

Tutorial letter 101/3/2018

The Explanation of Crime CMY3701

Semesters 1 & 2

**Department of Criminology and Security
Science**

IMPORTANT INFORMATION:

This tutorial letter contains important information
about your module.

CONTENTS

	<i>Page</i>
1 INTRODUCTION	3
2 PURPOSE OF AND OUTCOMES FOR THE MODULE	4
2.1 Purpose	4
2.2 Outcomes	4
3 LECTURER(S) AND CONTACT DETAILS	5
3.1 Lecturer(s)	5
3.2 Department	6
3.3 University	6
4 MODULE-RELATED RESOURCES	6
4.1 Prescribed books	6
4.2 Recommended books	6
4.3 Electronic Reserves (e-Reserves)	6
4.4 Library services and resources information	7
4.5 Tutorial offerings at Unisa	7
5 STUDENT SUPPORT SERVICES FOR THE MODULE	7
6 MODULE-SPECIFIC STUDY PLAN	8
7 MODULE PRACTICAL WORK AND WORK-INTEGRATED LEARNING	8
8 ASSESSMENT	8
8.1 Assessment plan	8
8.2 General assignment numbers	9
8.3. Unique assignment numbers	9
8.3.1 Due dates for assignments	10
8.4 Submission of assignments	10
8.5 Assignments	13
9 OTHER ASSESSMENT METHODS	31
10 EXAMINATION	31
11 FREQUENTLY ASKED QUESTIONS	32
12 CONCLUSION	33
13 APPENDIX	35

1 INTRODUCTION

Dear Student

We are pleased to welcome you to this module and hope that you will find it both interesting and rewarding. We shall do our best to make your study of this module successful. You will be well on your way to success if you start studying early in the semester and resolve to do the assignments properly.

You will receive a number of tutorial letters during the year. A tutorial letter is our way of communicating with you about teaching, learning and assessment.

Tutorial letter 101 contains important information about the scheme of work, resources and assignments for this module. We urge you to read it carefully and to keep it at hand when working through the study material, preparing the assignments, preparing for the examination and addressing questions to your lecturers

Please read *Tutorial letter 301* in combination with *Tutorial letter 101* as it gives you an idea of generally important information when studying at a distance and within a particular college.

In *Tutorial letter 101* you will find the assignments and assessment criteria as well as instructions on the preparation and submission of the assignments. You should consult at least **three additional sources**, excluding your study guide when preparing your assignment answers. Additional sources cited in your tutorial letter or access to the internet or library can serve as alternative sources.

We have also included certain general and administrative information about this module. Please study this section of the tutorial letter carefully.

Right from the start we would like to point out that **you must read all the tutorial letters immediately and carefully**, as they always contain important and sometimes urgent information.

Please note: students must visit the *myUnisa* announcement website for CMY3701 on a REGULAR basis in order to receive the latest announcements. Remember to check on your *myLife* email accounts. The postal service has unfortunately become notoriously unreliable of late and it can therefore occur that a student's hard copy tutorial letter never reaches its destination. All information relevant to the module is, however, placed on the *myUnisa* website and students should therefore never be in a position where they are not aware of any announcements.

If you cannot access the *myUnisa* website from a personal computer please visit an internet café, library, regional centre or post office where these facilities are available to the public. It will be students' own responsibility to ensure that they are up to date with all the relevant announcements regarding CMY3701 placed on the *myUnisa* website.

Some of this tutorial matter may not be available when you register. Tutorial matter that is not available when you register will be posted to you as soon as possible, but is also available on *myUnisa*.

We hope that you will enjoy this module and wish you all the best!

2 PURPOSE OF AND OUTCOMES FOR THE MODULE

2.1 Purpose

The purpose of this module is for students to gain comprehensive knowledge, understanding and problem-solving skills concerning the explanation of crime.

The study guide is intended to help the student understand and interpret the different theories. We have tried to give you some idea of how theories are applied in practice and also to provide you with a logical framework within which to consolidate material drawn from other sources with the study material in the CMY3701 Study Guide.

The **CMY3701 (Explanation of crime)** module is one of seven modules offered on third year level.

All seven modules are offered as semester modules. This means that if you are registered for the first semester, you will write the examination in May/June 2018 and the supplementary examination will be written in October/November 2018. If you are registered for the second semester you will write the examination in October/November 2018 and the supplementary examination will be written in May/June 2019.

2.2 Outcomes

A range of tasks in the study guide (activities and self-evaluation questions), assignments and examinations will show that students have achieved the outcomes.

The curriculum for CMY3701 covers the following topics:

Outcome 1:

Students should demonstrate a comprehensive understanding of the subject matter of the rational actor model in order to attempt to explain crime.

Theme 1 focuses on the rational choice model. You are introduced to various aspects thereof which include:

- assumptions of the classical school
- limitations of classicism
- routine activities theory
- rational choice theory

Outcome 2:

Students should demonstrate a comprehensive understanding of the subject matter of the predestined actor model in an attempt to explain crime.

Theme 2 deals with the predestined actor model:

- assumptions of the positivist school
- early theories of biological positivism
- biosocial theories
- genetic factors
- biochemical factors
- neurophysiological factors
- psychodynamic perspective

- behaviour perspective
- cognitive perspective

Outcome 3:

Students should indicate systematic knowledge of and insight into social/environmental explanations for criminal behaviour.

Theme 3 focuses on social positivism: structure theories

- the premises and branches of structure theories
- ecological theory
- strain theory
- the Chicago School of Sociology
- social disorganisation theory
- impact of the Chicago School
- Durkheim's view of crime
- Robert K Merton's theory of anomie

Outcome 4:

Students should indicate systematic knowledge of and insight into social process theories in an attempt to explain crime.

