

Institute of Criminology and Criminal Justice

**Honours Thesis
CRCJ 4908
Fall/Winter 2021-2022**

Instructor: Dr. Evelyn Maeder
Office: Room C571, Loeb Building
Phone: 520-2600, ext. 4488
Email: evelyn.maeder@carleton.ca
Office hours: By appointment

Class Information:

Schedule: September 8, 2021 – April 12, 2022

Class Time: Mondays 11:35 – 2:25 p.m.

Location: **Zoom**

Course Overview:

This course is designed to facilitate the completion of an Honours Thesis.

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. In consultation with your Faculty Advisor, I will recommend to the Dean of the Faculty the final grade for your Honours Thesis.

All Honours Theses 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, Contract Instructors in the three contributing Departments (SOVI, LAWS, PSYC) or in CRCJ 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 Contract Instructors) it is mandatory that you have a secondary, on-campus Advisor who is directly- or cross-appointed to the Institute of Criminology and Criminal Justice. This is to ensure that there is consistency in both the quality and grading of Honours Theses 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 2021/2022, that is designated as your 4908A. The Summer session in 2022 would be your 4908B and the Fall/Winter session of 2022/2023 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 2021 (4908A), you may not be working on your thesis during the Summer. However, if you re-register in Fall 2022, 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 2021 – your project must be completed by Spring 2023). You must be registered in all terms that you are working on your Honours Thesis with your advisor.

NOTE: The Institute of Criminology and Criminal Justice refers to an Honours Thesis. Some Departments refer to an Honours Research Project while others also have Honours Essays. Because this is a thesis course, your final paper must be based on an original analysis of empirical material and not simply a literature review. This empirical material can be produced/collected by students (e.g., participant interaction, observation, etc.) or can entail analysis of existing data (e.g., political discourses, cultural representations, social media, legal communications, etc.).

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 CUREB (Carleton University Research Ethics Board) A or B, depending on the department of your faculty advisor, if human participants are part of your thesis. We will discuss ethics applications in class. 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 certificate 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 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 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 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. 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 both the thesis and the Advisor's grade and justification passed on to me**) by **April 12, 2022**, 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 (for CRCJ 4908A, April 12, 2022), 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.

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.

Students must submit a copy of their Honours Thesis to their Faculty Advisor and one to me for grading purposes. Once I have read over your submitted Honours Thesis, 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 Theses should be bound in a black or red hardtop binder. Please let me know if you have any questions.

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 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 or even suspension or expulsion from the University.

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: 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](#).

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>

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/>

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).

*****If you wish to graduate in the Spring of 2022, I must receive your Honours Thesis, with a grade recommendation from your Faculty Advisor, no later than April 12, 2022.*****

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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: _____

Due Date to Supervisor (in order to have grade and comments submitted to course

instructor by April 12, 2022): _____

Note: Both the student and the Faculty Advisor should be aware of the various deadlines for graduation (see the 2021/2022 Undergraduate Calendar). The Faculty Advisor must submit to the Course Instructor a grade recommendation and rationale no later than April 12, 2022 for a June 2022 graduation.

**Institute of Criminology and Criminal Justice
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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 13	Course Overview / Topic Selection
September 20	Ethics Protocols
September 27	Scholarships**
October 4	Choosing a Graduate Program / Graduate Applications**
October 18	Application Materials Exchange
November 1	Check In / Progress Report / Q&A
November 15	Job Search** (Guest lecturer: Angela Peterson)
November 29	Check In / Progress Report / Q&A
December 10	Check In / Progress Report / Q&A
January 10	APA Format and Citation
January 24	Check In / Progress Report / Q&A
February 14	Check In / Progress Report / Q&A
February 28	Thesis Presentation Overview
March 14	Check In / Progress Report / Q&A
March 28	Thesis Presentations
April 4	Wrap-up
April 12	Final thesis due (with grade and justification from Advisor; your actual due date with your Advisor will be earlier and must be determined ahead of time)

**Note: Readings may be assigned for these weeks