Doane Course Catalog 2015-2016

With the guidance of a faculty member, students will develop a research or experimental project that will demonstrate the knowledge and skills expected upon completion of the major. Satisfactory completion of this project, including a written and oral presentation, will demonstrate a solid understanding of the major, as well as the confidence and skills to work with existing and emerging aspects of the professional field, to do independent research and effective problem solving, and to communicate effectively.

All papers must include the following sections, separated by page dividers and the sections must be in the following order:

1) Cover Sheet – Title Page (2) one for the outside of your binder and one in front of the Table of Contents. Illustration: http://psychology.about.com/od/apastyle/ig/APA-Format-Examples/title-page.htm
2) Table of Contents http://classroom.synonym.com/write-table-contents-apa-format-4086.html
3) Autobiography – About the author.
4) Introduction – Topic; your interest or what you hope to learn, historical perspective, trends…this is a short synopsis of what you researched and why….
5) Literature Review – Examine, analyze and summarize the works of others that addresses your topic. Use (25-35) sources. This is a condensed review of the material used in your report.
6) Professional Interview – Interview 1 or 2 professionals whose career is involved in your topic. Include a report that consists of the questions asked and the respondent’s answers.
7) Your (individual) section – Interpretation of the facts collected – totality of knowledge gained from sources, statistics, professionals in the field, etc.
8) Conclusion – what can the reader conclude, believe or know following your research.
9) Bibliography
10) Copies of Articles, Studies, Graphs, Statistics
11) Handout Copy of Power Point or CD.

*If your project is not organized in the order as instructed above, deductions will be made from your grade.

Basic Steps in the Senior Seminar Project

1. Select a Criminal Justice topic that interests you in some way.

2. List key words to help you look up information about the topic.
3. Examine articles, periodicals, journals or other reference sources to get an overview of the topic. Select topic related source material for your literature review, primary report and bibliography.

4. Focus a topic that can be covered using existing resources or develop your own independent study on a specific topic.

5. Write a statement of purpose about the focused topic in your introduction.

6. Develop questions that focus on the topic and group them under similar headings.

8. Leave room to add new questions as you uncover your information.

9. Identify the best resources to use.

10. Make an outline of your headings

11. Refocus your thesis statement or introduction if necessary.

12. Write the body of your paper from your notes and findings.

13. Cite any necessary information with parenthetical citations.

14. Write your introduction and conclusion.

15. List your Works Cited (it is similar to bibliography-references).

16. Create a title page.

17. Evaluate your work.

18. From your paper develop a (35-45 minute) PPT presentation on you topic (minimum of 10 slides).

**Format Instructions …….. Place documents in a 2” - 3” binder.**

**Cover Sheet - Title Page** (1) for the outside of the binder and another(1) for in front of the table of contents. Title of Project, Student’s Name, Doane College, Course Number: CRJ or PAD 496 Senior Seminar Project, Completion or End of the Term Date - Month, Date & Year

**Table of Contents** – Organize your project in the same order of the tasks that need to be prepared for completion. http://classroom.synonym.com/write-table-contents-apa-format-4086.html

Follow the instructions closely but additional sections may be included such as Graphs, Illustrations, etc.

**Autobiography** - About the Author

1) This is a description or an account of one’s life, work and academic experiences. Describe who influenced you or act as a role model for you. Explain why you chose t
2) Information about you, highlighting various aspects of your life and the people and events that influenced your academic and career aspirations. Explain why you chose to pursue higher education and what helped you focus on completing your undergraduate effort.

3) Make your story interesting but not too personal.

4) Length: obviously the more life experiences you have the easier it is to write about yourself. Make it long enough!

**Introduction** - Explain what your topic or issue is and why you feel that it is important to you and the reader. Articulate what you want to determine and how.

**Literature Reviews**

I’m looking for a condensed literature review that identifies why the information from the source is relevant to your topic and what the focus of the article, journal or study revealed. I feel by analyzing each source and recording the source’s significance it will help you organize your main paper and help you apply the facts in support of your topic. This is a short 3-5 sentence paragraph.

**Professional Interview(s)**

Interview 1 or 2 professionals whose career is involved or one that contributes to your topic. Prepare questions in advance and submit a separate report on the results of the interview. This can be used as a source in your final report. Submit the list of preplanned questions and the interview report which is a summary of the information gained, your interpretation of the interviewee and their credibility.

**Primary Report ~ Approximately (20) pages +**

1) Your (individual) section – Interpretation of the facts collected – totality of knowledge gained from sources, statistics, professionals in the field, etc.

2) Use APA Referencing in your report and list reference in your bibliography.

