham Award – <i>In Course (Application Required)</i>	\$500
Campus Living Centre Residence Award	\$250
Canadian Federation of University Women Oshawa and District Award	\$500
Carpenters Union Local 397 Award	\$800
CAW Family Auxiliary 27 Award	\$250
Durham College Access Bursary	Various amounts
Durham College Alumni Association Award	\$1200
Durham College Alumni Association Award – <i>In Course (Application Required)</i>	\$1000
Durham College Bursary	Various amounts
Durham College Endowed Award – <i>In Course</i>	\$1000
Durham College International Student Scholarship	\$1500
Durham College Scholarship – <i>In Course</i>	\$500 or \$1000
Durham Region Chairman's Award	\$1000
Durham Region Chairman's Scholarship	\$1000
Fairfax Financial Holdings Ltd. Scholarship	\$3500
Garfield Weston Award	\$2500 + up
Greenbriar Foundation Award	\$1000
Harold "Pat" Dooley Bursary	\$1300
International Student Emergency Bursary	Various amounts
June White Memorial Entrance Award	\$500
Lenovo (Canada) Inc. Access Awards	\$500
Lifelong Learning Award – <i>In Course (Application Required)</i>	\$500
Lifelong Learning Bursary	\$500
Lois and Gary Polonsky Award	\$1000
Lois Sleightholm Award	\$2000
Lois Sleightholm 21 st Century Award	\$1000
Marjorie Elizabeth Willoughby Award	\$3000
Ontario Aboriginal Bursary	Up to \$3000
Ontario First Generation Bursary	\$3000
Ontario International Educational Opportunity Scholarship	\$2500
OPG Employees' and Pensioners' Charity Trust	\$1000
Oshawa B'Nai B'Rith Lodge Scholarship	\$300
Oshawa Double B Sports Club Bursary	\$800
Purdue Pharma Award	\$800
Retired Teachers of Ontario District 28 Award	\$500
Ross Mackie Award	\$2000
UA Local 463 Award	\$400
The Central East Community Care Assess Centre Award	\$500 & \$750
Wordham Family Award	\$3000
Your Student Association Award	\$400

School of Justice & Emergency Services

A. Alan H. Strike Award – <i>In Course</i>	Legal Administration	\$500
Durham Police Appreciation Committee Award	Police Foundations	To be determined
Bert Dejeet Justice Bursary	2 nd or 3 rd year of Paralegal (2 year diploma); Law and Security Administration; legal Administration/Law Clerk or Police Foundations	4 awards of \$200 - \$250 each
Midge Day Memorial Award – <i>In Course</i>	Legal Administration	\$500
Patricia O'Connor Premier's Award	Paramedic	\$1000
Prosecutor's Association of Ontario Award	Court and Tribunal Agent/Paralegal	\$500
Robert Anderson Memorial Award – <i>In Course</i>	Police Foundations or Law and Security - for excellence in Criminal and Civil Law	\$250
Roger Pardy Memorial Award	Police Foundations	\$800
Steven Shumovich Memorial Award – <i>In Course</i>	Legal Administration	\$500
Stikeman Elliott Award	Legal Administration	\$500

Convocation Awards

Founder's Cup	\$200
Durham College Medal: Top Student – Three year Program	\$500
Durham College Medal: Top Student – Two year Program	\$500
Durham College Medal: Top Student – One year Program	\$500
Durham College Medal: Top Student – Apprenticeship Program	\$500
Governor General's Academic Medal and W. Bruce Affleck Memorial Scholarship	\$2000
President's Leadership Award	\$500

Transfer Guide

Diploma to Degree Pathways

Turn your Durham College diploma into a degree!!

If your post-secondary education plans include a diploma and a degree, you can take advantage of many degree completion programs offered through partnerships negotiated by Durham College with many universities, including UOIT, our campus partner.

A Durham College diploma can earn you credit toward a university degree. University admissions policies and partnership transfer agreements between Durham College and a number of universities facilitate university admission for Durham College graduates from specific programs by giving credit for college study. Graduates may receive credit for several courses or for a year or more toward a university degree. These opportunities are detailed, by program, on the **Durham College Transfer Guide** (http://www.durhamcollege.ca/EN/main/programs_courses/transferguide.php)

Interested students looking for further information are encouraged to consult with their program faculty or the admissions office of the receiving institution.

