

# Victim Advocacy Certificate Course

## Online Format Syllabus

*In honor of those who have fallen victim to crime.  
In memory of those whose lives have ended too soon.  
Dedicated to those who work to make the world a better place.*

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This intensive online program is designed to train and qualify students to provide assistance to crime victims. The course provides an overview of criminal procedure and discusses the devastating effects crime can have on its victims.

**EXPECTATIONS:** This is an accelerated course. You will be expected to spend an average of at least 8 hours per week reading and completing writing assignments. Please note that, barring extenuating circumstances, extensions will not be granted for this online course. This course is the equivalent of at least 50 course contact hours. 70% is the minimum passing score on all tests and assignments for this course.

**WEEKLY TOPICS: Week One:** Introduction Victim Advocacy and Legislation regarding Victim Rights

**Week Two:** Introduction to the Legal Process and Effects of Victimization on the Victim

**Week Three:** Victim Advocate Skills and "ISMs" (a look at bias in victim advocacy)

**Week Four:** Assault, Battery, and Robbery and Homicide & Suicide

**Weeks Five:** Domestic Violence

**Week Six:** Sexual Assault/Rape and Child Abuse

**Week Seven:** Job Hunting Techniques

**ASSIGNMENTS:** For each weekly topic you will submit a 50-point short answer/essay assignment covering the topics in your weekly reading. These assignments are due by 5:00 p.m. each Monday, and are submitted using the Private Mail tool.

**TESTS:** You will complete two exams. Each is worth 100 points. The first exam is due by 5:00 p.m. on the Monday of the fourth week of class; the last exam is due by 5:00 p.m. on the last Monday of class. You will submit your exams using the Private Mail tool.

**BULLETIN BOARD ASSIGNMENTS:** You will also post your responses to six class participation assignments. These assignments will be submitted using the Bulletin Board tool and make up your class participation grade. All weekly objectives, assignments, and tests can be found in the Lesson Material tool. Additional resources are available by accessing the URL Library tool.

### GRADING

Your grade will be based on your completion of six Private Mail assignments, two tests, and class participation. The tests and Private Mail assignments are submitted using the Private Mail tool. You will have the opportunity to engage in "class participation" by using the Bulletin Board tool to respond to the bulletin board assignments throughout the course. Also, participating in the bulletin

board assignments will enhance your understanding of the reading material.

Your final grade will be figured as follows:

- The six assignments are worth 50 points each and comprise 40% of your grade.
- The two exams are worth 100 points and comprise 40% of your grade.
- Your participation in class participation assignments comprises 20% of your grade.

#### **WITHDRAWAL POLICY**

Students may drop the course with a full tuition refund if written notice is sent to The Center for Legal Studies by email [info@legalstudies.com](mailto:info@legalstudies.com) by the Wednesday before class begins. Students may drop the course with a 50% tuition refund if written notice is sent to The Center for Legal Studies by email [info@legalstudies.com](mailto:info@legalstudies.com) anytime from the Thursday before the course begins until the first Thursday of class. After the first Thursday of class no refunds will be issued.

#### **ACKNOWLEDGMENT**

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