



Sociology 499- 2018 Winter
Advanced Field Placement in Criminology

Instructor: Greg Eklics Tel.: 780-492-0473	Office Hours: by appointment Email: criminology@ualberta.ca	Office: 5-25 Tory Building
Field placement duration:	January 22 – April 4	
Seminar location: T 5-15	Seminar time: 6:30 pm to 7:30 pm (Guest speakers start at 5:30 pm)	
Seminar Dates:	Seminar 1- January 30 Seminar 2- February 13 Seminar 3- March 6 Seminar 4- March 20 Seminar 5- April 3 Seminar 6- April 10	Career search primer Guest: Don Dyer, Parole – Prairie Division, CSC Maximizing professionalism Guest: Dale Cunningham, Partner, Field Law Resume/Cover Letter/Interview Workshop Kevin Wipf, PhD, Director, Strategic Research and Planning, Strategic Services Branch, Correctional Services Division, Alberta Justice and Solicitor General
Journal Due Dates:	Journal 1 – January 23 Journal 2 – February 5 Journal 3 – February 26 Journal 4 – March 12 Journal 5 – March 26 Journal 6 – April 9	

This course has an eClass Moodle section. Use your CCID to access the course page: <https://eclass.srv.ualberta.ca/portal/>. This site contains important information and documents; and the journals are to be submitted here. If you are unable to submit your journals through eClass, please email them to the course instructor as an attachment by the due date.

Evaluation

Students must achieve successful completion of each of the course components in order to be recommended to the Dean for promotion. These components include: the field placement, the research paper, the professional seminars, and the weekly journals. Successful completion means that you must obtain at least a grade of B- in each of the course components. Failure (attaining less than a B- grade) in any portion of a placement is failure for the course as a whole.

Field Placement Midterm Evaluation: (Due: February 12) 15%

Field Placement Final Evaluation:	(Due: April 16)	35%
Research Paper	(Due: April 16)	30%
Journals:		10%
Seminar Participation:		10%

Field Placements

Your field placement days will be on 2 days a week when you do not have classes. Usually these are Mondays and Wednesdays or Tuesdays and Thursdays. The field placement is a part-time work experience with a criminal justice system agency in which the student becomes a contributing member, accommodating learning that occurs outside the classroom setting. The field placement focuses on the acquisition of knowledge, application of knowledge, skill development, and professional development. Your field placement will help you decide whether or not you are really interested in a career within the criminal justice system. It will allow your placement agency to assess you as a potential employee, and will allow you to make a variety of potentially helpful professional contacts that may assist you with future career endeavors. The placement itself, and the evaluation process, is intended to simulate what you might experience as an employee in the criminal justice field.

Midterm and Final Evaluations for the field placement are completed on the appropriate forms provided to each placement supervisor. It is your responsibility to make sure your supervisor receives the evaluation forms in due course. They are available on the course eClass page. A copy of the evaluation is retained on file. The course instructor, in consultation with the placement supervisor, assigns the grades for the placement on the basis of the assessment of the student's total performance.

Term Papers

The Criminology Program term paper requirement serves as the primary academic component of the field placement. The paper (13-15 pages in length) should reflect agency activity and integrate it with theoretical issues raised in course work and in the literature. You should develop the paper in close consultation with your academic supervisor. Each student is assigned an academic supervisor. Each supervisor has a different approach, thus it is important that you become familiar with, and adapt to, your supervisor's teaching style. The role of the academic supervisor is to approve the term paper topic and to provide guidance and direction during the research and writing phases, and grading. Early and frequent student-advisor communication is suggested, the onus for which lies with the student.

Please submit hard copies in the appropriate exam cabinet slots. Students must submit one copy of the term paper directly to their academic supervisor and one electronic copy to the course instructor (via email).

No extension of the due date will be granted without prior approval of the instructor and the academic supervisor, and only for medical or similarly serious reasons.

Content: 40 marks

Is the paper well-focused and appropriate in scope? Is factual material presented accurately? Is command of material demonstrated? Is sound and sufficient research demonstrated? Is a synthesis of the relevant literature demonstrated? Does the paper show the appropriate use of theoretical concepts? Are arguments clearly analyzed and conclusions justified? Is the paper interesting? Are ideas handled creatively?

Organization and structure: 30 marks

Is the paper clearly and logically organized? Does the organization demonstrate understanding of the topic? A well-organized paper consists of a concise introduction, a central thesis, a logical flow of ideas to support the central thesis and a concluding section. Is the writing high quality, using correct strength of prose, sentence structure, and clarity? Avoid ill-defined or convoluted paragraphs (for instance, one that runs a full page or more). A rule of thumb is to make one major point per paragraph.

Composition: 20 marks

Are spelling, grammar and punctuation correct? Are references complete and cited properly?

Use of feedback: 10 marks

Have suggestions/comments from the supervisor been integrated into the paper?

