



RAVENS

CARLETON UNIVERSITY

How to Succeed in Criminology/University

Part II



Introductions:

- ▶ **Dr. Lara Karaian** is a CCJ faculty member with a background in Criminology/Sociology and Gender/Sexuality Studies. She is teaching our 3rd-year Qualitative Research Methods course and two 4th year CCJ seminars.
- ▶ **Summer Lewis** is a fourth year BA Honours, Criminology & Criminal Justice student. Her concentration is Law and she is completing her Honours thesis this year.
- ▶ **Robin Dunbar & Marilyn Ginder** are the Administrative Office Support Staff.
 - ▶ Marilyn Ginder, Institute Administrator
 - ▶ Robin Dunbar, Undergraduate Administrator



Transitioning to Carleton

High School

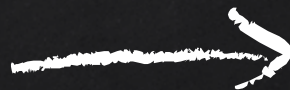
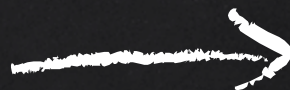
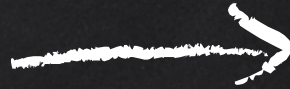
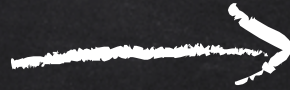
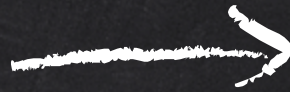
Mandatory

Free (usually)

Schedule is arranged for you

Participation in extracurricular activities requires permission

Your actions are monitored and corrected



University

Voluntary

You pay for it

You arrange your own schedule

Participation in extracurricular activities by choice

You are responsible for your own choices

The First Month...

- ▶ **Read your Course Outlines carefully.** It's a 'contract' between you and the instructor. Find them on department websites or cuLearn.
- ▶ **Textbooks & Reading Lists** - Check your course outlines. Not all available at the campus bookstore!
- ▶ **Go to class!** Most instructors will impart supplemental material in their lectures that is not in the text book. **Signal Words** in lectures will also help you focus on the most important topics and guide your studying for midterms and exams.
- ▶ **Keep up with readings each week** - make sure to set time aside in your busy schedule for this. 1 hour spent in class = 2 hours of work outside class

The First Month...

- ▶ **Take notes**, preferably by hand. Note-taking is important because it gets you involved in the lecture. It actually forces you to pay attention. Becoming a good note-taker takes practice. **Search “Lecture Note Taking” for tips.**
- ▶ **Professors** are available to answer questions during office hours, will not remind you of incomplete work, and may not take attendance but may notice if you attend or not.
- ▶ **Time Management:**
 - ▶ Be Organized
 - ▶ Use an agenda
 - ▶ Hand in assignments on time - late assignments can cost you a full letter grade!

The First Month...

▶ Academic Integrity Policy

▶ “A commitment even in the face of adversity to five fundamental values: honesty, trust, fairness, respect, and responsibility.”

▶ Violations 

▶ Sanctions:

- ▶ grade of zero
- ▶ resubmission
- ▶ course failure
- ▶ letter of reprimand
- ▶ suspension from program
- ▶ etc.

Plagiarism

- Submitting work written whole or in part by someone else
- Failing to acknowledge sources through the use of proper citations when using another's work

Test and Exam Rules

- Attempting to read another student's exam papers
- Speaking to another student (even if subject matter is irrelevant to text)
- Using material not authorized by the examiner

Other Violations

- Improper access to confidential information such as exams or test questions
- Disruption of classroom activities or periods of instruction
- Misrepresentation of facts for any academic purpose

The First Month...

▶ Professionalism/Etiquette:

- ▶ First impressions really matter. Conduct yourself professionally to make your best impression. Start these best practices early.
 - ▶ Use only your *Carleton email* to contact the university.
 - ▶ ***ALWAYS include your student number and sign your full name.***
 - ▶ Address and sign your emails professionally. Email is not a text message!
 - ▶ Mind your manners (use please/thank you) and watch your tone. Be respectful, not demanding.
 - ▶ Avoid abbreviations, proof read for spelling and grammar, don't use CAPS (it is perceived as yelling).
- ▶ **Stay Connected** with the latest news and events at:
<https://students.carleton.ca/>

Support Services

There are **MANY** services on campus for various issues you might experience this year, you just have to seek them out.

- ▶ **Centre for Student Academic Support:** skill development workshops (in person & online), peer assisted study sessions, writing tutorial services, etc.
- ▶ **Academic Advising Centre:** choosing/changing your degree elements, learning to read your audit, review academic difficulties you may be experiencing and ways get you back on track, etc.
- ▶ **Student Experience Office - First Year Connections:** mentorship program that helps first year students make a successful transition to university life by preparing them to achieve their personal and academic goals.
- ▶ **Carleton Co-Curricular Record:** recognizes student involvement “outside the classroom” such as activities in leadership development, community service learning, involvement activities, etc.
- ▶ **Career Services:** career workshops, Career StartUp, job postings, career fairs, networking events, etc.
- ▶ **Registrar’s Office:** registration assistance, deferrals for missed final exams, appeal of grade, transcripts, diplomas, etc.

