Institute of Criminology and Criminal Justice

Honours Research Project
CRCJ 4908
Fall/Winter 2017/2018

Instructor:	Dr. Evelyn Maeder
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Office hours:	By appointment

Class Information:

Schedule:	September 6, 2017 – April 11, 2018
Class Time:	Wednesdays 2:35 – 5:25 p.m.
Location:	**Check Carleton Central**

Course Overview:
This course is designed to facilitate the completion of an Honours Research Project. Regulations concerning the Honours Research Project including deadlines for submissions are detailed in the Carleton Undergraduate Calendar.

I will administer the course and monitor your progress toward the completion of your project. Also, I am available for consultation regarding matters pertaining to your project. I will recommend to the Dean of the Faculty the final grade for your Honours Research Project.

All Honours Research Projects must be conducted under the supervision of a Faculty Advisor. Normally, these are Instructors working in the area of your concentration. A Faculty Advisor may include any person listed as 'Teaching Staff' in the Departmental directory in the current Undergraduate Calendar, including Adjunct Professors. Additionally, Sessional Lecturers in the three Departments with an appropriate degree and subject to the approval of the Course Instructor may be an Advisor. If your Advisor is not on campus (i.e., Adjunct Professors or Sessional Lecturers) it is mandatory that you have a secondary, on-campus Advisor. This is to ensure that there is consistency in both the quality and grading of Honours Research Projects done on and off campus. In these situations, the role of the secondary on-campus Advisor is typically minimal – essentially to be aware of your research and to read the final product for purposes of concurrence with respect to the final grade.

CRCJ 4908 is presented in both the Fall/Winter and Summer sessions. Your first registration in the course is designated as Section A (i.e., 4908A). Some of you will require more than the first full term to complete your Honours Research Project.

Subsequent and consecutive re-registrations in what are designated Sections B and C are permitted. Section B is defined as the consecutive term after your Section A. Section C is defined as the consecutive term after Section B. As an example: if you register for the first time in CRCJ 4908 in the Fall/Winter 2017/2018, that is designated as your 4908A. The Summer session in 2018 would be your 4908B and the Fall/Winter session of 2018/2019 would be your 4908C. Re-registration in Section B is not necessary if you will not be working with your advisor during that term. For example, if you registered for the first time in September 2017 (4908A), you may not be working on your thesis during the Summer. However, if you re-register in Fall 2018, it will be your 4908C, even though you never registered in a 4908B. **No more than 18 months can elapse between initial registration in Section A and completion of your thesis** (e.g., with initial registration in Fall 2017 – your project must be completed by Spring 2019). You must be registered in all terms that you are working on your Honours Research Project with your advisor.

NOTE: The Institute of Criminology and Criminal Justice refers to an Honours Research Project. Some Departments refer to an Honours Thesis while others also have Honours Essays. Either will count as your Honours Research Project, but you must meet the specific requirements and expectations for this work set by the Department that your Concentration is in (i.e., Law, Psychology, or Sociology).

CONTRACT

Registration in CRCJ 4908 Section A marks the official beginning of your Honours Research Project.

In practice, many students will have already arranged for supervision of their work by a Faculty Advisor by the time our class first meets. If such a prior arrangement has been made, have your Advisor sign the 'Contract Form' that is part of this package. If you have signed up with an off-campus Faculty Advisor, please ensure that an on-campus faculty member (i.e., your secondary advisor) also signs the Contract. If a prior arrangement has not been made, you should contact faculty members in your area of Concentration. Complete the 'Finding an Advisor Form' attached to this package during this process. If you are successful in finding an advisor, please have the advisor sign the Contract. If after completing the 'Finding an Advisor Form' you are unsuccessful in securing a Faculty Advisor, please contact me and I will assist you. You will need to provide me with the completed 'Finding an Advisor Form', if this is the case.

Once a Faculty Advisor has signed a Contract, keep a copy for yourself and provide me with a copy.

ETHICS

You must submit your proposed research for approval to the Ethics Committee in the Department you are working in, if human participants are to be used. (This includes the use of extant human participant data banks.) Detailed information as to what is required for the Ethics Committee plus the required forms can be obtained from the Department (that you are doing your project in) Ethics Committee. Be advised that ethics reviews

may take a few weeks to complete. This ethics approval is **mandatory** and must be obtained before the research can be carried out. Please note that ethics approval is needed even if your research is part of a previously approved project. A copy of the one page note from the Ethics Committee indicating such approval must be provided to me. **If an ethics approval form is not provided, you WILL NOT receive a grade.** Please contact me if you have any questions or concerns.

FORMAT

Once these initial steps have been taken, progress will be largely determined by you, your Faculty Advisor and factors that, at this stage, cannot be imagined, such as, computer breakdown, participants not showing up, your Advisor not being able to read a draft the same evening you turn it in, etc. Be realistic in your timeline expectations.

To assure the highest quality work, you should plan to write your thesis in successive drafts that are reviewed by your Faculty Advisor. Writing quality of the Honours Research Project will be an important element in the evaluation of your final product. You should consult your Faculty Advisor about the style you will use when writing your Honours Research Project. Different Departments may use different formats. You should choose a style based on journals in which your type of research is typically published. Please note that while there are some variations in style among the disciplines, most follow a generally accepted format (Introduction, Statement of the Problem/Issue, Literature Review, Methodology, Results, Conclusion).

