

FIELD PLACEMENT IN CRIMINOLOGY AND CRIMINAL JUSTICE
CRCJ 3901/3902 SEMINAR COURSE OUTLINE
2026 - 2027

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Office Hours: Tuesday 1:30 – 3:30 pm or by appointment

Class Location: Please check Carleton Central for current room location

Day: Tuesday (in-person)

Time: 8:35 – 11:25 am as per Seminar Group Schedule

TA: Connie Ciccodemarco ConnieCiccodemarco@cmail.carleton.ca

Brightspace course page link: <https://brightspace.carleton.ca/d2l/home/449241>

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
- Students will learn how to perfect their resume and cover letter and improve interview skills

This course involves participation in an unpaid work placement as part of the requirements. Insurance forms will be posted on the Brightspace page and must be filled out, signed and submitted under assignments by September 29.

Class Structure

Students completing the placement have been divided into 2 groups, **A** and **B**. Students will meet on alternate Tuesday mornings from 8:35 -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. Class time will also include an opportunity for each student to talk about what they are doing in placement and to work on problem solving activities.
- Details of each class topic will be listed on Brightspace, including guest speakers and any other resources used for the class.
- Any specific assignments and due dates are noted at the end of the course outline
- **Students are not required to purchase textbooks but will be expected to have a notebook for the journal assignment.** Suggested readings and videos 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.14)

ORIENTATION: Including Ethics (handling conflicts at placement)

Sept 15 **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: VICTIMS OF CRIME

Sept 22 Seminar A

Sept 29 Seminar B

CLASS 2: PROBATION & PAROLE

Oct 6 Seminar A

Oct 13 Seminar B

Agency-student contract & Insurance forms due on or before: September 29

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 Assignment 1 due on or before Oct 6

CLASS 3: *YOUTH JUSTICE*

Oct 20 Seminar A

Oct 27 NO CLASS - READING WEEK OCT 26-30

Nov 3 Seminar B

CLASS 4: *THE CANADIAN LEGAL SYSTEM*

Nov 10 Seminar A ***CRIMINAL LAW***

Nov 17 Seminar B ***FAMILY LAW***

CLASS 5: *POLICING*

Nov 24 Seminar A

Dec 1 Seminar B

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

Dec 8 **All to attend**

Journal Assignment due on or before Dec 1

LAST WEEK OF PLACEMENT: DEC 7 – 11

WORK RECORDS & PLACEMENT EVALUATIONS DUE: DECEMBER 14

INDIVIDUAL PLACEMENT REVIEWS (students sign up for placement check-ins with co-ordinator)

WINTER TERM

(Placements Resume the week of Jan. 11, 2027)

INDIVIDUAL PLACEMENT REVIEWS (continued)

CLASS 7: *MENTAL HEALTH & ADDICTIONS*

Jan 12 Seminar A

Jan 19 Seminar B

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

Jan 26 **All to attend**

Winter Term Assignment 1 due on or before Jan 26

CLASS 9: WHERE ARE THEY NOW? HEAR FROM FORMER STUDENTS

Feb 2 Seminar A (virtual)

Feb 9 Seminar B (in person)

Feb 16 NO CLASS READING WEEK

CLASS 10: CRIME PREVENTION & COMMUNITY SAFETY

Feb 23 Seminar A

Mar 2 Seminar B

CLASS 11: STUDENT'S CHOICE (FIELD TRIPS?)

Mar 9 Seminar A

Mar 16 Seminar B

Mar 23 NO CLASS

CLASS 12: EVALUATIONS and REFLECTIONS

Mar 30 All to attend

Final Assignment due on or before April 5

Last week of Placement for Winter term: **April 5 - 9**

Work Records and Placement Evaluations Due: Monday April 12

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.**
- 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 (with the exception of the Journal, which is to be hand written). 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 (exception, Journal to be handed in person). **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. 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).”

ASSIGNMENTS

- Rubrics for assignments are accessible through Brightspace

FALL TERM

Fall Term Assignment #1 My Placement: Due on or before Tuesday Oct. 6, 2026

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 Journal: due on or before Tuesday Dec 1, 2026

Value 10%

Keep a journal of your placement experience. 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 your critical reflection assignment; 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. There are 12 weeks of placement, but you only require 10 entries for the journal. Journal is to be hand written in a notebook. Ideas on journal writing will be posted on Brightspace.

WINTER TERM

Winter Term Assignment #1 Resume/Cover letter: Due on or before Tuesday January 26

Value 6%

Prepare a professional resume, utilizing the information provided from the Resume Writing Seminar, held on December 8, 2026. Tailor your resume to apply for a full time or part time position in the criminal justice field. **Include a cover letter.**

Winter Term Assignment #2 Critical Reflection: Due on or before Tuesday April 5

Value: 10%

In this paper, you will **critically reflect** on your placement experience and how this may have shaped your future career decisions. You may refer to your journal to help guide you in this paper. You can also be creative by using the digital storytelling method (guidelines posted on Brightspace), but ideas must be discussed with the instructor first. Refer to the rubric for required components, as well as academic sources on how to write a critical reflection.

If you choose the paper format, it will be a formal paper in structure, however the use of first person is permitted, as this is your personal account. Not to exceed 8 pages, double spaced. If using references, include a citation page.