Sociology 399 - 2019 Winter
Field Placement in Criminology

Instructor: Wendy Aujla
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Office Hours: by appointment
Email: criminology@ualberta.ca

Office: 5-25 Tory Building

Field placement duration: January 21 – April 5

Seminar location: T 5-15
Seminar time: 5:30 pm to 6:30 pm (unless stated otherwise)

Seminar 1- January 22
Placement Expectations and Agreement Forms

Seminar 2- February 5
Maximizing Professionalism

Seminar 3- February 26
Career Centre Speaker Series in Criminology

Seminar 4- March 12
Criminology Panel Discussion and Q&A: with Justice Solicitor General (JSG) – (Kevin Wipf, Director of Strategic Research and Planning within Corrections, Alexander Thompson, Threat Assessor – ASSIST and Alberta Sheriffs, Jay Makarenko, Manager within Justice Division, Bradley Clark, Director with Corrections, and Jennifer Anderson, Chief of Staff to the Associate Deputy Minister)

Seminar 5- March 26
Guests: Edmonton Police Service (EPS) Recruitment Section
(Cst: Jody Ponto and Cst. Carmen Fidler)

Seminar 6- April 9
Guest: Career Centre Resume Presentation

Journal Due Dates:
Journal 1 – January 15
Journal 2 – January 29
Journal 3 – February 12
Journal 4 – March 5
Journal 5 – March 19
Journal 6 – April 2

Journals should be submitted via eClass and are due Tuesday (before midnight), unless stated otherwise.

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 journal entries are to be submitted here.

Course Description and Prerequisites
Field Placement in Criminology (SOC 399) is a required course in the BA Criminology Program and Field Placement Stream. It is the first of two seminars taken concurrently with the field placement. SOC 399 is a perquisite for SOC 499 the advanced placement in Criminology. These courses were designed to be taken during the field placement experiences. The objective of SOC 399 is to support students through the first field placement in Criminology.
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 field placement term paper, the professional seminars, and the field 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 of 2.7) in any portion of a placement is failure for the course as a whole.

Course Component Weights
Field Placement Midterm Evaluation: (Due: February 12) 15%
Field Placement Final Evaluation: (Due: April 16) 35%
Field Placement Term Paper: (Due: April 16) 30%
Journals: (Due: on e-Class throughout the term) 10%
Seminar Participation: (Throughout the term) 10%

Field Placements
The field placement length is 160 hours over the course of the semester (10 weeks). 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. You should review the tips and FAQs documents (available on eClass page).

It is your responsibility to have the practicum agreement form (also available on eClass page) filled out and signed by the agency/field placement supervisor. This form should be returned to the course instructor by the second seminar February 5, 2019.

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.

Field Placement Midterm and Final Evaluation (50%)
Midterm and Final Evaluations for the field placement are completed on the appropriate forms provided to each field placement supervisor. It is your responsibility to make sure your field placement supervisor receives the evaluation forms in due course. The evaluations are available on the course eClass page. The midterm evaluation is a short snapshot of the first few weeks at the field placement. The midterm evaluation allows the field placement supervisor to evaluate the student and set goals for the remainder of the placement. The final evaluation is a more in-depth assessment of various skills and attributes displayed throughout the term.

The evaluations are to be completed by the field placement supervisor with the student present to receive feedback or room for improvement. Students will be assessed for how open they are to receiving feedback and making the most out of it.
The course instructor should receive a copy of the midterm and final evaluation. A copy of the midterm and final evaluation is retained on file. The course instructor, in consultation with the field placement supervisor, assigns the grades for the placement on the basis of the assessment of the student’s total performance.

Field Placement Term Paper (30%)
The field placement 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 at the beginning of the term. It is your responsibility to initiate contact by February 5, 2019 with the academic supervisor to discuss the paper.

Each supervisor has a different approach, thus it is important that you become familiar with, and adapt to, your supervisor’s style. The role of the academic supervisor is to approve the field placement 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.

