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**BACHELOR OF ARTS – CRIMINAL JUSTICE**  
**HONOURS STREAM**  
**STUDENT MANUAL**

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## ***Overview of Honours Stream***

The Bachelor of Arts – Criminal Justice (BACJ) degree at Mount Royal University has two academic streams:

- The practicum stream affords students the opportunity to experience the justice community firsthand by completing a six-credit practicum. Students are eligible to complete a practicum after completing 5 semesters of study. Placements are completed in a single academic semester (fall, winter, or spring/summer) and involve 2.5 days of unpaid work experience under the supervision of an agency mentor. Students must also attend regular seminars with a Justice Studies faculty member as part of the academic component of the practicum.
- The Honours stream gives students the unique opportunity to complete their own original research project under the supervision of a Justice Studies professor. The Honours stream consists of three 3-credit courses that must be completed within the Fall and Winter semesters of the academic year.
  - CRJS 5001 Honours Seminar (Fall semester only)
  - CRJS 5010 Honours Research Project I (Fall semester only)
  - CRJS 5020 Honours Research Project II (Winter semester only)

Students must complete a total of 120 credits to graduate with the BACJ degree. Because the Honours stream is comprised of three 3-credit courses (9 credits) compared to the 6-credit practicum, ***students completing the Honours stream are required to take one fewer 3-credit elective or CRJS-option course.*** Be sure to consult the BACJ program plan or consult with the degree's Academic Advisor if you need clarification.

The purpose of the Honours stream is to allow students to complete their own research and better prepare them for additional academic challenges that are associated with graduate school and professional school. Students considering graduate studies in Criminology, Criminal Justice or a cognate discipline are strongly encouraged to consider the Honours stream. Successful completion of an Honours research project is direct evidence that graduate programs consider in their admissions. While law school admissions are largely determined by an applicant's overall Grade Point Average (GPA) and Law School Admissions Test (LSAT) scores, Completion of an Honours research project has indirect benefit when highlighted in an applicant's personal statement requirement in most law school applications.

Completing an Honours research project is both rewarding and challenging. Students can explore a topic of particular interest in greater depth while developing a positive working relationship with a faculty member who has expertise in the subject area. It is challenging as the process puts a premium on independent study, sharp time management skills and producing quality results. The workload associated with an Honours research project can be significant, especially in relation to the other courses students take in their fourth year of study.

There is no maximum number of pages for an Honours paper as the topic, its scope and method of inquiry all impact on the overall length. Your faculty research supervisor may be able to provide guidance on the target length of your final paper.

Mount Royal University's Student Code of Conduct applies to students pursuing the Honours stream. This code cover both academic and non-academic activities while at Mount Royal University. The research enterprise places a premium on academic integrity so Honours students have an important obligation to be familiar with practices of academic integrity. Always proactively consult with your Honours research supervisor about question of appropriate research materials and accurate referencing and citation.

Students interested in the Honours stream in the Bachelor of Arts – Criminal Justice degree are invited to have a conversation with any full-time professor in the Justice Studies. Further, you are encouraged to contact the degree's Honours Coordinator and/or the degree's Academic Advisor/Practicum Coordinator for more information:

CRJS Honours Coordinator:

Professor Doug King

Email: Dking@mtroyal.ca  
Office: EA3011  
Phone: 403-440-6381

CRJS Academic Advisor/Practicum Coordinator:

Ms. Leann Acheson

Email: Lacheson@mtroyal.ca  
Office: EA2041  
Phone: 403-440-5682

## ***Section 1: Application Process***

### **1.1. The Honours Stream**

The Honours stream affords students the opportunity to work with a Justice Studies professor to complete a student-initiated research project. Those who complete the Honours stream will write a research paper in an area of their choosing once approved by their Faculty supervisor. Individuals contemplating the Honours program should think about an area they have a passion for and will enjoy examining in detail. The research project spans two full academic semesters therefore the choice of research topic should be well considered and achievable. Your Faculty supervisor will offer you suggestions and encouragement to help guide you in this area.

