

Court Support Services 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.

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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

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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
- Link to 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 program is designed to provide graduates with the specialized knowledge and skill required to work in various court support staff capacities for the Ontario Courts, agencies, boards and tribunals, as well as providing specialized evidence recording and transcription services to a variety of organizations in addition to the Courts, such as corporate boards, law firms and official examiner offices. The intent of the program is to produce graduates who will meet the high standards of the Ontario Courts and a variety of other professional organizations.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. Examine and compare diverse court support functions within court, tribunal and hearing settings.
2. Work professionally with a wide range of senior professionals, executives, media, judiciary, police and other court officers and officials.
3. Participate in the daily activities of real court proceedings as a member of a court support team.
4. Research, utilize, and compare varieties of specialized technology applications employed by courts and tribunals.
5. Take the verbatim court recording of evidence in a variety of court proceedings and produce transcripts of evidence using either analogue or digital technology in the Superior Court of Justice, the Ontario Court of Justice, and in Agencies, Boards and Commissions.
6. Examine, compare, and produce various forms used in court support proceedings.
7. Maintain and manage critical details of court minute books, exhibit lists and evidence logs and ensure their secure storage during and after courts.
8. Select and administer appropriate oaths to a wide variety of religious faiths.

Employment Opportunities

Graduates from the program have found employment in a number of professional and legal environments, including provincially and municipally operated courts, official examiner offices, family responsibility offices, private court reporting agencies, and law offices.

Future Studies

Durham College – School of Justice

- 911 Emergency & Call Centre Communications
- Paralegal
- Legal Administration/Law Clerk
- Legal Studies – UOIT
- Mediation Graduate Certificate
- Victimology Graduate Certificate
- Protection, Security & Investigation
- Office Administration – Legal Option

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.

"I have spent three years in a College program before and earned a Diploma in Hospitality and tourism and thought that was the end of school for me. In September 2009 I enrolled in Durham College Court Support Services program and gained more in one year than I did in three years. This has been the best experience I've had in both my educational and work experience. This program has given me the tools and knowledge and work experience I needed for my future career in the justice system. The teachers were very eager to share their knowledge with us they wanted to be there in that classroom and I appreciate that."

Suzette Edwards 2009 grad

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:

GNED 1100 – Personal Understanding

GNED 1200 – Arts and Society

GNED 1300 – Civic Life

GNED 1400 – Social and Cultural Understanding

GNED 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 in this course. Given the importance of attendance, in-process marks may be allocated on the specific course outlined reflected in the evaluation criteria.

Tests/Assignments

Each individual professor will provide details within their course outline regarding tests and assignments. The course outline will reflect the procedure used for the process of completing assignments and tests in accordance with this guide.

Assignments

Assignments are to be submitted on the due date, at the beginning of the class unless otherwise directed by the course professor. Late assignments will be penalized at a percentage indicated on the assignment and/or course outline for each school day late and only accepted within two (2) days of the assignment being due, then the student will

receive an automatic zero. Late penalties apply to all assignments, whether the assignment is to be submitted in hard copy in class or electronically to your professor. Students who are absent on the day an assignment is due must contact their professor on the due date and may be dealt with in accordance with the late policy as noted above unless medical or other appropriate documentation for a legitimate absence is produced to the professor. The assignment will only be accepted at the discretion of the course professor and may still be subject to late penalties. Students who cannot attend school on a due date to hand in assignments are responsible for submitting the assignment *with the permission of the professor* in an electronic format or having someone hand it in for you by the due date in class.

The weighting for an assignment missed for legitimate reasons may be added to another assignment at the professor's discretion. Please refer to your specific course outline for applicable details.

All assignment marks will stand. There will no make-ups for an assignment evaluation that has already been graded and submitted in grade book.

Tests

Students who are absent from a scheduled test must contact the professor on the day of the test advising the professor of a legitimate reason for the absence. Situations will be reviewed on an individual basis. Tests will not be allowed to be written after the test date without medical or appropriate documentation provided to the professor for review.

If a student knows that he/she will be away or not available on the test date, he/she is to make appropriate arrangements with the course professor PRIOR to the test date. With prior notice of the student's individual circumstances, the course professor has the discretion to allow a student to write the test on another scheduled school day.

The weighting for a test missed for legitimate reasons may be added to another test/exam at the professor's discretion. Please refer to your specific course outline for applicable details.

Students will not be allowed to write a test if they are more than 30 minutes late entering the classroom. If students arrive after the normal start time of 10 minutes after the hour, they are to enter the classroom with minimal disruption or they may be asked to leave.

