

# Carleton University

## Practicum in Criminology and Criminal Justice Seminar Course Outline 2012-2013

**Course:** CRCJ 3901 and 3902

**Instructor:** Danette Nearing-Guibord

**Office:** C565 Loeb Building

**Phone:** (613) 520-2600 Ext.3939

**E-mail:** [danette\\_nearing-guibord@carleton.ca](mailto:danette_nearing-guibord@carleton.ca)

**Office Hours:** Fall Term: Tuesday & Thursday 1:30 – 3:30 p.m.

Winter Term: Wednesday & Thursday 1:30 – 3:30 p.m.

Or by appointment

**TA:** Allison Medjuck

**E-mail:** [amedjuck@connect.carleton.ca](mailto:amedjuck@connect.carleton.ca)

**Class Location:** Room 282 Unicentre

**Day:** Tuesday

**Time:** 8:30-11:25 a.m. as per Seminar Group Schedule

### Course Objective

To offer a forum to students that facilitates and compliments the field placement. Students will be challenged to think analytically about their field placement experience, the career world and the justice system. Discussion will also invite students to think about their own assumptions and expectations, and how these may have been challenged, changed or met through their placement. Guest speakers will present a variety of perspectives on their various roles in the justice system. Dialogue on current issues and term work analyzing the placement experience will encourage students to examine challenges in the justice system.

## **Academic Accommodation**

*You may need special arrangements to meet your academic obligations during the term because of disability, pregnancy or religious obligations. Please review the course outline promptly and write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist.*

*Students with disabilities requiring academic accommodations in this course must register with the Paul Menton Centre for Students with Disabilities (PMC) for a formal evaluation of disability-related needs. Documented disabilities could include but are not limited to mobility/physical impairments, specific Learning Disabilities (LD), psychiatric/psychological disabilities, sensory disabilities, Attention Deficit Hyperactivity Disorder (ADHD), and chronic medical conditions. If you have a disability requiring academic accommodations in this course, please contact the PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. Registered PMC students are required to contact your PMC coordinator to ensure that I receive your **Letter of Accommodation**, no later than two weeks before the first assignment is due. Please consult the PMC website for more details at <http://www2.carleton.ca/pmc/new-and-current-students/dates-and-deadlines/>.*

*You can visit the Equity Services website to view the policies and to obtain more detailed information on academic accommodation at <http://www2.carleton.ca/equity/>*

## **Class Structure**

Students completing the placement have been divided into 2 groups, A and B. Students will meet on alternate Tuesday mornings from 8:30 -11:25 according to their group assignment. The Orientation seminar, two seminars during fall term, and two during winter term will run for **all students: these are highlighted in bold. Please refer to the schedule for the dates of your classes for both the Fall and Winter terms. Course Outline is also available on WebCT.**

Lecture material, guest speakers and class discussion will focus on the topic as indicated. Any specific assignments and due dates are noted in the course outline.

## **Seminar Class Schedule:**

### **Fall Term**

**CLASS 1: *ORIENTATION SEMINAR*** (Room 282 Unicentre)

Sept 11      **All to attend**

Welcome and introductions, overview of program, expectations. Distribution of hard copy of Student Handbook, course outline, evaluation procedures, term assignments, discussion of Agency-Student Contract, and various placement forms.

**CLASS 2: *ETHICS/HANDLING CONFLICTS ON PLACEMENT***

Sept 18      Seminar A

Sept 25      Seminar B

\*\*See handout on assignments to prepare for discussion in this class.

### **Agency-student contract & Insurance form due on or before: October 2, 2012**

Students should ensure that their supervisor retains a copy of the Agency-Student Contract and should keep a copy for themselves as they may require revision in the Winter Term. The Coordinator will review all Contracts. An agency visit will be made by the Placement Coordinator to your placement agency during the course of the year to discuss your progress.

