

# **CRIMINOLOGY GRADUATE STUDENTS HANDBOOK 2007/2008**

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## **GRADUATE PROGRAMS COMMITTEE**

Graduate Programs Director                      Professor Neil Boyd

Graduate Programs Committee:    Professor Neil Boyd (chair)  
   Professor Joan Brockman  
   Dr. Patrick Lussier  
   Dr. Liz Elliott  
   Dr. Simon Verdun-Jones  
   Professor David MacAlister  
   Dr. Lynne Bell  
   Mr. Kouri Keenan  
   Ms. Kristie McCannOne Ph.D. representative

Graduate Programs Secretary:    Ms. Christine Yanciw

## **CRIMINOLOGY GRADUATE STUDENTS' ASSOCIATION**

Chair:    Melissa Roberts  
Location:                                         School of Criminology, ASSC 10125  
Telephone:                                        778-782-3213

The Criminology Graduate Students' Association (CGSA) has been constituted as a caucus of the Criminology Student Society since February 11, 1988. Automatic membership in the association is extended to all graduate students in the School of Criminology. No differentiation of membership or voting status is made between M.A. and Ph.D. students. No fees are charged, and students are encouraged to attend as many meetings as possible.

As outlined in the CGSA constitution, the objective of the association is to promote and represent graduate student interests in the School of Criminology. This includes:

1. Identifying and promoting the academic, intellectual, and career concerns of the membership;
2. Providing social and recreational activities for the membership;
3. Undertaking projects and activities to benefit the members; and
4. Undertaking other such activities as the members may decide from time to time.

As with any other organization, the CGSA's strength and its ability to meet its stated objectives depend on the involvement and energy of its members. The CGSA is the graduate students' voice in the School of Criminology. Student participation, at least on a casual basis, is essential to ensure that this voice is representative and vital.

The CGSA usually meets once a month, for approximately one and one-half hours, although more frequent meetings may be scheduled to respond to pressing issues. Notice of the meetings is posted around the school, at least one week in advance. Student representatives on school committees, students wishing to be involved in special projects, and CGSA officers can expect a further time commitment of no more than about three hours per month.

CGSA officers and student representatives are elected for one year, at the first general meeting of the Fall semester.

Involvement in the CGSA can afford a student the opportunity to be an active participant in the School and to meet fellow students.

## **ACADEMIC HONESTY & STUDENT CONDUCT**

The General Regulations in the Calendar state:

All members of the University community share the responsibility for the academic standards and reputation of the University. Academic honesty is a cornerstone of the development and acquisition of knowledge. Academic honesty is a condition of continued membership in the university community.

Academic dishonesty, like other forms of dishonesty, is misrepresentation with intent to deceive or without regard to the source or the accuracy of statements or findings. Academic dishonesty, in whatever form, is ultimately destructive of the values of the University; it is, furthermore, unfair and discouraging to the majority of students who pursue their studies honestly. Scholarly integrity is required of all members of the University.

The following examples are representative but not exhaustive of activities constituting academic dishonesty: plagiarism (presenting the work of another person as your own); submitting the same work more than once without prior approval; cheating; impersonation; submitting false records or information; stealing or destroying the work of another student; removing, mutilating, misplacing or destroying books or other library material; unauthorized or inappropriate use of computers, calculators and other forms of technology in course work, assignments or examinations.

The University Code of Academic Honesty is contained in Policy T10.02, the Course Timetable and Exam Schedule published every semester, or on the World Wide Web via <http://www.reg.sfu.ca>.

### **Penalties for Acts of Academic Dishonesty**

Penalties imposed by the University for academic dishonesty may include one or more of the following: a warning, a verbal or written reprimand, reassessment of work, failure on a particular assignment, failure in a course, denial of admission or readmission, forfeiture of awards or financial assistance, suspension or expulsion from the University.

Simon Fraser University is committed to creating a scholarly community characterized by civility, diversity, free inquiry, mutual respect and individual safety. The Code of Student Conduct is intended to define students' basic responsibilities as members of the academic community, to define inappropriate student conduct and to provide procedures and penalties to be invoked and applied if they engage in such unacceptable behaviour. Each student is responsible for his/her conduct which affects the University community. The Code shall not be construed to unreasonably prohibit peaceful assemblies, demonstrations or free speech.

The following activities are representative but not exhaustive of behaviours constituting misconduct: disruptive or dangerous behaviour; behaviour which results in damage, destruction and theft of University property or the property of any member of the University; forgery or alteration of University documents or records; misuse of University resources including information (computing) resources; unauthorized entry or presence in University premises; misuse of student disciplinary procedures.

The University Code of Student Conduct is contained in Policy T10.01 available in the Library or any departmental office, or in the Course Timetable and Exam Schedule published every semester, or on the World Wide Web via <http://www.reg.sfu.ca>.

## **Penalties for Acts of Student Misconduct**

Penalties imposed by the University for misconduct may include one or more of the following: a verbal or written reprimand, exclusion from specified areas of the University, restitution or other ameliorative measures, suspension or expulsion from the University.

## **Procedures for Academic Dishonesty and Student Misconduct**

Procedures to be followed by the University in imposing a penalty for acts of academic dishonesty or acts of misconduct or an appeal therefrom are detailed in the policy establishing the University Board on Student Discipline (Policy T10.03) and in the policy establishing the Senate Committee on Disciplinary Appeals (Policy T10.04) respectively. These policies are available in the Library or any departmental office, the Course Timetable and Exam Schedule published every semester, on the World Wide Web via <http://www.reg.sfu.ca>.

