

**Carleton University**  
**Practicum in Criminology and Criminal Justice**  
**Seminar Course Outline 2019-2020**

**Course: CRCJ 3901 and 3902**

**Instructor:** Danette Nearing-Guibord

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**Office Hours:** Tuesday & Thursday 1:30 – 3:00 p.m. or by appointment

**Class Location:** TB 340

**Day:** Tuesday

**Time:** 8:30-11:25 a.m. as per Seminar Group Schedule

**TA:** Leah McElhinney [LeahMcElhinney@cmail.carleton.ca](mailto:LeahMcElhinney@cmail.carleton.ca)

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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 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.

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*“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.”*

### **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. Course Outline is also available on CULearn.**

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.

## **Seminar Class Schedule:**

### **FALL TERM**

#### **CLASS 1: ORIENTATION SEMINAR**

Sept 10      **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/HANDLING CONFLICTS ON PLACEMENT**

Sept 17      **All to attend**

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

#### **Agency-student contract & Insurance form due on or before: September 24, 2019**

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 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 1, 2019**

#### **CLASS 3: PROBATION & PAROLE**

Sept 24      Seminar A  
Oct 1        Seminar B

#### **CLASS 4: YOUTH JUSTICE**

Oct 8        Seminar A  
Oct 15       Seminar B

**FALL STUDY BREAK: OCT 21 - 25**

#### **CLASS 5: DRUGS AND CRIME**

Oct 29 Seminar A  
Nov 5 Seminar B

**CLASS 6: POLICING**

Nov 12 Seminar A  
Nov 19 Seminar B

**CLASS 7: RESUME WRITING WORKSHOP**

Nov 26 All to attend

**Fall Term Assignment #2 due on or before Tuesday, December 3, 2019**

Last week of placement for Fall Term: **December 2-6**

**Work records & placement evaluations due: Monday, December 9, 2019**

**WINTER TERM**

(Placements resume the week of Jan. 6)

**INDIVIDUAL PLACEMENT REVIEWS**

Jan 7 **No class**

Note: Students will be given individual meeting times between Jan 6 & Jan 17, 2020.

**CLASS 8: CRIME PREVENTION AND COMMUNITY SAFETY**

Jan 14 Seminar A  
Jan 21 Seminar B

**Winter Term Assignment #1 due on or before Tuesday, January 28, 2020**

**CLASS 9: CAREER PLANNING**

Jan 28 All to attend

**CLASS 10: MENTAL HEALTH AND CRIME**

Feb 4 Seminar A  
Feb 11 Seminar B

**WINTER STUDY BREAK: FEBRUARY 17 - 21**

**CLASS 11: VICTIMS OF CRIME and RESTORATIVE JUSTICE**

Feb 25 Seminar A  
March 3 Seminar B

**CLASS 12: COMMUNITY JUSTICE**

March 10 Seminar A  
March 17 Seminar B

**Winter Term Assignment #2 due on or before Tuesday, March 24, 2020**

**CLASS 13: EVALUATION OF PLACEMENTS**

March 24 Seminar A  
March 31 Seminar B

**Last week of Placement for Winter term: March 30 – April 3**

**Work Records and Placement Evaluations Due: Monday, April 13, 2020**

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**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.

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	12%
Fall Term Evaluation	25% *
Winter Term Assignment #1	6%
Winter Term Assignment #2	12%
Winter 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 participation will be evaluated on a number of factors including attendance/punctuality, quality of participation in class discussion, and preparation, where appropriate.

**ATTENDANCE/PARTICIPATION:**

<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>

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 and stapled together. 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 or before the due date to the Criminology office (C562 Loeb). 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 unless in approved circumstances. 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.

## **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.

## **Seminar Course Assignments 2019-2020**

### **FALL TERM**

#### **Preparation for Class 2: September 17**

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 Tuesday, October 9, 2019.**

**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 plus reference page(if needed).

**Fall Term Assignment #2: Literature reviews due on or before Monday, December 3, 2019.  
Value 12%.**

Literature Review and Presentation: 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**. Provide 3 article summaries and prepare a 5-10 minute presentation on your placement agency and why you chose those 3 articles to provide insight into the work of your agency. 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. The presentation is meant to inform the class of the work that your organization does. You may work in groups of 2, if there are more than one of you placed in the same organization. Article summary sheets and rubrics will be posted on cuLearn.

**WINTER TERM**

**Winter Term Assignment #1: Due on or before Tuesday, February 4, 2020.  
Value 6%.**

**Assume you have graduated.** Prepare a **combined-skills resume**, utilizing the information provided from the Resume Preparation Seminar, held on November 26, 2019. Tailor your resume to apply for a permanent position, utilizing a job description from your agency or one of the job descriptions available in the main Criminology office. **Include a cover letter.**

**Winter Term Assignment #2: Due on or before Tuesday, March 24, 2020.  
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.

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.

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### ***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).*

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### ***Requests for 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:** contact 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: [carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf)

**Religious obligation:** contact 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](mailto: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. After requesting accommodation from PMC, meet with me as soon as possible to ensure accommodation arrangements are made. [carleton.ca/pmc](https://carleton.ca/pmc)

### **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 is 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](https://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. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: [students.carleton.ca/course-outline](https://students.carleton.ca/course-outline)