



**Carleton**  
UNIVERSITY

**Field Placement in  
Criminology and Criminal  
Justice**

**STUDENT HANDBOOK**

**2013-2014**

## 1. CRIMINOLOGY STAFF

Director	Prof. Peter Swan Office: C571 Loeb	520-2600 ext. 8212 peter.swan@carleton.ca
Placement Coordinator	Prof. Tom Scholberg Office: C565 Loeb	520-2600 ext. 3939 tom.scholberg@carleton.ca
Institute Administrator	Marilyn Ginder Office: C564 Loeb	520-2600 ext. 1570 marilyn.ginder@carleton.ca
Undergraduate Administrator	Robin Dunbar Office: C562 Loeb	520-2600 Ext. 3767 robin.dunbar@carleton.ca

## 2. CRIMINOLOGY OFFICE

C562 Loeb Building      Hours: Mon - Fri: 8:30 am – 12:00 pm, 1:00 PM – 4:30 pm  
Website: [www.carleton.ca/criminology](http://www.carleton.ca/criminology)  
General email: [criminology@carleton.ca](mailto:criminology@carleton.ca)

## 3. INTRODUCTION TO THE FIELD PLACEMENT OPTION

The Field Placement Option in Criminology and Criminal Justice has been offered at Carleton University since 1973. Students apply for entrance to the Field Placement after completing nine credits, including all of the 1000 and 2000 level requirements (5.5 credits) in the Criminology and Criminal Justice Major. Acceptance to the field placement option is based on the grade-point average calculated from the five and a half required credits (see Section 4). In order to assure viable placements and a quality educational experience, acceptance is limited to 80 students a year. A floating minimum grade-point average (average varies from year to year) is used to determine who is accepted.

**Students accepted into the Field Placement Option, to receive credit must: 1) work a minimum of eight hours a week from September to April in an agency active in criminal justice, and 2) complete the academic requirements of the placement seminar course.** Students should be aware that the field placement and seminar course will require that they carefully arrange their timetable to meet all commitments.

#### 4. FIELD PLACEMENT OPTION - General

The purpose of fieldwork is to give students an educational experience in the criminal justice field with professional supervision. Placements provide the opportunity for the cultivation of professional skills and the integration of theoretical knowledge in a practical setting. There are two components to the Placement Option: Agency and Academic. The Agency component involves working in a community agency a **minimum** of 8 hours per week (two credit placements require a **minimum** of 16 hours a week). The requirements of the Academic component are described in Section 5.

Credit in the Field Placement Option is based on both the academic and agency components. **Students must pass both components to receive the credit.** Students who complete the Placement credit may request a "**Letter of Completion**" which will indicate their performance, ranging from "Outstanding" to "Not Acceptable", in both the Agency and Academic components of the Placement Option. This letter may be useful when applying for further study or to include as part of a résumé when applying for jobs.

#### 5. FIELD PLACEMENT OPTION - Academic Component

i) **SEMINAR** (14%)

The Placement Seminar is required for all students in order to receive the Placement credit and is scheduled on Tuesday mornings from 8:30-11:25. Students will be divided into two groups (Group 'A' and Group 'B'). There will be a few classes where **both groups** will meet.

The Placement Seminar represents 14% of your final mark. It is designed to integrate the practical field experience with the theoretical learning of the students. Classes consist of a combination of lectures, group discussions, guest lecturers, and written assignments. Students will be expected to share information and experiences related to the placement experience.

ii) **TERM PAPERS (36%)**

There will be 4 written assignments over the course of the year, valued at 6%, 9%, 9% and 12%. Assignment descriptions and requirements will be provided with your course outline (part of this handbook).