## 1.2. Requirements

Admission into the Honours stream in the Bachelor of Arts – Criminal Justice is guided by overall Mount Royal University policy, Honours policy established by the Faculty of Arts and by the Justice Studies program. Students are strongly encouraged to review the current Mount Royal Calendar for Honours policies and procedures.

As outlined in the Faculty of Arts section of the Mount Royal University calendar, each Arts degree can have slightly different admissions requirements into their Honours option. The admission requirements into the Honours stream in the Bachelor of Arts – Criminal Justice degree are:

**1.21.** Completion of all first and second year courses in the BACJ degree (CRJS and non-CRJS) *plus* completion of all CRJS methodology courses (CRJS 2015, CRJS 3001, CRJS 3005) prior to the start of the Fall semester of the Honours project.

**1.22.** A minimum of 3.30 Grade Point Average across all classes (CRJS and non-CRJS) completed prior to Acceptance into the Honours stream. This GPA must be maintained in order to attain the Honours.

**1.23.** A minimum of 3.50 Grade Point Average in all CRJS-prefixed courses completed acceptance into the Honours stream.

**1.24.** An idea of a general area of interest that aligns with one of the faculty members. Specific details of the project are not required at application as these will be developed along with your supervisor as you move through the process.

**1.25.** Agreement from a Justice Studies professor to serve as your Faculty supervisor. Please note that only full-time faculty members (excludes contract/sessional faculty) in Justice Studies can supervise Honours projects.

## 1.3. Key Timelines

No later than March 31 – Student’s 3<sup>rd</sup> Year of Study

All applications<sup>1</sup> should be submitted to the Justice Studies Honours Coordinator or the Academic Advisor. The application form must be signed by the Justice Studies professor who has agreed to serve as the student’s Honours project supervisor. A copy of the student’s unofficial MRU transcript must also be attached.

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<sup>1</sup> See attached application in *Appendix A: Forms and Templates*. A copy of the application is also posted on the Bachelor of Arts – Criminal Justice webpage. Hardcopies can also be picked up in EA2041 or by emailing the Honours Coordinator - Dking@mtroyal.ca

### End of the Winter Semester – 3<sup>rd</sup> Year

The Justice Studies Honours Coordinator will notify students via email as to the status of their Honours application. Although not constituting an official acceptance, students may be given access to enroll in the upcoming fall semester required courses – CRJS 5001 (seminar) and CRJS 5010 (Research Project I course).

Incoming Honours students will also be required to complete a 2<sup>nd</sup> form for the Dean's Office in the Faculty of Arts. The Justice Studies Honours Coordinator will notify incoming Honours students and will facilitate the submission of the forms on behalf of the incoming cohort.

### End of the Winter Semester – 3<sup>rd</sup> Year

The Dean of the Faculty of Arts will send a letter of acceptance to students who satisfy all acceptance requirements for the Honours stream in the Bachelor of Arts – Criminal Justice degree. This will be done several weeks after the completion of the Winter academic term.

### Prior to the Beginning of the Fall Semester- Honours Year

Students who are undertaking Honours research that involve questionnaires, interviews and/or direct observation of human subjects ***must consult*** with their respective Faculty supervisor about securing prior University research ethics approval. **Your Faculty supervisor may ask that you beginning the ethics application process before the beginning of the fall term.**

### Fall Term – Honours Year

- All students must enrol, attend and complete the Honours seminar (CRJS 5001). The seminar may be offered by one of more CRJS faculty and the specific curriculum for the seminar may vary somewhat from year-to-year. Unlike a lecture-based course, a seminar puts a premium of student participation and preparation. Seminars are student-driven under the supervision of a faculty member.
- Students begin the research for their project by enrolling in CRJS 5010 – Honours Research Project I. Instead of meeting in a classroom environment, Honours students meet/communicate with their respective Faculty supervisors regarding the research project. Some faculty may wish to set up regularly scheduled meeting times while others may prefer a less formal reporting process. Specific timelines and deliverables should be discussed with the Faculty supervisor.
- Research ethics applications must be completed and approved before any primary data collection involving human subjects (i.e., interviews, questionnaires, direct observation) can start.

