

**Experiential Learning in Sociology II – SOC 304
Justice Exchange Internship
Course Syllabus**



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Bishop's University Experiential Learning Program

Experiential Learning is learning through hands-on experience, which helps connect classroom theory to real-life situations. The purpose is to assist students in making career decisions, preparing for the future as well as in providing opportunities to develop the knowledge, skills, and aptitudes that are essential in a workplace environment. It is not just about learning – it is about getting involved in activities that make a difference. It also prepares students professionally by giving them concrete experiences and expanding their array of skills

Calendar Description

The course integrates a sociology student's research interests with the opportunity to participate with and explore a community organization or other coordinated social phenomena. A required component is a minimum 30 hours of active participation. A substantive written analysis based partially on the student's participatory research experience, and partially upon a study of the relevant literature is also required. It is up to the student to get agreement from the appropriate organization representative(s) for participation in the course and to recruit a professor to be their instructor.

Internship Description and Objectives

The **Centre for Justice Exchange** is a collective of academics, students, and volunteers who seek to create more inclusive understandings and practices of justice and accountability. We achieve this through collaborative projects, public education and the sharing of resources. This includes corresponding with people in and out of the prison system on: 1) the criminal justice system; 2) community resources and supports. We can also mail our [Justice Resource Directory](#) that offers a listing of justice and support groups across the land known as Canada.

We are committed to ensuring communities and those with the lived experiences are central to our work. We receive hundreds of correspondences annually from people who are trying to improve their life circumstances. Most are isolated from the resources, supports and relations needed that would help anyone move forward and improve their quality of life. As we learn from these exchanges, we develop collaborations and initiatives to advance justices that reflect opportunities to learn, grow, and create and promote an accountability that connects people in meaningful and supportive ways.

The internship program is offered through the Department of Sociology at Bishop's University. The course integrates students' research skills and interests with the activities of the Centre to provide students with a practical insight and experience working in the field of justice. Students must have taken at least one Criminology related course to qualify for the Internship. This internship seeks to bridge academic research with work skills and knowledge within the context of the criminal justice system and advocacy. The internship program consists of 1) field plan and activities; 2) regular meetings and performance reviews; and 3) a substantive research component or project.

The overall objectives of the internship program are to:

1. Provide students with research and work experience in the fields of justice, criminology and advocacy
2. Bridge the gap between theory and practice in carrying out a research project.
3. Develop organizational skills and field knowledge.
4. Provide an opportunity to work collaboratively with experienced professionals in the field.
5. Develop an awareness of ethical considerations in research and practice.
6. Encourage the development of critical and reflexive thinking.

Confidentiality

All materials produced by the student remain the property of the Experiential Learning instructor and cannot be removed or shared without permission. Students must sign and abide by the Confidentiality and Privacy Agreement.

Readings

Required Readings: Centre for Justice Exchange (2020) *Membership Manual*. Sherbrooke: Bishop's University; other readings as assigned.

Requirements and Evaluations

Field Requirements

- 36 hours minimum (3hrs/week x 12 weeks) of field activities.
- Attend weekly meetings/seminars (not included as part of the field activities)
- Provide instructor with regular updates and solicit feedback
- Complete Activities Form on a weekly basis
- Carry out and complete placement activities and objectives

Research Requirements

- Carry out a substantive research project as agreed upon with the Supervisor

Midterm & Final Evaluations – 30% each = 60% total

The Midterm and Final evaluations are based on the instructor's assessment of the student's progress towards meeting their field activities requirements. These requirements are discussed at the beginning of term and outlined in the Learning Activities and Objectives below. Changes to the activities will occur on a weekly basis as the nature of the work unfolds. Evaluations are based on the 1) instructor's observations of the students' performance and completed tasks; 2) assessment of the Activities Form prepared by the student. Activities Form must be filled by the student that provides enough detail for the instructor to adequately assess their performance and what cannot be directly observed by the instructor. See the Activities Form for further instruction.