Theme 4 deals with the social positivism: process theories

- assumptions and branches of process theories
- learning theories
- control theories
- Sutherland's theory of differential association
- Hirschi's theory of social bonding

Outcome 5:

Students should indicate systematic knowledge of and insight into the victimised actor model's two theoretical foundations namely labelling and conflict in an attempt to explain crime.

Theme 5 focuses on the social response theories:

- Edwin Lemert's interactional approach
- Howard Becker's social response approach
- assumptions of the conflict theory
- the radical conflict perspective: Marx, Bonger, Chambliss and Quinney

3 LECTURER(S) AND CONTACT DETAILS

3.1 Lecturer(s)

Mrs M Zitha

Brooklyn House Room 01-47, 337 Veale Street Brooklyn

E-mail address: zitham@unisa.ac.za

Telephone number: 012 4339487

3.2 Department

If you need to contact the Department of Criminology and Security Science you may contact:

The secretary (during office hours) – Zanele Skhosana skhoszp@unisa.ac.za
012 433 9434 or

The administrative officer (during office hours) - Mrs Judy Motha maponjm1@unisa.ac.za
012 4339475

3.3 University

If you need to contact the university about matters not related to the content of this module, please consult the publication *Study @ Unisa* which you received with your study material. This booklet contains information on how to contact the university (for example to whom you may write, important telephone and fax numbers, addresses and details of times whether certain facilities are open etc.).

Always have your student number at hand when you contact the university.

4 MODULE-RELATED RESOURCES

4.1 Prescribed books

There are no prescribed books for this module.

Please note it is expected of third year students to consult a variety of sources, use the study guide as your basis.

4.2 Recommended books

Books supplied subject to availability

TITLE	AUTHOR	SHELF NUMBER
Crime and Criminology	Reid, Sue Titus.	364 REID
Criminal Behaviour : A Psychological Approach	Bartol, Curt R	364.3 BART
Criminology	Conklin, John E.	364 CONK
Criminology : Explaining crime	Brown, Stephen Eugen	364 BROW
Introduction to Criminology	Barlow, Hugh D.	364 BARL
Criminology : Theories, Patterns & Typologies	Siegel, Larry J.	364 SIEG

4.3 Electronic Reserves (e-Reserves)

There are no electronic reserves for this module.

4.4 Library services and resources information

For brief information go to:

<http://www.unisa.ac.za/contents/studies/docs/myStudies-at-Unisa2017-brochure.pdf>

For more detailed information, go to the Unisa website: <http://www.unisa.ac.za/>, click on Library

For research support and services of Personal Librarians, go to:

<http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=7102>

The Library has compiled numerous library guides:

- find recommended reading in the print collection and e-reserves - <http://libguides.unisa.ac.za/request/undergrad>
- request material - <http://libguides.unisa.ac.za/request/request>
- postgraduate information services - <http://libguides.unisa.ac.za/request/postgrad>
- finding , obtaining and using library resources and tools to assist in doing research http://libguides.unisa.ac.za/Research_Skills
- how to contact the Library/find us on social media/frequently asked questions - <http://libguides.unisa.ac.za/ask>

4.5 Tutorial offerings at Unisa

Please be informed that, with effect from 2013, Unisa offers online tutorials (e-tutoring) to students registered for certain modules at NQF levels 5, 6 and 7. This means qualifying first year, second year and third year modules. Please communicate with your module leader to find out if any of the modules that you have registered for falls in this category.

Once you have been registered for a qualifying module, you will be allocated to a group of students with whom you will be interacting during the tuition period as well as an e-tutor who will be your tutorial facilitator. Thereafter you will receive a sms informing you about your group, the name of your e-tutor and instructions on how to log onto *myUnisa* in order to receive further information on the e-tutoring process.

Online tutorials are conducted by qualified e-tutors who are appointed by Unisa and are offered free of charge. All you need to be able to participate in e-tutoring is a computer with internet connection. If you live close to a Unisa regional centre or a Telecentre (see point 5) contracted with Unisa, please feel free to visit any of these to access the internet. E-tutoring takes place on *myUnisa* where you are expected to connect with other students in your allocated group. It is the role of the e-tutor to guide you through your study material during this interaction process. For you to get the most out of online tutoring, you need to participate in the online discussions that the e-tutor will be facilitating.

There are modules which students have been found to repeatedly fail. These modules are allocated face-to-face tutors and tutorials for these modules take place at the Unisa regional centres. These tutorials are also offered free of charge. However, it is important for you to register at your nearest Unisa Regional Centre to secure attendance of these classes.

5. STUDENT SUPPORT SERVICES FOR THE MODULE

Free computer and internet access

Unisa has entered into partnerships with establishments (referred to as Telecentres) in various locations across South Africa to enable you (as a Unisa student) free access to computers and the Internet. This access enables you to conduct the following academic related activities: registration; online submission of assignments; engaging in e-tutoring activities and signature courses; etc.

Please note that any other activity outside of these is for your own costing e.g. printing, photocopying, etc. For more information on the Telecentre nearest to you, please visit www.unisa.ac.za/telecentres.

Important information appears in your *Study @ Unisa* brochure.

Information on video conferences will be communicated to students and will also appear on *myUnisa* via Announcements/Official study material

6 MODULE-SPECIFIC STUDY PLAN

Use the *Study @ Unisa* brochure for general time management and planning skills.

The fact that the study guide and recommended study material deal comprehensively with the curriculum does not mean that you should confine your studies to these sources only. It is expected of third year students to explore a much wider field than that which is covered by the tutorial matter. Your reading should be wide enough to equip you to form your own opinions about key issues in Criminology.

- Read the Study Guide in order to gain an overall impression of the field of study and then study each theme in detail.
- Supplement your Study Guide knowledge with material drawn from recommended material, articles published in the latest scientific subject journals, the Internet etc.
- Test your knowledge and understanding of the five themes by answering the self-evaluation questions at the end of each study unit and also do the activities contained in each theme.