### Fall term to End of Winter Term – Honours Year

All deadlines and directions should be determined with a student's Faculty supervisor for the research project. Honours students must be an active partner in setting deadlines and required deliverables. Please be advised that there may be differences in the expectations of Faculty supervisors in regards to project management.

### First Week of April – Honours Year

In consultation with your Faculty supervisor, students should submit a “next-to-last” draft of their Honours project to their supervisor. Unlike other academic papers, completion of an Honours project is often a more iterative process. This means that the submission of drafts and redrafts are often the norm.

### Exam Period of Winter Semester – Honours Year

Submission of final Honours project is required. Faculty supervisors will work with each individual Honours student to determine the exact date for, and manner of, submission of the final document.

## **1.4. Finding a Justice Faculty Supervisor**

In the Winter Term of your 3<sup>rd</sup> year, you should approach a possible supervisor<sup>2</sup>. You should look for a supervisor who may share similar interests. Only full-time Justice Studies faculty (excluding contract or sessional instructors) can supervise Honours students. Feel free to approach and speak with any number of the faculty in order to determine who will work best with you. Getting to know the faculty will help with the entire process. Be aware that faculty cannot take on all students who approach them.

Each of the Justice Studies faculty has a limited amount of time to allocate to this supervisory role. When approaching faculty, have a general idea (or a few) of what you might find interesting to research. A professor may have ideas on how to approach or modify your topic to make the research more relevant and/or achievable. In some cases, two faculty supervisors who both share parts of your research interest can be selected. This is up to you and the faculty you approach.

It is important to remember that students are not assigned a Faculty supervisor. Students must secure a Faculty supervisor willing to oversee the Honours project. Please contact the Justice Studies Honours Coordinator (Professor Doug King) or the Justice Studies Academic Advisor (Leann Acheson) if you have any questions.

### **1.4.1. The Role of the Supervisor**

The Supervisor’s role includes:

- Working with the student to refine and focus their interests into a suitable project
- Providing clear expectations for the project for all aspects germane to scholarship in the Justice Studies Department
- Meeting with the student regularly throughout the duration of the project
- Providing direction, support and encouragement for the student’s project

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<sup>2</sup> See *Appendix B: Faculty Research Interests* – consider approaching a faculty member with an interest similar to the one you are considering for your Honours research even if you have not taken a class from that professor.

- Reading and commenting on all developments related to the research and written work
- Advising the student of any trip or leave upcoming that might impact the Honours project and assist the student in working around the schedule of both themselves and the student
- Signing off on the final draft of the project and filling out appropriate paperwork.

## 1.5. Topic Selection

Selecting a topic for your Honours project can be quite difficult. Your research project should be based on something that has interested you during your degree thus far. Is there a persistent question that you are interested in? You should discuss it with a friend, a professor and/or your supervisor. Talk about it as much as possible as this will help you determine where you would like to go with your research. Overall, the focus of your project will be determined as you discuss your ideas with your supervisor. If you have several ideas bring all of them to your potential supervisor when you discuss the prospect of doing the Honours program.

As you consider a possible research topic, give some consideration to two things. First, is there available supporting research upon which to conduct your research. It would be advisable to spend a few hours in the library scanning readily available research in the area. Second, consider how you might conduct your research into the topic. Most Honours projects engage in secondary data collection (e.g., published materials) while some embark on the collection of primary data (interviews, questionnaires, direct observation). Primary data collection necessarily involves University research ethics approval and does take some additional time to the research enterprise. Deciding on the appropriate methodology for an Honours project should be done in consultation with a student's Honours Faculty supervisor.

## 1.6. Application Process

Applications for admission into the CRJS Honours stream must be submitted no later than March 31 prior to the fall semester of an Honours year. A copy of the application is included in Appendix A of this manual. It can also be found on the Bachelor of Arts – Criminal Justice Honours webpage of by visiting EA2041 and asking for a copy. *Unofficial transcripts must be attached to the application.* The signature of a Justice Studies professor must also be secured on the form as indication that this professor has agreed to act as the student's Faculty supervisor for the Honours project.