Research Component – 40%

Students will carry out a substantive research project linked to the work they carried out in the field. The instructor and student will determine the research project together in advance and will discuss it throughout the course of the Internship. Hours worked on research should not be included on the Activities Form or as part of the field work.

Midterm Evaluation: Due the meeting of Week 7.

Final Evaluation: Due the meeting of Week 12.

Research Component: Due on the Monday in the last week of exams.

Grading

Percentages are based on the equivalent letter grade. Please note that you will receive a final percentage and not a letter grade.

A = 80% - 100%	B = 70% - 79%	C = 60% - 69%	D = 50% - 54%	F = 0 - 49% (fail)
Excellent – demonstrates exceptional ability to carry placement tasks.	Very good – Is engaged in the placement and demonstrates consistent work.	Good – Continues to perform in the assigned areas.	Poor – Lacks initiative and self-direction to perform the placement tasks.	Fail – Fails to meet the objectives of the placement.

Appealing Grades

If you disagree with your grade or marking, you may request a review by providing written argument and evidence of where a higher grade or mark is deserved. This must be done within one week of receiving your grade. Please note that sporadic class attendance or not paying attention in class (e.g. surfing the web) will be considered in the reassessment. A grade or mark reassessment has three possible outcomes: 1) no change in grade: the initial grade is deemed fair; 2) increase in grade: relevant aspects of work may have been overlooked or misinterpreted; 3) decrease in grade: quality of work is deemed to have been overestimated.

Extensions, Supplemental, Make-Ups & Late Assignments

Extensions or make-ups will not be granted other than for medical reasons emergencies, accompanied by official certification. Please be sure the medical certificate includes the following: 1) student name; 2) date(s) of absence; 3) date studies may resume; 4) course code(s) and; 5) the date and signature of the attending physician. You must inform the instructor directly no later than **five working days** after the examination date or the assignment deadline.

Reasons such as lack of preparation, travel, employment, and misreading of course syllabi or examination schedules are not accepted as reasons for extensions or absenteeism. You must seek extensions or make-ups prior to the submission date, unless prevented from doing so by exceptional circumstances. For unauthorized late assignments, **each day late leads to a deduction of one (1) mark per day, including weekends.** To create an equitable learning environment, **alternative or supplemental exams and assignments are not an option for this course.** Please allow two weeks for the return of your exams or assignments.

Learning Objectives & Fieldwork Activities

Awareness and Advocacy	
1. Develop and share an understanding of the justice field with particular attention to the socio-politics of the system and social justice advocacy.	<ul style="list-style-type: none"> a) Carry out educational campaign or event to raise awareness of the impacts of a “criminal” justice and of the struggles of people in the system. b) Extend awareness and advocacy through socio-political engagements (e.g. news & social media, collaborations with justice national groups, policy consultations). c) Support annual ongoing prison art and writing exhibitions.
Research and Analysis	
2. Develop and link research to current events and issues in the justice field and sharing research and resources of support.	<ul style="list-style-type: none"> a) Respond to research requests from people in prison on the justice system and resources of support. b) Carry out research on the current justice system and on alternative justices c) Update resource directories, databases, factsheets and website materials. d) Manage the social media content of the field placement.
Organizational Aptitude	
3. Develop organizational skills with an ability to: <ul style="list-style-type: none"> a. take direction and clarify questions; b. take initiative and work independently c. follow-through in a timely manner; d. listen and communicate effectively; e. identify problems and offer solutions; f. solicit and respond to feedback; g. be punctual and in attendance 	<ul style="list-style-type: none"> a) Carry out and complete administrative support tasks. b) Complete tasks as assigned in a timely manner (i.e. asap). c) Support fundraising initiatives. d) Assist in annual and periodic mail outs.
Research Component (does not count towards your field hours)	
1. Develop research knowledge and skills related to the field.	<ul style="list-style-type: none"> a) Complete innovative research project relevant to the field placement.