Encyclopaedia of the Criminological Sciences (B001506)

Course Specifications
Valid in the academic year 2018-2019

Course offerings and teaching methods in academic year 2018-2019
A (semester 1) Dutch
- guided self-study 5.0 h
- lecture 15.0 h
- demonstration 5.0 h
- seminar: practical PC room classes 5.0 h
- self-reliant study activities 15.0 h

Lecturers in academic year 2018-2019
Hardyns, Wim
RE23 lecturer-in-charge

Offered in the following programmes in 2018-2019
Bachelor of Science in Criminological Sciences

Teaching languages
Dutch

Keywords
Sources, strategies for retrieving and selecting data sources, locations and sites for sources, writing skills, referencing and citation styles, databases.

Position of the course
This is an introductory course. The objectives of this course are threefold:
(a) to provide an extensive insight in the scientific sources of information for criminological sciences;
(b) to teach the necessary skills to find these sources in an efficient way and to be able to critically evaluate information and research sources;
(c) to teach students some elementary principles concerning the draw up of scientific texts, including common reference and citation styles.

Contents
First of all this course offers an overview of criminological sources of information:
(a) juridical sources: legislation, jurisdiction, doctrine and parliamentary proceedings;
(b) criminological books and reference books; dictionaries, encyclopaedias, handbooks, summary books, readers, monographies and grey literature;
(c) journals or periodicals;
(d) statistical information (police, judicial and penitential, international data bases, contextual data bases).

In addition, this course discusses the most important bibliographical instruments to find relevant criminological sources: catalogues, reference books (literature guidebooks, bibliographies, reference books, citation indexes, literature overviews and proceedings) and databases.
Furthermore, this course pays attention to important sites where criminological sources are to be found: archives, libraries and documentation centers. We also focus on using the internet as a source for relevant criminological information with attention to efficient search instruments and strategies.
Finally, we discuss the methodological guidelines for writing up scientific texts, including the Master's Dissertation in criminology and some common citation and

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reference systems. Student learn how to work with the software EndNote.

Initial competences
This course does not require any specific pre-existing knowledge. The course starts from an elementary knowledge and demands skills and attitudes on a secondary school level (final objectives of secondary school level).

Final competences
1. Having thorough knowledge and an insight in relevant national, European and international criminological sources related to the criminal justice system and phenomena of crime and deviance.
2. Ability to make substantive use of relevant criminological sources concerning new or evolved phenomena and the individual and social reactions towards these phenomena.
3. Ability to work with relevant criminological sources (legislation, jurisdiction, doctrine, hand- and reference books, monographies; journals, databases, internet,...) and bibliographical instruments to find relevant criminological literature (archives, libraries, documentation centers, internet).
4. Being familiarized with computerized databases and the internet in order to retrieve relevant criminological sources and empirical quantitative and qualitative data.
5. Ability to make up a consistent bibliography and to use a correct and consequent reference system in writing up a high-quality paper.
6. Ability to use the referencing software Endnote in making up a consistent bibliography, according to the APA referencing style or the referencing style of the Inter-university Committee on Legal References and Abbreviations (V&A).
7. Having a critical position towards criminological (historical) sources, (scientific) literature and (empirical) data related to crime and deviance phenomena, related to the local, regional and national dimensions of the criminal justice system, and related to the European and international context of criminal justice.

Conditions for credit contract
Access to this course unit via a credit contract is unrestricted: the student takes into consideration the conditions mentioned in 'Starting Competences'.

Conditions for exam contract
This course unit cannot be taken via an exam contract.

Teaching methods
Guided self-study, demonstration, lecture, self-reliant study activities, seminar: practical PC room classes.

Extra information on the teaching methods
Lecture: during the lectures, students acquire knowledge about and insight into several data sources and databases that are relevant to the criminological sciences. In addition, they learn how they can access and use these sources.
Guided self-study: in preparation of the seminar, students receive a number of exercises, which will be discussed during the Seminar - practical PC room classes.
Demonstration: during the demonstration, a number of techniques are demonstrated regarding the disclosure of sources, and referencing and citing of sources by means of an introduction to Endnote (reference management software).
Seminar - practical PC room classes: students practice in small groups a number of skills and techniques for accessing sources and referring and citing sources by means of Endnote (software for reference management).
Individual assignment (self-reliant study activity): students have to complete an individual assignment, whereby they are encouraged to acquire skills such as finding relevant sources, referencing, and citing.