You must submit one appropriately bound copy of the final version of your Honours Research Project directly to your Faculty Advisor and one to me. The Faculty Advisor must then forward a suggested grade and a brief synopsis of his/her justification for the grade. In the case of an off-campus advisor, the thesis will go from the off-campus Advisor (with a suggested grade) to the on-campus Faculty Advisor, who upon agreeing with the suggested grade, will forward the suggested grade and the rationale to me. It is up to you to ensure that your Faculty Advisor submits the grade to me. The timing of the submission (i.e., the thesis and the Advisor's evaluation) to me will be the critical factor in determining the timing of your graduation (see Deadlines section below).

DEADLINES

If you anticipate graduation at the next scheduled ceremony and have applied to graduate at the Faculty Registrar Services Office (see the Undergraduate calendar for deadlines), your completed thesis must be received by me (i.e., **must have been evaluated by your Faculty Advisor and passed on to me**) by **April 11, 2018**, as indicated in the Calendar**.**

If the completed thesis and the Faculty Advisor's grade and comments are not received by me by the last acceptable date for the term in which you are registered (April 11, 2018), a grade of IP (In Progress) will be submitted to the Dean if you are registered in Section A or B. **If you are registered in Section C and fail to submit the completed thesis (and Faculty Advisor's evaluation) by the last acceptable date, a grade of 'F' will be submitted.**

GRADES
The Final grade submitted for CRCJ 4908 will be determined by me based primarily on the written evaluation of the Faculty Advisor. Part of my role as Course Instructor is to ensure, as much as possible, that there is a degree of equity in the grades received by students with different concentrations. The overall quality of the submitted thesis will be considered as will the grading rationale provided by the Faculty Advisor. I will also take into consideration the workload required by the Faculty Advisor. The Dean of the Faculty is the Chief Examiner and has the authority to change any of the final grades submitted by the Course Instructor.

Students must submit a copy of their Honours Research Projects to their Faculty Advisor and one to me for grading purposes. Once I have read over your submitted Honours Research Project, it will be stored in the Criminology Office. You should keep a copy of the thesis for yourself in case the submitted copies are lost or damaged. Honours Research Projects should be bound in a black or red hardtop binder. Please let me know if you have any questions.

PLAGIARISM
Students are reminded of the University regulations concerning plagiarism and other instructional offenses as outlined in the Undergraduate Calendar. The policy can be found at
http://www.carleton.ca/studentaffairs/academic_integrity/docs/Academic_Integrity_Policy.pdf

The University Senate defines plagiarism as "presenting, whether intentionally or not, the idea, 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 acknowledgement 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 which cannot be resolved directly with the course's instructor. The Associate Deans of the Faculty conduct 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.

ACADEMIC ACCOMODATION

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 see the Student Guide.

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 see the Student Guide.

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 (carleton.ca/pmc) for the deadline to request accommodations for the formally-scheduled exam (if applicable).

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

OTHER SERVICES ON CAMPUS TO NOTE
Writing Services, 4th Floor, Library
https://carleton.ca/csas/writing-services/

Centre for Student Academic Support (CSAS), 4th Floor, Library, 613-520-3822
https://carleton.ca/csas/

Academic Advising Centre, 302 Tory, 613-520-7850
https://carleton.ca/academicadvising/

If you wish to graduate in the Spring of 2018, I must receive your Honours Research Project, with a grade recommendation from your Faculty Advisor, no later than April 11, 2018.

INTELLECTUAL PROPERTY

Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

PRIVACY

At Carleton University, we recognize the importance of privacy. Personal information that we collect is kept confidential. In accordance with section 41 of the Freedom of Information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected).

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Student-Advisor Contract

Student's Name: _____

Student Number: _____

Faculty Advisor's Name: _____

Faculty Advisor's Signature: _____

Faculty on-campus Co-Advisor's Name (if applicable): _____

Faculty on-campus Co-Advisor's Signature: _____

Student's Signature: _____

Date: _____

Topic for Honours Research Project: _____

_____

Expected Date of Completion: _____

Note: Both the student and the Faculty Advisor should be aware of the various deadlines for graduation (see the 2017/2018 Undergraduate Calendar). The Faculty Advisor must submit to the Course Instructor a grade recommendation and rationale no later than April 11, 2018 for a June 2018 graduation.

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Finding an Advisor

Student's Name: _____

Student Number: _____

Tentative topics to explore with potential Faculty Advisors (find out what are the research interests of the Faculty Members – list three that interest you)

1. _____

2. _____

3. _____

Faculty Members Contacted (contact at least 3 faculty members)	**Date(s)**	**Outcome (yes, no, tentative)**
1. _____	**_____**	**_____**
2. _____	**_____**	**_____**
3. _____	**_____**	**_____**

Tentative Schedule

September 6	Course Overview / Topic Selection
September 13	Ethics Protocols (please bring your signed student-advisor contract)
September 20	Scholarships**
October 4	Choosing a Graduate Program / Graduate Applications**
October 18	Application Materials Exchange
November 1	Job Search** (Guest lecturer: Danette Nearing-Guibord)
November 15	Check In / Progress Report / Q&A
November 29	Check In / Progress Report / Q&A
January 10	APA Format and Citation
January 24	Check In / Progress Report / Q&A
February 7	Check In / Progress Report / Q&A
February 28	Poster Presentation Overview*
March 7	Class time to work on posters*
March 21	Poster presentation practice*
March 28	Undergraduate Showcase / Poster Presentations (To Be Confirmed)
April 4	Wrap-up
April 11	Final thesis (**with grade and justification from supervisor**) due

*Note: Poster presentation dates are subject to change depending upon the scheduling of the Undergraduate Showcase (may also be combined with Field Placement Mixer).

**Note: Readings may be assigned for these weeks