The School of Criminology is determined to maintain a high standard of intellectual honesty. Students are warned that ALL acts of intellectual dishonesty are subject to disciplinary action by the School, and that serious infractions will be referred to the University Board on Student Discipline for further sanctions.

## **MASTER OF ARTS DEGREE**

### *Degree Requirements:*

Candidates for an M.A. degree must take a minimum of eighteen (18) hours of coursework consisting of:

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|--|
| <ol style="list-style-type: none"><li>1. Crim. 860-3 (Research Methods I)</li><li>2. Crim. 861-3 (Research Methods II), Crim. 862-3 (Research Methods III) or Crim 863-3 (Research Methods IV)</li><li>3. Crim. 800-3 (Theories of Crime I)</li><li>4. Crim. 840-3 (Proseminar)</li><li>5. At least six (6) hours selected from additional graduate curriculum offerings</li><li>6. Satisfactory completion and oral defence of an original M.A. thesis.</li></ol> |
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The thesis will normally not be more than 100 pages in length, including bibliography and footnotes, but exclusive of appendices.

### *Course, Practicum and Project Option:*

Candidates for an M.A. degree via this option must take a minimum of twenty-one (21) hours of coursework consisting of:

1. Crim. 800-3 (Theories of Crime I)
2. Crim. 810-3 (The Phenomena of Crime I)
3. Crim. 840-3 (Proseminar)
4. Crim. 860-3 (Research Methods I)
5. Crim. 869-3 (Professionalism and Criminal Justice)
6. At least six (6) hours selected from additional graduate curriculum offerings;
7. Satisfactory completion of a supervised one semester field placement in criminal justice related agency;
8. Satisfactory completion of research project related to the field placement and preparation of a project report.

## **M.A. THESES**

### ***Drafting, Defence and Approval of M.A. Thesis Proposals and M.A. Projects***

A formal thesis proposal and defence will be required of all M.A. graduate students, and formal presentation and defence of the project paper will also be required of those taking the M.A. Practicum.

The proposal **must** be approved (in a proposal defence involving all members of the Supervisory Committee), and submitted by the Senior Supervisor to the Graduate Programs Director with a cover sheet signed by all members confirming the approval, by **October 1** in the fourth semester of graduate studies at the **latest**. The proposal title and manuscript, and evidence that Ethics Approval has been obtained (if required) will be presented to the Graduate Programs Committee for information and reference.

### ***Thesis Style and Format***

For guidance in matters of general format and bibliographical style please refer to the university library website at: [www.lib.sfu.ca/kiosk/cruz/reg-gvds.htm](http://www.lib.sfu.ca/kiosk/cruz/reg-gvds.htm)

### ***Change in Thesis Topic***

In the event that, for any reason, an already defended and approved thesis topic is changed during the course of a student's program, formal proposal procedures should be re-initiated as soon as possible. Amendments involving a wholesale retrenchment of substance, theory or approach, or requiring major alterations in focus, design, method or venue, would fall under this category.

### ***Completion Time***

Although it is generally expected that the M.A. program should be completed in two years and the Ph.D. program in four years, according to University regulations M.A. students have up to four years to finalize their degree, and Ph.D. students eight years.

## **EXAMINING COMMITTEE FOR AN M.A. THESIS**

### ***Committee Composition***

Each Examining Committee shall have the following composition:

- a) the Chair of the Graduate Programs Committee, or his/her designate, who shall be non-voting Chair of the Examining Committee. If the Chair of the Graduate Program Committee is also a member of the student's Supervisory Committee, he/she shall designate a member of faculty at this University, who is not a member of the student's Supervisory Committee, as Chair.
- b) all members of the student's Supervisory Committee.
- c) an external examiner, a member of faculty at this or another university, or a person otherwise suitably qualified, who is not a member of the Supervisory Committee (see *University Calendar* 1.9.1)

### ***External Examiner***

Normally, the Senior Supervisor, in consultation with the student, will decide who will act as External Examiner. It is expected that this person will have a Ph.D., or at least an M.A. with a very strong background in the area to be examined.

### ***Deadlines for M.A. Thesis Defences***

When a student's thesis is substantially completed (i.e., all but the 'tidying') the student should meet with his/her **full** committee to discuss whether the thesis may be defended.

When it has been decided that the thesis may be defended, a date may be set, giving **six weeks** notice. The relevant form to set the date may be obtained from the School's Graduate Programs Secretary. An abstract and a short bibliography of the External Examiner should be attached to the form, which should then be given to the Graduate Programs' Director for signature and then forwarded to the Registrar's Office - Graduate Studies for approval. **Two weeks** prior to the defence date, copies of the thesis are to be made available for **distribution** to all members of the Examining Committee.

Students who are completing their thesis are encouraged to email thesis\_assistant@sfu.ca and set up an appointment to go over library expectations.

Each semester the deadline for theses to be submitted to the library and the recommendation for award of the degree falls on the same day upon which graduate grades are due in the Registrar's Office. If a student fails to meet this deadline then the student will be required to register once again in the following semester and to pay a penalty fee.

It should be noted that traveling expenses for Examiners of M.A. Theses from outside the University cannot be defrayed by either the Dean of Graduate Studies or the School of Criminology. It is possible, in exceptional circumstances, to arrange for a telephone conference 'hook-up' to use for Examiners from outside the Province, or to make "in absentia" arrangements. (see Graduate Programs Secretary).

If a student completes all requirements for the degree during the semester, the following refund schedule for total tuition fees payable will apply:

Completion in the first month of the semester will result in a refund of 75%; in the second month of the semester will result in a refund of 50%; and in the third month of the semester will result in a refund of 25% of fees payable for the semester. See the SFU Graduate Studies Handbook ([www.sfu.ca/dean-gradstudies](http://www.sfu.ca/dean-gradstudies)) for more detailed information.