Learning materials and price
• Dutch syllabus, "Encyclopedie van de Criminologische Wetenschappen" (W. Hardyns). Offered by Top Copy - Docunet (Martelaarslaan 290, 9000 Gent). Estimated price: (max.) 30 Euros.
• Slides of the lessons (also made available via the electronic platform Minerva).
• Personal notes.
• Students are also offered extra documentation via Minerva: a manual for writing juridical texts, an overview of criminologically relevant websites and archives, a manual to the Endnote software, a document on rating journals, and a list of e-journals available at Ghent University.
• Supporting material (FAQ, hints).

References
Due to the nature of this course, it is not possible to refer to one or a few monographies. The syllabus is based on several overviews of criminological relevant sources. It contains dozens of references to readers, collections, handbooks.

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periodicals, loose-leaf series, internet addresses, databases, documentation centers, archives, etcetera.

Course content-related study coaching

There is interactive support via the electronic platform Minerva. Extra tips for search strategies and use of reference systems are available there. Students can ask questions for clarification during and after each lecture, both orally and through written messages. Personal feedback from the course assistant or the lecturer is possible during office hours (see Minerva) or by appointment. They can also be contacted by e-mail. Questions for clarification can also be sent by e-mail to the lecturer, these will be addressed in the next lecture. Students participate in training sessions on purposeful navigating on internet and in data archives, and in working with the software Endnote, and can participate (non-obligatory) in a guided tour through our specialised libraries. Students can also contact the Monitorate (tutorial services) for personal feedback.

Evaluation methods

end-of-term evaluation and continuous assessment

Examination methods in case of periodic evaluation during the first examination period

Written examination with multiple choice questions

Examination methods in case of periodic evaluation during the second examination period

Written examination with multiple choice questions

Examination methods in case of permanent evaluation

Assignment

Possibilities of retake in case of permanent evaluation

examination during the second examination period is possible

Extra information on the examination methods

A written exam (60% of the total score) with 40 multiple choice items (closed book and standard setting), that gauge understanding and application of knowledge related to the final objectives. Permanent evaluation of the exercise (40% of the total score): writing an introduction and making up a list of references (bibliography) on a specific theme or topic (individual paper). Students have to make use of the Endnote software, and must adhere to the referencing style of the American Psychological Association (APA) or the referencing style of the Inter-university Committee on Legal References and Abbreviations (V&A). There is a second exam opportunity for the practical exercise. Students can reread the exercise individually. Feedback on permanent evaluation exercises is offered on designated dates, which will be announced via Minerva.

The exam and the practical exercise fit the final objectives of this course.

Calculation of the examination mark

A combination of permanent evaluation (assignment, 40%) and periodic evaluation (written exam with multiple choice items, 60%).

Permanent evaluation (40%): ramifications of the unfounded absence or non-participation in (part of) the permanent or periodical evaluation: the examiner cannot declare the student who withdraws from periodical and/or permanent evaluations for this course as having succeeded.

Periodic evaluation (60%): the exam contains 40 multiple-choice questions. To calculate the exam score, standard setting is applied: to compensate for the questions that students have answered correctly by guessing, the caesura is set higher. When standard setting is applied, it is in the interest of the student to answer all questions.

Students who eschew one or more parts of the evaluation can no longer pass the course. In that case, final scores of 8/20 and above will be reduced to the highest non-deliberative quotation (i.e. 7/20).

When the student attends all parts of the evaluation, but scores less than 10/20 for one of the components, he/she can no longer pass the entire course unit. If, in that case, the total score is a mark of 10/20 or above, then this is reduced to the highest failing mark (i.e. 9/20). The partial score for the individual components are not rounded in the calculation of the total score. Only the total score is a rounded mark, in accordance with the rounding rules from the OER. For both components, students have to achieve at least 50 percent (i.e. 10/20). This means that, in an exceptional case, a score of 9.99/20 means that the student did not pass the individual component and, hence, did not pass the entire course unit.
Facilities for Working Students

Power point slides, information on the practical assignment and additional information are regularly provided on Minerva.
For the computer exercise (on the software programme Endnote, search strategies, catalogues and databases), an evening session is organised. Working students are given priority in registrations for this session. Individual explanation and assistance with the task, but also information on the course and exam material can be organised at flexible times (by appointment with the lecturer or the assistant).
The exam is the same as for the other students. Working students who, as a result of their work situation, face difficulties to take an examination at the scheduled time, should contact the lecturer. He may allow the student to take the examination at another time within the same examination period. Please note: this is not obligatory.
The general regulation that students cannot participate in the exam if they have not completed the practical assignment, also applies for working students.

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