Acceptance requirements for the BACJ Honours stream are outlined in the Mount Royal University Calendar under the Faculty of Arts section and the Bachelor of Arts – Criminal Justice section. A summary of the admission requirements is also presented in section 1.2 of this manual. The Faculty of Arts continuance policy is noted in the MRU Calendar and in section 1.3 of this manual.



Please note that acceptance into the Honours stream does not guarantee successful completion of the Bachelor of Arts – Criminal Justice degree or the Honours stream. Students must satisfy all other requirements in the degree.

## ***Section 2: General Information for commencing the Honours Project***

### **2.1. Topic and Research Question**

It is important to choose a topic as early as possible, but changing topics is not uncommon as your research progresses and you uncover more information. Starting early will assist in avoiding changes later in the program which will make extra work for you and your supervisor. Developing a research question or set of testable hypotheses is an important but evolving process.

The final focus of your research will be worked out in discussion with your Faculty supervisor. It is best to have a clear understanding of the parameters of your Honours research by the beginning of the fall semester in your Honours year.

### **2.2. Research Ethics Approval**

Research involving data collection from human subjects (e.g., interviews, questionnaires, direct observation) requires University ethics approval. In order to determine whether this might be required please discuss your methodology with your supervisor before starting any research. If ethics approval is required, you are strongly advised to complete and submit your University ethics approval application well before the beginning of the fall semester of your Honours year. Your supervisor will assist you in completing the application. For more information regarding ethics and the Human Research Ethics Board at Mount Royal see HREB website<sup>3</sup> for details. Be aware there are many types of studies that do not require ethics approval, it depends on your research question(s) and chosen method for your study.

If primary data collection (interviews, questions, direct observation) begins before University ethics approval is secured, a student's standing in the Honours stream may be revoked.

### **2.3. Honours Seminar**

The Honours seminar (CRJS 5001) is taken in the fall of the Honours year. This seminar gives you the opportunity to learn about various aspects of research that were not covered in detail in your methodology courses. The seminar can be utilized to develop your ideas and your proposal. Use this time to connect with other Honours students and discuss their ideas critically with each other as well as the professor(s). The content of the Honours seminar is determined by the professor(s) instructing the course.

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<sup>3</sup> <http://research.mtroyal.ca/for-researchers/research-ethics/>

## **2.4. Research Proposal/Outline**

A formal research proposal/Outline may be a requirement of both your Faculty supervisor and the professor(s) offering the Honours seminar. It should include a title page, an introduction, a review of the relevant literature, and a section indicating how you will examine this topic (methodology section). Ultimately the content and manner of completion is up to you and your supervisor.

It is important to realize that your Honours project will be a “work in progress” until you have submitted the final copy. Within this context, a research proposal is a beginning point that helps guide the research. Minor or even major changes to steps in the research project are normal; however, be sure to consult with your Faculty supervisor before embarking on any significant modification for your research plan.

## **2.5. Working with a Supervisor**

Different supervisors will have different requirements and timing for your project. Some advisors may set meetings weekly, biweekly or monthly and others may simply ‘meet when needed’. This is a discussion you should have with your supervisor as early as possible therefore knowing what is expected of you. It is important for Honours students to recognize that supervision of Honours students is not a requirement of professors is not compensated in any significant way by Mount Royal University. Individual professors have latitude on how many Honours students to supervise and the supervisory process that best fits their workload.

Very infrequently, issues and/or disagreements can occur between an Honours student and her/his Faculty supervisor. Try working thorough these concerns with your Faculty supervisor. If you do not feel comfortable discussing your concerns with your Faculty supervisor, please contact the Justice Studies Honours Coordinator or the Justice Studies Academic Advisor. Their role will be to offer advice and coaching. If necessary, feel free to contact the Chair of the Department of Economics, Justice and Policy Studies.

