



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF SOCIAL AND CULTURAL STUDIES

TE KURA MAHINGA TANGATA

CRIMINOLOGY

CRIM 489

RESEARCH PROJECT

30 POINTS

TRIMESTERS 1 & 2, 2016

Key dates

Trimester dates: 29 February to 13 November 2016

Teaching dates: 29 February to 2 May 2016

Easter break: 24–30 March 2016

Mid-trimester break: 25 April to 1 May 2016

Mid-year break: 30 June to 8 July 2016

Mid-trimester break 2/3: 22 August to 4 September 2016

Study period: 17–20 October 2016

Examination/Assessment Period: 21 October to 12 November 2016

Note: students who enrol in courses with examinations must be able to attend an examination at the University at any time during the scheduled examination period.

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds.

If you cannot complete an assignment or sit a test in the last three weeks of teaching, or an examination, it may instead be possible to apply for an aegrotat (refer to www.victoria.ac.nz/students/study/exams/aegrotats).

Class times and locations

Lectures: Tuesday 09:00 – 10:50am Von Zedlitz VZ710

Names and contact details

Course Coordinator: Dr Lynzi Armstrong
Tel: (04) 463 5372
Level 11, Murphy building, MY 1121
Email: lynzi.armstrong@vuw.ac.nz

Office hours: If you wish to see Lynzi please contact her directly to make an appointment.

Communication of additional information

CRIM 489 has information on Blackboard at: www.blackboard.vuw.ac.nz. There is a student noticeboard outside the lifts on Level 11 of Murphy building where general information, which may be of interest to you, is displayed. There is also a School student noticeboard on Level 9 of the Murphy building. You will automatically receive all Blackboard announcements as an email sent to your @myvuw.ac.nz email address. If you are not going to use this Victoria email address set up for you, we strongly encourage you to set a forward from the Victoria email system to the email address you do use.

Prescription

In this course students will choose and conduct an independent research project and write an extended essay. They will receive individual supervision from a staff member on their research project, while a taught component will familiarise students with the skills necessary to carry out their research project.

Course content

Date	Topic	Lecturer
29 Feb	What is a research proposal?	Dr Lynzi Armstrong
7 March	Ethics	Dr Lynzi Armstrong
14 March	Research methodologies	Dr Lynzi Armstrong
21 March	What is a literature review?	Dr Lynzi Armstrong
11 April	Referencing and Endnote	Dr Lynzi Armstrong
18 April	Getting it done: strategies, tips and techniques for completing your research 5 minute presentations	Dr Lynzi Armstrong

2 May	5 minute presentations	Dr Lynzi Armstrong
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Course learning objectives (CLOs)

Students who pass this course should be able to:

1. develop a research proposal for a specific piece of research in criminology
2. demonstrate an ability to plan and carry out research on a specific topic in criminology (as assessed through the research essay)
3. demonstrate an ability to coherently contextualise and present the results of criminological research in a written format, and in the context of relevant academic literature (as assessed through the research essay).

Teaching format

Students will be required to attend seven two-hour interactive seminars that will provide information about developing a research proposal, research ethics, methodologies, the research process and developing a literature review. Apart from these seminars students will be expected to work independently on the research essay in consultation with their supervisor.

Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must:

1. submit a 1,500 word research proposal by the due date to demonstrate achievement of course learning objective one outlined above, and
2. submit a credible attempt at the research essay by the due date, subject to provisions for late work to demonstrate achievement of the course learning objectives outlined above.

Any student who is concerned that they have been (or might be) unable to meet any of the MCRs because of exceptional personal circumstances, should contact the course coordinator as soon as possible.

Workload

University guidelines stipulate that a 30-point course should require 12 hours per week, including class time, of student work. (300 hours across two trimesters).

This includes attending class (one two hour lecture per week), and doing the work to complete your CRIM 489 research essay. Obviously the time you spend on these activities will vary throughout the trimester and according to your individual study habits, and the nature of your research project, but you might find the following useful in deciding how to allocate your time:

Task	Estimated workload*
Lecture attendance	14 hours (2 hours per week for 7 weeks)
Working on CRIM 489 research essay	286 hours

*Based on an overall workload of 300 hours for CRIM 489.

Assessment

The assessment for this course comprises a research essay which is worth 100% of the total marks for the course.

Two copies of this report will be required. The Programme reserves the right to retain one copy.