## **DOCTOR OF PHILOSOPHY DEGREE**

### ***Degree Requirements:***

Candidates for a Ph.D. degree must take a minimum of thirty-three (33) hours of coursework consisting of:

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| <ol style="list-style-type: none"><li>1. At least three Research Methods courses (Crim. 860-3, 861-3, 862-3 or 863-3)</li><li>2. Crim. 800-3 (Theories of Crime I)</li><li>3. Crim 840-3 (Proseminar)</li><li>4. At least eighteen (18) hours selected from additional curriculum offerings;</li><li>5. Two comprehensive examinations; and</li><li>6. Satisfactory completion and oral defence of an original Ph.D. dissertation.</li></ol> |
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**NOTE:** While two of the core areas are entitled "Methods" and "Theory," methodological and theoretical issues are relevant to all of the core areas.

Up to 15 of these 33 required hours may be waived on the basis of course equivalency at the time of admission, at the discretion of the Criminology Graduate Programs Committee (GPC).

A maximum of nine semester credit hours of course work may be taken in another department or at another university with the prior approval of the student's Supervisory Committee and the Graduate Programs Committee. If such course(s) leave students with 1 or 2 credits remaining, they will generally not be waived.

All doctoral students will be required to write comprehensive examinations in two of the five core areas of the graduate program curriculum. Normally, students will be expected to finish courses and comprehensives within two years of entering the program.

### ***Dissertation Requirements***

Each candidate is required to develop a prospectus for a dissertation, based on original research, normally in the semester following that in which the comprehensive examinations have been passed. The prospectus will define the proposed investigation and demonstrate the relationship between it and existing scholarship. The prospectus will be presented to the supervisory committee for approval. On approval, the dissertation prospectus shall be available to faculty and resident graduate students and presented at a school colloquium.

The completed dissertation will be defended in an oral examination by an examining committee constituted under the provisions of the general regulation (Graduate Programs section 1.9.3 *University Calendar*.)

## **PH.D. COMPREHENSIVE EXAMINATIONS**

### ***Scheduling of Examinations***

Doctoral candidates in the School of Criminology are required to write comprehensive examinations in two of the five core areas offered in the School's curriculum. Ph.D. comprehensive examinations **may be written in any semester** (Fall, Spring, or Summer). Students may undertake one or two exams during a given semester.

All coursework related to a comprehensive examination should be completed at least one semester before the sitting of that particular comprehensive.

### ***How to Apply – Registration Form***

By the beginning of the second month in the semester prior to undertaking an examination or examinations (i.e., October 1 for Spring exams, February 1 for Summer exams, June 1 for Fall exams), the student must formally apply by completing one of the required registration forms (available from the Graduate Programs Secretary) The examining committee (to be chosen in consultation with the student's Senior Supervisor), the Examining Committee Chair and the subject area of the comprehensive(s) will be identified on the form. Permission to proceed is secured by signatures from the student's Examining Committee Chair and the School's Graduate Programs Director.

### ***The Examination Committee***

The examination committee for a comprehensive will consist of **three** members drawn from the School of Criminology faculty, at least one of whom will have previously taught the core course at the graduate level in the selected subject area. One of these three will be designated as the Examining Committee Chair. The student will select the committee in consultation with his/her Senior Supervisor.

### ***Development of the Examination***

During the semester **prior to** the scheduled examination, the student will develop a program of study in consultation with the Comprehensive Examination Committee. The Committee will assume responsibility for designing an acceptable framework for the student's preparation for the exam. The framework will take into account both the general parameters of the selected core area, and the individual needs and interests of the student. Typically, the central focus of preparation will comprise an extended bibliography, compiled

through input from both the student and committee members, and from which the examination questions will be derived. This bibliography may represent books, monographs, articles, chapters, reports, reviews, etc., from the relevant courses, in addition to supplementary materials submitted to complement the special theoretical, thematic, substantive, methodological and empirical interests of the student in the selected substantive area. Other materials may be used, on a case-by-case basis, in preparing the student for examination.

### ***Preparing a Bibliography & Examination Questions/Submission of Form***

At the middle of the second month of the semester during which the comprehensive examination(s) will be written (namely, **February 15** for Spring exams, **June 15** for Summer exams, **October 15** for Fall exams), a typewritten copy of the bibliography upon which the examination will be based, along with a collection (and explanation, if necessary) of supporting preparatory documents, will be submitted by the Examining Committee Supervisor to the Director (Graduate Programs) for approval by the Graduate Programs Committee.

The comprehensive examination committee will be responsible for setting the examination. Normally, the examination will consist of a number of essay questions (or possibly exercises, especially in the case of Research Methods). All members of the examination committee will contribute to the development of the questions. The student may also contribute questions. The examination will be submitted by the Examining Committee Chair to the Director (Graduate Programs), for approval by the Graduate Programs Committee, at the same time as the bibliography is submitted. ***Following submission of the examination, candidates may withdraw from undertaking the comprehensive exam only under extenuating circumstances, and with the permission of the Graduate Programs Committee.***

### ***Bibliography and Questions Acceptance Form***

A form, indicating that: a) the Committee accepts the student's bibliography; and b) that all parties are agreed to the proposed examination question(s) should be completed and signed by the student and all members of the Examination Committee (preferably at a formal meeting). The Committee should advise the student, preferably in writing, about the expected length of answers and the ground that should be covered. The form should then be presented to the Graduate Programs Committee with the bibliography and list of potential examination questions, with the actual questions indicated, for approval.

