

## Butler University Department of Sociology

### Sample Outline for Term Paper

- I. INTRODUCTION
  - a. *Brief* overview of the agency, including:
    - i. Type of agency (local, state, federal, law enforcement, court, corrections, and so forth)
    - ii. Size
    - iii. History
  - b. Organizational structure (including your location in that structure)
    - i. Goals
    - ii. Objectives
- II. REVIEW OF THE CRIMINOLOGY LITERATURE
  - a. A discussion of issues, problems, and practices relevant to the agency (such as budget constraints, legal changes, increasing crime rates, effects of prison overcrowding, effects of increasing public attitudes toward getting tough on crime)
  - b. How does the literature address these issues?
  - c. Refer to both published articles and books and course work materials (textbook or class notes)
- III. PLACEMENT AGENCY: OBSERVATIONS AND FINDINGS
  - a. What actually happens in the agency?
    - i. What do you do?
    - ii. According to the agency, what issues, problems, and practices are most important?
  - b. Review selected agency documents
    - i. Describe any differences you have observed in the format informal structure of the agency.
- IV. SUMMARY AND DISCUSSION
  - a. Synthesize your agency placement experience and themes from the criminology literature and course materials.
  - b. How has your criminological understanding been enhanced or changed by this experience?
    - i. What ideas have helped you understand your experience?
    - ii. What works? What does not?
- V. BIBLIOGRAPHY: See any criminal justice/criminology textbook for the proper format.