## **2.6. Academic Integrity**

All students are required to demonstrate the highest degree of academic integrity regardless of their year in the Bachelor of Arts – Criminal Justice degree. Mount Royal University’s Code of Student Conduct applies equally to all students. Nonetheless, Honours students must be especially mindful of the importance of academic integrity while engaged in independent research. Collecting data from human subjects by way of interviews, questions and/or observation must not begin before ethics approval has been formally secured. Referencing and accurate citation of the work of others is a given when preparing the final Honours submission.

## 2.7. Continuance Requirement in the Honours stream

As outlined in the Mount Royal University Calendar (see Faculty of Arts – Continuance requirement – Honours), students must maintain a minimum average GPA of 3.00 in each semester enrolled in the Honours stream. Subject to review by the Department Chair, students who fall below this continuance requirement will lose not be able to continue in the Honours stream. Readmission into the Honours stream is not normally allowed.

## Section 3. Timeline

### 3.1. Project Timelines

The following is a loose timeline for you to follow for completion of the Honours program. Please determine your exact timeline with your supervisor.

Select Research Topic	2 <sup>nd</sup> semester – 3 <sup>rd</sup> year
Secure Faculty Research Supervisor	2 <sup>nd</sup> semester – 3 <sup>rd</sup> year
Begin Ethics Approval – If Required	May/June – 3 <sup>rd</sup> year
Enrol in CRJS 5001 and CRJS 5010	Prior to 1 <sup>st</sup> semester – 4 <sup>th</sup> year
Ethics Application Approval	1 <sup>st</sup> semester – 4 <sup>th</sup> year
Prepare Thesis Proposal/Outline	1 <sup>st</sup> semester 4 <sup>th</sup> year
Research Commences	1 <sup>st</sup> semester 4 <sup>th</sup> year
Enrol in CRJS 5020	2 <sup>nd</sup> semester – 4 <sup>th</sup> year
First Draft/Second Draft	2 <sup>nd</sup> semester - 4 <sup>th</sup> year – determined by supervisor
Next-to-Final Final Draft	1 <sup>st</sup> week in April - 4 <sup>th</sup> year
Final Draft	During Exam Period – Winter Semester – 4 <sup>th</sup> year

### 3.2. Faculty Supervisor Timeline

Your timeline for completion of the Honours research and the expectations should be discussed and determined in consultation with your supervisor. Supervisors will have different

expectations for their students. The timelines of you and your cohort may not be the same. Be sure to clarify these outcomes and expectations with your supervisor. Extensions or “I” grades are available only under the most extraordinary circumstances.

### **3.3. Time Management**

Managing your time and balancing that time with other academic and personal requirements can be difficult. Nearing the end of your final semester you will have to be sure to allocate sufficient time to your Honours project. Projects must be completed by the outlined dates and extensions are not a possibility. Be certain to discuss your plan with your supervisor and manage your time appropriately.

## ***Section 4. Required Elements***

The current section gives the basics for you to follow for your Honours project; however, it is between you and your supervisor as to the exact specifications of your final submission.

### **4.1. Methods of Analysis**

Methods for examining issues in criminal justice are numerous. The method of analysis for an Honours project should be determined in discussion with your supervisor. This method should suit the research question you are posing.

### **4.2. Layout and Technical Elements**

Not all Honours projects will have the same layout. You must be certain and agree upon the details with your supervisor. All final projects must contain the following components:

**4.11. Title Page:** see sample in Appendix A “Title Page Template”. Be sure to use your legal name. The title should be a meaningful depiction of your project. Some find it easier to determine the title closer to completion.

**4.12. Table of Contents:** A TOC is required and should include all subdivisions of the text.

**4.13. Abstract:** A concise description of your work on a separate page. It should include the topic, statement of the problem/research question, the purpose, the limitations, the methodology, the main findings and the significance of your work.

**4.14. Text:** The way in which your body text is designed, laid out, and completed is up to you and your supervisor. The style should be appropriate for the chosen subject and the discipline of Justice Studies.

**4.15. Referencing and References:** APA style is the standard in the Department of Justice Studies; however, you can agree upon another standard with your supervisor such as MLA or McGill Legal Citation or other. It must be consistent throughout the project. Each submission requires a reference page; all references should be cross checked by the student: all references in reference page must be in text and all references in text must be in reference page. You may want to use Refworks or similar through MRU Library to avoid the long cross checking process at the end.