7 MODULE PRACTICAL WORK AND WORK-INTEGRATED LEARNING

There are no practicals for this module.

8 ASSESSMENT

8.1 Assessment plan

Assignments are seen as part of the learning material for this module. When you do the assignments, study the reading texts, discuss the work with fellow students or conduct research, you are actively engaged in learning. In some cases, additional assessment might be available on the *myUnisa* site for your module. For students attending tutorial sessions, tutors may also set additional tasks and give feedback in class.

Please make 100% sure that you submit/ post the correct document/assignment.

There are two assignments per semester which must be submitted before or on the due date.

1st assignment consisting of one essay-type question: 1 x 25 marks

2nd assignment consisting of 25 MCQ`s: 25 marks

Thus, students who submit the first and the second assignment of the semester will obtain admission to the examination and both their assignments will be taken into account for their semester marks.

The semester mark constitutes 20% (first assignment 10% and the second assignment 10%) of the final mark. Remember, **you need to obtain at least 40% in the examination** before your semester mark will be taken into account.

How will this work in practice?

- Your semester mark counts 20% (Assignment 01 counts 10% and Assignment 02 counts 10%) of your final mark.
- Your examination mark counts 80% of your final mark.

Your final mark for the module will thus be calculated as follows: 20% (semester mark) + 80% (examination mark) = 100% (final mark).

Feedback on the two compulsory assignments, that is, Tutorial letter 201 will appear under Official study material on myUnisa.

In terms of a decision by Senate and the College of Law all students **must submit two compulsory assignments per module**. One of the reasons for this is that a student is required to provide proof that he or she “actively studied” before writing the examination. Proof of active study regarding registered students must be submitted by the University to the Department of Education before a specific date, and consequently **no extension of submission dates for the assignments is possible**. Students will also not be permitted to submit assignments after the due date because commentaries on the assignments will be mailed to them in time to enable them to study it for examination purposes.

We trust that you have understood this explanation of the system. The importance of the assignments and the fact that they must be submitted on time are factors which you must keep in mind when studying.

Please note: Although students may work together when preparing assignments, each student must write and submit his or her own individual assignment. In other words, each student must submit his or her own work. It is unacceptable for students to submit identical assignments on the basis that they worked together. That will amount to plagiarism and none of these assignments will be marked. Furthermore, the students may be penalised or subjected to disciplinary proceedings by the University.

Work copied directly from the study guide or any other source is unacceptable and constitutes plagiarism, which is an offence. Plagiarism is an offence in terms of the Student Disciplinary Code and, should a student be found guilty of transgressing the code, he/she may be **expelled** from the University.

8.2 General assignment numbers

This tutorial letter contains **two (2) compulsory** assignments for **each** semester:

- 1) Semester 1: Assignment 01 and assignment 02
- 2) Semester 2: Assignment 01 and assignment 02

8.3 Unique assignment numbers

In addition to the **general assignment number (01 or 02)**, a **unique assignment number** (e.g.000000) should also appear on your assignment cover.

Here are your unique assignment numbers:

FIRST SEMESTER

Assignment 01: Unique no. **805841**

Assignment 02: Unique no. **770487**

SECOND SEMESTER

Assignment 01: Unique no. **662710**

Assignment 02: Unique no. **745765**

8.3.1 Due dates for assignments

IMPORTANT:

Your lecturers ***do not have the authority*** to grant extension of time for the submission of assignments.

Please note that **NO ASSIGNMENTS WILL BE ACCEPTED after the relevant due date**. Please adhere to the due dates. This means that you should take into account the submission dates for Assignments 01 and 02 when planning your study schedule. It also means that you must plan ahead.

The closing dates for the submission of Assignments 01 and 02 are:

- **FIRST SEMESTER**
 - Assignment 01: 02 March 2018
 - Assignment 02: 06 April 2018

- **SECOND SEMESTER**
 - Assignment 01: 17 August 2018
 - Assignment 02: 20 September 2018

8.4 Submission of assignments

Students may submit written assignments either by post or electronically via *myUnisa*. Assignments may not be submitted by fax or via e-mail. For detailed information on assignments, please refer to *Study @ Unisa* brochure which you received with your study package.

Online assignments should be **PDF format only**

To submit an assignment via my Unisa: Go to *myUnisa*

- Log in with your student number and password
- Select the module
- Click on assignments in the menu on the left-hand side of the screen
- Click on the assignment number you wish to submit
- Follow the instructions

Please ensure that the following information appears on your assignment cover:

- Code for course
- Semester code
- Assignment number
- Student number
- Unique number
- Assignment date

Submission of assignments by post:

If you submit the multiple-choice question assignments by post, please do the following:

- (1) If you answer the assignment on a mark-reading sheet and submit it by post, please consult the *Study @ Unisa* brochure for instructions on how to use and complete a mark-reading sheet, as well as an example of a mark-reading sheet used for assignment purposes. Follow the instructions very carefully.
- (2) You must mark your answers to the multiple choice questions assignment directly on a mark-reading sheet which you received as part of your study package. All the mark-reading sheets will be marked by the computer. Check that Unisa has supplied you with a mark-reading sheet. Written answers on a sheet of paper will not be marked.
- (3) Please ensure that your name, address, student number, module code, assignment number and unique number appear on the mark-reading sheet, and that this information is correct.
- (4) Ensure that you use the correct unique number for the multiple-choice question assignment.
- (5) Use an HB pencil when you fill in the mark-reading sheet. Do not use a pen when you complete the mark-reading sheet. Mark the number of the statement that you choose next to the number of the relevant question. You may choose only one answer for each question.
- (6) Many students submit faulty mark-reading sheets which cannot be processed by the computer. Mark-reading sheets that are rejected by the computer will be returned to students without being marked.
- (7) When submitting a multiple-choice question assignment by post, you must only send your mark-reading sheet in one of the envelopes which you received as part of your study package. Do not send an assignment cover with your mark-reading sheet.

