

Course Outline

COURSE:	CRCJ 3901 and CRCJ 3902
TERM:	Fall 2021/Winter 2022
PREREQUISITES:	N/A
CLASS:	Synchronous (Live) via Zoom Tuesdays 8:35a.m.-11:25a.m.
INSTRUCTOR: (CONTRACT)	Angela Peterson
CONTACT:	Office: C565- Loeb Building Office Hrs: TBA and/or by appointment Telephone: 613-804-1026 cell Email: angela.peterson@carleton.ca
TA:	Davon Phillip davonphillip@gmail.com

Course Description

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. Discussions 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.

“This course involves participation in an unpaid work placement as part of the requirements. Please visit the [Risk and Insurance website](#) to review the information on unpaid work placements and to complete the insurance forms required.”

Learning Modality

This course will be taught synchronously via the Zoom platform. Classes will not be taped. Zoom works best on a computer. You do not need to download this app as you will be invited each week to join the class. Guidelines for class in Zoom will be posted on Brightspace.

Participation is important during this class. Therefore, it is mandatory that you have your cameras on. If you are not able to have your camera on, please reach out to me to discuss ahead of time.

The seminars will not be recorded.

Class Structure

Students completing the placement have been divided into 2 groups, **A** and **B**. Students will meet on alternate Tuesday mornings from 8:35a.m. -11:25a.m. 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.** Course Outline is also available on

Brightspace.

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

**The class schedule may change based on guest speaker's availability. You will be provided with reasonable notice should this occur.*

Seminar Class Schedule:

Fall Term

Class 1 – Introductions/Orientation
September 14, 2021

All to attend

*Welcome and introductions, overview of program, expectations.
Review of course outline, evaluation procedures, term assignments, discussion of Agency-Student Contract, and various placement forms. Preparation for placement.
** Come to class with questions you may have about placement or the course.*

Class 2 – Ethics/Potential Conflict Scenarios During Placement
September 21, 2021

All to attend

***See assignments page to prepare for discussion in this class.*

Agency-student contract & Insurance form due on or before: September 29, 2020

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. An agency visit will be made virtually by the Placement Coordinator to your placement agency during the course of the year to discuss your progress.

Class 3 – Homelessness & The Justice System
Sept. 28 Seminar A
Oct. 5 Seminar B

Fall Term Assignment #1 due on or before Monday, October 4, 2021.

Class 4 – Addictions
Oct. 12 Seminar A
Oct. 19 Seminar B

Fall Break - No classes – October 25-October 29

Class 5 – Women and The Justice System
Nov.2 Seminar A

Nov. 9 Seminar B

Class 6 – Youth Probation/Diversion

Nov. 16 Seminar A

Nov. 23 Seminar B

Class 7 – Victimology

Nov. 30

All to attend

Fall Term Assignment #2 due on or before Monday, November 29, 2021.

Class 8 – Resume Writing Workshop

December 7th

All to attend

Last week of placement for fall term is December 6-11.

Work records and evaluations due: Monday, December 13, 2021.

Winter Term

Placements resume the week of January 10th.

Individual Placement Reviews

January 11 **No class**

Note: Students will be given individual meeting times between January 3rd and January 14th, 2022.

Class 9 – Crime Prevention and Community Safety

January 17 Seminar A

January 24 Seminar B

Winter Term Assignment #1 due on or before Monday, January 24, 2022.

Class 10 -Indigenous Population and Restorative Justice

January 31 Seminar A

February 7 Seminar B

Winter Break - No classes – February 14 to February 18

Class 11 - Mental Health and the Justice System

February 21 **All to Attend**

Class 12 - Parole and Corrections

February 28 Seminar A

March 7 Seminar B

Class 13 – Career Planning
 March 14 ***All to attend***

Class 14 – Inclusion & Diversity in the Criminal Justice System
 March 21 ***All to attend***

Class 15 – TBA
 March 28 ***All to attend***

Winter Term Assignment #2 due on or before Monday, March 28, 2022.

Class 16 - Evaluation of Placements
 April 5 ***All to attend***

EVALUATION

Fall Term Assignment #1	6%
Fall Term Assignment #2	12%
Fall Term Placement Evaluation	25% *
Winter Term Assignment #1	6%
Winter Term Assignment #2	12%
Winter Placement Evaluation	25% *
Seminar Attendance & Participation	14% **

Refer to information presented at orientation, to ensure you are familiar with the mark equivalency scale for evaluations.

** Seminar attendance/participation will be evaluated on attendance in class followed by short half page reflection on the one take away from the class. See assignments for details.

Mark Distribution

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.

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.

Seminar Course Assignments:**Daily Class Reflections: Due by midnight on the day of your class.**

You are required to submit a half page reflection (single spaced) on Brightspace. Identify the most important take-away in today's class. If there was a guest speaker, ensure to comment on how/why this speaker was relevant to the criminal justice field and how they impacted you. No cover page required – only your name/date at the top of the page.

Preparation for Class 2: September 21, 2021.

Consider ethical dilemmas or potential conflicts that might arise during your placement and how you might go about handling them. What issues might arise in your work with clients, with colleagues, in conducting research, with your supervisor?
Be prepared to discuss this in class.

Fall Term Assignment #1 = Due on or before Monday, October 4, 2021.

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 plus reference page (if needed).

**Fall Term Assignment #2: due on or before Monday, November 29, 2021.
Value 12%.**

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/ bibliography). References should be current.

WINTER TERM**Winter Term Assignment #1: Due on or before Monday, January 24, 2022.
Value 6%.**

Assume you have graduated. Prepare a **combined-skills resume**, utilizing the information provided from the Resume Preparation Seminar, held on December 7, 2021. Tailor your resume to apply for a permanent position, utilizing a job description from your agency or one of the job descriptions available on Brightspace. **Include a cover letter.**

Winter Term Assignment #2: Due on or before Monday, March 28, 2022.**Value 12%.**

In this paper, you will **reflect** on your placement experience and how this may have shaped your future career decisions. You may choose to keep a journal throughout the year to help you with this assignment. A 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. Identify if you chose this placement because it is where you want to work post-graduation. Was it what you expected? Explain how.

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.

ASSIGNMENTS:

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. 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 must be submitted on 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 marked within 2 weeks of the due date.

REQUIRED TEXTS

None

SUPPLEMENTARY TEXTS

Tatoos on the Heart: The Power of Boundless Compassion, Simon & Schuster, 2010.
Here is the [link](#) to purchase on Amazon if you are interested.

Barking to the Choir, Gregory Boyle. Simon & Schuster, 2017.
Here is the [link](#) to purchase on Amazon if you are interested.

Serving Life 25, One Guard's Story, Neil D. Maclean. Tellwell Talent, 2017.
Here is the [link](#) to purchase on Amazon if you are interested.

**These texts are only recommended and not mandatory. I will bring in some common themes from these texts throughout the semester but you will not need to purchase unless you are interested.*

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 accommodation regarding a formally-scheduled final exam, you must complete the Pregnancy Accommodation Form [click here](#).

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 [click here](#).

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 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).

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: <https://carleton.ca/equity/sexual-assault-support-services>

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 will be provided to students who compete or perform at the national or international level. 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. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

STATEMENT ON PLAGIARISM

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, art works, 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;
- 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

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).

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