**6. FIELD PLACEMENT OPTION - Agency Component**

i) **AGENCY-STUDENT CONTRACT**

To maximize the learning experience for the student and ensure clear expectations around job tasks for both the student and the agency, the placement student and the agency supervisor will establish an "Agency-Student Contract". This contract should outline the student's learning objectives, describe their duties and tasks during placement, indicate the days and times of work, and methods of supervision and evaluation. With the aid of their agency supervisor, learning objectives should be established which reflect the student's learning needs as they relate to their assigned responsibilities at the agency. These objectives will be used to evaluate progress throughout the placement. The contract is to be signed by the student and agency supervisor and a copy given to the Field Placement Co-ordinator by Tuesday, October 1, 2013. **The student and placement supervisor should each retain a copy.**

ii) **STATEMENT OF CONDUCT**

Students in the Criminology and Criminal Justice Field Placement Option will be representing Carleton University in the community at large. For that reason it is expected that each student will behave in a manner reflecting the high personal, professional and academic standards set by the University. In addition, students are expected to agree to abide by the standards and the regulations of the agency they will be working for and ensure the information they will have access to will remain **confidential**. A Statement of Conduct is included within the Agency-Student Contract.

iii) **INSURANCE COVERAGE**

As soon as possible after placement is arranged, students must complete a Ministry of Education and Training form, which is to be signed by their supervisor and then returned to the Field Placement Coordinator. Hartford Insurance Company covers students whose agencies are not covered by WSIB insurance. The responsibility for filing and managing claims rests with Carleton University. **The Department of Human Resources must be notified immediately should an accident occur.**

iv) **AGENCY EVALUATION**

Agency Supervisors will evaluate each student's work on a number of components as well as assign an overall grade ranging from Outstanding to Unacceptable. Students will be expected to discuss these evaluations, along with their overall progress, with their supervisor and sign the evaluation before it is returned. **25% of the student's final mark will be represented by each evaluation (50% total for the year). The Placement Coordinator will assign a mark, based on the supervisor's assessment.**

### Evaluation Guidelines

<b>Circle or Highlight One:</b>				
Exceptional	A+	90-100	Outstanding	Performed in almost every area at a level which significantly exceeded that which would be expected of a 3 <sup>rd</sup> or 4 <sup>th</sup> year student
Outstanding	A	85-89		
Excellent	A-	80-84	Very Good	Performed effectively in most areas at a level considered above average for a 3 <sup>rd</sup> or 4 <sup>th</sup> year student but not considered exceptional
Above Average	B+	77-79		
Average	B	73-76	Good – Met Expectations	Performed at a competent level and met a basic level of expectation
Satisfactory	B-	70-72		
Adequate	C+	67-69		
Some areas require improvement	C	63-66	Below Average	Performed at a level lower than expected of a 3 <sup>rd</sup> or 4 <sup>th</sup> year student
Many areas require improvement	C-	60-62		
Most areas require improvement	D+	57-59		
Many areas require substantial improvement	D	53-56		
Most areas require substantial improvement	D-	50-52		
Failed to meet Basic Expectations	F	Below 50	Unacceptable - Failure	Unable to meet basic expectations of agency

(v) **WORK RECORD**

Students are also responsible for submitting to the Criminology Office a complete record of the time spent at their agency, itemizing weekly hours at the agency and time spent meeting clients and/or performing research outside the agency. Supervisors are asked to initial Work Records. There are 12 available weeks for placement each term (96 hours). Students are not expected to work during 2 Study Breaks in Oct/Nov 2013 and Feb 2014. The **minimum** number of hours required for each term is 96, or for two credit placements 192. Please note that some agencies (due to training or other requirements) may require you to complete more than the minimum hours required by the Field Placement Option for academic credit. Please ensure that you are clear about the agency's expectations.

Should you be unable to attend as arranged at your agency because of **illness**, etc. please ensure that the agency is properly informed. You will be expected to make up any missed placement hours.

**Please Note:** Written evaluations are to be returned to the Criminology Office by Monday, December 2, 2013 for the Fall Term and by Monday, April 7, 2014 for the Winter Term. It is the student's responsibility to ensure that the Criminology Office receives both by the due dates.

