

**INSTITUTE OF CRIMINOLOGY & CRIMINAL JUSTICE
CARLETON UNIVERSITY
FALL/WINTER 2024/2025**

**CRCJ4908 – Honours Thesis
Fall 2024 and Winter 2025**

**Tuesdays 11.35am-2.25pm
Location: See Carleton Central**

Professor: Nicolas Carrier
DT 1719
nicolas.carrier@carleton.ca
Office hours: by appointment

ACKNOWLEDGEMENT & AFFIRMATION

ANISHNABE

Ni manàdjiyànànìg Màmìwininì Anishinàbeg, ogog kà nàgadawàbandadjig iyo akì eko weshkad. Ako nongom ega wikàd kì mìgiwewàdj.

Ni manàdjiyànànìg kakina Anishinàbeg ondaje kaye ogog kakina eniyagizidjig enìgokamigàg Kanadàng eji ondàpinangig endàwàdjìn Odàwàng.

Ninìsidawinawànànìg kenawendamòdjig kije kikenindamàwin; weshkinìgidjig kaye kejeyàdizidjig.

Nìgijeweninmànànìg ogog kà nìgànì sòngideyedjig; weshkad, nongom; kaye àyànikàdj.

ENGLISH

We pay respect to the Algonquin people, who are the traditional guardians of this land. We acknowledge their longstanding relationship with this territory, which remains unceded.

We pay respect to all Indigenous people in this region, from all nations across Canada, who call Ottawa home. We acknowledge the traditional knowledge keepers, both young and old.

And we honour their courageous leaders: past, present, and future.

COURSE DESCRIPTION

A seminar during which students design and conduct an original empirical research project under the direct supervision of a faculty member from the Institute of Criminology and Criminal Justice or any cross-appointed faculty member.

LEARNING OUTCOMES

Design and conduct scholarship that is theoretically informed and methodologically rigorous and that adheres to the ethical conduct required of social science research.

PRECLUSIONS

None.

COURSE OVERVIEW

This course is designed to facilitate the completion of your Honours thesis. I will administer the course and monitor your progress toward the completion of your project. I am available for consultation regarding matters pertaining to your Honours thesis. I will recommend to the Dean of the Faculty the final grade for your Honours thesis. Regulations concerning the Honours thesis including deadlines for submissions are detailed in the Carleton Undergraduate Calendar.

All Honours theses must be conducted under the supervision of a faculty advisor. Any faculty member of the Institute of Criminology & Criminal Justice (IC CJ) may serve as a faculty advisor. Faculty members of other departments (*e.g.*, Law & Legal Studies, Sociology & Anthropology) who are cross-appointed to the IC CJ may also serve as faculty advisor.

CRCJ 4908 is presented in both the Fall/Winter and Summer sessions. Your first registration in the course is designated as Section A (*i.e.*, 4908A). Some of you may require more than the first full academic year to complete your Honours thesis. Subsequent and consecutive re-registrations in what are designated Sections B and C are permitted. Re-registration in Section B is not necessary if you will not be working with your advisor during that term. For example, if you registered for the first time in September 2024 (4908A), you may not be working on your thesis during the Summer. However, if you re-register in Fall 2025, it will be designated as 4908C, even though you never registered in 4908B. No more than 18 months can elapse between initial registration in Section A and completion of your thesis (*e.g.*, with initial registration in Fall 2024 – your project must be completed by Spring 2026). You must be registered in all terms that you are working on your Honours thesis with your advisor.

SUPERVISION

Registration in CRCJ 4908 Section A marks the official beginning of your Honours thesis. Some students may have already arranged for supervision of their work by a faculty advisor by the time our class first meets. If a prior arrangement has not been made, you should contact faculty members in your area of research. Once an appropriate supervisor has been secured, have them send me an email confirming they have accepted to be your faculty advisor.

ETHICS

We will discuss research ethics throughout the seminar. If it is to involve human participants, you must submit your proposed research for approval to the Carleton University Research Ethics Board (CUREB-A; see <https://carleton.ca/researchethics/cureb-a/>).

