

Carleton University

Practicum in Criminology and Criminal Justice Seminar Course Outline 2015-2016

Course: CRCJ 3901 and 3902

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

Class Location: Please check with Carleton Central for current room location.

Day: Tuesday

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

ACADEMIC ACCOMMODATION:

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 visit the Equity Services website: <http://www.carleton.ca/equity/>

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 visit the Equity Services website: <http://www.carleton.ca/equity/>

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*) at <http://www.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://www.carleton.ca/equity>

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.

Note: Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(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 8 **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 15 Seminar A

Sept 22 Seminar B

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

Agency-student contract & Insurance form due on or before: October 6, 2015

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 13, 2015

CLASS 3: POLICING

Sept 29 Seminar A

Oct 6 Seminar B

CLASS 4: MENTAL HEALTH

Oct 13 Seminar A

Oct 20 Seminar B

FALL STUDY BREAK: OCT 26 - 30

CLASS 5: VICTIMS OF CRIME

Nov 3 Seminar A

Nov 10 Seminar B

CLASS 6: YOUTH DIVERSION

Nov 17 Seminar A

Nov 24 Seminar B

CLASS 7: RESUME WRITING WORKSHOP
Dec 1 All to attend

Fall Term Assignment #2 due on or before Tuesday, December 1, 2015

Work records & placement evaluations due: Monday, December 7, 2015

WINTER TERM

INDIVIDUAL PLACEMENT REVIEWS

Jan 5 No class

Note: Students will be given individual meeting times between Jan 4 & Jan 15, 2016.

CLASS 8: CAREER WORKSHOP
Jan 12 All to attend

Winter Term Assignment #1 due on or before Tuesday, January 26, 2016

CLASS 9: PROBATION AND PAROLE
Jan 19 Seminar A
Jan 26 Seminar B

CLASS 10: INSTITUTIONAL ISSUES
Feb 2 Seminar A
Feb 9 Seminar B

WINTER STUDY BREAK: FEBRUARY 15 - 19

CLASS 11: CRIME PREVENTION/COMMUNITY DEVELOPMENT

Feb 23 Seminar A

March 1 Seminar B

CLASS 12: STUDENTS CHOICE

March 8 Seminar A

March 15 Seminar B

Winter Term Assignment #2 due on or before Tuesday, March 15, 2016

CLASS 13: EVALUATION OF PLACEMENTS

March 22 Seminar A

March 29 Seminar B

Work Records and Placement Evaluations Due: Monday, April 11, 2016

**Practicum in Criminology and Criminal Justice 3901 and 3902
Mark Distribution 2015-2016**

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 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), 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). 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 16 and 23, 2014

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 13, 2015. 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, December 1, 2015. 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 26, 2016. Value 6%.

Assume you have graduated. Prepare a resume utilizing the information provided from the Resume Preparation Seminar, held on December 1, 2015. 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 15, 2016.
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.

Please do not get this confused with an evaluation of your placement. You will have an opportunity to fill out a written evaluation in class.

Students are welcome to submit an outline of what they intend to cover but must do so by March 1, 2016.

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