**Carleton University**

**Practicum in Criminology and Criminal Justice  
Seminar Course Outline 2013 - 2014**

**Course: CRCJ 3901 and 3902**

**Instructor:** Tom Scholberg

**Office:** C565 Loeb Building

**Phone:** (613) 520-2600 ext. 3939

**E-mail:** tom.scholberg@carleton.ca

**Office Hours:**       Tuesdays       12:30 pm – 3:00 pm  
                              Wednesdays 1:00 pm – 4:00 pm  
                              Thursdays     1:00 pm – 3:00 pm (appointment only)  
**and** by appointment Mondays and Fridays

**TA:** Lesley Zannella

**E-mail:** [Lesleyzannella@cmail.carleton.ca](mailto:Lesleyzannella@cmail.carleton.ca)

**Office Hours:**       Tuesdays       12:30 pm – 2:00 pm  
                              Thursdays     11:00 am – 1:00 pm

**Class Location:** Please check Carleton Central

**Day:** Tuesday

**Time:** 8:30-11:25 a.m. as per Seminar Group Schedule (All, Group A, Group B)



## 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 on 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.

## 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: <http://www2.carleton.ca/equity/>

**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: <http://www2.carleton.ca/equity/>

**Academic Accommodations for Students with Disabilities:** The **Paul Menton Centre** for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your **Letter of Accommodation** at the beginning of the term, and 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 to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (*if applicable*) at <http://www2.carleton.ca/pmc/new-and-current-students/dates-and-deadlines/>

You can visit the Equity Services website to view the policies and to obtain more detailed information on academic accommodation at <http://www2.carleton.ca/equity/>

## **Class Structure**

Students completing the placement will be divided into 2 groups, A and B. Students will meet on alternate Tuesday mornings from 8:30 -11:25 according to their group assignment. Please note that there are some 'all to attend' classes so please check the course outline. **Course Outline is available on cuLearn.**

Lecture material, guest speakers and class discussion will focus on the topic as indicated (subject to change). Any specific assignments and due dates are noted in the course outline.

## **Seminar Class Schedule:**

### **Fall Term**

- **CLASS 1:      **ORIENTATION SEMINAR**** (C264 Loeb)  
    Sept 10      **All to attend**

Welcome and introductions, overview of program, expectations. Distribution of hard copy of Student Handbook, course outline, evaluation procedures, term assignments, discussion of agency-student contract, placement forms. Discussion around boundaries and ethics.

- **CLASS 2:      **YOUTH DIVERSION****  
    Sept 17      Group A  
  
    Sept 24      Group B

### ***Agency-student contract & Insurance form due on or before: October 1, 2013***

*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 Coordinator will review all Contracts. At least one agency visit will be made by the Placement Coordinator to your placement agency during the course of the year to discuss your progress.*

**Fall Term Assignment #1 due on or before Tuesday, October 15, 2013**

- **CLASS 3: RESUME WRITING**  
Oct 1 All to attend
- **CLASS 4: INDIVIDUAL MEETINGS (No seminar classes)**  
Oct 8 – 15 Times to be arranged, good time to talk about assignment #1
- **CLASS 5: DRUGS AND CRIME**  
Oct 22 All to attend

**Please Note: no class October 29th**

- **CLASS 6: VICTIMS OF CRIME/RESTORATIVE JUSTICE**  
Nov 5 Group A  
Nov 12 Group B
- **CLASS 7: CRIME PREVENTION / COMMUNITY DEVELOPMENT**  
Nov 19 Group A  
Nov 26 Group B

<p><b>Fall Term Assignment #2 due on or before Tuesday, November 26, 2013</b></p>
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**Work records & placement evaluations due: Monday, December 2, 2013**

## WINTER TERM

- **CLASS 8: POLICING**  
Jan 7 Group A  
Jan 14 Group B
- **CLASS 9: INDIVIDUAL MEETINGS (No seminar classes)**  
Jan 21 – 28 Times to be arranged