**Fall Term Assignment #1 due on or before Tuesday, October 16, 2012**

**CLASS 3: *VICTIMS OF CRIME***

Oct 2      Seminar A

Oct 9      Seminar B

**CLASS 4: *RESUME WRITING***

Oct 16      **All to Attend**

\*\*\*\*Note: There will be no class October 23

**CLASS 5: YOUTH DIVERSION**

Oct 30 Seminar A  
Nov 27 Seminar B

**CLASS 6: CRIME PREVENTION/COMMUNITY DEVELOPMENT**

Nov 6 Seminar A  
Nov 13 Seminar B

**CLASS 7: DRUGS AND CRIME:  
CURRENT TRENDS AND ISSUES IN THE CITY OF OTTAWA**

Nov 20 All to attend

**Fall Term Assignment #2 due on or before Tuesday, November 27, 2012**

**Work records & placement evaluations due: Monday, December 3, 2012**

**WINTER TERM**

**INDIVIDUAL PLACEMENT REVIEWS**

Jan 8 No class

Note: Students will be given individual interview times between Jan 7 & Jan 18, 2013.

**CLASS 8: POLICING**

Jan 15 Seminar A  
Jan 22 Seminar B

**Winter Term Assignment #1 due on or before Tuesday, January 29, 2013**

**CLASS 9: CAREER PLANNING**

Jan 29 All to Attend

**CLASS 10: MENTAL HEALTH ISSUES**

Feb 5 Seminar A

Feb 12 Seminar B

**STUDY BREAK: FEBRUARY 18-22**

**CLASS 11: INSTITUTIONAL ISSUES**

Feb 26 Seminar A

March 5 Seminar B

**Winter Term Assignment #2 due on or before Tuesday, March 12, 2013**

\*\*\*\*Note: There will be no class March 12

**CLASS 12: STUDENTS CHOICE**

March 19 Seminar A

March 26 Seminar B

**CLASS 13: EVALUATION**

- **Evaluations (agencies; seminars; instructor)**

April 2 All to attend

**Work Records and Placement Evaluations Due: April 8, 2013**

**Practicum in Criminology and Criminal Justice 3901 and 3902  
Mark Distribution 2012-2013**

Credit in the Practicum in Criminology and Criminal Justice (CRCJ 3901 and 3902) is based on both the academic and agency components. Students must obtain a passing grade in **both** components to receive the credit. Non-completion of the requirements in either the academic or placement component will constitute sufficient cause for a failing grade.

Please note that **“standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by an instructor may be subject to revision. No grades are final until they have been approved by the Dean.”**

**Evaluation Procedures**

Fall Term Assignment #1	6%
Fall Term Assignment #2	12%
Fall Term Evaluation	25% *
Winter Term Assignment #1	6%
Winter Term Assignment #2	12%
Winter Evaluation	25% *
Seminar Attendance & Participation	14% **

\* Refer to information package, distributed at orientation, to ensure you are familiar with the mark equivalency scale for evaluations.

\*\* Seminar participation will be evaluated on a number of factors including attendance/punctuality, quality of participation in class discussion, and preparation, where appropriate.

**All marks will be posted on WebCT.**

All papers must be original and students will be held responsible for all aspects of the paper: grammar, spelling, punctuation, legibility, content, organization, and references. You should refer to departmental style sheets in Psychology, Sociology and Law to help with the preparation of papers. Any of these three styles is acceptable.

Use of gender appropriate, inclusive and non-sexist language is required. **Papers should be double-spaced (size 12 Roman font or equivalent), typed and stapled together. Always provide a cover page with professor, course number, student name and number.** In no case should confidential information be used. Questions regarding this should be discussed with your agency supervisor. If you quote or adopt

ideas from any source, without appropriate attribution, (by the use of quotation marks and footnotes), it may constitute plagiarism. Papers, which have not referenced the literature, may be cause for non-acceptance.

Papers must be submitted on or before the due date to the Criminology office (C562). Please use the office drop-box so papers can be properly stamped with the date they were received. Do not leave papers under office doors. The onus is on the student to keep a copy of the paper until they are in possession of their grade. Papers cannot be faxed or emailed. The Criminology office assumes no responsibility for papers submitted in an irregular manner. **Late papers will be marked down 2% for each day that they are late.** Papers will be returned to the student, marked, within 2 weeks of the due date.

## Plagiarism

The Carleton University Undergraduate calendar defines plagiarism as “pass[ing] off as one’s own idea, or product, work of another without expressly giving credit to another”.

*Plagiarism can include:*

- Turning in under your name a piece of work that was written by another person, either with or without that person’s consent.
- Turning in under your name a paper obtained from a website, or another source.

