



**UNSW**  
SYDNEY

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## **CRIM3025**

Criminology Work Integrated Learning Placement

Term Two // 2019

## Course Overview

### Staff Contact Details

#### Convenors

Name	Email	Availability	Location	Phone
Andy Kaladelfos	a.kaladelfos@unsw.edu.au	By appointment	Morven Brown G43	

### School Contact Information

School of Social Sciences

Room 159

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## Course Details

### Credit Points 6

### Summary of the Course

Subject Area: Criminology and Criminal Justice

This course provides you with the unique opportunity to gain practical experience and deeper understanding of the criminal justice and related agencies. Aligned with UNSW's emphasis on work-integrated learning, this course is a structured and supported work placement designed to give you practical experience in tackling criminal justice challenges through working with an criminal justice/related government or non-government organisation. This will be a one-of a kind experience to help you understand how criminal justice works in practice.

This course is only available to students enrolled in the Bachelor of Criminology and Criminal Justice Program (BCCJ) and students enrolled in the Criminology Major in the Bachelor of Arts (BA). Enrolment is by course authority and is subject to a selection process involving a written submission and interview. To be eligible to apply, you must:

- have a minimum WAM of 75;
- have completed a minimum of 96 UOC overall including CRIM1010, CRIM1011, and CRIM2042
- be in good academic standing.

This course is taken in place of CRIM3000.

### Course Learning Outcomes

1. Demonstrate an understanding of research and policy work in NGOs or government organisations
2. Develop insight into, and critically reflect upon, the dynamics of working within an organisation
3. Apply theoretical and practical knowledge in criminology

### Teaching Strategies

The central component of this course is a field placement with a Criminal Justice related organisation and provides you with a unique opportunity to experience intensive work-integrated learning.

This course uses Problem-Based Learning (PBL) which puts you at the centre of the learning journey, requiring you to play an active role in the learning process. This means that you are able to apply what you have learned throughout your degree in an operational context and acquire new skills (field knowledge, team work, organisational knowledge) that will benefit your future career as criminal justice professionals.

There are several reasons for using PBL in this course:

**It revolves around you:** In a PBL environment you are personally responsible for what you learn. You will take part in discussions, share knowledge and, together with the host organization formulate your own learning objectives.

**Learning dynamically:** By approaching criminal justice questions in practise, you can apply theoretical knowledge while gaining new skills. You can also identify gaps in your knowledge that you can fill upon returning from your field experience. The opportunity to reflect on the field experience enhances your ability to become an observant change-practitioner.

**Acquiring skills for life:** An intensive work-experience can provide you with the first taste of what it means to be a criminal justice professional and gain skills you are unlikely to acquire in a class-room setting. A field internship in a culturally diverse environment promotes lively discussion and being part of a team in a criminal justice related organization presents critical opportunities to work with people from divergent disciplinary backgrounds. You will learn essential skills, such as listening to others, presenting your viewpoint, debating, writing reports and working collaboratively.

You will submit a Learning Contact as a formative assessment, which serves as the negotiated foundation for the internship that outlines the goals, learning objectives, as well as role/responsibility of the internship and will be used as guidelines for determining whether the requirements of the internship have been met. [It outlines clearly the background of the internship site/project, scope of work of the field placement \(i.e., activities, deliverable and timeline\) and personal responsibility \(expectations of intern\) that are mutually agreed upon by you and the field supervisor \(host organization\).](#)

At the conclusion of the placement, the host organisation provides an evaluation which is shared with you, and on which you should reflect in you Reflective Journal.

The learning and assessment in this course is aimed at giving you the real-life experience for applying and further enhancing your knowledge and skills in relation to their Bachelor of Criminology and Criminal Justice Degree degree. These skills in research, report-writing and applied policy practice will be directly useful in future employment in government, university, NGO and private sector.

The course will also provide you with helpful insight into the research and policy process; and expose you to the workings of organisations. This will hopefully encourage deeper interest and inquiry into social and policy problems and the methods that social scientists and policy-makers use to understand these problems and to respond to them.

There will be a briefing workshop in Week 1 to cover the following topics: clarifying course expectations, policy practice, research methods, working in organisations, and the specific workplace contexts for Bachelor of Criminology and Criminal Justice graduates.

## Assessment

There are **THREE** graded assessments and **TWO** hurdles required for this course.

### Hurdle 1:

Learning contract

Due: First two weeks of placement

Submit: Moodle

The Learning Contract is prepared in the first two weeks of the placement by the student in consultation with their Field Supervisor using the template available on Moodle. The Learning Contract states the learning goals and related learning tasks. It shows how these tasks will increase in complexity over the semester, gives guidance on the processes of learning to be utilised, clarifies roles and responsibilities and establishes clear expectations for the entire placement. The Learning Contract is reviewed by the Course Convenor within two weeks of submission. If determined to be of satisfactory quality a 'satisfactory' grade is entered in Moodle and brief comments are entered by the Course Convenor. If the first submission of the Learning Contract is not determined by the Course Convenor to be of a satisfactory standard, students will have one opportunity to revise and resubmit the assessment task in consultation with the Course Convenor.