Further important information regarding the submission of assignments

- (1) **DO NOT SUBMIT THE SAME ASSIGNMENT A SECOND TIME.** The computer will simply reject this assignment as a duplicate assignment. Make sure that you **cancel** your first attempt before you submit your second attempt.
- (2) Students who submit their assignments long before the closing date will have to wait for their results until the assignments have been marked by the markers or the computer. **No results will be available before the closing date of the assignment.**
- (3) **Always keep a copy of your assignments and proof of submission.**

Confirmation of receipt of assignments

Note that you will receive a sms from the Assignment Section confirming the receipt of your assignment. If you do not receive such a sms within a week or two after submission of your assignment, please contact the Assignment Section. **It is your responsibility to ensure that your assignments arrive at Unisa.**

Enquiries about the receipt or return of assignments

Very Important:

Enquiries about assignments (e.g. whether or not the University has received your assignment, or the date on which an assignment was returned to you) must be directed to the Assignment Section, the contact details should be in the *Study @ Unisa* brochure. You could also find information on *myUnisa*. To go to the *myUnisa* website, start at the main Unisa website, <http://www.unisa.ac.za>, and then click on the "Login to *myUnisa*" link under the *myUnisa* heading on the screen. This should take you to the *myUnisa* website. You can also go there directly by typing in <http://my.unisa.ac.za>.

Feedback on assignments

After the closing date of the assignments, the mark-reading sheets will be marked by the computer. If you have submitted your assignment, you will automatically receive a computer printout for the assignment, providing you with the correct answers (in other words, the lecturers' answers) and your mark for the specific assignment. However, a detailed feedback on the multiple-choice question assignment will be sent to all students registered for this module in a follow-up tutorial letter, and not only to those students who submitted the assignment. Feedback on this assignment will also be posted on *myUnisa*.

PLEASE NOTE: The feedback for Assignments 01 and 02 (essay style as well as multiple-choice questions) will be included in separate tutorial letters. The tutorial letter numbers will be 201 and 202 respectively. As soon as you have received the feedback on the assignments in the follow-up tutorial letters, please evaluate your answers.

The assignments and the feedback on these assignments constitute an important part of your learning and should help you to be better prepared for the examination.

Assignments and learning

Assignments are regarded as part of the study material for this module. When you study the study guide, do the assignments, discuss the study material with fellow students or tutors or participate in the discussion forum on *myUnisa*, you are actively engaged in learning.

Assignments and their purpose

In your assignments you will be assessed to see whether you -

- (1) have an understanding of the terms, rules, concepts, theories and principles of crime prevention, reduction and control.
- (2) can use this basic knowledge, insight and skills for the analysis and solution of multiple-choice questions relating to the underlying principles of crime prevention, reduction and control.

The questions asked in the assignments are examples of the kinds of questions that will also be put to you in the examination. The examination questions will obviously differ in content, as you may receive completely new questions. However, the format, length and complexity of the questions will be similar. The thorough completion of the assignments will therefore assist in your preparation for the examination.

8.5 Assignments

An assignment is a **scientific document** and, therefore, must **comply with scientific requirements**. It must be **systematic, form a logical unit** and **be verifiable** by the reader.

In this regard, consult Burger, M. 1992. Reference techniques. 8th revised edition. Pretoria: University of South Africa. It can be ordered from Unisa Press, PO Box 392, Pretoria, 0003 (fax (012 429-3221)).

Multiple-choice questions

Please read through the following remarks on answering multiple-choice questions and think about them. Of course, you don't need to learn them, but please make sure that you understand what is being said.

A multiple-choice question is the type of short question with a number of options from which the student has to select the one he or she thinks is correct. The following is a simple example of a multiple-choice question:

Which of the following objectives of punishment is/are designed to prevent crime?

- (1) rehabilitation
- (2) individual deterrence
- (3) incapacitation
- (4) general deterrence
- (5) all of the above-mentioned options

The components of a multiple-choice question consist:

- (a) Problem statement or question

Which of the following objectives of punishment are designed to prevent crime?
--

- (1) Rehabilitation
- (2) Individual deterrence
- (3) Incapacitation
- (4) General deterrence
- (5) all of the above-mentioned options

Correct answer (5) All of the above-mentioned options

The problem statement or questions provide the perspective from which or context within which you have to find the most correct alternative. It gives an indication of how to approach the question. Therefore, always read and consider the problem statement to ensure that one alternative is more correct than another.

(b) Key words in the problem statement or question

The key words are “objectives of punishment” and “to prevent crime”. In the example, the key words “objectives of punishment” are important indicators because alternatives 1 to 4 can all be classified as objectives of punishment.

You know that all the mentioned objectives of punishment are designed to prevent crime. Therefore, alternative 5 is the most correct answer.

It is important to consider all the alternatives from the perspective provided by the problem statement or question. Sometimes students choose one of the first alternatives without even looking at the next alternative. That chosen alternative may be correct (1) Rehabilitation, in the above example, but one of the later examples may be even more correct in the above example, in the light of the perspective provided by the problem statement.

(c) Distracters

Bear in mind that the distracters in a multiple-choice question are not necessarily wrong. You must choose the most correct alternative.

(d) Subtraction of marks

Please note that an incorrect answer does not mean that a mark or a fraction of a mark will be subtracted from the number of correct answers but merely that no mark will be awarded for that incorrect answer.

Preparation of assignments

The preparation phase

The first step in compiling an assignment is to study the formulated title carefully in order to ascertain exactly what it entails. You must therefore analyse the key concepts in the title. Take the following hypothetical example of an assignment: Explain the nature and characteristics of burglary (housebreaking) as a property crime.

When you study the title, pay attention to key concepts such as burglary and property crime.

The second step in the initial phase is to make sure you understand the verb properly (‘important terms’). In our example above, the word “explain” means that you need to show that you understand something- both the “how” and the “why”. Examples are compulsory. You should also take into consideration the length and marks allocated for the assignment.

