

Carleton University
Practicum in Criminology and Criminal Justice
Seminar Course Outline 2016-2017

Course: CRCJ 3901 and 3902

Instructor: Danette Nearing-Guibord

Office: C565 Loeb Building

Phone: (613) 520-2600 Ext.3939

E-mail: danette.nearingguibord@carleton.ca

Office Hours: Tuesday & Thursday 1:30 – 3:30 p.m
or by appointment

Class Location: check Carleton Central

Day: Tuesday

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

ACADEMIC ACCOMODATION:

You may need special arrangements to meet your academic obligations during the term. For an accommodation request the processes are as follows:

Pregnancy obligation: 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. For more details see the Student Guide

Religious obligation: 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. For more details see the Student Guide

Academic Accommodations for Students with Disabilities: The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (if applicable).

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.

Intellectual Property

Classroom teaching and learning activities, including lectures, discussions, presentations, etc., by both instructors and students, are copy protected and remain the intellectual property of their respective author(s). All course materials, including PowerPoint presentations, outlines, and other materials, are also protected by copyright and remain the intellectual property of their respective author(s).

Students registered in the course may take notes and make copies of course materials for their own educational use only. Students are not permitted to reproduce or distribute lecture notes and course materials publicly for commercial or non-commercial purposes without express written consent from the copyright holder(s).

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. **Some classes 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 CULearn.**

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

Sept 13 **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 20 **Both Groups**

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

Agency-student contract & Insurance form due on or before: October 4, 2016

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 11, 2016

CLASS 3: PAROLE

Sept 27 Seminar A

Oct 4 Seminar B

CLASS 4: YOUTH DIVERSION

Oct 11 Seminar A

Oct 18 Seminar B

FALL STUDY BREAK: OCT 24 - 28

CLASS 5: POLICING

Nov 1 Seminar A

Nov 8 Seminar B

** No Class November 15 **

CLASS 6: CANADIAN CRIMINAL JUSTICE SYSTEM

Nov 22 Seminar A (criminal defence)

Nov 29 Seminar B (from the bench)

CLASS 7: RESUME WRITING WORKSHOP

Dec 6 All to attend

Fall Term Assignment #2 due on or before Monday, December 12, 2016

Work records & placement evaluations due: Monday, December 12, 2016

WINTER TERM

INDIVIDUAL PLACEMENT REVIEWS

Jan 10 **No class**

Note: Students will be given individual meeting times between Jan 9 & Jan 20, 2017.

CLASS 8: CAREER PLANNING WORKSHOP

Jan 17 **Both Groups**

Winter Term Assignment #1 due on or before Tuesday, January 31, 2017

CLASS 9: VICTIMS OF CRIME

Jan 24 Seminar A

Jan 31 Seminar B

CLASS 10: INSTITUTIONAL ISSUES

Feb 7 Seminar A

Feb 14 Seminar B

WINTER STUDY BREAK: FEBRUARY 20 - 24

CLASS 11: CRIME PREVENTION/COMMUNITY DEVELOPMENT

Feb 28 Seminar A

March 7 Seminar B

CLASS 12: STUDENTS CHOICE

March 14 Seminar A

March 21 Seminar B

Winter Term Assignment #2 due on or before Tuesday, March 21, 2017

CLASS 13: EVALUATION OF PLACEMENTS

March 28 Seminar A

April 4 Seminar B

Work Records and Placement Evaluations Due: Monday, April 10, 2017

Practicum in Criminology and Criminal Justice 3901 and 3902 Mark Distribution 2016-2017

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.

ATTENDANCE/PARTICIPATION:

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

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 referencing styles is acceptable.

Use of gender appropriate, inclusive and non-sexist language is required. **Papers should be double-spaced (size 12 Times New Roman font or equivalent), one-sided, typed and stapled together. Always provide a cover page with professor name, 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 Loeb). 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 unless in approved circumstances. 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.

STATEMENT ON PLAGIARISM

The University Senate defines plagiarism as “presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.” This can include:

- reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source;
- submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings;
- failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks;
- handing in "substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs."

Plagiarism is a serious offence that cannot be resolved directly by the course’s instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of "F" for the course.

Seminar Course Assignments

Assignment for Class 2: September 20

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 in class.

**Fall Term Assignment #1: Due on or before Tuesday, October 11, 2016.
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 Monday, December 12, 2016.

Value 12%.

Journal Assignment.

One of the requirements for this Placement Course is to keep a personal journal during the First Term. You will be required to submit your journal at the end of the Fall Term. Your journal is worth 12% of the course mark. **You are expected to make weekly entries (12 in total) and to include reflection and detail related to your placement experience and how your placement ties in to your thoughts about crime and justice as you progress through the year.** Your mark for your journal will be based on both these components. Since journals are personal, your journals will be kept strictly confidential. You should not use names in referring to clients. If there are some thoughts or feelings you would like to include in your journal that you would rather the instructor did not see, you might want to keep a "companion" journal for these reflections.

Refer to hand out on Journaling given out in orientation class.

Winter Term Assignment #1: Due on or before Tuesday, January 31, 2017.

Value 6%.

Assume you have graduated. Prepare a resume utilizing the information provided from the Resume Preparation Seminar, held on December 6, 2016. 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 21, 2017.

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.