**Winter Term Assignment #1 due on or before Tuesday, January 28, 2014**

- **CLASS 10: MENTAL HEALTH ISSUES**  
Feb 4 Group A  
Feb 11 Group B

**Please Note: no class February 18<sup>th</sup>**

- **CLASS 11: INSTITUTIONAL ISSUES**  
Feb 25 Group A  
Mar 4 Group B
- **CLASS 12: CAREER PLANNING**  
Mar 11 All to attend

**Winter Term Assignment #2 due on or before Tuesday, March 11, 2014**

- ***CLASS 13: STUDENTS' CHOICE***

March 18      Group A

March 25      Group B

- ***CLASS 14: EVALUATIONS***

- April 1      All to attend

**Work Records and Placement Evaluations Due: April 7, 2014**

**Practicum in Criminology and Criminal Justice 3901 and 3902  
Mark Distribution 2013-2014**

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	9%
Fall Term Evaluation	25% *
Winter Term Assignment #1	9%
Winter Term Assignment #2	12%
Winter Evaluation	25% *
Seminar Attendance & Participation	14% **

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

\*\* Seminar participation will be evaluated on a number of factors including attendance/punctuality, quality of participation in class discussion, and preparation, where appropriate.

**All marks will be posted on cuLearn.**

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 styles is acceptable.

Use of gender appropriate, inclusive and non-sexist language is required. **Papers should be double-spaced (size 12 Roman font or equivalent), typed and stapled together. Always provide a cover page with professor, 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 must be submitted on or before the due date (by 4 PM) to the Criminology office (C562). Please use the office drop-box so papers can be properly stamped with the date they were received. Do not leave papers under office doors. The onus is on the student to keep a copy of the paper until they are in possession of their grade. Papers cannot be faxed or emailed. The Criminology office assumes no responsibility for papers submitted in an irregular manner. **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 Carleton University Undergraduate calendar defines plagiarism as “pass[ing] off as one’s own idea, or product, work of another without expressly giving credit to another”.

*Plagiarism can include:*

- Turning in under your name a piece of work that was written by another person, either with or without that person’s consent.
- Turning in under your name a paper obtained from a website, or another source.

*Plagiarism can also involve the way you write your papers.*

- Taking information from a source without acknowledging where it came from.
- Using the **exact words** of one of your sources (books, articles, websites) without putting these in quotation marks, **even if you do put in a reference to where they came from.**

Plagiarism is considered a form of academic dishonesty, and is deeply resented by all professors. The Carleton procedure for dealing with evidence of this and other instructional offences is for professors to forward evidence to the Deans’ offices. The Associate Deans then hold interviews with students suspected of plagiarism and make a decision as to whether the allegations are to be sustained. If found guilty, students are given failing grades in either the piece of work concerned or the whole course. In extremely serious cases, or for repeat offences, more severe penalties can be enacted by the University Senate. Letters of reprimand are also placed in student files.

## **ATTENDANCE/PARTICIPATION**

Attendance and participation is worth 14%. Following the initial orientation, there are a total of 12 classes scheduled over the year (including individual meetings). Each class attended receives a mark of 1.0. Therefore, a student who attended all classes would receive a mark of 12/14 or 86% (A) before participation is added to the attendance grade. A mark will be assigned at the end of the year according to the scheme below.

As your Course Outline on Evaluation Procedures indicated, "seminar participation is evaluated on a number of factors including attendance/punctuality, quality of participation in class discussion, and preparation, where appropriate". Class discussion would include, of course, questions for guest speakers.

<b>ONLY PARTICIPATES IF CALLED UPON</b>	<b>.5</b>
<b>OCCASIONALLY WILL PARTICIPATE</b>	<b>1.0</b>
<b>GOOD PARTICIPATION</b>	<b>1.5</b>
<b>EXCELLENT QUALITY CONTRIBUTION</b>	<b>2.0</b>

### **Seminar Course Assignments**

**Fall Term Assignment #1: Due on or before Tuesday, October 15, 2013.**

**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.



**Fall Term Assignment #2: Due on or before Tuesday, November 26, 2013.**

**Value 9%.**

In this paper, 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 operations or addresses the theoretical orientation that defines its work.