The third step in the initial phase involves skimming through the tutorial matter during which you must ascertain the scope of information provided by the study material.

The fourth step entails library work: searching for sources (books, scientific journals, the internet and so forth). These will provide more scientific data on the topic.

Important terms

To make sure that you know exactly what we expect of you, we give an explanation of the verbs or action (“doing”) words below. These terms are not only important for study purposes, but also for self-evaluation, assignments and the examinations. The terms in brackets refer to a specific level of knowledge.

Name (mention, list, formulate, give): Memorised learning content, such as facts, terms and concepts, must be rendered in the form of single words or short sentences (**knowledge**).

Indicate (show, identify): Symbols, names, concepts and so on must be recognised from memory and information about them given briefly (**knowledge**).

Describe (explain, elucidate): The "what" and "how" of a particular topic must be indicated without your own comments or arguments. Describe entails merely "sketching an existing picture". You have to show whether you know how a particular phenomenon looks or how a particular process proceeds (**knowledge**).

Sketch (give an outline/overview): An existing issue must be reproduced/rendered just as it is, without any change, comment or reasoning (argument). Here the discussion takes place principally under main points or in subsections (**knowledge**).

Define: The instruction or assignment entails pure reproduction of information by knowing and being able to reproduce a pithy, authoritative explanation or description of a concept (**knowledge**). A definition consists of three parts, namely the "term", "class" and "distinguishing characteristics". "Term" refers to the thing that is being defined. "Class" is the category to which the term belongs and here the similarities between the term being defined and other terms mentioned in the same class or category are mentioned. "Distinguishing characteristics" of the term are distinguishing features.

Explain (make clear/elucidate): An indication must be given that the learning content is really understood, how things are linked (relate to each other), why this is so and not otherwise, and why a specific result follows. The explanation must be illustrated with examples and illustrations and reasons must be given for statements or conclusions (**comprehension/insight**).

Illustrate by using either a sketch, diagram, or outline (depict graphically): Explanation with the assistance of a sketch/diagram/outline (**comprehension/insight**).

Interpret (construe): Facts must be commented on and examples given to substantiate/support the comments. One's personal assimilation of information, interpretation or construction must be clearly evident (**comprehension/insight**).

Discuss (argue, give reasons for, debate): The essences of a matter must be singled out (highlighted) and explained (**comprehension/insight**).

Summarise: Certain information must be acquired by the application of particular process or methods (**application**).

Demonstrate (show how): Substantiate information or illustrate it with reference to an appropriate example (**application**).

Apply: Acquired knowledge and understanding (**comprehension**) must be used by applying it to new and actual situations (**application**).

Deduce (infer, conclude): Logical consequences (effects), with reasons, must be indicated from given information (**application**).

Classify (categorise): Information must be placed in an existing classification system (**application**).

Distinguish/differentiate: A clear distinction must be made between the specific matters mentioned (**analysis**).

Compare. Two or more matters must be weighed up against each other in respect of certain features (**analysis**).

Indicate differences and similarities: A comparison must be made of two or more matters to point out specific similarities and differences (**analysis**).

Analyse: Distinguishing elements (features) must be determined, causes and effects must be identified and joint/mutual relationships must be determined and indicated (**analysis**).

Examine. Data must be analysed or divided into parts to indicate causes, effects, relationships and so on (**analysis**).

Design: (create, develop, compile, combine, formulate, compose, build up): Create or develop a new original combination or composition of information/data (**synthesis**).

Propose/advise: Expert knowledge must be provided in the solution of a problem (**synthesis**).

Criticise/judge (give an opinion on, account for, justify, take a stand on, evaluate/assess): A value judgement must be given on the basis of particular points of departure, assumptions or criteria (**evaluation**).

Data collection

During this phase you should follow the usual procedure in a literature study. First trace appropriate sources (books or scientific journals) covering the relevant key concepts. This means searching for books with titles in which these core concepts appear. Thus in our example, you will search for titles in which the term "housebreaking" appears.

Consult the table of contents and particularly the subject and author indexes at the back of the book.

The author index provides the names of all the authors (researchers) consulted for research in that particular book. The subject index, in turn, lists important subjects touched upon in the book. By consulting the author index, one learns the names of prominent authors in this field and can try and trace some of their works. The subject index will reveal how much detail a book goes into on the subject of housebreaking, and this will determine whether or not you take out the book.

The third step is to skim through the sources you have selected. This means a cursory reading of the relevant section of the book. This will give you an overall picture of the topics dealt with.

Fourthly, on the strength of this skim reading, draw up a preliminary scheme. This scheme (comprising possible subheadings) serves as the framework for data collection. A hypothetical scheme of work would look something like this:

- 1 Introduction
- 2 Definition of key concepts
- 2.1 Property crimes
- 2.2 Burglary
- 3 General characteristics of burglary
- 4 Target selection
- 5 Motives for burglary
- 6 Concluding remarks
- 7 Bibliography

Once you have compiled your preliminary scheme, you can start collecting data in earnest.

The fifth step is to write down the subheadings (on separate sheets of paper) and start working through the books dealing with a specific subheading. Jot down all the relevant information as you go along. Continue in this way until you have noted down all possible information on the subject. Those of you with personal computers know how easy it is to complete this stage of your research with the aid of a word processor. During this stage, note possible amendments in your preliminary scheme. The literature may help you to add new subheadings.