If you do not see your program on the chart, you may find pathway opportunities and information on collaborative programs, articulation agreements and credit transfers between Ontario universities and colleges available on the Ontario College University Transfer Guide website at www.ocutg.on.ca.

MEDIATION-ALTERNATIVE DISPUTE RESOLUTION-GRADUATE CERTIFICATE

COURSE NAME	MOD.	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. DEL. HRS	FIELD PLMT. HRS
SEMESTER 1								
FAMILY MEDIATION 1		FMED 1300			3	0	0	
PRACTICUM 1-CAMPUS MEDIATION		FWK 1307			0	0	0	30
CONFLICT IDENTIFICATION ASSESS & ANALYSIS		IDNT 1300			3	0	0	
INTRODUCTION TO MEDIATION		MEDT 1301			3	0	0	
NEGOTIATION		NEGT 1301			3	0	0	
LEGAL RELATIONSHIPS & PROCESS FOR NON-LAWYERS		RELT 1300			4	0	0	
EMPLOYMENT LAW-ADR	OPT 1	EMPL 1300			4	0	0	
TORTS AND CONTRACTS	OPT 2	LAW 1337			4	0	0	
					23	0	0	30
SEMESTER 2								
COMMUNITY MEDIATION		CMED 1301			3	0	0	
FAMILY MEDIATION II		FMED 2300	FMED 1300		3	0	0	
PRACTICUM II – ADR		FWK 2311			0	0	0	60
COURT, TRIB., CRIMINAL-RELATED JUSTICE MEDIATIONS		JMED 1301			3	0	0	
DISPUTE RESOLUTION IN THE WORKPLACE ENVIRONMENT		MEDB 2301			3	0	0	
PRACTICE OF MEDIATION		MEDT 2301			3	0	0	
RESIDENTIAL LANDLORD & TENANT LAW	OPT 1	CIVL 1303			1	2	0	
SMALL CLAIMS COURT I	OPT 2	CIVL 1301			2	1	0	
					18	3	0	60

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.

This program is a combination of in-class and on-line delivery methods.

Course Descriptions

COMMUNITY MEDIATION CMED 1301

Mediators are often called upon to assist with resolving conflict in a community setting. Learners will study the design and function in community disputes both nationally and internationally. Areas of discussion will include disputes that may arise in neighbourhoods, cities and other specific communities such as the Canadian Military.

CONFLICT IDENTIFICATION, ASSESSMENT & ANALYSIS IDNT 1300

Learners will explore the nature, sources and responses to conflict by examining factors such as diversity, culture, gender, and power. Interview skills will be introduced which will assist learners in analyzing and assessing types of conflicts and ultimately reviewing appropriate interventions.

COURT, TRIBUNAL, CRIMINAL RELATED JUSTICE MEDIATIONS JMED 1301

Learners will be exposed to broad legal areas that often give rise to mediation/alternative dispute resolution. Effective mediators have a good understanding of the process of the justice system. Accordingly, learners will review court structure, court process, tribunal process, mandatory mediation requirements, and the basic differences of Retributive and Restorative processes. In addition, coverage of the principles and process of restorative justice, victim/offender theory will be offered.

DISPUTE RESOLUTION IN THE WORKPLACE ENVIRONMENT MEDB 2301

The workplace is a prime arena for conflicts and disputes that, if not effectively managed, can undermine productivity, create toxic workplace environments and put employers and employees at risk of non-compliance with legislated requirements and HR policies and procedures. Students will review various conflict management options available to workplaces to prevent, mitigate and resolve workplace conflicts and disputes, as well as ensure full compliance with regulatory requirements. Students will be able to analyze current conflict management systems and make informed recommendations for improvements based on a rich menu of options.

EMPLOYMENT LAW-ADR EMPL 1300

In this course, students will learn about the multi-faceted areas of law which impact on an employment relationship. Emphasis will be placed on the specific areas of law in which paralegals have historically practiced. The course is divided into three parts to correspond to the three regimes governing employment relationships. The first part covers the application of contract law to individual contracts of employment. The second part deals with the modification of contract by way of statutory rules governing the employment relationship in the areas of health and safety, employment standards, human rights, workplace injury compensation and privacy. The final part deals with the replacement of an individual

contract of employment by a collective agreement in a unionized workplace.