**4.16. Length:** there is no set length for your Honours project. This should be decided between you and your supervisor. However, it is generally agreed that the shortest will be a 'journal style' paper with a minimum of 20 pages, excluding references. There is no maximum number of pages for an Honours paper as the topic, its scope and method of inquiry all impact on the overall length.

**4.17. Spacing, Margins and Font:** Honours projects should be double spaced, with the exception of long quotes. Font size should be 11 or 12 characters per inch. Margins should stay standard unless otherwise specified by supervisor.

### 4.3. Writing

Good writing is clear, direct and simple. No one is born a good writer, but one can become a good writer and often that involves a large number of re-writes. The process of writing an Honours project is labour intensive and often cumbersome. If you need direction consult with your supervisor. In addition, be sure to back up your work electronically regularly, loss of project or part of project is not an excuse for missing deadlines.

### 4.4. Editing

The Honours project is one which will take multiple re-writes and much editing. This is part of the process and no first draft is ever complete for any researcher. You should agree on the editing and altering process with your supervisor. Timelines should be discussed to avoid confusion. It is important to give yourself enough time to complete edits before final submission. Time management is a key component to good research writing.

### 4.5. Tables and Figures

Tables and Figures as well as Appendices should be listed in the TOC. If you are referring to images, tables, charts, maps or graphs it is best to include them in the body of the text as close to that portion of the text where you discuss it.

**APPENDIX A:**  
**APPLICATION FOR HONOURS PROGRAM,**  
**AND HONOURS PROJECT TITLE PAGE SUGGESTED TEMPLATE**



[sample title page]

**FULL DESCRIPTIVE TITLE OF RESEARCH PROJECT IN CAPITAL LETTERS**

By

[Full name of Author  
Student Number]

Under the Supervision of

(Supervisor's name)

An Honours Project submitted  
in partial fulfillment  
of the Degree requirements for the degree of  
Bachelor of Arts – Criminal Justice (Honours)  
Mount Royal University

Date Submitted:



## APPENDIX B: JUSTICE FACULTY RESEARCH INTERESTS (ALPHABETICAL ORDER)

Please Note: These lists are not meant to be comprehensive or all encompassing. Feel free to approach any full-time faculty member with your ideas.

### Professor Harpreet Aulakh, PhD

- Youth Crime and Youth Justice
- Diversity Issues in the Justice System
- Indigenous People and the Criminal Justice System
- Race, Ethnicity and the Criminal Justice System

### Professor Janne Holmgren, PhD

- DNA Evidence and Other Identification Types of Evidence
- Judges and Juries
- Wrongful Convictions
- CSI Effects and Other Media Effects
- Interviewing and Interrogation

### Professor Doug King, MA

- Canadian Charter Law, Constitutional Law and the Supreme Court of Canada
- Canadian Criminal Law and Courts
- Police and Law Enforcement
- Diversity Issues in the Justice System
- Criminological Theory

### Professor Kelly Sundberg, PhD

- Border and National Security
- Aviation Security
- Counterterrorism
- Crime Prevention Through Environmental Design (CPTED)
- Evolution of Private Security

### Professor Scharie Tavcer, PhD

- Violence Against Women
- Victims and Victimology
- Offenders, Sentencing, Corrections and Re-Integration
- Vicarious Trauma and Burnout
- Feminist Criminology
- Mental Illness
- Sexual Violence
- Relationship Violence
- Criminal Law and the Courts
- Crisis Intervention

Professor Andreas Tomaszewski, PhD

Contact Dr. Tomaszewski directly to discuss your topic.

Professor Tanya Trussler, PhD

- Individual and Structural Determinants of Violence
- Policing Violence
- Assessing Geographic Risk of Crime
- Crime Prevention
- Quantitative Methods

Professor John Winterdyk, PhD

- Human Trafficking
- Youth Justice
- Comparative Criminology and Criminal Justice
- Smuggling
- Crime Prevention