Paragraph-type assignments/examination questions (15 mark questions)

The scientific preparation of these types of assignments, differ from the requirements of an essay type assignment. Your attention is especially drawn to the following:

- Please note the requirements regarding the length of paragraph type answers.
- 15 mark questions: The length should not exceed 2-3 **typed** pages.
- 10 mark questions: the length should not exceed 1-2 **typed** pages
- It is not necessary to provide your answers with a table of contents.
- Number your headings, e.g. 1. Introduction 2. Definition of key concept 2.1 Rational choice
- Give a brief appropriate introduction on the content of the assignment, e.g. short historical overview on the theory in question.
- Define the key concept, refer to the source/s consulted, do not consult a general dictionary, consult subject relevant sources, key concepts also appear in the CMY3701 study guide.
- Make use of headings/subheadings when discussing the topic in detail, include practical examples.
- Present the contents (facts) systematically (use subheadings).
- Write a conclusion, **your opinion** on the topic will suffice refer to yourself as student is of the opinion, not I/me
- You must refer to the sources you consulted.
- Present a bibliography, list the sources in **alphabetical order**.
- The **application of reference techniques**, apply the Harvard method, see Tutorial Letter SCHJALL/301/4/2018 available on myUnisa: official study material.
- **DO NOT COPY ANY SOURCE WORD FOR WORD, present the work in your own words, do not commit plagiarism! It remains plagiarism even if you refer to a author when you have copied the work.**

Scientific presentation of essay-type assignments (25 mark questions)

An assignment is a scientific document and, therefore, must comply with scientific requirements. It must be **systematic**, form a logical unit and be verifiable by the reader. Your essay should comply with the following:

Title

Provide every assignment with a cover page (title page), denoting the title of the assignment. Use the **exact words as formulated in your tutorial letters** for each assignment.

Table of contents

Furnish a complete table of contents on a separate page. A table of contents should reflect the headings and subheadings in the assignment, as well as the page numbers.

Introduction

The introduction should not exceed two paragraphs. You should orientate the reader to the topic of the assignment in a few paragraphs by presenting a historic overview on the theory in question. The introduction should answer the who, what, where and how questions.

Definition of key concepts

Define the key concepts under a separate heading. The particular concepts to be defined are derived from the title and main headings of the assignment. For this purpose, it is imperative to consult a textbook on the subject and not a general dictionary. You should quote specific definitions and describe, in your own words, the meaning you attach to the concept for the purpose of the particular assignment. (Your own definition of the concept is called an operational definition.) To define a concept means to state precisely the meaning or essence of the concept.

Presentation of the subject

The body of the assignment consists of a discussion of the subject according to the scheme or guidelines provided in Tutorial Letter 101 for the specific assignment. Formulate your own headings and subheadings.

Replication of the study guide

Try not to replicate the contents of the study guide too much. Rather try to use your own words as much as possible. Do not adhere slavishly to the study guide, especially concerning the headings and examples. The study guide should only be used as a guide.

Quoting directly from the study guide/literature

It is unethical to quote passages directly from the study guide/literature, especially if you omit to acknowledge your source. It makes it impossible for lecturers to evaluate your insight in and knowledge of the subject.

General presentation

Your presentation should not be incoherent, as this makes it difficult to follow the logic of the discussion. Try to present your discussion in a logical order.

Deviating from the subject

Do not deviate from the topic. Discuss only the relevant facts, and beware of generalising. Remember, you are undertaking a scientific discussion. Avoid a sensational or journalistic approach in your presentation.

Conclusion

You should arrive at a logical conclusion. At this stage, it is also very important to express your own viewpoint on the topic of the assignment. Write in the third person, refer to yourself as student is of the opinion... Not I/me.

Style of writing

The following suggestions can be used as a guideline:

Try to develop a fluent style of writing. Avoid long, complicated sentences and paragraphs. Alternate reasonably long sentences with shorter ones. Avoid using the same word or expression frequently and unnecessarily. Do not start each sentence the same way. Each paragraph should contain only one main theme. Be systematic in the discussion of the subject. Try to mention essential facts only and state your argument clearly. Use your own words as far as possible. Avoid writing word for word from your source of information. You may quote a sentence or short paragraph, however, to prove your point or illustrate a statement. Quotations must be functional. In such cases you must acknowledge your source of information.

Length of assignment

It is extremely important to adhere to the limit set for the assignment. Learn to present only the relevant facts and restrict yourself to the required limit, otherwise you may encounter problems in the examination. Use double spacing if you type assignments and leave enough space for comments. Don't exceed seven (7) **typed** pages (this will exclude the title page, index and bibliography).

Documentation and technical care

Documentation is an extremely important part of an assignment. You will be penalised if the assignment lacks proper documentation and technical care.

Text

At the end of a sentence or paragraph, or when you mention a specific fact (e.g. a date or statistic) which you personally looked up, you have to refer to the source of information. Use the Harvard reference method. The author's name and year of publication, as well as the number(s) of the relevant page(s) in the work cited, should be given in the text and enclosed in round brackets. This information should be given after the word (before any punctuation) or at the end of the sentence (before any punctuation) where a reference is justified. Please refer to Tutorial Letters SCHJALL/301/4/2018 as well as KRMALLR/301/4/2018 for detailed referencing techniques on the Harvard method.

Examples

Rehabilitation in punishment is aimed at the prevention of crime and protection of the community (Neser, 1998:81).

Bazar (in Swart & Joubert, 2000: 66) defines ethnic cleansing as ...

According to Reid (1994:243), pornography has raised the greatest concern about the effect of the media on criminal behaviour.

Bibliography

The bibliography consists of a list of sources, including the study guide and the internet, which you have personally consulted. The sources should be arranged in **alphabetical order according to the surnames of the authors**. Full details of the sources must be provided: surname, author's initials, date of publication, title, place where published, publisher.

Examples

Computer crime preventions consist of operations and physical security (Herbig, 2011:53).

Bazar (in Swart & Joubert, 2000: 66) defines ethnic cleansing as ...

According to Reid (1994:243), pornography has raised the greatest concern about the effect of the media on criminal behaviour.

Example: study guide

Joubert, E. 2014. Explanation of crime. Only study guide for CMY3701. Pretoria. Unisa.