FAMILY MEDIATION I FMED 1300

Learners will be exposed to the study of family dynamics and its relationship to family breakdown. The psychology of separation and divorce is explored in conjunction with understanding the issues and needs of both children and adults. Learners will be introduced to the family mediation process and the application of ADR strategies within the family system. Learners will study the family law system in Ontario as it relates to custody, access and the development of parenting plans.

FAMILY MEDIATION II FMED 2300

The course builds on the foundational material from Family Mediation I. Learners will study family law court process in Ontario. The area of family mediation is unique; therefore specific areas of family mediation will be covered including the mediation of property, custody and access, support issues, parenting plans, domestic contracts, parent/child, adults, elder issues and marital mediation. Learners will be provided the opportunity to learn about various screening techniques in the area of domestic violence and abuse.

INTRODUCTION TO MEDIATION AND ETHICS MEDT 1301

This is a foundational course where learners will be introduced to the process of interest-based mediation. Learners will begin to practice

mediation skills and process in the classroom through extensive role-plays, de-briefs, and reflective journaling. Learners will also be exposed to the basic ethical principles relating to the field of mediation.

LEGAL RELATIONSHIPS & PROCESS FOR NON-LAWYERS RELT 1300

Negotiation, mediation and other methods of alternative dispute resolution often occur in a legal setting. An understanding of the role of various players involved in legal matters will assist in conflict resolution. Learners will be provided with a foundation in the unique relationships that form in a legal environment. Legal process and relationships in the areas of torts, contracts, wills and estates, civil litigation, family law, and tribunals will be introduced. Learners will also explore court structure in Ontario to gain a basic understanding of the justice system in Ontario.

NEGOTIATION NEGT 1301

Individuals negotiate on a constant basis: at home, in the workplace, and in the community. Learners will review negotiation theory including the important principles of positional bargaining versus interest-based negotiation. In order to prepare for negotiation, learners will have an opportunity to reflect upon their own conflict resolution styles. Learners will gain an overview of types of issues that are suitable for negotiation and review necessary skills and processes involved in negotiation.

PRACTICE OF MEDIATION MEDT 2301

This course is designed to provide the learner with the business aspects of operating a successful mediation practice. Topics include such items as: business plan development, business presentations, market research and marketing, social media and professional growth. Additionally, learners will understand professional ethics, fee structure, insurance, document generation and storage. Introduction to the various professional organizations involved with the practice of mediation/alternative dispute resolution will be included in this course.

PRACTICUM I – CAMPUS MEDIATION FWK 1307

Students will participate in the full operation of the Campus Conflict Resolution Services. Operational activities include marketing, record keeping, outreach presentations, pre-mediation, mediation, and other activities as requested by the campus community. Students will have the opportunity to reflect upon their CCRS experience through a reflection paper.

PRACTICUM II-ADR FWK 2311

Students will continue to gain knowledge in the area of conflict resolution by continued participation in the operations of the on-campus Campus Conflict Resolution Services. Students will also benefit from various guest lecturers during the semester. Students will continue to reflect upon their experiences through a final reflection paper.

RESIDENTIAL LANDLORD & TENANT LAW CIVL 1303

This course examines the Residential Tenancies Act and regulations in detail with respect to the rights and responsibilities of both landlords and tenants. Students will gain a working knowledge of the applicable Landlord and Tenant Board forms for a variety of legal issues arising in the context of residential rental housing, including fault grounds and non-fault grounds for termination. Students will also gain a thorough understanding of service requirements, time limits, rent control, process, procedure and evidence before the Landlord and Tenant Board as well as the types of relief the Board can grant.

SMALL CLAIMS COURT I CIVL 1301

Students learn about the role of the small claims court in administering justice in Ontario. This course provides students with an understanding of the standard procedures in the Superior Court of Justice, with particular reference to the history, rules, practice and procedures governing actions brought to small claims court. Students work primarily with the Rules of the Small Claims Court.

TORTS AND CONTRACTS LAW 1337

This course introduces students to various aspects of civil law in Canada and Ontario, with emphasis on its application in business. Students get an overview of tort law, and examine contract law and its application in greater depth.