

## CRIM3001/3002: Criminal Justice Placement

NuSpace

Semester 1- 2023



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

*The Newcastle Law School is committed to providing an inclusive environment in which all cultures are accorded respect and all students and staff are expected to act with honesty, fairness, trustworthiness and accountability in dealings with others. The School recognises and respects the unique histories and cultures of Aboriginal and Torres Strait Islander peoples, their unbroken relationship with the lands and the waters of Australia over millennia, and the validity of Aboriginal ways of knowing. We are dedicated to reconciliation and to offering opportunities for Aboriginal and Torres Strait Islander peoples to access and succeed in higher education.*

## OVERVIEW

**Course Description** Through this course criminal justice students will engage directly with organisations that require criminological input into their policy, evaluation, and professional practices. Under supervision, students will undertake an external or internal 140-180 hour work placement with appropriate organisations involved in criminal justice research, education, or community engagement. This direct experience will expose students to the discourses and practices of researchers and managers, in order to consider the many complex factors that influence criminological research and policy. The importance of understanding cultural diversity of offenders and victims, as well as strategies to support their human rights in the criminal justice system (CJS), will also be highlighted.

**Requisites** To enrol in this course you must have successfully completed CRIM2001.

**Assumed Knowledge** 40 units of CRIM-coded courses  
**Contact Hours** **Callaghan Practicum**  
Face-to-face on and/or off campus  
80-hour (CRIM3001) placement on or off campus  
140-180 (CRIM 3002) placement on or off campus

**Seminar**  
Face-to-face on campus  
2 hours – week one (required)

**Unit Weighting Workload** 20  
Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

**Skills Focus** This course will focus on assisting students to develop the following skills:

- Assess and use resources
- Structural and writing skills
- Self-reflection and resilience
- Oral communication skills

# COURSE OUTLINE

# CONTACTS

## Course Coordinator

### NuSpace

Alice Neikirk

[Alice.neikirk@newcastle.edu.au](mailto:Alice.neikirk@newcastle.edu.au)

Office hours 10-1100, Mondays, 1300-1400 Thursdays (come to reception on Level 5)  
Level 5, School of Law and Justice, NuSpace

## Administrative Support Officer

Deb Willett (Sonia Support)  
Criminology @newcastle.edu.au

## School Office

### Newcastle Law School

[Law-School@newcastle.edu.au](mailto:Law-School@newcastle.edu.au)

+61 2 4921 5052

# SYLLABUS

## Course Content

The course will provide students the opportunity to develop a vocational understanding of the criminal justice system (CJS) through a work placement. Vocational places will be sourced from across the CJS, including those within (but not limited to) organisations focused on criminal justice policy, research, and practice. Placements with a specific focus on Indigenous content will be encouraged.

Activities undertaken will provide students with the skills necessary to describe and critically reflect on a major placement, and discuss the role of criminal justice in policy, practice, management, and research.

Students will:

- Apply for (with the assistance of Academic and Professional Staff), secure, and complete a vocational placement
- Engage with professionals working within the CJS
- Collaborate to plan, carry out, and report on an appropriate needs assessment, research project, or evaluation.
- Complete an 80-hour (CRIM 3001) or 140-180 hour (CRIM 3002) placement with an organisation that requires criminal justice expertise
- Record, report and critically reflect on placement experiences
- Discuss aspects of criminal justice practice with peers and commissioning agencies
- Describe and analyse issues relating to real world research and practice in criminal justice

Note: To pass the course, all assignments, forms required by the host organization, and (if relevant) non-disclosure forms must be completed. Additionally, a log of placement hours **must** be uploaded into Sonia.

## Course Learning Outcomes

**On successful completion of this course, students will be able to:**

1. Apply advanced criminal justice skills relevant to working with a range of criminal justice stakeholders in a vocational setting.
2. Evaluate outcomes for offenders and victims in a vocational setting, demonstrating expertise.
3. Construct a report relating to working with offenders or victims of crime or the CJS more generally.

4. Show advanced professional knowledge through the undertaking of case-based tasks related to working with offenders and victims of crime in a vocational setting.
5. Critique issues facing criminal justice professionals in the workplace.
6. Employ professional knowledge gained within your own professional practice.