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

**Winter Term Assignment #1: Due on or before Tuesday, January 28, 2014.**

**Value 9%.**

Using the goals you have developed at the beginning of your placement as a starting point, write **weekly** journal entries reflecting on your progress towards meeting those goals as well as personal reflections about your placement. Each journal entry should be dated and include your thoughts and feelings around what you are learning not only about your placement, but about yourself and how you are functioning in the placement environment. In what way are you changing if at all? Are your views on how criminology relates to practical experience changing? What successes and challenges are you facing? What would you like to tell yourself at the beginning of the placement that you know now? Is your experience preparing you for the future? Please see Prof. Scholberg for assistance in framing your journal, if needed.

**Winter Term Assignment #2: Due on or before Tuesday, March 11, 2014.**

**Value 12%.**

As you approach the end of your placement with the agency, you are asked to provide a **critical analysis** of your agency. Remember that critical analysis does not necessarily mean negative, rather investigative. What proposals for change would you make, how do you think the agency might more effectively meet its goals? Draw on examples from research that are supportive of your recommendations, in other words, be prepared to justify your personal analysis. What obstacles might be encountered in implementing these changes? If the changes require new funding, students must also address realistically potential sources of funding. Where students have been involved in a research project, their paper may focus on a critique of the study. In some cases, dependent on the nature of the agency, a critique of an issue or issues related to the work of the agency may be appropriate but Prof. Scholberg must agree to the topic.

Students are welcome to submit an outline of what they intend to cover but must do so by February 25, 2014.

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

**MARKING RUBRIC**  
**CRCJ 3901/3902 Fall Term Assignment #1**

Student's Name:  
 Student's Agency:

	<b>0</b>	<b>0.5</b>	<b>1</b>	<b>Marks Given</b>
<b>Provide the history or background of the agency.</b>	The history or background of the agency is not mentioned.	The history or background of the agency is partially described.	The history or background of the agency is described and analyzed.	
<b>Summarize the mandate of the agency</b>	The mandate of the agency is not mentioned.	The mandate of the agency is partially described.	The mandate of the agency is described and analyzed.	
<b>Describe the services the agency provides and define the population it serves</b>	The services the agency provides and the population it serves is not mentioned.	The services the agency provides and the population it serves is partially described.	The services the agency provides and the population it serves is described and analyzed.	
<b>Describe the agency's organizational and management structure.</b>	The agency's organizational and management structure is not mentioned.	The agency's organizational and management structure is partially described.	The agency's organizational and management structure is described and analyzed.	
<b>How is the agency funded?</b>	The agency's source of funding is not mentioned.	The agency's source of funding is partially described	The agency's source of funding is described and analyzed	
<b>Where does the agency fit in the criminal justice system?</b>	The agency's place in the criminal justice system is not mentioned.	The agency's place in the criminal justice system is partially described.	The agency's place in the criminal justice system is described and analyzed.	
<b>Structure, spelling and grammar</b>	There are many spelling/grammatical mistakes and typos throughout the paper. The paper is unstructured and difficult to read.	For the most part, the paper is fairly well-written and clear. There may be one or two spelling, grammatical or typographical errors.	The paper is well-written in a clear, structured style. It is virtually free of spelling errors, grammatical mistakes and typos.	
Final mark out of 6:				

Name:

