

Carleton University
Field Placement in Criminology and Criminal Justice
Seminar Course Outline 2022-2023

Course: CRCJ 3901 & 3902

Instructor: Danette Nearing-Guibord

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

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

Day: Tuesday

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

TA: Davon Phillip DavonPhillip@cmail.carleton.ca Office Hours: TBD

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 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.

“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 in person. However, should public health measures dictate otherwise, we will pivot to synchronous learning via the Zoom platform.

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 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.

Suggested Readings will be listed on Brightspace. I encourage all students to enhance their learning through these additional resources.

Seminar Class Schedule:

FALL TERM

Field Placement Preparation Workshop (via Zoom)

Sept 6 – 6-7:30pm OR Sept 8 – 9-10:30am (choose the most convenient time for you)

Welcome and overview of program, expectations.

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

CLASS 1: ETHICS/HANDLING CONFLICTS ON PLACEMENT

Sept 13 **All to attend**

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

CLASS 2: KNOWLEDGE MOBILIZATION

Sept 20 Seminar A

Sept 27 Seminar B

*** Learn how to write for your audience. Bring a piece of written work to class, as Professor Lorraine Godden will help you to write in layman's terms, through some very interactive exercises.*

Agency-student contract & Insurance form due on or before: September 27, 2022

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 4, 2022

CLASS 3: PROBATION & PAROLE

Oct 4 Seminar A

Oct 11 Seminar B

CLASS 4: POLICING
Oct 18 Seminar A
Nov 1 Seminar B

FALL STUDY BREAK: OCT 24 - 28

CLASS 5: RESTORATIVE JUSTICE
Nov 8 Seminar A
Nov 15 Seminar B

CLASS 6: RESUME WRITING WORKSHOP
Nov 22 No Class
Nov 29 **All to attend**

Fall Term Assignment #2 due on or before Tuesday, November 22, 2022

Last week of placement for Fall Term: **December 5-9**

Work records & placement evaluations due: Monday, December 12, 2022

WINTER TERM
(Placements resume the week of Jan. 9, 2023)

INDIVIDUAL PLACEMENT REVIEWS

Jan 10 **No class**

Note: Students will be given individual meeting times between Jan 9 and 20

CLASS 7: YOUTH JUSTICE
Jan 17 Seminar A
Jan 24 Seminar B

Winter Term Assignment #1 due on or before Tuesday, January 31, 2023

CLASS 8: CAREER PLANNING
Jan 31 **All to attend**

CLASS 9: CRIME PREVENTION AND COMMUNITY SAFETY

Feb 7 Seminar A

Feb 14 Seminar B

WINTER STUDY BREAK: FEBRUARY 20 - 24

CLASS 10: WHERE ARE THEY NOW?

**Former students share their experiences and provide tips for success

Feb 28 Seminar A

March 7 Seminar B

CLASS 11: MENTAL HEALTH & ADDICTIONS

March 14 Seminar A

March 21 Seminar B

Winter Term Assignment #2 due on or before Tuesday, March 28, 2023

CLASS 12: EVALUATION OF PLACEMENTS

March 28 **All to attend**

Last week of Placement for Winter term: **April 3–6**

Work Records and Placement Evaluations Due: Tuesday, April 11, 2023

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

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 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.

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 2022 – 2023

Note: Rubrics for all assignments are accessible through Brightspace

FALL TERM

Attendance/Participation: Attendance sheets will be circulated at the end of each class for attendance, as well as a piece of paper where you will write a take-away from the class (something that you learned from the class; something that stood out for you).

Preparation for Class 1: September 13

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 4, 2022.

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: due on or before Tuesday, November 22, 2022.

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 Tuesday, January 31, 2023.

Value 6%

Assume you have graduated. Prepare a **combined-skills resume**, utilizing the information provided from the Resume Preparation Seminar, held on November 29, 2022. Tailor your resume to apply for a permanent position, utilizing a job description from your agency, one of the job descriptions available in my office, or you can search for one. **Include a cover letter.**

Winter Term Assignment #2: Due on or before Tuesday, March 28, 2023.

Value 12%

In this paper, you will **reflect** on your placement experience and how this may have shaped your future career decisions. Remember to balance your descriptive writing with a reflective critical analysis. 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.

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).

Statement on Student Mental Health

As a University 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. Here is a list that may be helpful:

Emergency Resources (on and off campus): <https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/>

Carleton Resources:

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

Off Campus Resources:

- Distress Centre of Ottawa and Region: (613) 238-3311 or TEXT: 343-306-5550, <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, <http://www.crisisline.ca/>
- Empower Me: 1-844-741-6389, <https://students.carleton.ca/services/empower-me-counselling-services/>
- Good2Talk: 1-866-925-5454, <https://good2talk.ca/>
- The Walk-In Counselling Clinic: <https://walkincounselling.com>

Statement on Pandemic Measures

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are [a number of actions you can take](#) to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

Feeling sick? Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you should follow Carleton's [symptom reporting protocols](#).

Masks: Carleton has paused the [COVID-19 Mask Policy](#), but continues to strongly recommend masking when indoors, particularly if physical distancing cannot be maintained. It may become necessary to quickly reinstate the mask requirement if pandemic circumstances were to change.

Vaccines: While proof of vaccination is no longer required to access campus or participate in in-person Carleton activities, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible and submit their booster dose information in [cuScreen](#) as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the [University's COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.

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

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 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

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 its 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

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