

**FIELD PLACEMENT IN CRIMINOLOGY AND CRIMINAL JUSTICE**  
**CRCJ 3901/3902 SEMINAR COURSE OUTLINE**  
**2025 - 2026**

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**Office Hours:** Tuesday & Thursday 1:30 – 3:00 pm or by appointment

**Class Location:** Please check Carleton Central for current room location

**Day:** Tuesday (in-person)

**Time:** 8:30 – 11:25 am as per Seminar Group Schedule

**TA:** to be determined

**Brightspace course page link:** <https://brightspace.carleton.ca/d2l/home/369442>

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### ***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 been 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/riskmanagement/wp-content/uploads/sites/10/Unpaid-Work-Placement-Form.pdf> 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.**

- Lecture material, guest speakers and class discussion will focus on the topic as indicated. Any specific assignments and due dates are noted at the end of the course outline.
- Details of each class topic will be listed on Brightspace, including guest speakers and any other resources used for the class.
- **Students are not required to purchase textbooks or other learning materials for this course.** However, 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. 8)

### **ORIENTATION: Including Ethics (handling conflicts at placement) and Knowledge Mobilization**

Sept 9 **All to attend**

Welcome and overview of course, expectations.

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

### ***CLASS 1: RESTORATIVE JUSTICE***

Sept 16 Seminar A

Sept 23 Seminar B

### ***CLASS 2: PROBATION & PAROLE***

Sept 30 Seminar A

Oct 7 Seminar B

### **Agency-student contract & Insurance forms due on or before: September 30, 2025**

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, September 30, 2025**

**CLASS 3: *YOUTH JUSTICE***

Oct 14 Both Groups

**OCT 21 NO CLASS – READING WEEK**

**CLASS 4: *POLICING***

Oct 28 Seminar A

Nov 4 Seminar B

**CLASS 5: *CRIMINAL LAW* and *FAMILY LAW***

Nov 11 Seminar A

Nov 18 Seminar B

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

Nov 25 All to attend

**Fall Term Assignment #2 due on or before Tuesday, November 25, 2025**

**LAST WEEK OF PLACEMENT: DEC 1 – 5, 2025**

**WORK RECORDS & PLACEMENT EVALUATIONS DUE: MONDAY, DEC 8, 2025**

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***WINTER TERM***

(Placements Resume the week of Jan. 5, 2026)

***INDIVIDUAL PLACEMENT REVIEWS***

Jan 6 **No Class**

Note: Students will sign up for individual meeting times between Jan 5-16 to be held in person in my office

**CLASS 7: *MENTAL HEALTH & ADDICTIONS***

Jan 13 Seminar A

Jan 20 Seminar B

**CLASS 8: INTERVIEWING SKILLS (Presented by Career Services)**

Jan 27 Both groups to attend

<b>Winter Term Assignment #1 due on or before Tuesday, January 27, 2026</b>
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**CLASS 9: WHERE ARE THEY NOW? HEAR FROM FORMER STUDENTS**

Feb 3 Seminar A (virtual)

Feb 10 Seminar B (in person)

**Feb 17 NO CLASS READING WEEK**

**CLASS 10: VICTIMS OF CRIME**

Feb 24 Seminar A

Mar 3 Seminar B

**CLASS 11: CRIME PREVENTION & COMMUNITY SAFETY**

Mar 10 Seminar A

Mar 17 Seminar B

**BONUS CLASS: TOPIC CHOSEN BY STUDENTS**

Mar 24

<b>Winter Term Assignment #2 due on or before Tuesday, March 24, 2026</b>
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**CLASS 12: EVALUATIONS and REFLECTIONS**

Mar 31 Both Groups Attend

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Last week of Placement for Winter term: **March 30 – April 2**

**Work Records and Placement Evaluations Due: Tuesday, April 7, 2026**

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**EVALUATION**

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.

**Seminar work: 50% Placement evaluations: 50%**

## Mark Distribution:

Fall Term Assignment 1 : 6%

Fall Term Assignment 2: 10%

Fall Term Evaluation: 25%

Winter Term Assignment 1: 6%

Winter Term Assignment 2: 10%

Final Evaluation: 25%

Attendance & Participation: 18%

**\*\*Note: attendance and participation will be assessed by submission of a worksheet handed out at the beginning of each class. Worksheets will be posted under each class module on Brightspace.**

**\*\*Students must attend the full class to get the attendance mark**

*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.”*

## ASSIGNMENT GUIDELINES:

- 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.**
- **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.

## 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) – *“As our understanding of the uses of AI and its relationship to student work and academic integrity continue to evolve, students are required to discuss their use of AI in any circumstance not described here with the course instructor to ensure it supports the learning goals for the course”*;
- 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 instructor.

The Associate Dean of the Faculty follows a rigorous [process for academic integrity allegations](#), including reviewing documents and interviewing the student, when an instructor suspects a violation has been committed. Penalties for violations may include a final grade of “F” for the course.

GENERATIVE ARTIFICIAL INTELLIGENCE (AI):

This course requires you to think critically about the criminal justice system and how you can apply this knowledge to your placement experience. As stated above, the use of AI is not acceptable in this course.

***“As our understanding of the uses of AI and its relationship to student work and academic integrity continue to evolve, students are required to discuss their use of AI in any circumstance not described here with the course instructor to ensure it supports the learning goals for the course.”***

## STATEMENT ON MENTAL HEALTH:

“As a 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. For more information, please consult <https://wellness.carleton.ca/>”

## REQUESTS FOR ACADEMIC ACCOMMODATIONS:

“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](https://students.carleton.ca/course-outline)).”

## ASSIGNMENTS

- Rubrics for assignments are accessible through Brightspace

### FALL TERM

#### **Fall Term Assignment #1: Due on or before Tuesday Sept.30, 2025**

##### **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.**

1. Provide a brief **history** or background of the agency
2. In your own words, summarize the **mandate** of the agency
3. Briefly describe the **services** it provides and define the **population** it serves
4. Describe the agency's **organizational and management structure**
5. How is the agency **funded**
6. 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, Nov 25, 2025**

##### **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). References should be current.

## **WINTER TERM**

### **Winter Term Assignment #1: Due on or before Tuesday January 27, 2026**

#### **Value 6%**

Assume you have graduated. Prepare a professional resume, utilizing the information provided from the Resume Writing Seminar, held on November 25, 2025. Tailor your resume to apply for a permanent position, utilizing a job description from your agency, or one of the job descriptions available in my office, or you can search for one. **Include a cover letter.**

### **Winter Assignment #2: Due on or before Tuesday, March 24, 2026**

#### **Value: 10%**

In this paper, you will **reflect** on your placement experience and how this may have shaped your future career decisions. You may decide to keep a journal to help guide you in this paper. The 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. You can also be creative by using the digital storytelling method, but ideas must be discussed with the instructor first.

This will be a formal paper in structure, however the use of first person is permitted, as this is your personal account. Not to exceed 6 pages, double spaced.