*Plagiarism can also involve the way you write your papers.*

- Taking information from a source without acknowledging where it came from.
- Using the **exact words** of one of your sources (books, articles, websites) without putting these in quotation marks, **even if you do put in a reference to where they came from.**

Plagiarism is considered a form of academic dishonesty, and is deeply resented by all professors. The Carleton procedure for dealing with evidence of this and other instructional offences is for professors to forward evidence to the Deans’ offices. The Associate Deans then hold interviews with students suspected of plagiarism and make a decision as to whether the allegations are to be sustained. If found guilty, students are given failing grades in either the piece of work concerned, or the whole course. In extremely serious cases, or for repeat offences, more severe penalties can be enacted by the University Senate. Letters of reprimand are also placed in student files.

## **ATTENDANCE/PARTICIPATION**

Attendance and participation is worth 14%. Following the initial orientation, there are a total of 12 classes scheduled over the year. Each class attended receives a mark of 1.0. Therefore, a student who attended all classes would receive a mark of 12/14 or 86% (A) before participation is added to the attendance grade. A mark will be assigned at the end of the year according to the scheme below.

As your Course Outline on Evaluation Procedures indicated, "seminar participation is evaluated on a number of factors including attendance/punctuality, quality of participation in class discussion, and preparation, where appropriate". Class discussion would include, of course, questions for guest speakers.

<b>ONLY PARTICIPATES IF CALLED UPON</b>	<b>.5</b>
<b>OCCASIONALLY WILL PARTICIPATE</b>	<b>1.0</b>
<b>GOOD PARTICIPATION</b>	<b>1.5</b>
<b>EXCELLENT QUALITY CONTRIBUTION</b>	<b>2.0</b>

## **Seminar Course Assignments**

### **Assignment for Class 2: September 18 and 25, 2012**

Consider ethical dilemmas or potential conflicts that might arise during your placement and how you might go about handling them. What issues might arise in your work with clients, with colleagues, in conducting research, with your supervisor?

Be prepared to discuss this with your seminar group.

### **Fall Term Assignment #1: Due on or before Tuesday, October 16, 2012. Value 6%.**

At this point in the placement year, you should have developed sufficient familiarity with your placement agency to provide a concise, descriptive analysis of the agency and its role in the criminal justice system.

Provide a brief history or background of the agency.  
In your own words, summarize the mandate of the agency.  
Briefly describe the services it provides and define the population it serves.  
Describe the agency's organizational and management structure.  
How is the agency funded?  
Where does it fit in the criminal justice system?  
Length should not exceed 3 pages.



**Fall Term Assignment #2: Due on or before Tuesday, November 27, 2012.  
Value 12%.**

In this paper, you will research the criminology and social science literature to find journal articles, government documents and/or other academic materials that examine the work of your agency or similar groups or experiences. The purpose is to demonstrate that you can locate, analyze and appropriately interpret academic material that assists in defining the need for or nature of your agency's operations or addresses the theoretical orientation that defines its work.

Length should not exceed 6 pages (plus one page for references and bibliography).  
References should be current.

**Winter Term Assignment #1: Due on or before Tuesday, January 29, 2013.  
Value 6%.**

Assume you have graduated. Prepare a **skills-based resume**, utilizing the information provided from the Resume Preparation Seminar, held on October 16, 2012. Tailor your resume to apply for a permanent position, utilizing a job description from your agency or one of the job descriptions available in the main Criminology office. **Include a cover letter.**

**Winter Term Assignment #2: Due on or before Tuesday, March 12, 2013.  
Value 12%.**

As you approach the end of your placement with the agency, you are asked to provide a **critical analysis** of your agency. Remember that critical analysis does not necessarily mean negative, rather investigative. What proposals for change would you make, how do you think the agency might more effectively meet its goals? Draw on examples from research that are supportive of your recommendations, in other words, be prepared to justify your personal analysis. What obstacles might be encountered in implementing these changes? If the changes require new funding, students must also address realistically potential sources of funding. Where students have been involved in a research project, their paper may focus on a critique of the study. In some cases, dependent on the nature of the agency, a critique of an issue or issues related to the work of the agency may be appropriate but Prof. Nearing-Guibord must agree to the topic.

Students are welcome to submit an outline of what they intend to cover but must do so by February 28, 2013.

Length should not exceed 6 pages (plus one page for references and bibliography).  
References should be current.