Please note: This is not a Turnitin assessment

### Hurdle 2:

Timesheet Due: End of internship

Submit: Moodle

The Timesheet is a formal record of the internship hours that the student completes over the term. The requirement is 100-150 hours which the Timesheet should accurately reflect. The Timesheet is verified by the Field Supervisor weekly. If the Timesheet is not determined by the Course Convenor to be of a satisfactory standard, students will have one opportunity to revise and resubmit the assessment task in consultation with the Course Convenor.

Please note: This is not a Turnitin assessment.

## Assessment Tasks

Assessment task	Weight	Due Date	Student Learning Outcomes Assessed
Placement Organisation Assessment	20%	After the first four weeks of placement	2
Reflective Journal	50%	Two weeks after the end of placement	1,2

Assessment task	Weight	Due Date	Student Learning Outcomes Assessed
Placement Organisation reflection	30%	Two weeks after written feedback is received from the host organisation	1,3

## Assessment Details

### Assessment 1: Placement Organisation Assessment

**Start date:**

**Length:** 1000 +/- 10%

**Details:** Students write a short essay (1000 words) on the host organisation and its role in the community. Written feedback and a numerical grade will be provided within ten working days of submission. Students will be assessed based on a rubric made available to them at the start of the course so they can work towards specified standards.

**Turnitin setting:** This is not a Turnitin assignment

### Assessment 2: Reflective Journal

**Start date:**

**Length:** 2000 +/- 10%

**Details:** A reflective journal is to be written over the course of the internship (2000 words total). The full portfolio is submitted at the conclusion of the placement. Written feedback is provided within ten days of submission. A numerical grade is based on a rubric made available to students at the start of the course so that they can work towards specified standards.

**Turnitin setting:** This is not a Turnitin assignment

### Assessment 3: Placement Organisation reflection

**Start date:**

**Length:** 1500 +/- 10 %

**Details:** In this 1,500 word assessment students are asked to reflect on written feedback they received from the host organisation about their performance during their internship placement. Written Feedback is provided within ten days of submission. A numerical grade is based on a rubric made available to students at the start of the course so that they can work towards specified standards.. This forms final assessment for this course.

**Turnitin setting:** This is not a Turnitin assignment

## Attendance Requirements

Please note that lecture recordings are not available for this course. Students are strongly encouraged to attend all classes and contact the Course Authority to make alternative arrangements for classes missed.

## Course Schedule

[View class timetable](#)

### Timetable

Date	Type	Content
Week 1: 3 June - 7 June	Seminar	<b>Getting Started at your Internship</b>  Course overview: assessments, expectations, responsibilities  A critical orientation to the workplace and your internship  Completing your Learning Contract
Week 2: 10 June - 14 June	Seminar	<b>Applying Theory to Practice</b>  Policy problem solving: Identifying the Issues  Policy Analysis  Organisational Analysis
Week 5: 1 July - 5 July	Seminar	<b>Writing Skills and the Workplace</b>  Adapting your writing style for different audiences  Collaboration in the workplace  In this seminar students will be given practical examples of different communication styles, as well as practical examples of best practice and common pitfalls in organisational collaboration.
Week 8: 22 July - 26 July	Seminar	<b>Review and Evaluation: Measuring Impact</b>  Reflexivity and writing critically about your placement and the project you have worked on

## **Resources**

### **Prescribed Resources**

### **Recommended Resources**

A list of recommended reading will be available on through Leganto.

### **Course Evaluation and Development**

This is a new course. Feedback will be gathered through MyExperience and built into future course development.



## **Submission of Assessment Tasks**

## **Submission of Assessment Tasks**

### **Turnitin Submission**

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on [externalteltsupport@unsw.edu.au](mailto:externalteltsupport@unsw.edu.au) . Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, it will be stated on your course's Moodle site with alternative submission details.

For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

## Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

**Copying:** using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This also applies to images, art and design projects, as well as presentations where someone presents another's ideas or words without credit.

**Inappropriate paraphrasing:** Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

**Collusion:** working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.

**Inappropriate citation:** Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.

**Duplication ("self-plagiarism"):** submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

Correct referencing practices:

- Paraphrasing, summarising, essay writing and time management
- Appropriate use of and attribution for a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre (<http://www.lc.unsw.edu.au/>). Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items.

UNSW Library also has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time

- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Some of these areas will be familiar to you, others will be new. Gaining a solid understanding of all the related aspects of ELISE will help you make the most of your studies at UNSW.

<http://subjectguides.library.unsw.edu.au/elise/aboutelise>

## **Academic Information**

For essential student information relating to:

- requests for extension;
- late submissions guidelines;
- review of marks;
- UNSW Health and Safety policies;
- examination procedures;
- special consideration in the event of illness or misadventure;
- student equity and disability;
- and other essential academic information, see

<https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/>

## **Image Credit**

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## **CRICOS**

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