

**INSTITUTE OF CRIMINOLOGY & CRIMINAL JUSTICE
CARLETON UNIVERSITY
FALL/WINTER 2022/2023**

**CRCJ4908 – Honours Thesis
Fall 2022 and Winter 2023**

**Mondays 11.35am-2.25pm
Room: see Carleton Central**

Professor: Nicolas Carrier
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Office hours: by appointment

Course description

A research project conducted under the direct supervision of a faculty adviser from Criminology and Criminal Justice, Psychology, Law or Sociology. Mandatory workshops and symposiums are scheduled during the year.

Learning outcomes

Design and conduct scholarship that is theoretically informed and methodologically rigorous and that adheres to the ethical conduct required of social science research.

Course overview

This course is designed to facilitate the completion of your Honours thesis. I will administer the course and monitor your progress toward the completion of your project. I am available for consultation regarding matters pertaining to your Honours thesis. I will recommend to the Dean of the Faculty the final grade for your Honours thesis. Regulations concerning the Honours thesis including deadlines for submissions are detailed in the Carleton Undergraduate Calendar.

All Honours theses must be conducted under the supervision of a faculty advisor. Any faculty member of the Institute of Criminology & Criminal Justice (ICCJ) may serve as a faculty advisor. Faculty members of other departments (e.g., Law & Legal Studies, Sociology & Anthropology) who are cross-appointed to the ICCJ may also serve as faculty advisor.

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 may require more than the first full term to complete your Honours thesis. Subsequent and consecutive re-registrations in what are designated Sections B and C are permitted. 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 2022 (4908A), you may not be working on your thesis during the Summer. However, if you re-register in Fall 2023, it will be designated as 4908C, even though you never registered in 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 2022 – your project must be completed by Spring 2024). You must be registered in all terms that you are working on your Honours thesis with your advisor.

Contract

Registration in CRCJ 4908 Section A marks the official beginning of your Honours thesis. Some students may 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 syllabus. If a prior arrangement has not been made, you should contact faculty members in your area of research. Once an appropriate supervisor has been secured, have them sign the 'Contract Form' below. A copy of the contract must be provided to me.

Ethics

We will discuss research ethics throughout the seminar. If it is to involve human participants, you must submit your proposed research for approval to the Carleton University Research Ethics Board (CUREB-A; see <https://carleton.ca/researchethics/cureb-a/>).

Be advised that ethics reviews may take a few weeks to complete; CUREB-A meetings dates and submission deadlines can be found here: <https://carleton.ca/researchethics/cureb-a/cureb-a-meetings-and-deadlines/>. The CUREB-A approval is mandatory and must be obtained before research involving human participants can be carried out. A copy of the CUREB-A approval must be provided to me. Please contact me if you have any questions or concerns.

Format

Once initial research steps have been taken, progress will be largely determined by you, your faculty advisor, and research related contingencies. 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 thesis 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 thesis. Different Departments may use different formats. You can 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, Analysis, Conclusion).

You must submit one digital copy of the final version of your Honours thesis directly to your faculty advisor and one to me. The faculty advisor must then forward a suggested grade and a brief synopsis of their justification for the grade. It is your responsibility 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 largely determine the timing of your graduation.

Mini conference

Students will be invited to present orally their thesis at the end of the term, prior to submitting its final version. Depending on the number of enrolled students, multiple panels could be constituted for a mini conference. All graduating students and all faculty members of the ICCJ and of contributing units will be invited to attend. The mini conference will be further discussed in class.

Deadlines

If the completed thesis is not received by me by the last acceptable date for the term in which you are registered (April 12, 2023), 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.

If you are thinking of applying for a master's scholarship, the deadline for the Ontario Graduate Scholarship [\$5,000/term, max: 3 terms] is November 15, 2022, and the deadline for the Canadian Graduate Scholarship [\$17,500 for 12 months, non-renewable] is December 1, 2022.

Deadline for applications to graduate programs vary (they usually are around mid-January).

GRADING SYSTEM

Letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B = 73-76	C - = 60-62	F = 0-49 (Failure. No academic credit.)
A = 85-89	B - = 70-72	D+ = 57-59	
A - = 80-84	C+ = 67-69	D = 53-56	
B+ = 77-79	C = 63-66	D - = 50-52	

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, see: <https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf>

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: <https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf>

The Paul Menton Centre for Students with Disabilities (PMC) provides academic accommodations and support services to students with Learning Disabilities (LD), 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 permanent, persistent/prolonged, or temporary disability requiring academic accommodations in my course, please contact the PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, please request your accommodations for this course through the Ventus Student Portal 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). Requests made within two weeks will be reviewed on a case-by-case basis. For final exams, the deadlines to request accommodations are published in the University's Academic Calendars. After requesting accommodations through the Ventus Student Portal, please meet with me to discuss your accommodation needs and how they will be implemented in my course.

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, see: <https://carleton.ca/equity/focus/sexual-violence-prevention-survivor-support/>

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. For more details, see: <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, artworks, 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 marks.

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).

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).

COVID

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 must 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: Further, while proof of vaccination is no longer required as of May 1 to attend campus or in-person activity, 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

Schedule

September 12, 2022

Meet & greet – syllabus discussion – the Honours thesis: overview of the process – research objects

September 19, 2022

Ethics – Student-advisor contract – expectations with supervision

October 3, 2022

Scholarships – graduate programs

October 17, 2022

Check in/Progress report/Q&A

October 31, 2022

Scholarships - application material exchange

November 14, 2022

Check in/Progress report/Q&A

November 28, 2022

Check in/Progress report/Q&A

December 5, 2022 (Optional)

Check in/Progress report/Q&A

January 16, 2023

Check in/Progress report/Q&A

January 30, 2023
Check in/Progress report/Q&A

February 13, 2023
Check in/Progress report/Q&A

February 27, 2023
Check in/Progress report/Q&A

March 13, 2023(Optional)
Check in/Progress report/Q&A

March 27, 2023
Virtual mini conference

April 12, 2023
Thesis due

Institute of Criminology & Criminal Justice
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Student – Advisor Contract

Student's Name: _____

Student's Number: _____

Faculty Advisor's Name: _____

Faculty Advisor's Signature: _____

Thesis Topic: _____

Expected Date of Completion: _____

Student's signature: _____

Date: _____