Approval by the Graduate Programs Committee of the bibliography and list of potential examination questions will be forwarded to the candidate and to all examination committee members.

### ***Examination Format***

All comprehensive examinations will assume either 5-day written "take-home", or 30 take home written examination in combination with an oral examination. Examinations will be "open book"; that is, the candidate is at liberty to consult any and all relevant materials in completing the examination. All exams should be typed. Late submission of responses will **not be accepted** under any conditions, excepting medical or compassionate grounds.

### ***Timing of Examinations***

Comprehensive examinations will normally be written in each semester during any one of the four weeks immediately following the completion of classes in that semester. In the event that more than one "take-home" exam (see below) is written in a single semester, examinations will be administered in successive weeks. Examinations will be scheduled so that the student will have completed the writing of one exam before another is begun.

Exams may be picked up from the Graduate Programs Secretary at the commencement of the time allotted; completed exams are returned to the Graduate Programs Secretary. (The student is notified of pick-up and drop-off dates and times by the Graduate Programs Secretary).

Examinations will be graded individually by the three committee members. Two possible grades may be awarded: "Pass" and "Fail". The overall grade will be assessed on a majority basis. In the event of one discrepant evaluation (e.g. two passes, one fail), the candidate will be judged to have "passed" (or "failed") by a majority vote. In the event of a failed examination, the student will be required to write and pass a second comprehensive in the same core area, employing the same format ("sit-down" or "take-home"), in the semester immediately following the initial failure. Following a second failure in a given core area, permission to again re-write the exam will be granted only under exceptional circumstances, and after a thorough review of the student's status and performance by the School of Criminology Graduate Programs Committee."

No longer than one month should pass between the completion of a comprehensive exam and a decision being relayed by the Examining Committee to the Director of Graduate Programs, and then to the student.
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## **PH.D. PROSPECTUS**

### *Timing of Colloquium*

**Each candidate is required to develop a prospectus for a dissertation, based on original research, in the semester following that in which the comprehensive examinations have been passed.** The prospectus will define the proposed investigation and demonstrate the relationship between it and existing scholarship. The prospectus will be presented to the supervisory committee for approval. On approval, the dissertation prospectus shall be available to faculty and resident graduate students and presented at a school colloquium.

The colloquium is neither an "examination" nor a "defence" of the candidate's work. Instead, it is an opportunity for the doctoral student to share her or his research in a public forum, while it is still in a relatively early state of preparation, and to get the benefit of commentary and feedback from the committee and attending faculty and students in a generally low-stress, seminar-like atmosphere.

The colloquium is not officially "chaired"; rather, the Senior Supervisor simply introduces the speaker and the event proceeds as in any other academic seminar. There is no formal evaluation of the performance, no "passing" or "failing" grade.

### *Organization of the Colloquium/Registration and Acceptance Forms*

When the prospectus is ready to be presented at a colloquium, the student consults her or his Supervisory Committee for the purpose of setting a date when all members are able to attend. The student must obtain a "Registration" form from the Graduate Programs Secretary and complete and return the form to the Graduate Programs Secretary no later than two weeks before the proposed date of the colloquium. The Graduate Programs Secretary will advertise the colloquium within the school. **When the prospectus is completed and approved by the committee, a copy of the prospectus is given to the Graduate Programs Secretary together with a form that registers the Supervisory Committee's acceptance of the prospectus document.**

## EXAMINING COMMITTEE FOR A PH.D. DISSERTATION

### *Committee Composition*

Each Examining Committee shall have the following composition:

- a) the Chair of the Graduate Programs Committee, or his/her designate, who shall be a non-voting Chair of the Examining Committee. If the Chair of the Graduate Program Committee is also a member of the student's Supervisory Committee, he/she shall designate a member of faculty at this University, who is not a member of the student's Supervisory Committee, as Chair;
- b) all members of the Supervisory Committee;
- c) a member of faculty at this University, or a person otherwise suitably qualified, who is not a member of the Supervisory Committee; and
- d) an External Examiner who shall be specifically qualified in the field of the thesis and not be a member of faculty at this University (see *University Calendar* 1.9.3)

### *The Role of the External Examiner*

The External Examiner shall be chosen as a distinguished scholar with particular experience in the field of the thesis research. The Examiner shall be free from any potential conflict of interest which may arise, for example, from research collaboration with the student or prospective employment of the student. Whether the External Examiner will participate in person or in absentia, including the possibility of a conference telephone connection or similar means, will be determined by the Dean of Graduate Studies, who will take into account the School's views.

The External Examiner shall be asked to report on the thesis to the Dean of Graduate Studies **before the examination**. The report, which should indicate whether the examiner believes the thesis is ready for defence, shall be distributed to the members of the Examining Committee before the examination. In cases where the examiner finds the thesis ready for defence, the report will be kept confidential until after the examination; in other cases, the report need not be kept confidential. Once the examination has taken place, and if the thesis is passed, the External Examiner shall send a brief report to the Senior Supervisor which indicates the general quality of the thesis. The report (which may be either a copy of the initial report to the Dean of Graduate Studies or a report prepared after the thesis defence) shall accompany the recommendation for award of the degree.

In the event of examination in absentia, the report of the External Examiner should be quite extensive and give a specific recommendation as to whether or not the thesis ought to pass, fail, or be subject to revision as under *University Calendar* 1.10.2. This report shall be copied to all members of the Examining Committee before the examination. Specific questions raised by the External Examiner in that report shall be directed to the candidate during the examination (*University Calendar* 1.9.5)

The Dean of Graduate Studies will formally invite the External Examiner to participate, and inform him/her of the examination date, and include specific guidelines for the examination. The Dean of Graduate Studies Office will not pay from its budget any costs that exceed \$700; this amount excludes an honorarium of \$150. No travel expenses will be paid by the School of Criminology.

### *Deadlines for Ph.D. Dissertation Defences*

Preparation for the examination of a Doctoral dissertation should not take place until the document is substantially complete.

At least two months prior to the proposed date for the dissertation examination, the candidate's Supervisory Committee shall make a recommendation concerning the date of the examination and the composition of the Examining Committee (in conformity with *University Calendar* 1.9.3) This recommendation, which shall include the thesis title, an abstract of the thesis, and a short biography of the proposed External Examiner and the letter of understanding returned above shall be sent to the Graduate Programs Committee, then to the Faculty Graduate Studies Committee for approval, then to the Office of the Dean of Graduate Studies for consideration by the Senate Graduate Studies Committee. The recommendation must reach the Dean of Graduate Studies Office at least six weeks before the examination date. After the recommendation is approved, the Dean of Graduate Studies shall formally invite the External Examiner to participate and provide information on the examination date and procedures.

Students who are completing their thesis are encouraged to email thesis\_assistant@sfu.ca and set up an appointment to go over library expectations.

Unbound copies of the completed thesis shall be given to the Graduate Programs Secretary for distribution to the Chair and committee members. A copy of the thesis shall be made generally available for inspection by interested members of faculty and students. The completed thesis shall be distributed no later than one month before the examination date and the Chair of the Examining Committee shall inform the Dean of Graduate Studies in writing that this has been done (see *University Calendar* 1.9.4). Please see Graduate Programs Secretary who will arrange for distribution of the theses.

## SATISFACTORY PERFORMANCE

The student who performs unsatisfactorily will not be permitted to continue in the program, subject to the procedure for the review of unsatisfactory progress described in Graduate General Regulation 1.8.2. (*University Calendar*) A course grade of less than 'B' is not considered satisfactory at the graduate level.

## CRIMINOLOGY GRADUATE COURSES

Crim.800-3*	.....	Theories of Crime I
Crim.801-3***	.....	Theories of Crime II
Crim.810-3**	.....	The Phenomena of Crime I
Crim.811-3***	.....	The Phenomena of Crime II
Crim.820-3**	.....	Criminal Justice Policy Analysis I
Crim.821-3***	.....	Criminal Justice Policy Analysis II
Crim.830-3**	.....	Law and Social Control I
Crim.831-3***	.....	Law and Social Control II
Crim.840-3*	.....	Proseminar
Crim.860-3*	.....	Research Methods I
Crim.861-3**	.....	Research Methods II
Crim.862-3**	.....	Research Methods III
Crim.863-3**	.....	Research Methods IV
Crim.870-3	.....	Directed Readings
Crim.871-3	.....	Selected Topics
Crim.872-3	.....	Selected Topics
Crim.873-3	.....	Selected Topics
Crim.898	.....	M.A. Thesis
Crim.899	.....	Ph.D. Thesis

**NOTE:** Not all courses are offered each semester. Courses may also be taken in other departments of the University or at another university with permission.

\* Mandatory course    \*\* Regularly scheduled course    \*\*\* Irregularly scheduled course

## **CRIMINOLOGY GRADUATE COURSE DESCRIPTIONS**

**COURSE:** Criminology 800-3

**TITLE:** Theories of Crime I

**DESCRIPTION:** A comprehensive overview of theories and the development of theoretical knowledge in criminology. This seminar will familiarize students with competing levels of understanding vis-à-vis crime and the deviance phenomena. The course will emphasize the integration of historical and contemporary theory, theory construction and testing, and the impact of factors such as ideology, politics and social structure on the emergence of criminological thought.

**COURSE:** Criminology 801-3

**TITLE:** Theories of Crime II

**DESCRIPTION:** Intensive exposure to major streams of criminological theory. Topics for in-depth analysis will be selected according to the availability and interest of specific course instructors. Emphasis will be placed on the relationship between ideas and social forces, as well as the interplay of theory and practice.

**COURSE:** Criminology 810-3

**TITLE:** The Phenomena of Crime I

**DESCRIPTION:** Designed for the beginning graduate student, this course covers a wide variety of topics all of which deal with what we know about the phenomena of crime historically, temporarily and geographically. This course will look at the patterns of crime and victimization, and will explore crime patterns at local, provincial, national and international levels. Known characteristics of specific forms of crime will be studied.

**COURSE:** Criminology 811-3

**TITLE:** The Phenomena of Crime II

**DESCRIPTION:** Topics for in-depth analysis will be selected according to the availability and interest of specific course instructors and selected from, but not limited to, one or more of the following topics: historical criminology; the ecology of crime; environmental criminology; the media and crime; fear of crime; victimization; organized crime; or corporate crime.

**COURSE:** Criminology 820-3

**TITLE:** Criminal Justice Policy Analysis I

**DESCRIPTION:** An introduction to policy development and policy analysis in the field of criminal justice, including a general review of the function of bureaucratic agencies in the public sector and the particular role of government ministries providing criminal justice services. Major topic areas include: organization theory; policy planning theory; decision theory; inter-governmental analysis as it applies to the administration of justice; and comparative analyses of criminal justice policies especially related to international or transnational crime.

**COURSE:** Criminology 821-3

**TITLE:** Criminal Justice Policy Analysis II

**DESCRIPTION:** Topics for in-depth analysis will be selected according to the availability and interest of specific course instructors and may be selected from any area of criminal justice practice including: law enforcement; the judiciary; court administration; corrections; or legal services. The course will emphasize the systems approach in criminal justice policy planning. Program evaluation techniques will be applied to the major types of planning and program initiatives taken within or across criminal justice systems.

**COURSE:** Criminology 830-3

**TITLE:** Law and Social Control I

**DESCRIPTION:** An examination of the social utility of legal intervention in the instance of criminal law; the relationship between law and social order; and the process of law-making and the social efficacy of specific criminal sanctions.

COURSE: Criminology 831-3

TITLE: Law and Social Control II

DESCRIPTION: Topics for in-depth analysis will be selected according to the availability and interest of specific course instructors and selected from, but not limited to, one or more of the following themes: theoretical perspectives on punishment and social control; theoretical perspectives on policing; law and mental health; law and the environment; and law and gender.

COURSE: Criminology 840-3

TITLE: Proseminar

DESCRIPTION: Examination of current theory and research by faculty in the School of Criminology, introduction to team research.

COURSE: Criminology 860-3

TITLE: Research Methods I

DESCRIPTION: The course will cover basic research design for criminological problems and basic techniques for the conduct of research in criminology and socio-legal study. The research methods covered will comprise both quantitative and qualitative techniques. The course is intended to establish fundamental research skills to be applied in advanced Research Methods seminars, in other core area courses, and in the preparation of theses and dissertations.

COURSE: Criminology 861-3

TITLE: Research Methods II

DESCRIPTION: This course covers both parametric and non-parametric techniques, with an emphasis on parametric analysis. Basic descriptive and inferential statistics will be covered, including univariate measures, analyses of cross-classified data, correlation, t-tests, analysis of variance, regression, and related measures. Also discussed are the experimental and statistical research strategies which produce those data. The approach will be conceptual and will emphasize the strengths, weaknesses, selection and application of various statistical, experimental and quasi-experimental techniques

COURSE: Criminology 862-3

TITLE: Research Methods III

DESCRIPTION: This course will address a range of research techniques generally subsumed under the rubric of "qualitative" research, including field research, interview techniques, historical and legal research, and documentary analysis. Emphasis will be on the logic underlying such inquiry, the advantages and limitations associated with different sources of information and procedures, and the processes by which analytical rigor is achieved.

COURSE: Criminology 863-3

TITLE: Research Methods IV

DESCRIPTION: Advanced topics, issues and techniques in criminological and socio-legal research. The subject matter of this course will vary according to instructor interests and specialization. Specific areas of concentration may include the following: advanced multivariate statistical techniques; documentary and historical methods; evaluative and predictive research; participant observation/ethnography; systems analysis; and computer simulation modeling. Prerequisites: Crim 860, Crim. 861, Crim. 862, or by permission of the instructor.

COURSE: Criminology 869-3

TITLE: Professionalism and Criminal Justice

DESCRIPTION: This course is designed for students entering a field practicum placement via CRIM 880 and is a required component of the MA by Coursework, Project and Practicum option. It introduces the student to the legal and ethical issues relevant to professionalism and leadership in the field of Criminology. Related professional roles and functions are examined. The course integrates theory and practice from a case study perspective.

COURSE: Criminology 870-3

TITLE: Directed Readings

DESCRIPTION: Intensive readings under the supervision of a faculty member, in areas of interest related to the student's program.

CRIM 871-3; 872-3; and 873-3

TITLE: Selected Topic

DESCRIPTION: Concentrated studies in areas of student specialization.

COURSE: Criminology 880-3

TITLE: Field Practicum

DESCRIPTION: A semester of full time advanced and intensive practicum experience supervised by selected faculty and justice system personnel. Students will assume a large measure of responsibility and participate in a range of activities related to the placement. Prerequisite: CRIM 869.

COURSE: Criminology 885-3

TITLE: Master's Project

DESCRIPTION: MA by coursework, project and practicum paper. Prerequisite: CRIM 869.

COURSE: Criminology 898-3

TITLE: M.A. Thesis

COURSE: Criminology 899-3

TITLE: Ph.D. Dissertation

## **FINANCIAL AID, SCHOLARSHIPS AND BURSARIES**

Financial aid is available from federal government sources (including the Social Sciences and Humanities Research Council fellowship program), from a range of public and private granting bodies, and from awards within the University which are administered by the Office of the Dean of Graduate Studies.

Information regarding awards can be found on the following website:

<http://www.sfu.ca/dean-gradstudies/current/funding/index.html>

**Enquiries concerning student loans should be directed to the Resources/Financial Assistance, Registrar's Office (tel.778-782 -4101)**

## **SCHOOL OF CRIMINOLOGY GUIDELINES**

In addition to the General Regulations which have been established by the Senate Graduate Programs Committee (see *University Calendar*), the School of Criminology Graduate Programs Committee has set specific guidelines applying to the M.A. and Ph.D. programs. These guidelines should be read in conjunction with the General Regulations, and pertain to both M.A. and Ph.D. students, unless specifically indicated.

## SUPERVISION

### Supervisory Committee: M.A. Students

When a student is admitted to the Graduate Program (M.A.) the Graduate Programs Committee will recommend a senior supervisor. This faculty member will be responsible for advising the student with regard to course work, and academic direction. By the beginning of the third semester in the program, a full supervisory committee should be identified. Students are advised that it is extremely helpful to produce a brief written outline of the proposal for thesis research prior to committee formation.

University procedures specify that a formal application to the Dean of Graduate Studies confirming Supervisory Committees is required, and must be submitted by the beginning of the third semester of residence. The form used to record a committee may be obtained on the web at <http://www.sfu.ca/dean-gradstudies/downloads/SUPIRevised.pdf>. Any changes to committees (for example, if one member will be absent from campus for an extended period) require approval in the same manner on a Change of Committee form, <http://www.sfu.ca/dean-gradstudies/downloads/CHSUP1.pdf>.

### Supervisory Committee: Ph.D. Students

Prior to admission, the Graduate Program Committee in consultation with the faculty will appoint a senior supervisor who will assume responsibility for the candidate's program of study. This person will counsel the student regarding course work and the selection of a Supervisory Committee. By the beginning of the third semester, the faculty supervisor will recommend a Supervisory Committee to the Graduate Programs Committee for approval. The Supervisory Committee will normally consist of three members, two of whom must be from the School of Criminology at Simon Fraser University. The form used to record a committee may be obtained at <http://www.sfu.ca/dean-gradstudies/downloads/SUPIRevised.pdf>. Any changes to committees (for example, if one member will be absent from campus for an extended period) require approval in the same manner on a Change of Committee form, <http://www.sfu.ca/dean-gradstudies/downloads/CHSUP1.pdf>.

### Absence of Senior Supervisor

While the student is developing his/her thesis it may be necessary for the Senior Supervisor to be away from campus for periods of time. Senate regulation 1.6.3 states:

If the Senior Supervisor is planning to be off-campus for any length of time, he/she **shall arrange for proper supervision** of the student during his/her absence. **The Graduate Programs Committee** and the **Dean of Graduate Studies shall be informed in writing of any such arrangement** [Emphasis added].

## COURSEWORK

### Academic Standing and Normal Grading System

Normally, for the purposes of establishing grade point averages at the graduate level in the University, the following grades are used:

A	=	4.00 points
A-	=	3.67 points
B+	=	3.33 points
B	=	3.00 points
B-	=	2.67 points
C	=	2.00 points
F	=	0 points

A graduate student must maintain a cumulative grade point average (CGPA) of 3.0. The CGPA is the cumulative average of the grade points earned in the Simon Fraser University graduate courses taken towards a Master's or Doctoral degree.

When a student is working on a thesis as part of the requirements for the degree, the notation of IP (in progress) shall be entered on the transcript. The IP notation is not a grade and is not used in calculating the student's CGPA.

In exceptional circumstances, the grade for a course may be deferred. This shall be entered as DE in the student's record. If the grade is not received by the Assistant Director, Graduate Studies (Registrar's Office) by the last day for submitting grades in the next semester, the DE grade will automatically be converted to an F. When the grade for a course is not deferred and no grade is received by the Registrar's Office, the notation N will be placed in the student's record. For the purposes of calculating the CGPA, N counts for 0 points (Senate Regulation 1.5.1)

Under no circumstances will a student whose CGPA is below 3.0 be awarded a graduate degree (Senate Regulation 1.5.4)

### **Retaking a Course**

A graduate student may retake a course under the following conditions:

- a. When the same numbered course covers different material in different semesters (many special topics and directed readings courses are of this nature -- i.e., Crim. 870, 871, 872, and 873); or
- b. When the student wishes to improve the grade earned in the course. In this event permission of the Graduate Programs Committee is required.

Under a), both grades are recorded on the student's transcript, and the grade and the semester hours credit for both iterations of the course are used for calculation of the CGPA and towards the semester hours required for the degree. Under b), both grades are recorded on the student's transcript with the notation that the course was retaken to improve the grade. However, only the better grade is used in calculating the CGPA and the semester hours credit for the course are used only once towards the requirements for the degree.

NOTE: a student must indicate at the time of registration under which of the two conditions the course is being retaken. The correctness of this indication must be certified by the Director of the Graduate Programs Committee or his/her designate (see *University Calendar 1.5.5*)

### **Auditing Courses**

It is possible for graduate students to audit courses in the School of Criminology, or in another department within the University. However, these courses must not be graduate courses. A student may request to take a course in the Criminology graduate program, or another graduate program, on a satisfactory/unsatisfactory (S/U) basis, by applying to his/her Supervisory Committee. If the Committee concurs, the request will be submitted to the Graduate Programs Committee for final approval. If the course

is outside the School, the approval of the other Graduate Programs Committee concerned must also be obtained.

NOTE: Once having registered in a course on any grading basis, a student may not change to another grading basis for that course. None of the student's minimum course work requirement may be taken S/U. Neither an S nor a U will count in the CGPA, but the grade received shall be recorded on the transcript (See *University Calendar* 1.5.3)

### **Graduate Appeal Procedures**

1. Appeals of decisions involving grades in graduate courses are made through the same mechanism as in undergraduate courses. This mechanism is described in section IV of Policy T20.01, Grading Practices and Grade Appeals, which is available at [www.sfu.ca/policies/teaching/t20-01.htm](http://www.sfu.ca/policies/teaching/t20-01.htm).

### **Directed Readings**

Ph.D. students may take three Directed Readings courses; however, each reading must be with different faculty members.

M.A. students may take one Directed Readings course, and should see the Graduate Programs Secretary.

### **Courses outside the School of Criminology**

It is possible for graduate students to take a course in another department, and, in some cases, at another university.

A form requesting permission to take a course in another department must be completed (and contain the required signatures) then submitted, together with an outline of the course, to the Graduate Programs Secretary well in advance of registration for the subsequent semester.

A form requesting permission to take a course at another university must be completed and submitted, together with an outline and any relevant materials, to the Graduate Programs Committee for approval and submission to the Senate Graduate Studies Committee. It is advised that a request of this nature be made at least one month before registration.

Failure to receive permission in either of these two instances could result in credit towards the degree requirement not being given.

NOTE: A student registered at Simon Fraser University who takes a course at another institution of higher learning, and has had this course approved in advance for credit towards the graduate program, is responsible for enrolling at the other institution and paying the fees assessed by that institution; see the exception in the following paragraph. When the student produces satisfactory evidence of the payment of the tuition fees to the other institution, the student will have the fees payable to S.F.U. for that semester decreased by that amount.

Graduate students from universities in Western Canada, including S.F.U., which are party to the Western Deans of Graduate Studies Agreement may apply for a waiver of tuition fees for courses taken at another Western Canadian university. The Western Deans Agreement Authorization Form should be submitted to the student's home department well in advance of the semester of intended enrollment. Note that application deadlines at the host university may be much earlier than the start of courses and that those deadlines must be met by exchange students. Early application is advisable. Note also that, although tuition fees are waived, students may still be liable for applicable student activity fees.

**Note: It is the responsibility of the student who takes a course at another university to arrange with the Registrar at that university to forward a copy of their final mark to the Office of the Dean of Graduate Studies at SFU.**

## STUDENT PROGRESS

### Progress Reports

It is the requirement of the Senate Graduate Studies Committee that:

At least once each year the student's Supervisory Committee will report on his/her progress. The report will be sent, in writing, to the Graduate Program Committee with a copy to the student (see *University Calendar* 1.8.1)

In order to carry out the above requirement, the Criminology Graduate Programs Committee has developed a supervisory report form to be submitted by each student at the end of the Spring semester (**prior to April 30<sup>th</sup> annually**). Students are to complete the first portion of the form and then take it to their Senior Supervisor (or initial Adviser if a Senior Supervisor has not been identified) and then discuss the progress made during the year (or first eight months, in the case of those just entering the program), and what is intended for the following semesters. The Senior Supervisor will then complete the form and return it to the student. This form will then be submitted to the Graduate Programs Secretary by the deadline set. At least once a year (during the summer or fall semester) the progress reports will be submitted to the Graduate Programs Committee for information. If it is considered that a student's progress has not been satisfactory, General Regulation 1.8.2 from the *University Calendar* will be followed.

### Withdrawal from Courses and from the University

Permission from the Senior Supervisor is required to withdraw from a course. If a Senior Supervisor has not been appointed, permission from the Associate Director, Graduate Programs is required. A student may withdraw from the University at any time by notifying the Associate Director, Graduate Programs (in writing) and the office of Graduate Studies in the Registrar's Office. A student who has withdrawn from the University and who wishes to re-enter shall apply for admission under the same conditions as any other applicant (see *University Calendar*, 1.8.3).

## ETHICS

All research involving human subjects must be directed for review and approval to the University Ethics Review Committee. Copies of the policy (R20.01), procedures and forms for this review may be obtained from the Graduate Programs Secretary.

## MASTER'S THESIS AND DOCTORAL DISSERTATION EXAMINATIONS

**\*Note: Please contact the Graduate Programs Secretary for a detailed information handout regarding defence procedures and guidelines.**

### *Thesis/Dissertation Examination*

The candidate shall give an oral account of the research on which the thesis is based and defend the thesis itself. The candidate must be prepared to answer questions on the field of research in which he/she is working and on related fields.

Thesis examinations are open to the University community. Copies of the thesis abstract shall be made available to all those attending the examination. The Chair of the Examining Committee shall allow proper opportunity for questions on the thesis to come from persons who are not members of the Examining Committee but are attending the examination. The Dean of Graduate Studies or designate shall have the right to attend all phases of the examination (*University Calendar* 1.10.1)

### ***Thesis/Dissertation Evaluation***

There are four possible outcomes of the thesis defence.

1. The thesis may be passed as submitted.
2. The thesis may be passed on the condition that minor revisions be completed to the satisfaction of the Senior Supervisor.
3. The Examining Committee may defer making judgment if it judges that the thesis could pass after additional work by the candidate. A thesis upon which judgment is deferred shall come forward for re-examination within a period specified by the Examining Committee. The Examining Committee may require formal re-examination under section 1.10.1 or may reach its decision by examination of the revised thesis. The Examining Committee may not defer judgment a second time.
4. The thesis may be failed. In this case, the candidate is required to withdraw from the University.

The decision of the Examining Committee is by simple majority vote except that, in the cases of Ph.D. candidates or candidates enrolled under Special Arrangements, the Committee may not pass a thesis or defer its judgment without the concurrence of the External Examiner. A decision to pass the thesis or to defer making judgment may not be reached on a tie vote of the Examining Committee. If at first a majority vote to pass the thesis cannot be reached, and subsequently, if a majority vote to defer judgment cannot be reached, the thesis will be failed (*University Calendar* 1.10.2)

### ***Recommendation for the Award of Degree***

When a student has successfully defended the thesis or dissertation and made any minor revisions required, the Supervisory Committee shall recommend the award of degree. This recommendation goes for approval respectively to the Graduate Program Committee, the Faculty Graduate Studies Committee, the Senate Graduate Studies Committee and to Senate, which has the final authority to award the degree.

The title of the thesis or dissertation will be recorded on the student's transcript (*University Calendar* 1.10.3) An updated list of all School of Criminology theses and dissertations is available from the Graduate Programs Secretary.

### ***Submission of the Thesis to the Library***

If the examining committee has required minor revisions to a thesis, these will be completed as soon as possible after the examination and checked by the senior supervisor. Please see the Graduate Programs Secretary regarding the number of copies to be submitted to the library. Note the deadline date set each semester for submission of the theses to the library, which is in the university calendar and in the registration timetables, or check with the Graduate Programs Secretary.