### Course Materials

Course materials are dependent on and may be supplied by the host organisation. Additional course materials specific to the University of Newcastle will be posted to the Canvas site for this course and advised to students via course announcements.

### Compulsory Requirements

There is a compulsory attendance requirement in this course. Attendance at all classes (seminars and workshops as well as placement hours with your “host”) will be monitored and records maintained by the Course Coordinator. In order to satisfy the “Attendance” requirement, students must be present at a minimum of 80% of scheduled university classes and complete the minimum hours with the placement host as spelled out in the course outline, unless they are able to demonstrate that their absence falls within the Adverse Circumstances policy. Unless this requirement is met, despite marks awarded in other assessment items, the student will receive a zero mark and an CF grade for the course.

You must upload your hours sheet into the Sonia platform to successfully complete the course.

All written assignments and required hours must be completed to fulfill the requirements of this course.

**Please note** that if you miss more than 2 classes for reasons that fall within the University’s adverse circumstances policy you may be required to complete additional assessment items to ensure that you have completed the required volume of learning for this course.

## ASSESSMENTS

This course has 3 assessments. Each assessment is described in more detail in the sections below. Along with the required hours for the placement, these assignments must be completed to pass the course. They are graded as Pass/Fail thus it is very important to meet the requirements of each assignment.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Written Assignment	First week of student’s placement	Individual	25%	1, 5, 6
2	Report	5pm Friday, week 13	Individual	50%	1, 2, 3, 4, 6
3	Reflective journal	5pm Friday, week 13	Individual	25%	1, 2, 5, 6

### Late Submissions

The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 10% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. Note: this applies equally to week and weekend days.

### Assessment 1 - Written Assignment (25%)

#### Assessment Type Description

Written Assignment/Pre-placement Assignment

The purpose is to ensure you understand the structure of your host institution, specific expectations of professional engagement, as well as the importance of working ethically within it.

#### Weighting

25%

#### Length

1,000 words (+/- 10%)

#### Due Date

5pm Friday, first week of student’s placement (this will vary based on when your placement starts)

#### Submission Method

Online

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<b>Assessment Criteria</b>	Ungraded Pass or Fail. Provided via a rubric in the Assessment section of Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Individual feedback, three working weeks post-submission. Online, via TurnItIn.

## Assessment 2 - Report (50%)

<b>Assessment Type</b>	Professional Task
<b>Description</b>	This assessment task involves the completion of a project/report as directed by your host organisation. In the early stages of your placement program you are to agree with your host organisation a project for you to complete. This assessment task will that specific project or a reflection of that task. Examples of previous projects; learning to take case-notes, creating an infographic regarding a recent policy change, planning events for Reconciliation Week, complete a risk assessment, compile a list of resources for the homeless in Newcastle, and writing movie reviews for a magazine.

Recognising that each placement will be different, and that each student may be required to complete different tasks, you are advised to contact your course co-ordinator or teaching staff to agree on the terms, structure, and style of this assessment task. If your supervisor does not have a specific task for you, please reach out to the course coordinator.

<b>Weighting</b>	50%
<b>Length</b>	Min 1,000 words
<b>Due Date</b>	5pm Friday, week 13
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Ungraded Pass or Fail. Provided via a rubric in the Assessment section of Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Overall feedback on the cohort's projects will be provided to via canvas three weeks post submission.

## Assessment 3 – Theoretically Informed Reflection (25%)

<b>Assessment Type</b>	Journal
<b>Description</b>	This assessment task will be a theoretically-informed reflection on the journey during the placement, with a particular focus on criminological theory and practice. Drawing upon the theories you have encountered in your study of criminology, you are to apply them to the experiences during your criminal justice placement. A reflective journal encourages you to stand back and think about what you have learnt across your educational journey and during your placement. It encourages you to think about how ideas and practices fit together or diverge, and how previous assumptions may have been reinforced or challenged. Importantly, a reflective journal is not a personal diary, and we do not want to see a list or log of what you have done each day. It is a theoretically informed account of your experience engaging in theory and practice. As such, a reflective journal is a scholarly document. However, I do not expect a high degree of referencing, though it should be very clear which theories you are using to analyse your experiences/cases.