Marks	0	2	3	Total
Analysis of sources and strength of argument	The nature or need for your agency's operations, or theoretical orientation that defines its work is not mentioned or analyzed.	You present the nature or need for your agency's operation, or theoretical orientation that defines its work is somewhat clear, though your argument could be expanded on, or further analyzed.	You clearly present the nature or need for your agency's operations, or theoretical orientation that defines its work, based on the sources that you have found.	
Structure, flow, spelling and grammar	Your paper is awkwardly written and if difficult to read. Spelling and grammatical errors make your paper difficult to read.	Your paper presents your argument fairly, though it may have awkward phrasing or need revision in terms of structure. There may be more than one serious spelling or grammar error that affects the clarity of your paper.	Your paper is well written and presents your argument clearly and strongly. There are few to no spelling or grammatical errors.	
Spelling and citation	You lack the appropriate number of applicable sources. Citation is inconsistent and unclear.	Your sources are somewhat relevant to your topic. Citation is clear, and complete, but not in a consistent manner.	You have professional applicable sources from relevant fields. Citation is complete and clear, both throughout out paper and in your reference list.	
Final Mark				/9

**CRCJ 3901/3902****Winter Assignment #1 Marking Rubric**

Name:

Marks	0	2	3	Total
Quality of analysis between goals and self reflection, awareness of placement issues, challenges and successes	Your presentation of placement goals and how you think/feel about them, your ability to self-analyze your progress over time is lacking clarity and substance	Your presentation of your placement goals and how you think/feel about them, self-analysis demonstrates a decent awareness of your progress but needs to show more ability to recognize strengths and weaknesses	Your presentation clearly demonstrates a high level of self-awareness of how you think/feel around your progress and further demonstrates an honest, critical analysis of your experiences within in the placement setting	
Overall quality of journal entries, regularity of entries, progression of experiences	Your journal did not show a regular pattern of entries (ie. all written at once instead of weekly), nor did it show progression of insight from week to week	Your journal showed a mostly regular pattern of entries (ie. entries for most weeks) and showed much progression of insight from week to week	Your journal showed a regular pattern of entries (ie. every week of placement) and showed clearly the progression of insight from week to week	
Structure, flow, spelling and grammar	Your journal is awkwardly written and if difficult to read. Spelling and grammatical errors make your paper difficult to read.	Your journal presents your reflections, though it may have awkward phrasing or need revision in terms of structure. There may be more than one serious spelling or grammar error that affects the clarity of your paper.	Your journal is well written and presents your reflections clearly and strongly. There are few to no spelling or grammatical errors.	
Final Mark				/9

Name:

Marks	0	2	4	Total
Strength and depth of critical analysis	Your presentation of the challenges, obstacles, theoretical framework, effectiveness of the agency is unclear and lacking in detail. Solutions and suggestions are not discussed in detail, nor is research or evidence-informed practices evident in your analysis	Your presentation of the challenges, obstacles, theoretical framework, effectiveness of the agency is quite clear and demonstrates some detail. Solutions and suggestions are discussed in some detail, research or evidence-informed practices is evident in your analysis	Your presentation of the challenges, obstacles, theoretical framework, effectiveness of the agency is very clear and demonstrates excellent detail. Solutions and suggestions are well thought out and discussed in detail, research or evidence-informed practices is evident in your analysis.	
Structure, flow, spelling and grammar	Your paper is awkwardly written and if difficult to read. Spelling and grammatical errors make your paper difficult to read.	Your paper presents your argument fairly, though it may have awkward phrasing or need revision in terms of structure. There may be more than one serious spelling or grammar error that affects the clarity of your paper.	Your paper is well written and presents your argument clearly and strongly. There are few to no spelling or grammatical errors.	
Spelling and citation	You lack the appropriate number of applicable sources. Citation is inconsistent and unclear.	Your sources are somewhat relevant to your topic. Citation is clear, and complete, but not in a consistent manner.	You have professional applicable sources from relevant fields. Citation is complete and clear, both throughout out paper and in your reference list.	
Final Mark				/12

CARLETON UNIVERSITY  
Institute of Criminology and Criminal Justice  
**AGENCY-STUDENT CONTRACT**

Criminology placement students are to complete this Contract and submit it to Tom Scholberg, Field Placement Co-ordinator, by **October 1 (Tues), 2013**.