**Sample Text Citation in a Report:**

The cow jumped over the moon in 1492 while Columbus sailed to America. (Author’s last name, Year)

The above APA referencing example should be applied throughout your primary report. The full citation is then included in your Bibliography or Reference List of Sources.

Bibliography Samples are below:

**Journal or Magazine Article**

(use for journals that start each issue with page one)

Journal or Magazine Article
(use for journals where the page numbering continues from issue to issue)


Newspaper Article


Article from an Internet Database
(for more details, see the American Psychological Association's official site)


Book


Book Article or Chapter


Encyclopedia Article


ERIC Document


Website


(for more details, see the American Psychological Association's official site)

Citation description
A "citation" is the way you explain to the reader that some of the material in your work came from another source. By properly citing the source in your primary report you give the reader the ability to find that source again, including:

1. Identifies the author
2. Names the title of the work
3. Identifies the name and location of the company that published the source
4. Produces the date your source was published
5. Specifies the page numbers of the material you are borrowing/using and in some cases reports where and when you obtained it (for on-line sources).

Why?

Giving credit to the original author by citing sources is the only way to use the work of others without plagiarizing. But there are a number of other reasons to cite sources:

1. citations are extremely helpful to anyone who wants to find out more about your ideas and where they came from.
2. not all sources are good or right -- your own ideas may often be more accurate or interesting than those of your sources. Proper citation will keep you from taking the rap for someone else's bad ideas.
3. citing sources shows the amount of research you've done.
4. citing sources strengthens your work by lending outside support to your ideas.

3) Typeface – Use Size 12 – Times Roman

4) Margins

- Left: 1 1/4” (to ensure sufficient room for binding the work)
- Right: 1”
- Bottom: 1”
- Top: 1”
- Text – double spaced

5) Number your pages in your autobiography, interview report, primary report

Conclusion – Interpretation of the totality of the information collected.

Bibliography

- Your list of works cited should begin at the end of the paper on a new page with the centered title, References.

- Alphabetize the entries in your list by the author's last name, using the letter-by-letter system (ignore spaces and other punctuation.)

- All APA citations should use hanging indents, that is, the first line of an entry should be flush left, and the second and subsequent lines should be indented 1/2”.

Examples:


**Copies of Reference Material**

To include: all articles, portions of text books used, studies or journals. I do not want an entire entire textbook copied, only the section of a large pdf or textbook material that you used.

**Presentation** – Approximately 45 minutes in which you can use note cards or queue card prompts to deliver your topic and associated research to the audience.

**After the Bibliography**

Copy of Power Point Presentation – Include the handout copy (6) slides per page or CD-ROM.

Grading-

<table>
<thead>
<tr>
<th>Item</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Sheet(s)</td>
<td>______/25</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>______/25</td>
</tr>
<tr>
<td>Autobiography</td>
<td>______/100</td>
</tr>
<tr>
<td>Introduction</td>
<td>______/50</td>
</tr>
<tr>
<td>Literature Review</td>
<td>______/100</td>
</tr>
<tr>
<td>Number of Sources</td>
<td>______/100</td>
</tr>
<tr>
<td>Professional Interview</td>
<td>______/100</td>
</tr>
<tr>
<td>Preplanned Interview Questions</td>
<td>______/25</td>
</tr>
<tr>
<td>Primary Report</td>
<td>______/200</td>
</tr>
<tr>
<td>Conclusion</td>
<td>______/50</td>
</tr>
<tr>
<td>Bibliography</td>
<td>______/100</td>
</tr>
<tr>
<td>use of APA</td>
<td>______/100</td>
</tr>
<tr>
<td>Copies of Articles, Studies, Graphs-Charts, Statistics</td>
<td>______/25</td>
</tr>
<tr>
<td>Power Point</td>
<td>______/50</td>
</tr>
<tr>
<td># slides</td>
<td>______/50</td>
</tr>
<tr>
<td>Presentation</td>
<td>______/75</td>
</tr>
<tr>
<td>minutes</td>
<td>______/75</td>
</tr>
<tr>
<td>Organization of Materials</td>
<td>______/75</td>
</tr>
<tr>
<td>Letter Grade</td>
<td>______</td>
</tr>
<tr>
<td>Total</td>
<td>______/1000</td>
</tr>
</tbody>
</table>

Comment: Students participating in the senior seminar will independently engage their self-discipline in pursuit of academic performance while researching and reporting on a topic of their choice. The student may need to sacrifice short-term pleasure for the long-term benefits that are associated with achieving final results. The demand of this curriculum requirement parallels the expectations of many careers where self-discipline and competence build the road success.