Doane Course Catalog 2011-2012

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. Use: http://office.microsoft.com/en-us/templates/apa-cover-sheet-TC030007136.aspx


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. Write your Works Cited (it is similar to a bibliography).

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

**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

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 is a bibliography.

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 an 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-Grade Points

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