Be advised that ethics reviews may take a few weeks to complete; CUREB-A meetings dates and submission deadlines can be found here: <https://carleton.ca/researchethics/cureb-a/cureb-a-meetings-and-deadlines/>. The CUREB-A approval is mandatory and must be obtained before research involving human participants can be carried out. A copy of the CUREB-A approval must be provided to me. Please contact me if you have any questions or concerns.

FORMAT

Once initial research steps have been taken, progress will be largely determined by you, your faculty advisor, and research related contingencies. Be realistic in your timeline expectations.

To assure the highest quality work, you should plan to write your thesis in successive drafts that are reviewed by your faculty advisor. Writing quality of the Honours thesis will be an important element in the evaluation of your final product. You should consult your faculty advisor about the style you will use

when writing your Honours thesis. Different Departments may use different formats. You can choose a style based on journals in which your type of research is typically published. Please note that while there are some variations in style among the disciplines, most follow a generally accepted format (introduction, problematization, literature review, methodology, results, analysis, conclusion).

The final version of your Honours thesis should include an abstract (200-400 words) as well as 5 to 8 keywords. The expected length of the thesis is 40-60 pages.

EVALUATION

The only item graded is the final version of your Honours thesis.

You must submit one digital copy of the final version of your Honours thesis directly to your faculty advisor and one to me. The faculty advisor must then forward a suggested grade and a brief synopsis of their justification for the grade. It is your responsibility to ensure that your faculty advisor submits the grade to me. The timing of the submission (*i.e.*, the thesis and the Advisor's evaluation) to me will largely determine the timing of your graduation.

MINI CONFERENCE

Students will be invited to present orally their thesis at the end of the term, prior to submitting its final version. Depending on the number of enrolled students, multiple panels could be constituted for a mini conference. All graduating students and all faculty members of the ICCJ and of contributing units will be invited to attend. The mini conference will be further discussed in class.

DEADLINES

If the completed thesis is not received by me by the last acceptable date for the term in which you are registered (April 8, 2025), a grade of IP (In Progress) will be submitted to the Dean if you are registered in Section A or B. If you are registered in Section C and fail to submit the completed thesis (and faculty advisor's evaluation) by the last acceptable date, a grade of 'F' will be submitted.

If you are thinking of applying for a master's scholarship, the deadline for the Ontario Graduate Scholarship [~\$5,000/term, max: 3 terms] is November 15, 2024, and the deadline for the Canadian Graduate Scholarship [~\$17,500 for 12 months, non-renewable] is December 1, 2024.

Deadline for applications to graduate programs vary (they usually are around mid-January).

GRADING SYSTEM

Letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B = 73-76	C - = 60-62	F = 0-49 (Failure. No academic credit.)
A = 85-89	B - = 70-72	D+ = 57-59	
A - = 80-84	C+ = 67-69	D = 53-56	
B+ = 77-79	C = 63-66	D - = 50-52	

Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean.

ACADEMIC INTEGRITY

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.

The Honours thesis cannot involve group or collaborative work.

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 link to information about all of the resources, both on campus and off, that you may find helpful: <https://carleton.ca/wellness/>

ACADEMIC ACCOMMODATION

Carleton is committed to providing academic accessibility for all individuals. You may need special arrangements to meet your academic obligations during the term. The accommodation request processes, including information about the Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances, are outlined on the Academic Accommodations website (students.carleton.ca/course-outline)

SCHEDULE

September 10, 2024

Meet & greet – syllabus discussion – the Honours thesis: overview of the process – research objects

September 17, 2024

Ethics – expectations with supervision

October 1, 2024

Scholarships – graduate programs

October 15, 2024

Check in/Progress report/Q&A

October 29, 2024

Scholarships - application material exchange

November 19, 2024

Check in/Progress report/Q&A

December 3, 2024 (Optional)

Check in/Progress report/Q&A

January 14, 2025

Check in/Progress report/Q&A

January 28, 2025

Check in/Progress report/Q&A

February 11, 2025

Check in/Progress report/Q&A

February 25, 2025

Check in/Progress report/Q&A

March 11, 2025 (Optional)

Mini-conference preparation/Check in/Progress report/Q&A

March 25, 2025

Mini-conference I

April 1, 2025

Mini-conference II

April 8, 2025
Thesis due