There will be no food allowed in the classroom during tests. Students will be asked to put the food away or remove it if they are seen consuming any food while writing a test.

During a test, all backpacks, purses, books, cell phones, electronic devices and papers will be put away and stored underneath the desk while the student is writing the test.

All test marks will stand. There will be no re-writes or make-up tests for a test evaluation that has already been graded and submitted in grade book.

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. Students will not be allowed to write a test if they are more than 30 minutes late entering a classroom.

General/Other

Unclaimed tests or Assignments

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

Refreshments

Snack foods may be consumed in class. There will be no food allowed or consumed during tests. Beverages are acceptable, but students must ensure they are properly disposed of.

PROGRAM POLICIES – COMPUTER BASED COURSES

- **Print Balance.** It is the student's responsibility to ensure that his/her print balance is sufficient to cover the printing of all assignments and/or tests etc. Be advised that the student's inability to print assignments, tests and/or quizzes during lab class is not a legitimate excuse for failing to hand in an assignment, test or quiz and will result in a penalty for lateness or a mark of zero in accordance with the course policy.
- **Portfolio/Precedent binder.** Students may be required, in their particular course, to prepare either a portfolio or precedent binder for submission in some subjects or for field placement purposes using work completed in other subjects. If required, it is expected that the student place the appropriate documentation in his or her portfolio/precedent binder. The instructor of the subject requiring a portfolio/precedent will advise the students of the minimum required documentation from various subjects to be placed in his or her portfolio/precedent binder.
- **Equipment Failure.** Every effort will be made to ensure that computers, printers and software function without any problems. Computer equipment does malfunction, so flexibility is required when working with technology.
- **Learning Environment.** The environment will be business-like and task-oriented with emphasis on:
 - Creating error-free documents before hard-copy printing
 - Building continuous improvement in individual productivity levels
 - Working well with others in problem-solving, decision-making, and completing team projects
 - Managing to meet deadlines with time built in for unexpected challenges
 - Maintaining a congenial, positive attitude toward work/class/office responsibilities and relationships.
 - Professional attitude and demeanour is expected at all times.
- **Computer usage during lab times:** There is absolutely no personal use of computers allowed in class during lab times. This includes instant messaging, checking personal e-mail, surfing, shopping, etc. The computers are there for the completion of assignments, exercises, and labs. Students who choose to utilize the computers for activities other than those prescribed in the course outline will be required to leave. If a student completes their assigned work before class time expires, they will be permitted to use the computer for personal use if the computer is available.
- **Sharing/lending work:** Do not lend your storage device or hard copy of assignments to other students. Consulting with a classmate during regular class activities (not during a test) is equivalent to consulting with a colleague in the workplace and is quite appropriate. Be sure you are clear on the difference between 'consulting' and 'copying' or 'sharing' work.

“I would like to take this opportunity to commend and thank you for providing such a great course. The staff are all experts in their craft and provided us with up to date invaluable information. I feel my experience with the Court Support Services program has equipped me to establish a position within the courts or in the private sector. I thoroughly enjoyed my experience at Durham College and would recommend the college and the program to others.” 2010 Graduate

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.

“Overall, the course was a great one year program. It is great to have a course that is short and interesting for people who have a family or who are older. They can get a great education and be ready for a good paying job in a short amount of time. I really enjoyed my time at Durham College, and am now moving on with more confidence to a better future.”

Lee-Anne Mace 2008 Graduate

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>).

Field Observation

Each week students will attend either a clinic or a field observation to provide the foundation for the material that will be taught throughout the program. This course stresses appropriate courtroom dress and decorum so students are well prepared for their respective venues.

In the first semester, students will also attend field trips composed of court proceedings, court administrative offices, private court reporting firms visits, and court related agencies where provided by the employer, to compare the theoretical knowledge and skills they are learning in the program.

In the second semester, students will have the opportunity to work one-on-one with a staff member in a discipline of their choice for the purpose of observation and learning.

This course has a strong practical component, and the ongoing field observation component is essential for success in the program. Assistance and direction will be provided to students to ensure that field observations are appropriate to the curriculum and address the needs of the program.

Guest speakers in the field will complement this course.

Because of the uniqueness of court business, a solid foundation of information about court decorum as well as the courtroom and working environments is important to students to ensure that, when they move into their field observation situations, they are well prepared. This foundation also provides students with significant information about legal terminology, participants, documents, procedures, and court structure which will ensure that they understand the language of the court and relationship between the various courses being taught in the program and the practical experience

“Placement was a valuable learning experience and all of us treasured every minute of time that we were able to spend with the staff. The staff, like our professors here at Durham College, had a similar goal and that was to assist us to succeed in our chosen field. I want to thank Durham College and those responsible for allowing us to participate in the placement program.”