Students must submit two copies of the field placement term paper. Submit one hard copy directly to the academic supervisor or in the assignment box located outside 5-21 Tory. Remember to include your name, course number, and the academic supervisors name on the field placement term paper. Please also send one electronic copy to the course instructor (via email to: criminology@ualberta.ca). No extension of the due date will be granted without prior approval of the course instructor and the academic supervisor, and only for medical or similarly serious reasons.

Unsatisfactory (failure) Field Placement Term Paper Grade Policy
In the case of papers which earn failing grades (less than a 2.7), you will fail to pass the required course. This is because failure in any portion of a placement is failure for the course as a whole.

Marking Rubric for Field Placement Term Paper:

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?

Journals (10%)
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 in three to four paragraphs (minimum of 500 words). Students may refer to the weekly discussion questions and answer them by using the experiences they have encountered throughout their placements.

Journals should be submitted via eClass and are due Tuesday (before midnight), unless stated otherwise. The course instructor will provide feedback and assign this portion of your grade. If you are unable to submit your journals through eClass, please email them to the course instructor as an attachment by the due date.

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 field placement 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.

Seminars and Participation (10%)
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 six 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 assigned by the course instructor.

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 – Feedback on matters of concern and interest as they have surfaced in your placement situation.

2. Professional issues – Specific issues and concerns related to working in the criminal justice system will be dealt with.

3. Guest speaker(s) – Representatives from various justice system agencies will make presentations on their agencies on subject matter related to their areas of expertise.
Professionals who graduated with a Criminology degree or work in the field will be invited to provide tips and strategies about seeking career opportunities.

4. Current Events - Discussions related to important issues affecting the Canadian 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.

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:

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<thead>
<tr>
<th>Description</th>
<th>Percentage</th>
<th>Grade</th>
<th>Value</th>
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<tbody>
<tr>
<td>Excellent</td>
<td>95-100</td>
<td>A+</td>
<td>4.0</td>
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<tr>
<td></td>
<td>90-94</td>
<td>A</td>
<td>4.0</td>
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<tr>
<td></td>
<td>85-89</td>
<td>A-</td>
<td>3.7</td>
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<tr>
<td>Good</td>
<td>80-84</td>
<td>B+</td>
<td>3.3</td>
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<tr>
<td></td>
<td>75-79</td>
<td>B</td>
<td>3.0</td>
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<tr>
<td></td>
<td>70-74</td>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>Satisfactory</td>
<td>66-69</td>
<td>C+</td>
<td>2.3</td>
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<td></td>
<td>62-65</td>
<td>C</td>
<td>2.0</td>
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<tr>
<td></td>
<td>58-61</td>
<td>C-</td>
<td>1.7</td>
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<tr>
<td>Poor</td>
<td>54-57</td>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>Minimal Pass</td>
<td>50-53</td>
<td>D</td>
<td>1.0</td>
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<tr>
<td>Fail</td>
<td>0-49</td>
<td>F</td>
<td>0.0</td>
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Important General Information

Course Work
Re-writing papers, submitting extra work or any other option to increase grades will not be considered under any circumstances.

Classroom Environment
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.
Student Resources

Students requiring assistance for a variety of needs are encouraged to refer to the following website: [https://www.ualberta.ca/current-students](https://www.ualberta.ca/current-students) which lists support services available to undergraduate students. For example, for concerns regarding exam anxiety and concerns of an academic nature, the Academic Success Centre is available for assistance (780-492-2682); Counselling and Clinical Services (780-492-5205) provides support of a more personal nature.

Audio or Video Recording

“Audio or video recording, digital or otherwise, 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. Student or Instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).”

Course Outline Policy

"Policy about course outlines can be found in Course Requirements, Evaluation Procedures and Grading of the University Calendar."

Academic Integrity

“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 (online at [https://www.ualberta.ca/governance/](https://www.ualberta.ca/governance/)) 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.