**I. LEARNING OBJECTIVES**

**The following are the personal learning objectives of:**

---

**Name of student**

**which are designed to maximize learning during my field placement at:**

---

*Name of agency*

<b>DESCRIBE TASKS &amp; DUTIES</b>	<b>LEARNING OBJECTIVE</b>	<b>HOW WILL I KNOW IF OBJECTIVE IS MET?</b>
1.		
2.		

<b>DESCRIBE TASKS &amp; DUTIES</b>	<b>LEARNING OBJECTIVE</b>	<b>HOW WILL I KNOW IF OBJECTIVE IS MET?</b>
3.		
4.		

**Please feel free to add other information.**



## II. OTHER RESPONSIBILITIES

A. Please list other specific tasks or expectations not covered in Learning Objectives or attach a Job Description.

1.
2.
3.

B. SUPERVISION: How will the student be evaluated (written, verbal); When (day-to-day, weekly, end of term); By whom (supervisor, other staff)? Be as specific as possible.

C. DAYS AND TIMES OF WORK:

**III. STATEMENT OF CONDUCT**

I, ( \_\_\_\_\_ ), a student in the Criminology and Criminal Justice Program at Carleton University and a placement student at

( \_\_\_\_\_ ), agree to abide by the  
*name of agency*

standards and regulations of my placement agency as well as those of Carleton University.

I also agree to ensure the confidentiality of the information to which I will have access during my placement, in compliance with the instructions of my placement supervisor.

**IV. SIGNATURES**

I, ( \_\_\_\_\_ ), the undersigned, have agreed on  
*name of student*

all the objectives, responsibilities and statement of conduct as outlined in I, II and III above.

\_\_\_\_\_  
SUPERVISOR'S NAME (please print)

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

The agency and the student should retain copies

**WORK RECORD - FALL 2013**

**NAME**

**AGENCY**

Placement during the Fall Term begins **Sept. 9** and ends **Dec. 2**

Record the date and the number of hours (to the nearest quarter-hour) spent at your agency each week. In some agencies, times will be irregular depending on responsibilities (seeing clients, attending meetings, etc.).

*THIS FORM MUST BE RETURNED NO LATER THAN **DEC 2, 2013** TO THE CRIMINOLOGY OFFICE, Loeb Building*

	WEEK	DAY	Hours	DAY	Hours	DAY	Hours	WEEKLY TOTAL
1	SEP 9							
2	SEP 16							
3	SEP 23							
4	SEP 30							
5	OCT 7							
6	OCT 14							
7	OCT 21							
8	NOV 4							
9	NOV 11							
10	NOV 18							
11	NOV 25							
12	Dec 2							
							TOTAL HOURS	

**C562.**

**The minimum number of hours required for each term is 96 for a single credit placement or 192 for a two credit placement.**

Check the box corresponding to your placement       Single       Double

Placement Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**WORK RECORD - WINTER 2014**

**NAME**

**AGENCY**

Placement during the Fall Term begins **Jan 6** and ends **Apr 7**

Record the date and the number of hours (to the nearest quarter-hour) spent at your agency each week. In some agencies, times will be irregular depending on responsibilities (seeing clients, attending meetings, etc.).

*THIS FORM MUST BE RETURNED NO LATER THAN **April 7, 2013** TO THE CRIMINOLOGY OFFICE, Loeb Building*

	WEEK	DAY	Hours	DAY	Hours	DAY	Hours	WEEKLY TOTAL
1	JAN 6							
2	JAN 13							
3	JAN 20							
4	JAN 27							
5	FEB 3							
6	FEB 10							
7	FEB 24							
8	MAR 3							
9	MAR 10							
10	MAR 17							
11	MAR 24							
12	MAR 31							
							TOTAL HOURS	

**C562.**

**The minimum number of hours required for each term is 96 for a single credit placement or 192 for a two credit placement.**

Check the box corresponding to your placement       Single       Double

Placement Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_