Lloyd Passey 2011 Graduate

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.

“The Court Support Services program at Durham College has given me the confidence to re-enter the workforce in a very exciting discipline learning the 3 different facets of the supporting roles in the courtroom has been a very enlightening experience. It has directed me in my new career path and I am very grateful for the tremendous support of both the college and the staff in helping me reach my career choice. If you are interested in working in a courtroom, this is the program for you. If you are mature, willing to work hard and a good listener, you can’t do anything but succeed!”

Marty Campbell 2008 Graduate

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:

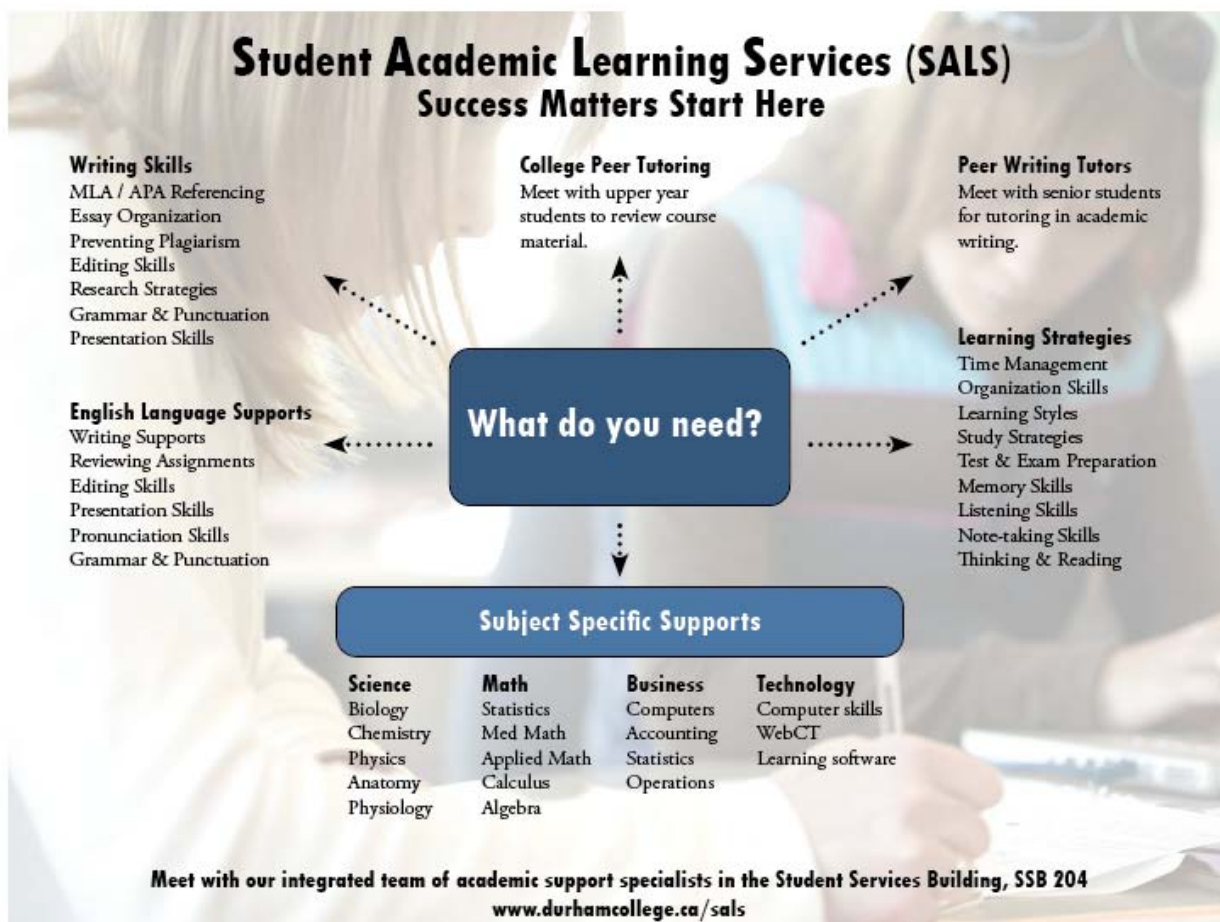
ccrs@durhamcollege.ca

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.