In addition to the completion of the research essay, students will be required to make a 5 minute presentation on their proposed research during week 6 or 7 of trimester 1 and complete a 1,500 word research proposal to be submitted to their supervisor by 4:00 pm 15 April 2016. It also expected that students will submit major portions of their research essay to their supervisor at regular intervals throughout the year.

Item	Status	Length	CLOs	Due date	% of Final Grade
Research proposal	Mandatory	1,500 words	1, 2	Friday 15 April, 4pm	0%
Presentation	Mandatory	5 minutes	1, 2	Tuesday 19 April or Tuesday 3 May	0%
Literature review	Expected	1500-2500 words	3,4	Friday 13 May	0%
Methodology/Methods	Expected	1500-2000 words	3,4	Friday 15 July	0%
Findings/Results/Discussion	Expected	3000-4000 words	3,4	Friday 9 September	0%
Completed research essay	Mandatory	10,000 words	3, 4	Friday 14 October, 4pm	100%

Please note: Marks for Honours level assignments and final course grades are not finalised until the completion of honours moderation. Honours grades gained in individual courses remain provisional until the overall final classification made at the Honours moderation meeting.

Submission and return of work

Work should be submitted to the Essay Box, School Administration Office which is on the 9th Floor of the Murphy Building. Please include the School's Assignment Cover Sheet (a sample is attached at the back of this Outline) when submitting your assignments. This ensures that you have provided essential information. You may wish to have a front page of your own on your assignment, but the top sheet must be the School's Assignment Cover Sheet. Further copies can be found at the School's Administration office and also on the School's Essay Box table, on Level 9 of Murphy building.

You must submit **two** copies of the research proposal and **two** copies of the completed research essay.

Marked assignments not collected in lectures or tutorials can be collected at the Murphy 9th floor reception desk, between **11:00am and 3:00pm only** from **Monday to Friday**.

Extensions and penalties

Assignments must be handed in by the due date. You are expected to keep to this deadline, as otherwise it is unfair to other students. Extensions will be granted only in exceptional circumstances, and should be sought from Lynzi Armstrong (course coordinator). An example of an exceptional circumstance would be illness, supported by a letter from a medical practitioner. Please note that lack of organisation, word-processing failures and other work demands are not “good reasons”.

Penalties

Late submission of work without permission will be penalised by the following deductions:

One grade = period up to and including 24 hours past due date.

Two grades = period from 24 hours up to and including 72 hours past due date.

Work that is handed in later than 72 hours without prior permission will not be accepted.

Materials and equipment and/or additional expenses

Additional materials, equipment and/or expenses may be involved depending on the nature of the specific research project undertaken by the student. Students should discuss with their CRIM 489 supervisor.

Set texts

There is no set text for this course. A list of recommended readings will be made available by the course coordinator on Blackboard.

Recommended reading

Students will be advised of further recommended reading during the course, dependent on their research topic.

Class representative

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first seminar of the course. Students may like to write the Class Rep's name and details in this box:

Student feedback

Enhancements have been made to this course, based on the feedback of previous students, and include delaying student presentations until later in the trimester when the research proposal has been submitted.

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php

Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/students/study/exams/integrity-plagiarism
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progress (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/students/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/students/study/progress/grades
- Special passes: refer to the *Assessment Handbook*, at www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Terms and conditions: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- Victoria graduate profile: www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile
- VUWSA: www.vuwsa.org.nz

School Contact Information

Head of School:	Prof Brigitte Bönisch-Brednich, MY1019 Phone: 463 6528, Email: brigitte.bonisch-brednich@vuw.ac.nz
International Student Liaison:	Dr Hal Levine, MY1023 Phone: 463 6132, Email: hal.levine@vuw.ac.nz
Māori and Pacific Student Liaison:	Dr Trevor Bradley, MY1101 Phone: 463 5432, Email: trevor.bradley@vuw.ac.nz
Students with Disabilities Liaison:	Dr Sarah Wright, MY1115 Phone: 463 5874, Email: sarah.wright@vuw.ac.nz
School Manager:	La'Chelle Pretorius, MY918 Phone: 463 6546, Email: lachelle.pretorius@vuw.ac.nz
School Administrators:	Suzanne Weaver, Heather Day, Gill Blomgren, MY921, Phone: 463 5317; 463 5258; 463 5677, Email: sacs@vuw.ac.nz
School of Social and Cultural Studies:	www.victoria.ac.nz/sacs