

**INSTITUTE OF CRIMINOLOGY & CRIMINAL JUSTICE
CARLETON UNIVERSITY
FALL/WINTER 2020/2021**

CRCJ4908 – Honours Thesis

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Office hours: by appointment
Course time: synchronous

Course delivery

The course will be delivered remotely. Log in details for our Zoom meetings will be provided electronically prior to each meeting (see Schedule below).

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 (ICCJ) may serve as a faculty advisor. Faculty members of other departments (e.g. Law & Legal Studies, Sociology & Anthropology) who are cross-appointed to the ICCJ 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 term 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 2020 (4908A), you may not be working on your thesis during the Summer. However, if you re-register in Fall 2021, 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 2020 – your project must be completed by Spring 2022). You must be registered in all terms that you are working on your Honours thesis with your advisor.

Contract

Registration in CRCJ 4908 Section A marks the official beginning of your Honours thesis. In practice, many students will have already arranged for supervision of their work by a faculty advisor by the time our class first meets. If such a prior arrangement has been made, have your advisor sign the 'Contract Form' that is part of this package. If you have signed up with an off-campus faculty advisor, please ensure

that your secondary advisor also signs the Contract. If a prior arrangement has not been made, you should contact faculty members in your area of research. Complete the 'Finding an Advisor Form' attached to this package during this process. If you are successful in finding an advisor, please have the advisor sign the contract. If after completing the 'Finding an Advisor Form' you are unsuccessful in securing a faculty advisor, please contact me and I will assist you. You will need to provide me with the completed 'Finding an Advisor Form', if this is the case. Once a faculty advisor has signed a contract, keep a copy for yourself and provide me with a copy.

Ethics

You must submit your proposed research for approval to the Ethics Committee in the Department you are working in, if human participants are to be involved. Detailed information as to what is required for the Ethics Committee plus the required forms can be obtained from the Department (that you are doing your project in) Ethics Committee. Be advised that ethics reviews may take a few weeks to complete. This ethics approval is mandatory and must be obtained before the research can be carried out. Please note that ethics approval is needed even if your research is part of a previously approved project. A copy of the one page note from the Ethics Committee indicating such approval must be provided to me. If an ethics approval form is not provided, you will not receive a grade. Please contact me if you have any questions or concerns.

Format

Once these initial 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 should 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, Statement of the Problem/Issue, Literature Review, Methodology, Results, Conclusion).

You must submit one appropriately bound 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 his/her justification for the grade. It is up to you 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 be the critical factor in determining the timing of your graduation.

Virtual 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 project of the virtual mini conference will be further discussed in class.

Deadlines

If you anticipate graduation at the next scheduled ceremony and have applied to graduate at the Faculty Registrar Services Office (see the Undergraduate calendar for deadlines), your completed thesis must be

received by me (i.e., must have been evaluated by your Faculty Advisor and passed on to me) by April 9, 2021.

If the completed thesis and the faculty advisor's grade and comments are not received by me by the last acceptable date for the term in which you are registered (April 9, 2021), 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.

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.

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.

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. You must also contact the PMC 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 as soon as possible to ensure accommodation arrangements are made. For more details, visit the Paul Menton Centre website.

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 where 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. For more details, see <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

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	

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.

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).

Institute of Criminology and Criminal Justice
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CRCJ 4908
Student-Advisor Contract

Student's Name: _____

Student Number: _____

Faculty Advisor's Name: _____

Faculty Advisor's Signature: _____

Student's Signature: _____

Date: _____

Thesis Topic: _____

Expected Date of Completion: _____

Note: Both the student and the Faculty Advisor should be aware of the various deadlines for graduation (see the Undergraduate Calendar). The Faculty Advisor must submit to the Course Instructor a grade recommendation and rationale no later than April 9, 2021 for a June 2020 graduation.

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Finding an Advisor

Student's Name: _____

Student Number: _____

Tentative topics to explore with potential Faculty Advisors (find out what are the research interests of the Faculty Members – list three that interest you)

1. _____

2. _____

3. _____

Faculty Members Contacted
(contact at least 3 faculty members)

Date(s)

Outcome
(yes, no, tentative)

1. _____

2. _____

3. _____

Tentative schedule

September 15, 2020

Meet & greet – the thesis: overview of the process – research objects – mini-conference project

September 22, 2020

Ethics – Student-advisor contract – expectations with supervision

October 6, 2020

Scholarships – graduate programs selection and application

October 13, 2020

Check in/Progress report/Q&A

October 20, 2020

Scholarships - application material exchange

November 10, 2020

Check in/Progress report/Q&A

November 24, 2020

Check in/Progress report/Q&A

December 8, 2020

Check in/Progress report/Q&A

January 12, 2021

Check in/Progress report/Q&A

January 26, 2021

Check in/Progress report/Q&A

February 9, 2021

Check in/Progress report/Q&A

February 23, 2021

Check in/Progress report/Q&A

March 9, 2021

Check in/Progress report/Q&A

March 30, 2021

Virtual mini conference

April 9

Thesis due