COURT SUPPORT SERVICES

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. DEL. HRS	FIELD PLMT. HRS
SEMESTER 1							
COURT CLERK CRIMINAL-OCJ	CCCO 1301			4	0	0	
INTERPERSONAL & GROUP DYNAMICS-CTSS	COMM 2327			3	0	0	
INTRO TO COMPUTERS/COURT TECH	COMP 1371			0	3	0	
COURT CLERK - FAMILY I	FAMY 1300			3	0	0	
FIELD OBSERVATION I	FWK 1304			0	0	0	70
CANADIAN LAW-CTSS	LAW 1320			3	0	0	
COURT MONITOR I	MNTR 1300			0	3	0	
				13	6	0	70
SEMESTER 2							
COURT REGISTRAR-SCJ-CIVIL/CRIMINAL	CCCL 2300			3	0	0	
YOUTH COURT CLERK - OCJ	CCCR 2300	CCCO 1301		2	0	0	
COMMUNICATIONS - CTSS	CTSS 1370			3	0	0	
ETHICS & PROFESSIONAL CONDUCT - CTSS	ETHC 2300			3	0	0	
COURT CLERK - FAMILY II	FAMY 2300	FAMY 1300		3	0	0	
FIELD OBSERVATION II	FWK 2308	SPEC 0000		0	0	0	70
CLERK/POA	MNTR 2300			3	0	0	
COURT MONITOR II	MNTR 2301	MNTR 1300		0	3	0	
				17	3	0	70

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.

COURT SUPPORT SERVICES – JANUARY START

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. DEL. HRS	FIELD PLMT. HRS
SEMESTER 1							
COURT CLERK CRIMINAL-OCJ	CCCO 1301			4	0	0	
INTERPERSONAL & GROUP DYNAMICS-CTSS	COMM 2327			3	0	0	
INTRO TO COMPUTERS/COURT TECH	COMP 1371			0	3	0	
COURT CLERK - FAMILY I	FAMY 1300			3	0	0	
FIELD OBSERVATION I	FWK 1300			0	0	0	70
CANADIAN LAW-CTSS	LAW 1320			3	0	0	
COURT MONITOR I	MNTR 1300			0	3	0	
				13	6	0	70
SEMESTER 2							
COURT REGISTRAR-SCJ-CIVIL/CRIMINAL	CCCL 2300			3	0	0	
YOUTH COURT CLERK - OCJ	CCCR 2300	CCCO 1301		2	0	0	
COMMUNICATIONS - CTSS	COMM 1370			3	0	0	
ETHICS & PROFESSIONAL CONDUCT - CTSS	ETHC 2300			3	0	0	
COURT CLERK - FAMILY II	FAMY 2300	FAMY 1300		3	0	0	
FIELD OBSERVATION II	FWK 2308	SPEC 0000		0	0	0	70
CLERK/POA	MNTR 2300			3	0	0	
COURT MONITOR II	MNTR 2301	MNTR 1300		0	3	0	
				17	3	0	70

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.

Course Descriptions

CANADIAN LAW-CTSS LAW 1320

This course is designed to introduce students to the law in Canada. A brief history of the development of Canada's legal system, court structure and an overview of the sources and divisions of law set the stage for an examination of the Constitution and the Canadian Charter of Rights and Freedoms. A thorough examination of the courts and the roles of those in the courts give students insight into the operation of the legal system. Students are introduced to tort law, family law, estates, real estate and administrative law. This course is meant to give students a general understanding of how laws are defined, created, implemented, and interpreted to give them a strong foundation to build upon in their core legal courses.

CLERK/POA MNTR 2300

The Clerk/POA role is most common to the Provincial Offences Courts operated by the Municipalities. Students will learn the roles and responsibilities of both positions, as the simpler procedures, predominance of shorter cases, and large court lists make the dual function more practical. Responsibilities will include taking the court record, and court duties in specific types of courts, such as first appearance courts, and provincial offences courts. Transcript preparation will be covered in the Court/Monitor class.

COMMUNICATIONS-CTSS CTSS 1370

Students examine and apply the principles of good communication through a

variety of writing and speaking exercises. Strong emphasis is placed on using proper grammar and proofreading skills, helping the students in both personal and professional pursuits. Students acquire an understanding of, and appreciation for the role of communication in their lives.

COURT CLERK – FAMILY I FAMY 1300

This course enables students to study the role of a courtroom clerk/registrar for family law cases in the Ontario Court of Justice, Superior Court of Justice and Family Court. Students will learn courtroom decorum, conduct, and pre-, post- and in-court responsibilities in accordance with ministry-approved procedures, practices and guidelines. Students will learn the principles of case management, child protection timetables and their relationship to the court's case tracking technology. Students will study the Family Law Appearance Court (Rule 39 and 40).

