



## Justice Institute of British Columbia COURSE OUTLINE

**Course Code:** JPSCPP119  
**Course Title:** Employment Strategies and Career Development  
**Prerequisite Courses:** Acceptance into program

**Sponsoring Division:** Centre for Aboriginal Programs and Services

**Previous Course Code & Title:** none

**Course Effective Date:**

<b># of Credits:</b>	1.5
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### Course Description:

This course focuses on gaining employment into the justice and public safety services fields. Learners will receive an overview of protocols, networking, organizational structures and application procedures, including mock interviews. Through goal setting learners will research, apply and follow the steps toward obtaining and advancing their career. The practical component of this course will include job shadowing and will prepare the learners for their career placements.

### Course Goal(s):

The goal of this course is to provide learners the skills and knowledge required to successfully complete the application process for the justice and public safety services fields.

### Course Learning Objectives:

Upon successful completion of this course, the participant will be able to:

- Research and identify the components required for the application process
- Set personal goals for completing program requirements and applications
- Explain and practice professional protocols
- Discuss the concept of networking and its importance
- Identify the organizational structures for their desired profession
- Observe and assess professionals in working situations
- Demonstrate an understanding of professional strategies

### Course Topics/Content:

1. Professionalism
2. Applications
  - Required Qualifications
  - Preferred Qualifications
  - Process and Deadlines
3. Personal Presentation
  - Verbal and Non Verbal Behaviours
  - Networking
  - Protocols
  - Organizational Structures
4. Interviews
  - Preparation
  - Mock Interviews
  - Follow-ups



5. Job Shadowing

**Text and Resource Materials:** Use APA style; specify chapters where applicable. ([APA Style Guidelines](#))

**Required:**

Powell, C.R. (2004) *Career Planning Strategies: Hire Me!* Indiana University-Bloomington: Kendall/Hunt

**Recommended:**

Jessop, D., Rathod, K., & Cooper, A. (2006) *Police Prep: Comprehensive guide to Canadian police officer exams.* Dekalam Hire Learning Inc.

**Course Level:**

✓	First Year		Second Year		Third Year		Fourth Year
	Other (describe):						

**Equivalent Course(s) within the JIBC:**



**Class Delivery Methods:**

Some courses are delivered using a range of methods within one class (course section) or alternative methods in different classes. Please outline the most common delivery options used for this course. The total class hours should be the same for each option.

<b>Delivery Methods</b>	<b>Class Option A (Hours)</b>	<b>Class Option B (Hours)</b>	<b>Class Option C (Hours)</b>	<b>Class Option D (Hours)</b>
Classroom/Lecture/Discussion	26			
Simulation/Lab				
Practicum/Fieldwork (Job Shadowing)	16			
Online				
Correspondence				
<b>Total Class Hours</b>	42			

**Comments on Delivery Methods:**

**Related Program(s):** (where applicable)

**Credit Transfer exists at:** (List Institutions with official transfer agreements and name equivalent courses)



**Course Grading System:**

Check the system that applies to this course:

<input type="checkbox"/>	Letter Grades	<input checked="" type="checkbox"/>	Percentage	<input type="checkbox"/>	Pass/Fail	<input type="checkbox"/>	Credit/No Credit
<input type="checkbox"/>	Complete/Incomplete	<input type="checkbox"/>	Attendance Only	<input type="checkbox"/>	Not Applicable		

<b>Passing Grade:</b>	60
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JIBC Standard Grading Scale for Letter, Grade Point and % Grades:

Letter Grade	Grade Points	% Range	Letter Grade	Grade Points	% Range
A+	4.33	90-100	C+	2.33	64-67
A	4.00	85-89	C	2.00	60-63
A-	3.67	80-84			
B+	3.33	76-79	C-	1.67	56-59
B	3.00	72-75	D	1.00	50-55
B-	2.67	68-71	F	0.00	0-49

**Evaluation Activities and Weighing:** (complete the %'s which apply – total must equal 100%)

Final Exam	15%	Assignments	20%	Project	25%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	20%	Other	%
Quizzes/Test	%	Simulations	%	Job Shadowing	20%	TOTAL	100%

**Comments on Evaluation:**

**Other Course Guidelines, Procedures and Comments:**

In order to successfully complete the *Justice and Public Safety Career Preparation Program for Aboriginal Learners*, students will be required to complete a career placement. Learners will be provided the Career Placement Manual at the beginning of the *Employment Strategies and Professional Protocols* course and the instructor will initiate the career placement process in order to have the learners placed at the end of the semester.

**View the Justice Institute of BC Policies listed below at:**

[JIBC | About JIBC | Policies](#)

Access Policy  
Harassment Policy  
Prior Learning Assessment Policy  
Student Code of Conduct

Academic Appeals Policy  
Intellectual Property Rights Policy  
Research on Human Subjects: Ethics  
Student Records