Description	Percentage	Grade	Value
Excellent	95-100	A+	4
	90-94	A	4
	85-89	A-	3.7
Good	80-84	B+	3.3
	75-79	B	3
	70-74	B-	2.7
Fail		C+	2.3
		C	2
		C-	1.7
		D+	1.3
		D	1
		F	0

Criminology Program Evening Seminars

While a good portion of academic learning can be pursued effectively in the classroom, exposure to agencies working in the criminal justice system will provide students with practical experience that will supplement their academic knowledge. The evening seminars are an opportunity for students to raise issues and concerns generated out of the field experience, and explore these topics with fellow students. The evening seminars will form part of your final grade and are worth 10% of your overall grade. Attendance is mandatory. *Active participation* is crucial to attaining an ‘excellent’ grade. The course instructor assigns this portion of the overall grade. Students are expected to actively participate in discussions brought up in the evening seminars. The seminars are intended to be flexible in nature in order to deal effectively with issues as they arise. The format, however, will generally include the following components:

1. Placement issues and concerns –This is where you can get feedback on matters of concern and interest as they have surfaced in your placement situation.
2. Professional issues – here we deal with more specific issues and concerns related to working in the criminal justice system.

3. Agency speaker – representatives from various justice system agencies will make presentations on their agencies on subject matter related to their areas of expertise.
4. Current Events - students are given a chance to discuss important issues related to the criminal justice system. Topics for discussion will be brought forth by the course instructor, although students are welcome to suggest topics and issues to discuss.

Journals

The journal serves as a vehicle for students to report their field placement activity and raise issues and concerns which they experience at their placement. Reflection, insight, observation, and a variety of comments can be reported in the journals. Students may refer to the weekly discussion questions and answer them by using the experiences they have encountered throughout their placements. It is recommended that you keep a copy of your journal entries, both as a record of your agency activity - you may wish to refer back to document a client contact, for example – or as a reference for your term paper. The journals are confidential and will only be read by the course instructor. The writing style should be indicative of your professionalism and desire to present your ideas and thoughts in a coherent manner. The course instructor assigns this portion of your grade.

Final Grades

Final grades will be assigned by the course instructor in consultation with the Program Director. The University of Alberta follows no pre-determined quota of letter grades and grade distribution. There is no curving of class grades. Grades will be assigned following the grade scale below:

Description	Grade	Value
Excellent Student achievement in field placement is beyond expectations, shows high degree of competence and professionalism. Student receives excellent grades in other components of the course.	A+	4
	A	4
	A-	3.7
Good Student achievement in field placement shows competence and professionalism. Student receives good to excellent grades in other components of the course.	B+	3.3
	B	3
	B-	2.7
Satisfactory Student achievement in field placement shows some competence and professionalism. Student receives satisfactory to good grades in other components of the course.	C+	2.3
	C	2
	C-	1.7
Poor Student achievement in field placement shows poor competence and professionalism. Student receives poor to satisfactory grades in other components of the course.	D+	1.3
Minimal Pass	D	1
Fail	F	0

Important General Information

- Policy about course outlines can be found in the University Calendar.
- The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect.
- Students are particularly urged to familiarize themselves with the provisions of the Code

of Student Behaviour (www.governance.ualberta.ca) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

In particular, please note the following sections from the University's Code of Student Behaviour:

30.3.2(2)c No Student shall represent another's substantial editorial or compositional assistance on an assignment as the Student's own work.

30.3.2(2)d No Student shall submit in any course or program of study, without the written approval of the course Instructor, all or a substantial portion of any academic writing, essay, thesis, research report, project, assignment, presentation or poster for which credit has previously been obtained by the Student or which has been or is being submitted by the Student in another course or program of study in the University or elsewhere.

30.3.2(2)e No Student shall submit in any course or program of study any academic writing, essay, thesis, report, project, assignment, presentation or poster containing a statement of fact known by the Student to be false or a reference to a source the Student knows to contain fabricated claims (unless acknowledged by the Student), or a fabricated references to a source.

- Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Recorded materials are to be used solely for personal study, and are not to be used or distributed for any other purpose without prior written consent from the instructor.
- Re-writing papers, submitting extra work or any other option to increase grades will not be considered under any circumstances.
- This will be a classroom in which we all feel free to express our opinions and points of view. When you have the floor, it is expected that you will express your views politely. The classroom atmosphere at the same time will allow us all to question each other in a respectful manner. Students who monopolize class discussions are also disruptive to the discussion process. Students will be penalized for this behaviour.
- The official class list is produced by the third week of term. Instructors are forbidden to add student names to grade sheets. Students not on grade sheets are not deemed to be properly registered and may not submit exams or assignments. It is your responsibility to check with the instructor to ensure your name is on this list.
- Students requiring assistance for a variety of needs are encouraged to refer to the following website: www.uofaweb.ualberta.ca/studentservices which lists support services available to undergraduate students. For example, for concerns regarding exam anxiety and concerns of an academic nature, the Academic Support Centre is available for assistance (780-492-2682); Student Counseling Services (780-492-5205) provides support of a more personal nature.