COURT CLERK – FAMILY II FAMY 2300

This course is a continuation in the study of a courtroom clerk/registrar for family law cases in the Ontario Court of Justice, Superior Court of Justice and Family Court. Topics continuing to be covered include courtroom decorum, conduct, and pre-, post- and in-court responsibilities in accordance with ministry-approved procedures, practices and guidelines. Students will learn the principles of case management, child protection timetables and their relationship to the court's case tracking technology. Students will study

the Family Law Appearance Court (Rule 39 and 40).

COURT CLERK CRIMINAL – OCJ CCCO 1301

Court clerks are an extension of the Bench assisting the presiding judiciary in a criminal bail, plea and trial court. Court clerks process all documents and ensure the smooth progression of the courtroom proceedings on a daily basis. This course enables students to study the role of an Ontario Court clerk in a courtroom setting. Students will learn courtroom decorum, principles and procedures using ministry-approved guidelines, and will acquire skills to operate a courtroom as a clerk using governing regulations and demonstrating the importance of confidentiality and sensitivity in a court environment.

COURT MONITOR I MNTR 1300 and COURT MONITOR II MNTR 2301

This course will enable the student to study the role of a court monitor in a courtroom setting. Students will learn courtroom decorum, principles and procedures, logging using Ministry approved guidelines. Students will study transcript preparation using Ministry approved guidelines and governing regulations, demonstrating the importance of confidentiality and sensitivity required in a court environment. Court monitors typically operate audio recording systems, and instruction will be provided in current and applicable technology.

**COURT REGISTRAR-SCJ-
CIVIL/CRIMINAL
CCCL 2300**

This course enables students to study the role of a courtroom clerk/registrar for civil and small claims and criminal court cases in the Superior Court of Justice. Participants will learn courtroom decorum, conduct, and pre-, post- and in-court responsibilities in accordance with Ministry-approved procedures, practices and guidelines. Students will learn how to administer the various court proclamations and oaths required in court proceedings. Exhibit marking, handling and control, as well as obtaining an understanding of the jury selection process as it relates to civil and criminal proceedings are also part of this course.

**ETHICS & PROFESSIONAL
CONDUCT-CTSS
ETHC 2300**

This course focuses on ethical issues faced by individuals as citizens and professionals. It helps students clarify a value system and establish a framework for ethical decision making and conduct. It is essential in a legal environment to understand and meet legal, ethical and professional conduct obligations.

**FIELD OBSERVATION I
FWK 1304**

Court Support Services students will observe a courtroom proceeding, private court reporting agency or court related workplace one day per week to apply the theoretical knowledge and skills they are learning in the program. Prior to court environment.

attending the first field placement, students will be provided with several clinics stressing appropriate courtroom dress and decorum, so they are well prepared for their respective venues. The students will learn about the role of a Court Services Officer and the duties associated with this position. This course has a strong practical component, and the ongoing field observation component is essential to success in the program. Assistance and direction will be provided to students to ensure that field observations are appropriate to the curriculum and address the needs of the program.

**FIELD OBSERVATION II
FWK 2308**

This field observation component builds on the experience that the student has acquired in the 1st semester. The Court Support Services students will shadow a staff member one day per week in settings where the skills they are learning can be applied. The continuation of the application of theoretical knowledge and skills will continue, as students gain the necessary experience to prepare themselves for integration into the work force.

**INTERPERSONAL AND
GROUP DYNAMICS-CTSS
COMM 2327**

Students apply theory of interpersonal and group dynamics to completing a project working as part of a team. The dynamics of their team will be observed, analyzed, discussed and

evaluated. Emphasis is placed on effective communication skills.

**INTRODUCTION TO
COMPUTERS/COURT
TECHNOLOGIES
COMP 1371**

This course enables the student to use the computer as a tool for writing, research and file management. It includes the use of the Windows environment, preparation of documents using Word 2010 software, the use of the Internet using Microsoft Explorer 6 for internet research and communication via electronic mail, and preparation of effective PowerPoint presentations. In addition, students will learn about various court technologies.

**YOUTH COURT CLERK- OCJ
CCCR 2300**

Court clerks are an extension of the Bench assisting the presiding judiciary in a youth justice court. This course enables students to study the role of a youth justice clerk in a courtroom setting. Students will continue to study courtroom decorum, principles and procedures using ministry-approved guidelines, and will acquire skills to operate in a courtroom as a clerk using governing regulations and demonstrating the importance of confidentiality and sensitivity in a courtroom as a clerk using governing regulations and demonstrating the importance of confidentiality and sensitivity in a court environment.