

Carleton University
Field Placement in Criminology and Criminal Justice
Seminar Course Outline 2023 - 2024

Course: CRCJ 3901 & 3902

Instructor: Danette Nearing-Guibord

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Office Hours: Tuesday & Thursday 1:30 – 3:00 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

TA: TBD

Link to course in Brightspace: (will set this up week of Aug. 28)

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 through 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.

Learning Outcomes

- Students will gain a better understanding of what they want to do as a career
- Students will be able to link theory to practice
- Students will gain knowledge of the vast array of organizations on the spectrum of criminal justice
- Students will be able to identify and work through problems in their workplace through group exercises
- Students will be able to write for their audience through knowledge mobilization
- Students will have developed a network of contacts for their career

“This course involves participation in an unpaid work placement as part of the requirements. Please visit <https://carleton.ca/riskinsurance/student-unpaid-paid-placements/> to review the information on unpaid work placements and to complete the insurance forms required.”

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 Brightspace.
- 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.
- Details of each class topic will be listed on Brightspace, including guest speakers and any other resources used for the class.
- Suggested Readings will be listed on Brightspace. I encourage all students to enhance their learning through these additional resources.

Seminar Class Schedule:

FALL TERM

(Placements start week of Sept. 11)

ORIENTATION

Sept 12 **All to attend**

Welcome and overview of program, expectations.

Review of course outline, evaluation procedures, term assignments, discussion of Agency-Student Contract, and various placement forms. Preparation for placement.

CLASS 1: ETHICS/HANDLING CONFLICTS ON PLACEMENT

KNOWLEDGE MOBILIZATION

Sept 19 **All to attend**

***See assignments page to prepare for discussion on handling conflicts in placement.*

Learn how to write for your audience. Bring a piece of written work to class and learn how to write in layman's terms, through some very interactive exercises.

CLASS 2: PROBATION & PAROLE

Sept 26 Seminar A

Oct 3 Seminar B

Agency-student contract & Insurance forms due on or before: September 26, 2023

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 Placement Coordinator will review all contracts. Agency visits will be conducted by the Placement Coordinator throughout the year to discuss your progress.

Fall Term Assignment #1 due on or before Tuesday, October 3, 2023

CLASS 3: *WHERE ARE THEY NOW? (hear from a panel of former students)*

Oct 10 Seminar A (via Zoom)

Oct 17 Seminar B (in class)

FALL STUDY BREAK: OCT 23 - 27

CLASS 4: *POLICING*

Oct 31 Seminar A

Nov 7 Seminar B

CLASS 5: *YOUTH JUSTICE*

Nov 14 Seminar A

Nov 21 Seminar B

CLASS 6: *RESUME WRITING WORKSHOP (presented by Carleton's Career Services)*

Nov 28 All to attend

Fall Term Assignment #2 due on or before Tuesday, December 5, 2023

Last week of placement for Fall Term: **December 4 - 8**

Work records & placement evaluations due: Monday, December 11, 2023

WINTER TERM

(Placements resume the week of Jan. 8, 2024)

INDIVIDUAL PLACEMENT REVIEWS

Jan 9 **No class**

Note: Students will sign up for **individual meeting times between Jan 8 - 19** to be held in person in my office

CLASS 7: *VICTIMS OF CRIME*

Jan 16 Seminar A

Jan 23 Seminar B

Winter Term Assignment #1 due on or before Tuesday, January 31, 2024

CLASS 8: CAREER PLANNING (presented by Carleton's Career Services)
Jan 30 All to attend

CLASS 9: MENTAL HEALTH & ADDICTIONS
Feb 6 Seminar A
Feb 13 Seminar B

WINTER STUDY BREAK: FEBRUARY 19 - 23

CLASS 10: CRIME PREVENTION & COMMUNITY SAFETY
Feb 27 Seminar A
March 5 Seminar B

CLASS 11: STUDENTS CHOICE (what topics would you like covered; who would you like to hear from)
March 12 Seminar A
March 19 Seminar B

Winter Term Assignment #2 due on or before Tuesday, April 2, 2024

CLASS 12: EVALUATION OF PLACEMENTS
March 26 Seminar A
April 2 Seminar B

Last week of Placement for Winter term: **April 1 – 5**

Work Records and Placement Evaluations Due: Tuesday, April 8, 2024

Mark Distribution

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	10%
Fall Term Evaluation	25% *
Winter Term Assignment #1	2%
Winter Term Assignment #2	20%
Winter Evaluation	25% *
Seminar Attendance	12%

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

ASSIGNMENTS:

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. 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 are to be submitted via Brightspace. **The onus is on the student to keep a copy of the paper until they are in possession of their grade. 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 University Academic Integrity Policy defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This includes 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. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else, including the unauthorized use of generative AI tools (e.g., ChatGPT);
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;

- using another’s data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own; and
- failing to acknowledge sources through the use of proper citations when using another’s work and/or failing to use quotations marks.

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

- Rubrics for all assignments are accessible through Brightspace
- **cuPortfolio will be used as a repository for your assignments.** cuPortfolio is a student-centered learning tool that provides a venue for students to collect and showcase academic and co-curricular “artifacts” (e.g. assignments, projects, videos, blogs, images, etc.). It allows students to engage in reflective learning as they make connections between artifacts, experiences and accomplishments (<https://carleton.ca/cuportfoliosupport/>)
- Guided use of cuPortfolio will be provided in the Orientation class.
- **Digital Storytelling** will be used for the final assignment.

FALL TERM

Attendance: Attendance sheets will be circulated at the end of each class for attendance.

Preparation for Class 1: September 13

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 3, 2023.

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 plus reference page (if needed).

Fall Term Assignment #2: due on or before Tuesday, Dec. 5, 2023.

Value 10%

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 operation.

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

WINTER TERM

Winter Term Assignment #1: Due on or before Tuesday, January 31, 2024.

Value 2%

Prepare a **resume**, utilizing the information provided from the Resume Preparation Seminar, held on November 28, 2023. Tailor your resume to apply for a summer job or permanent position, utilizing a job description you have, or from your agency, or you can search for one. **Include a cover letter.**

Winter Term Assignment #2: Due on or before Tuesday, April 2, 2024.

Value 20%

Using Digital Storytelling, you will **reflect and tell your story of your placement experience** and how this may have shaped your future career decisions. You may choose to keep a journal throughout the year to help you with this assignment. A journal can help you reflect on your placement experience; evaluate your learning/progress "on the job"; facilitate the integration of criminal justice theory and practice; assist with term paper assignments; to help you know what you like and dislike in a job setting, what you benefit from, and what makes you feel trapped or inadequate.

Digital Storytelling simply means telling a story through technology. Your placement experience can be told through a variety of ways: through text - written paper; video and narration; podcast; photos and text. Wherever your comfort level takes you. Your story will be one to look back on, as you will upload it in cuPortfolio which you can access even after you graduate.

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).

Statement on Student Mental Health

As a University student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you. Here is a list that may be helpful:

Emergency Resources (on and off campus): <https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/>

Requests for 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: contact 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: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious obligation: contact 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:

Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term. After requesting accommodation from PMC, meet with me as soon as possible to ensure accommodation arrangements are made.

carleton.ca/pmc

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and is survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor 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. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline