

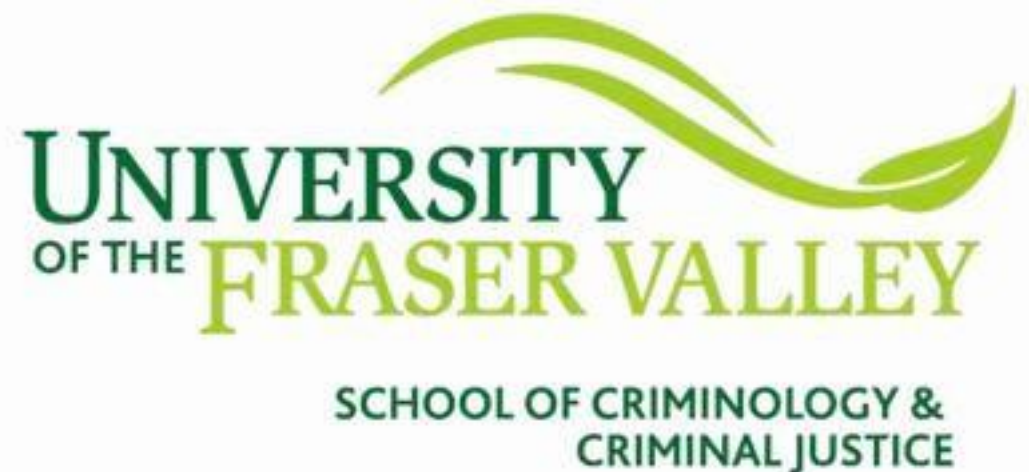
CRIM Student Handbook



Long before Canada was formed, the Stó:lō (people of the river) occupied the land on which UFV is located. UFV recognizes and honours the contribution that Aboriginal people have made, and continue to make, to our community.

Message from the Director

Welcome to the School of Criminology and Criminal Justice! Our faculty and staff are committed to helping you achieve your academic and professional goals, and to making UFV a positive experience for you. We have produced this CRIM Student Handbook as a general guide and a tool to answer questions you may have about our courses, programs, and University expectations.



Learning Objectives

Criminology and Criminal Justice is an interdisciplinary social science focusing on the history, structure, and process of law and criminal justice, theories about the causes of crime, and the research methods that inform our discipline.



Our program is designed to prepare you academically, and to provide you with the knowledge, skills, and abilities to work in the field.

We believe that there will continue to be a demand for criminology and criminal justice trained university graduates. Our courses develop your ability to think critically and creatively, practice and enhance your writing, communication, and research skills, lead others and work productively individually and in groups, and design and analyze policy. Our goal is to help you understand our discipline in relation to the larger world and build the confidence to use this knowledge and skills to make positive contributions to society.

To that end, we have built our diploma and degree programs so that you will have the following outcomes upon graduation:

Knowledge of Criminology and Criminal Justice

- Understand the major concepts, theoretical perspectives, and public policy responses in criminology, law, and/or criminal justice.
- Understand the history, current trends, and reforms in criminology, law, and/or criminal justice.

Application of Criminology and Criminal Justice

- Understand and apply diverse knowledge and research methods in the social sciences to conduct and evaluate research, and to communicate findings.
- Apply criminological and criminal justice knowledge and skills to develop evidence-based strategies to address challenges.

Research Methods in Criminology

- Assess the credibility of and apply academic and scholarly information from diverse sources.
- Competently use software and analytical tools common to criminology, law, and/or criminal justice.

Critical Thinking Skills

- Assess and analyze competing theoretical perspectives in criminology and criminal justice.
- Use critical and creative thinking to identify, define, and solve problems, their causes, and examine and evaluate solutions.

Communication Skills

- Communicate proficiently in writing, orally, and visually.

Worldview

- Be aware of and respect different intellectual philosophies, and diverse identities, cultures, and approaches to justice with a focus on Indigenous Peoples and decolonization.
- Apply criminological, legal, and/or criminal justice knowledge and skills to develop evidence-based, ethical, and effective strategies to address criminal justice system challenges locally and/or internationally.

Leadership and Advocacy

- Collaborate with others on a project that integrates the contributions of all members.
- Practice principles of equity, diversity, and inclusion when working with others.

Individual Growth and Professional Development

- Possess the knowledge and skills necessary for employment in and out of the criminal justice system, such as planning and self-management, and social and emotional skills.
- Possess the knowledge and skills to act ethically and equitably.

To achieve these learning outcomes, it is extremely important that you follow the program plan. While the School of Criminology and Criminal Justice offers some flexibility in its course offerings, a lot of thought has gone into how you should progress through the program. To ensure that you meet all the necessary pre-requisites and that you can graduate in a timely manner, it is critical that you follow the program plan. You can review your program audit (myGRADplan) online through your myUFV account. Please direct any questions about your progress in the program to our Program Advisor at cherish.forster@ufv.ca.

Professional Conduct

While it might seem like a long way off for some of you, before you know it, you will be completing your studies and looking to enter the work force. There are many amazing and challenging opportunities for you in a wide range of careers, but one thing that is common among all these opportunities is the requirement that our graduates demonstrate a high degree of professionalism and integrity.



We expect the same while you are a student. Demonstrating professionalism and integrity means engaging in ethical practices when completing your courses, coming to class on time, being attentive, and ready to learn.

There are many opportunities for personal and professional growth in the School of Criminology and Criminal Justice. Whenever possible, take advantage of these opportunities.

REMEMBER TO....

1. Come to class on time and be ready to learn.
2. Attend all classes.
3. Read and engage with all assigned course material before class.
4. Contribute to the learning environment.
5. Ensure all electronic devices are turned off.

Part of this means attending all your classes and trying to participate in events, such as University-wide public talks, student life, and community volunteering. In other words, your experience at UFV will, in part, reflect the degree to which you engage and participate with the UFV community.

Your classes will be much more rewarding if you are prepared. This means completing your readings and other assignments prior to class. While some of your classes will have a participation grade as part of your overall evaluation, contributing to the learning of others and participating in class discussions will also serve to enhance your UFV experience and your future engagement in civic life.

Many students enjoy taking class notes on a laptop computer or tablet. Please ensure that you use all electronic devices for course purposes during class and consult your course syllabus and your instructor about their policy regarding the use of electronics in the classroom. You should also turn your phones off or set them to silent to avoid disrupting others.

Academic Code of Conduct

UFV is committed to maintaining and promoting academic excellence and learning. Among the cornerstones of this commitment are academic honesty, and a mutual respect for all members of the university community. All faculty and students at UFV have a professional obligation to report suspected academic dishonesty.



Policy

Members of the University community are expected to carry out their scholarly work with honesty, to meet the highest ethical standards, to respect the facts and appropriate standards of evidence, and to acknowledge the contributions and scholarship of others. As members of the University community, you are expected to demonstrate appropriate academic conduct. You are responsible for your actions, whether acting alone or in a group. The University will investigate allegations of academic misconduct, while taking all reasonable steps to protect the rights and interests of individuals whose work or performance is questioned.

Academic Misconduct

Academic dishonesty includes, but is not limited to, the following (please see Policy 70 for further details):

- Plagiarism occurs when a student presents content as their own when it was written or composed, in whole or in part, by someone other than that student. It includes all sources and forms of information, such as published or unpublished, and written, oral, digital, or visual.

Cheating includes, but is not limited to, the following:

- Communicating or attempting to communicate with others for the purpose of obtaining or providing information without the permission of the instructor.
- Using or attempting to use other students' answers, providing answers to other students, or failing to take reasonable measures to prevent the use of one's answers by other students in assignments or examinations.
- The unethical use of artificial intelligence.

Students should be familiar with all UFV policies, procedures, and penalties for academic misconduct.

For many of your classes, you may be interested in conducting **original research** as part of your coursework. It is important to know that there are specific rules and procedures that must be followed whenever you are engaged in research that involves human participants.

Due to human research ethics concerns, the conduct of original research is strictly prohibited for the purposes of coursework, unless the instructor has received a Human Research Ethics Board (HREB) course designation approval. For further information about UFV's policies regarding conducting original research, please go to the Research Ethics Board's website at <https://www.ufv.ca/research-ethics/research-ethics-at-ufv/>

Some guidelines for ensuring that your work is done correctly and ethically:

1. If you cite another writer's exact words, "quotation marks" and a reference to a page number in the original source are required. Paraphrasing another person's work without acknowledging the source is also intellectual dishonesty.
2. It is dishonest to use another student's work in whole or in part by editing and submitting that work as your own.
3. It is dishonest to resubmit your own work to more than one course.
4. Do not use sources obtained without documenting them according to the standards in the latest edition of the American Psychological Association (APA). It is your responsibility to learn how to cite your sources accurately.

Exams

You are obligated to attend and complete exams only on the date and time outlined in the course syllabus and UFV's final exam timetable. Under most circumstances, a missed exam will result in a grade of "zero" for that exam. Make-up exams are not permitted, unless there are extenuating circumstances. Extenuating circumstances are limited in definition and are defined by your instructor.

An example of an extenuating circumstance might be the hospitalization of a student that is supported by documentation. Lack of preparation, forgetfulness, holidays, sleeping in late, or work obligations are not acceptable examples of extenuating circumstances.

Grading and Grade Appeals

The School of Criminology and Criminal Justice is committed to providing the highest quality education. Part of this commitment requires that assessments and evaluations appropriately and accurately reflect students' knowledge, skills, and abilities. This is important to ensure the integrity of our courses and degrees. When assessing work, the following descriptions clarify how you will be graded.

A range grades reflect **excellent/outstanding** performance and exceptional quality work. Some common characteristics include, but are not limited to, (1) a high level of comprehension of the subject matter as evidenced through content, organization, and style, (2) an ability to summarize, analyze, and evaluate academic work, (3) an ability to articulate the consequences and implications of an issue, (4) evidence of critical thinking, and (5) the use of innovative ideas and solutions. Note. An A+ grade is rare and reserved for instances in which the student demonstrates exceptional knowledge, skills, and abilities that go well beyond the minimum requirements and expectations.

B range grades reflect **good** performance and quality work that is free of significant weaknesses. Some common characteristics include, but are not limited to, (1) an ability to summarize academic work and an adequate ability to analyze and evaluate, (2) evidence of some degree of critical thinking, and (3) a reasonable grasp of the subject matter, but this grasp may not always demonstrate depth of understanding. The work demonstrated at this level is “above average” and reflects an understanding of the subject that is better than the minimal requirement and expectations.

C range grades reflect **satisfactory** performance and adequate work. Some common characteristics include, but are not limited to, (1) a fair comprehension of the subject matter, but the content, organization, and style evidence some weaknesses, (2) some ability to summarize academic work, but weaknesses in analysis and evaluation, and (3) challenges in applying knowledge to different contexts. The work demonstrated at this level is on par with most of the other students and reflects the minimal requirements and expectations.

D grades reflect **marginal** performance and minimally adequate work. Some common characteristics include, but are not limited to, (1) very little comprehension of the subject matter, (2) significant flaws in content, organization, and style, (3) poor understanding of academic work, (4) poor presentation of ideas, and (5) lack of original ideas.

These general definitions apply to each individual assignment and will guide the final grade that you earn in your courses.

Instructors will not engage with students who grade grub, which is defined as “communication from students begging, threatening, or angling for higher grades than rightfully earned” (O’Grady, 2023). Please also do not try to negotiate grades. Students who repeatedly engage in grade grubbing may be reported for harassment under Policy 18.

"I'm unhappy with my assignment grade."

Don't repeatedly email your instructor begging them to increase your grade.

Do go back to your assignment instructions and review your instructor's feedback.

Do make an appointment with your instructor to seek clarification on their feedback and grading rubric.

Remember that grades are earned based on academic merit. The same standards are applied to all students. To pass a course, you must demonstrate that you've met the course learning outcomes.

Resources
WriteAway
Learning Strategist

"I disagree with my final grade."

Don't repeatedly email your instructor begging them to change your final grade.

Do check your individual grades and weighting of assignments to ensure the final grade was calculated accurately.

Do request a meeting with your instructor to seek clarification.

Remember that final grades reflect the grades you earned on all assignments and exams. The same standards are applied to all students.

Resources
Policy 217 (Final Grade Appeals)

"I'm facing an academic integrity violation."

Don't ask your instructor not to deal with or report the academic integrity violation.

Do meet with your instructor to discuss the issue and share your evidence of not engaging in academic misconduct.

Remember that the School and UFV are required to uphold academic integrity. Academic misconduct jeopardizes a career in criminal justice.

Resources
Policy 70 (Student Academic Misconduct)
Student Rights and Responsibilities Office

Keys to Academic Success

There are many skills to be successful. Many of these skills will be taught in your classes; however, all successful students share a commitment to their education, strong thinking, writing, and oral presentation skills, curiosity and engagement, and a degree of professional conduct, such as attending all classes.



You will likely be asked to conduct academic research to write and present various assignments for your courses at UFV. The nature of academic research at UFV may differ from the types of research you have done in other contexts. A good starting point is to check with your instructor to see what types of information sources they expect you to use for their assignments. It is also a good idea to ask your instructors in class or to visit them during their office hours to learn how to conduct research using different search engines and search terms. The [UFV Library](#) has several 'how to' tools that can help you. We have included some of this information in this guide.

KEYS TO ACADEMIC SUCCESS

1. Critical Thinking
2. Conducting Research
3. Academic Writing
4. Getting Involved in Research

Researching and Critical Thinking

Most of your research will involve secondary research where you will review the research and writings of other scholars, rather than conducting your own primary research, which involves collecting the data yourself. Your instructors will expect you to use print and/or electronic resources from the UFV Library, which has a single, unified search box that allows you to search multiple information resources on your topic, including the Internet, academic journals, textbooks, and eBooks. Your instructors may also prefer that you use Criminal Justice Abstracts rather than non-academic search engines. Again, it is critical that you check with your instructors about their requirements.

As a social science discipline, the typical requirement is to use academic, scholarly sources rather than popular sources. There may be exceptions to this when your instructors specifically ask you to use popular sources for specific assignments. It is important that you review the individual requirements of all assignments in each of your courses.

Academic, scholarly research:

- is published by a recognized university or commercial publisher;
- typically involves the original reporting of research;
- involves research that is conducted using scientific methods;
- is supported by academic references; and
- is reviewed by an editor or academic peers to ensure quality control.

Popular sources:

- are published by a commercial publishing house or business;
- involve secondary reporting of research;
- may include opinions that are not supported by data or evidence; and
- exist to both entertain and inform the public.

Unless specifically approved by your instructor, social media (e.g., TikTok, Instagram, YouTube) and other online sources (e.g., blogs, wikis, podcasts) should not be used for academic research purposes. Your instructors will usually expect you to conduct research to obtain information beyond what is presented in your course textbooks or in class. Some examples of the information sources that your instructors may expect you to consult are academic journals, books written by academic scholars, legislation, legal cases, documentary films, and documents produced and disseminated by government and non-government agencies.

With all the information resources that you consult, you will need to personally evaluate the credibility of the information source and its relevance for your assignment. Just because information is published in print or electronically, and especially online, does not mean that it is accurate or reliable. There are evaluation checklists that you can use to critically evaluate your information sources, such as the [CARS evaluation checklist](#) (Credibility, Accuracy, Reasonableness, Support) or the [CRAAP test](#) (Currency, Relevance, Authority, Accuracy, Purpose). Most of these checklists focus on asking yourself whether the information source is accurate, objective, current, and provides adequate coverage of the topic. If you are unsure about the credibility of your sources, please consult with your instructor.

Research in the School of Criminology and Criminal Justice

One of the best ways of making your classroom learning practical and valuable is to apply your academic knowledge to research projects. The School of Criminology and Criminal Justice has many faculty members who are actively involved in research projects that students can participate in. One of the features of research in the School of Criminology and Criminal Justice is that many projects are driven by student interests. If you have an interest in a particular subject or issue, there are many faculty members who can help supervise your work. Your research can be part of a Directed Studies course or an Honour's research project.

One possible avenue for your research interests in the School of Criminology and Criminal Justice can be the Centre for Public Safety and Criminal Justice Research, directed by Dr. Irwin Cohen. To see some of the work being conducted in this Centre visit its website at: <https://www.ufv.ca/criminal-justice-research/>.

The Centre for Public Safety and Criminal Justice Research provides research and consulting expertise to criminal justice agencies, governments, public safety agencies, and community organizations on issues related to improving the efficiency and effectiveness of public safety operations and proposed initiatives. The mission of the Centre is to assist government agencies related to public safety to evaluate programs, policies, and strategies, and propose evidence-based initiatives to the criminal justice system and agencies of public safety to reduce crime. The Centre provides a full range of analytic solutions to allow public safety agencies and the criminal justice system to be information and intelligence led, and evaluates emerging hardware and software solutions to make recommendations on their adoption by public safety agencies. In addition, the research conducted by the Centre also focuses on developing solutions to share with police and other public safety agencies to increase their efficiencies and effectiveness in preventing and responding to crime. In doing so, the Centre provides learning opportunities for students, including applied skills and research skills.

Practicum

The College of Arts offers 200-, 300-, and 400-level practicums that can provide a range of unique experiences.

To participate in these amazing opportunities, you will need to have a good CGPA and, for some opportunities, be able to pass a criminal record check.



GOALS OF THE FIELD PRACTICE

1. To provide ways for you to utilize the concepts, skills, and theories learned in the classroom.
2. To gain a perspective of how individual sectors of the criminal justice system work on a day-to-day basis.
3. To acquire an understanding of how the overall goals of the system are actualized through policies, procedures, and the deployment of resources.
4. To provide an opportunity to assess your abilities and interests as potential criminal justice practitioners.
5. To provide an opportunity to gain practical experience in a potential employment situation.

The format for the field practicum varies for each student. The schedule is arranged between you and the person supervising your activities at the specific placement. Typically, the practicum is taken concurrently with the student's other course work. Placements typically occur beginning the second week of each semester.

Practicums expose you to a variety of skills. Many of our practicums involve working in conventional criminal justice agencies, such as a police department or a correctional facility, as well as various government agencies, including natural resource ministries, health, and transportation. Beyond compliance and enforcement practicums, you can also participate in a practicum that will enhance your skills at working with difficult populations, such as youth, females, or adult offenders, either in an institution or in the community.

When planning with the Partnership Development and Practicum Coordinator in the College of Arts, think about the skills you hope to learn and the networks you hope to make. For example, if you want to become a police officer, you should consider completing a practicum at a homeless service agency to give you skills in rapport building and risk assessment with street entrenched people.

For more information, please visit the Arts Worx webpage at:

<https://artsworx.ufv.ca>

Student Services

There are several services and facilities available for you at UFV. These services can assist you with challenges you may face during your education. In addition, there are several departments that offer a range of services designed to make your time at UFV more enjoyable.



Educational Advising

In addition to the School of Criminology and Criminal Justice's Program Advisor, UFV has many advisors that can inform you of institutional policies and procedures and refer you to services designed to increase academic success.

Advisors offer in-person appointments and limited same-day appointments: <https://www.ufv.ca/advising/meet-with-an-advisor/book-an-appointment/>

Counselling

UFV counsellors can assist you with study skills, career planning, and personal issues. Counselling services are available Monday through Friday, with emergency and after-hours support also available: <https://www.ufv.ca/counselling/>

Financial Aid and Awards

Contact the Financial Aid and Awards office for information and advice regarding sources of financial aid, such as student loans, bursaries, grants, and scholarships:

<https://www.ufv.ca/fineaid/>

Accessibility Services

Make an appointment with an Accessibility Services Advisor to discuss what you will need to be successful at UFV. It is best to meet with an advisor as early as possible in your educational planning. Some services require at least three months to arrange, so the earlier we start the process the better. An advisor will discuss with you what the requirements for documentation may be should you have any questions.

<https://www.ufv.ca/accessibility/>

Student Life

University is a life experience that extends far beyond the classroom, lab, or workshop. Working with and for UFV students, the Student Life department aims to build a vibrant campus through many student driven initiatives. Student Life organizes New Student Orientation and welcome back events, assists student clubs and associations each term, and provides leadership training and conferences to students through our Leadership Institute, and the list goes on.

<https://www.ufv.ca/current-students/student-life/>

Final Thoughts

Thank you for choosing Criminology and Criminal Justice at the University of the Fraser Valley! We hope that your time at UFV will be a positive learning experience and that this handbook answers your questions about our program.



If you have any questions or concerns, please speak to any of our faculty or staff. Should there be any issues you would like covered in this handbook, we would love to hear them.