

**INSTITUTE OF CRIMINOLOGY & CRIMINAL JUSTICE
CARLETON UNIVERSITY
FALL/WINTER 2019/2020**

CRCJ4908 – Honours Thesis

Professor Nicolas Carrier
C571 Loeb
e. nicolas.carrier@carleton.ca
t. 613.520.2600 x4488
Office hours: By appointment

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, of the Department of Sociology & Anthropology, of the Department of Psychology, and of the Department of Law & Legal Studies may serve as a faculty advisor. Subject to the approval of the course instructor, sessional lecturers and scholars affiliated to these units may also serve as faculty 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 faculty advisor. 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 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 2019 (4908A), you may not be working on your thesis during the Summer. However, if you re-register in Fall 2020, 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 2019 – your project must be completed by Spring 2021). 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. 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 your secondary advisor also signs the Contract. If a prior arrangement has not been made, you should

contact faculty members in your area of research. 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 involved. 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 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 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 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.

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 project of the mini conference will be further discussed in class.

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 7, 2020.

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 7, 2020), 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.

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 Faculty of Public Affairs 20 Teaching Regulations 2019-20 as soon as possible after the need for accommodation is known to exist. For more details [click here](#).

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 must 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>

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	

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.

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).

**Institute of Criminology and Criminal Justice
Honours Thesis
CRCJ 4908
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: _____

Thesis Topic: _____

Expected Date of Completion: _____

Note: Both the student and the Faculty Advisor should be aware of the various deadlines for graduation (see the Undergraduate Calendar). The Faculty Advisor must submit to the Course Instructor a grade recommendation and rationale no later than April 7, 2020 for a June 2020 graduation.

Institute of Criminology and Criminal Justice
Honours Thesis
CRC J4908
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, 2019

Meet & greet – the thesis: overview of the process – research objects – mini-conference project

September 13, 2019

Ethics – Student-advisor contract – expectations with supervision

September 20, 2019

Scholarships – graduate programs selection and application

September 27, 2019

Application material exchange

October 11, 2019

Check in/Progress report/Q&A

October 25, 2019

Check in/Progress report/Q&A

November 8, 2019

Check in/Progress report/Q&A

November 22, 2019

Check in/Progress report/Q&A

January 10, 2020

Check in/Progress report/Q&A

January 24, 2020

Check in/Progress report/Q&A

February 14, 2020

Check in/Progress report/Q&A

February 28, 2020

Check in/Progress report/Q&A

March 6, 2020

Check in/Progress report/Q&A

March 20, 2020

Mini conference final preparation

March 27, 2020

Mini conference

April 7

Thesis due