Support Services

- ▶ **Awards and Financial Aid:** OSAP & student loans, scholarships, bursaries, work study positions, budgeting/managing your finances, workshops etc.
- ▶ **International Student Services Office:** helping international and exchange students adjust to life in Canada, international internships and co-op, and participation in exchange or study abroad programs
- ▶ **Centre for Aboriginal Culture & Education:** Aboriginal student support, cultural workshops, ceremonial activities, lounge & group study room, etc.
- ▶ **Health & Counselling Services / Sexual Assault Support Services:** confidential and available to all students, staff and faculty at Carleton
- ▶ **Paul Menton Centre for Students with Disabilities (PMC):** support services for students with disabilities such as transitioning to university, one-on-one learning support, note taking, etc.
- ▶ **Department of University Safety:** personal safety and crime prevention services. Emergency response - **ext. 4444** from any campus phone.
- ▶ **AND SO MANY MORE!!!!**

Don't believe us... take it from someone who knows.



— NO SUFFERING IS —
TOO TRIVIAL.
DON'T BE AFRAID TO
ASK FOR HELP.

Criminology & Criminal Justice Program

HONOURS VS GENERAL

▶ Honours: 20.0 credits - 4 years

Based on doing 5.0 credits each year

- ▶ More content & higher level content - *4th year seminars, extra research methods requirements.*
- ▶ Higher grades.
- ▶ Good for careers requiring research/analysis.

▶ General: 15.0 credits - 3 years

Based on doing 5.0 credits each year

- ▶ Finish faster.
- ▶ Can't continue to graduate level university programs (MA's).
- ▶ Good for careers in front line positions working with people.

- Currently only admit directly to Honours (except for special articulation agreement for some Algonquin College transfer students)
- Students admitted to Honours can switch to the BA General after first year if required/desired.

Criminology & Criminal Justice Program

- ▶ Year standing is based on the number of credits completed (*not which ones*) and not on the calendar length of time.
- ▶ Year standing WILL affect your registration:
 - ▶ First Year Standing 0 – 3.5 credits
 - ▶ Second Year Standing 4.0 – 8.5 credits
 - ▶ Third Year Standing 9.0 – 13.5 credits
 - ▶ Fourth Year Standing 14.0+ credits

Criminology & Criminal Justice Program

- ▶ Cumulative Grade Point Average (CGPA)
 - ▶ To graduate (**Honours program**): Overall CGPA 5.0 (C), Major CGPA 6.50 (C+/B-)
 - ▶ To graduate (**General program**): Overall CGPA 4.0 (C-), Major CGPA 4.00 (C-)
- ▶ Academic performance evaluations take place in May (after Winter term grades are released).
- ▶ CGPA requirements increase a little each year.

Table 1: Minimum CGPA Requirements for Good Standing Status

Program credits completed	Honours	Architecture (Design), B.I.D. programs	Engineering programs	15.0 credit General	20.0 credit Major, B.I.T.
0.0 to 5.0	Overall 4.00	Overall 3.00	Overall 4.00	Overall 3.00	Overall 3.00
5.5 to 10.0	Overall 4.50 Major 5.50	Overall 3.50	Overall 4.50	Overall 3.50 Major 3.50	Overall 3.50 Major 3.50
10.5 to 15.0	Overall 5.00 Major 6.00	Overall 3.50	Overall 5.00	Overall 4.00 Major 4.00	Overall 3.50 Major 3.50
15.5 or more	Overall 5.00 Major 6.50	Overall 4.00	Overall 5.00		Overall 4.00 Major 4.00
Graduation	Overall 5.00 Major 6.50	Overall 4.00	Overall 5.00	Overall 4.00 Major 4.00	Overall 4.00 Major 4.00

*Undergraduate Calendar:
Section 7.4 Minimum CGPA Requirements
<http://calendar.carleton.ca/undergrad/regulations/>

Importance of Your Academic Audit

- ▶ Your “road map” for your program: shows your program requirements, what you have completed, what you still need, your grades, and your CGPAs
- ▶ Access it in Carleton Central - MyAudit
- ▶ How to read it: <http://carleton.ca/academicadvising/your-academic-audit/how-to-read-your-audit/>
- ▶ This is the best document to use to determine what courses that you need to take. Check it regularly! Especially each time you register to make sure things are counting as you expected!
- ▶ Seek Academic Advising from our office at **least once a year** to make sure you are on track.

Transfer Students

- ▶ Transferred courses do not have a grade associated with them, only a “TR” designation for transfer is shown on the audit.
- ▶ Transfer credits contribute to the “Program Credits Completed”, but not to the calculation of the CGPAs.
- ▶ Transfer credits may be evaluated as a generic credit (e.g. 1XXX) or as an exact equivalent to a Carleton course (e.g. 1001).
- ▶ **Check your audit** or contact the office to make sure your registration is not conflicting with your transfer credits.
- ▶ New transfer students come in with **advanced/upper year standing** so require higher CGPAs than new students coming from high school.
- ▶ Join the **Carleton University Transfer Student Group** on Facebook.

Questions?





Good Luck **Ravens!**