Please consult Tutorial Letter SCHJALL/301/4/2018 available on myUnisa: official study material regarding reference techniques as well as the compilation of the bibliography.

SEMESTER 1**ASSIGNMENT 01 - COMPULSORY****UNIQUE NUMBER: 805841****DUE DATE: 2 MARCH 2018**

Present a detailed discussion on the radical conflict perspective, as well as its contribution to criminology (25).

Include the following in your assignment (tick list):

- A title page
- A table of contents
- Adhere to the prescribed scientific requirements:
- 1. Introduction
- 2. Definition of key concept
- 2.1 Applicable key concept
- 3. Heading explaining the theory in question
- 3.1 Subheadings
- 4. Evaluation of the theory
- 5. Conclusion
- 6. Bibliography
- Online assignments: PDF format
- Format: 1.5 line spacing
- Font: Arial 12
- Length: do not exceed seven (7) typed pages (excluding title page, table of contents and the bibliography)
- Consult Tutorial Letter SCHJALL/301/4/2018 with regard to your reference techniques

Tick list on the content:

- Introduction: present a historical overview on the conflict perspective (one to two paragraphs)
- Definition: define conflict perspective
- Discussion:
- Include the assumptions
- Legacy of Marx and Bonger
- Exponents Chambliss and Quinney
- Radical criminology and policy implications
- Conclusion
- Your own opinion is vital
- Include practical examples in your discussion
- Consult at least three (3) additional sources

Study Tutorial letter 101 and follow the announcements on myUnisa regarding the preparation/requirements for assignment 01 as well as the feedback on the marked assignments.

SEMESTER 1

ASSIGNMENT 02 - COMPULSORY

UNIQUE NUMBER: 770487

DUE DATE: 6 APRIL 2018

1. The main strength of the differential association theory is that it showed that crime was not just a product of ... but that it could occur in all settings.
 - 1) learned behaviour
 - 2) poverty
 - 3) criminal attitudes
 - 4) delinquency
2. Discounting the existence of threatening impulses is called ...
 - 1) displacement.
 - 2) denial.
 - 3) determination.
 - 4) sublimation.
3. Becker (1963) is of the opinion that deviant behaviour is a social product created by:
 - 1) Interactionism
 - 2) Society
 - 3) Labelling
 - 4) Determinism
4. Which researchers indicated that there is moderate evidence of both genetic and environmental influence in antisocial behaviour?
 - 1) Christiansen and Lange
 - 2) West and Farrington
 - 3) Rhee and Waldman
 - 4) Hutchings and Medwick
5. The positivist school focuses on the nature and characteristics of ...
 - 1) the criminal event.
 - 2) the individual offender
 - 3) the criminal behaviour.
 - 4) the situational factors.
6. What, according to Lilly et al (2007), is the danger in rational choice theory?
 - 1) Factors influencing offenders' decision to break the law is ignored.
 - 2) Offenders will be treated as being solely rational decision-makers.
 - 3) Criminal justice policies only focus on making crime a costly decision.
 - 4) Offenders' social context is not taken into consideration.

7. ... is associated with social learning and states that behaviour is shaped by the consequence that follows the act.
- 1) Classical school
 - 2) Psychological positivism
 - 3) Operant conditioning
 - 4) Sociological positivism
8. Neo-classicists assert that a person is still accountable for his or her actions but with minor reservations. Which two specific factors will influence the offender to reform?
- 1) Free choice and feeble-mindedness.
 - 2) Rationality and competence
 - 3) Crime and punishment
 - 4) Past history and present situation
9. One of the biosocial theory's core principles include that:
- 1) It only recognises genetics as the main contributing factor in human behaviour
 - 2) All humans are born with equal potential to learn and achieve.
 - 3) Individual behaviour patterns are produced by genetic traits and by the environment.
 - 4) Biosocial theorists believe that biology leads to crime
10. According to the interactionist, Edwin Lemert, primary deviance refers to ... while secondary deviance refers to ...
- 1) initial deviant behaviour; repeated deviant behaviour.
 - 2) commission of the crime; visible criminal behaviour.
 - 3) initial deviant behaviour; stigmatisation of the person.
 - 4) opportunity to commit crime; labeling the individual.
11. Merton (1938) postulates that an integrated society maintains a balance between two elements:
- 1) approved methods; culture
 - 2) social structure; culture
 - 3) cultural goals; objectives
 - 4) social means; objectives
12. Which one of the following theories contend that certain changes in the modern world have provided motivated offenders with a greater number of opportunities to commit crime?
- 1) Rational choice theory
 - 2) Routine activities theory
 - 3) Social learning theory
 - 4) Social bonding theory
13. Lumpenproletariat refers to?
- 1) The power class
 - 2) The prestigious class
 - 3) The working class
 - 4) The criminal class

14. Psychodynamic theories examine ...
- 1) the learning and cognitive processes that lead to criminal behaviour.
 - 2) the thought processes' of the individual and how it influences behaviour.
 - 3) the unconscious behaviours that are believed to cause criminal behaviour.
 - 4) the belief that thought and emotions are causes of criminal behaviour.
15. The behavioural perspective provides explanations as to how individuals learn by association. Which explanation uses rewards and punishment to reinforce or curtail certain behaviours?
- 1) Operant conditioning
 - 2) Social learning
 - 3) Classical conditioning
 - 4) Operant learning
16. In relation to society's reaction to anomie, which of the following modes of adaptation relates first of all to the most common reaction and secondly to the most deviant reaction of anomie?
- 1) Conformity and rebellion
 - 2) Innovation and retreatism
 - 3) Conformity and innovation
 - 4) Ritualism and rebellion
17. Who was responsible for diminishing the popularity of biological and psychological explanations of crime?
- 1) Hirschi
 - 2) Beccaria
 - 3) Sutherland
 - 4) Lombroso
18. Durkheim (1897) believed that crime is a/an... in any society and is therefore ...
- 1) complex structure; rational.
 - 2) abnormal phenomenon; rational.
 - 3) normal phenomenon; functional.
 - 4) adaptive function; normal.
19. The following description can be linked to which theory? The inability of a community structure to realise the common values of its residents and maintain effective social control?
- 1) Social disorganisation
 - 2) Anomie
 - 3) Differential association
 - 4) Social bonding
20. Which one of the following factors is an essential feature of Eysenck's biosocial theory of crime?
- 1) Adoption studies
 - 2) Personality
 - 3) Constitutional factors
 - 4) Genetics