There are two submission options for this assessment and you can select ONE of the two. The first is a written document submitted via Turnitin in Canvas. The second is a 7-8 minute verbal presentation that can be recorded and uploaded onto Canvas. The recording must include either your face, powerpoints, or some other visual component to complement the presentation. There is a rubric on Canvas with further criteria.

<b>Weighting</b>	25%
<b>Length</b>	1,000 words (+/- 10%) OR 7-8 minute presentation
<b>Due Date</b>	5pm Friday, week 13

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<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Ungraded Pass or Fail. Provided via a rubric in the Assessment section of Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Final assignment will not receive feedback, please email for individual feedback. Online, via Turnitin.

<b>Assessment Moderation</b>	To ensure that grades are fair both within and between courses and cohorts, Newcastle Law School has a rigorous policy of moderating and reviewing assessment. The School Assessment Board (SAB) reviews all final grades before they are released to students, and the SAB process may result in the overall marks of a class being moved up or down by a specific amount, thus impacting individual marks. This is consistent with grading practices in other Law Schools across the country and important to ensure the integrity of assessment. This means that the final grade you are awarded may not be the sum of marks you have received in all assessments.
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## ADDITIONAL INFORMATION

<b>Grading Scheme</b>	There are no marks associated with this course, but you must complete all requirements to earn an Ungraded Pass (UP). This grade demonstrates you have met the requirements to pass the course. Passing this course is a requirement for your degree.
<b>Attendance</b>	Attendance/participation will be recorded in the following components: <ul style="list-style-type: none"><li>- Placement (Method of recording: timesheet)</li></ul>
<b>Placement Requirements</b> <b>WH&amp;S Requirements</b> <b>Communication Methods</b>	This is a placement course covered by the Student Placement Policy. Refer to <a href="http://newcastle.edu.au/policy/000768.html">http://newcastle.edu.au/policy/000768.html</a> for further information. Students must comply with all host Work Health & Safety requirements Communication methods used in this course include: <ul style="list-style-type: none"><li>- Canvas Course Site: Students will receive communications via the posting of content or announcements on the Canvas course site. <b>This may require you to turn on notifications for this particular course.</b></li><li>- Email: Students will receive communications via their student email account.</li><li>- Face to Face: Communication will be provided via face to face meetings or supervision</li></ul>
<b>Course Evaluation</b>	Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.
<b>Oral Interviews</b>	As part of the evaluation process of any assessment item in this course an oral examination may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the <a href="#">Oral Examination Guidelines</a> . In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the <a href="#">Student Conduct Rule</a> .
<b>Academic Misconduct</b>	All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. For the Student Academic Integrity Policy, refer to <a href="https://policies.newcastle.edu.au/document/view-current.php?id=35">https://policies.newcastle.edu.au/document/view-current.php?id=35</a> .
<b>Adverse Circumstances</b>	The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where:

1. the assessment item is a major assessment item; or
2. the assessment item is a minor assessment item and the Course Co-ordinator has specified in the Course Outline that students may apply the online Adverse Circumstances system;
3. you are requesting a change of placement; or
4. the course has a compulsory attendance requirement.

Before applying you must refer to the Adverse Circumstance Affecting Assessment Items Procedure available at:

<https://policies.newcastle.edu.au/document/view-current.php?id=236>

**Important Policy Information**

The 'HELP for Students' tab in UoNline contains important information that all students should be familiar with, including various systems, policies and procedures.

**Wellness Contacts**

There are a variety of pressures on criminology students, and being able to perform well academically under pressure, without excessive stress will contribute to enhanced outcomes in wellbeing and academic results. Reach out to support services and learn ways to maintain your mental health, deal with stress and common issues like perfectionism, procrastination and anxiety.

To access UON support:

<https://www.newcastle.edu.au/current-students/support/personal>

Ph: 4921 6622 or email: [counselling@newcastle.edu.au](mailto:counselling@newcastle.edu.au)

For support outside of office hours call the University Crisis Support Line on 1300 653 007 or for chat sms 0488 884 165.

For immediate support contact Lifeline 24/7 on 13 14 11 or <https://www.lifeline.org.au/>

*This course outline was approved by the Dean of the Law School. No alteration of this course outline is permitted without Dean's approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.*

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