21. Numerous theories have attempted to link neurophysiological factors with crime, but they remain:
- 1) Unscientific
 - 2) Contaminated
 - 3) Unrealistic
 - 4) Unsubstantiated
22. The routine activity theory is of the opinion that a person's lifestyle influences the opportunity for crime because it controls a person's ...
- 1) decision-making process.
 - 2) exposure to crime.
 - 3) ability to be protected.
 - 4) participation.
23. The Enlightenment thinkers wanted to ... the inhumane criminal justice system of their day.
- 1) protect
 - 2) reform
 - 3) debate
 - 4) encourage
24. Which one of the following reactions to anomie describes rebellion?
- 1) Blocked economic opportunities
 - 2) Overthrowing the government
 - 3) Unauthorised squatting
 - 4) Economic disparities
25. What according to Burgess (1921) resulted in social disorganisation?
- 1) Weakened inner city zones and absence of common standards.
 - 2) Weakened family structure and communal ties.
 - 3) Weakened community ties and a changing population.
 - 4) Weakened sociological factors and high crime rates.

SEMESTER 2

ASSIGNMENT 01 - COMPULSORY

UNIQUE NUMBER: 662710

DUE DATE: 17 AUGUST 2018

Present a detailed discussion on Merton`s anomie theory (25)

Include the following in your assignment (tick list):

- A title page
- A table of contents
- Adhere to the prescribed scientific requirements:
- 1. Introduction
- 2. Definition of key concept
- 2.1 Applicable key concept
- 3. Heading explaining the theory in question
- 3.1 Subheadings
- 4. Evaluation of the theory
- 5. Conclusion
- 6. Bibliography
- Online assignments: PDF format
- Format: 1.5 line spacing
- Font: Arial 12
- Length: do not exceed seven (7) typed pages (excluding title page, table of contents and the bibliography)
- Consult Tutorial Letter SCHJALL/301/4/2018 with regard to your reference techniques

Tick list on the content:

- Introduction: present a historical overview on Merton`s theory (one to two paragraphs)
- Define one key concept: anomie
- Discussion:
- The two assumptions
- Crime as lower class phenomenon
- Reactions to crime
- Evaluation: list the positive and negative aspects of the theory
- Conclusion: your own opinion is vital
- Include practical examples in your discussion
- Consult at least three (3) additional sources

Study Tutorial letter 101 and follow the announcements on myUnisa regarding the preparation/ requirements for assignment 01 as well as the feedback on the marked assignments.

SEMESTER 2

ASSIGNMENT 02 - COMPULSORY

UNIQUE NUMBER: 745765

DUE DATE: 20 SEPTEMBER 2018

1. Proletariat refers to:
 - 1) The criminal class
 - 2) The working class
 - 3) The power class
 - 4) The prestigious class

2. Crimes are deliberate acts, committed with the intention of benefitting the offender. This statement refers to:
 - 1) The routine activities theory
 - 2) The social structure theory
 - 3) The social bonding theory
 - 4) The rational choice theory

3. Anger at one`s boss may be expressed through hostility to a shop assistant. This impulse is called:
 - 1) Repression
 - 2) Sublimation
 - 3) Projection
 - 4) Displacement

4. Control theories believe that law-abiding persons are different from non-abiding persons because people who are law-abiding are/have ...
 - 1) able to resist the temptations of crime.
 - 2) a close relationship with their parents.
 - 3) conventional rules to which they abide.
 - 4) controlled or constrained in some way.

5. Which one of the following four social bonds of the social bonding theory refers to the rational component of conformity as well as to the lifestyle in which one has invested considerable time and energy in the pursuit of a lawful career?
 - 1) Attachment
 - 2) Commitment
 - 3) Belief
 - 4) Involvement

6. The interactionist approach focuses on... and deals with the thoughts of the deviant.
 - 1) the opinions of others
 - 2) self-identification
 - 3) social agents of control self-deviance
 - 4) self-deviance

7. Structure theorists are not concerned to find out why an individual commits crime. The theory rather focuses on certain ... that experience a high incident of misconduct and crime.
 - 1) cultural groups
 - 2) social structures
 - 3) ecological areas
 - 4) disorganised areas

8. The development of Lombroso`s scientific method was influenced by two prominent factors:
 - 1) The involvement of control groups and the desire to test public opinion
 - 2) The involvement of control groups and the desire to test his theories
 - 3) The desire to test his theories and to include experimental testing
 - 4) Experimental testing and the desire to test public opinion

9. What will encapsulate the environmental forces that have a direct influence on harm?
 - 1) Social structure
 - 2) Strain
 - 3) Anomie
 - 4) Social ecology

10. A primary goal of the routine activity theory is to identify ... that facilitate crime.
 - 1) lifestyle activities
 - 2) environmental triggers
 - 3) vulnerable areas
 - 4) criminal opportunities

11. Which school of thought is more prone to the belief that rehabilitation is the answer to the crime problem?
 - 1) Classical school
 - 2) Positivist school
 - 3) School of Psychology
 - 4) Neo-Classical school

12. Indicate which concept focuses on the informal and formal stigmatisation of certain individuals:
 - 1) Anomie
 - 2) Victimisation
 - 3) Labelling
 - 4) Conflict

13. The following theory claims that the pressure that the social structure exerts on people who cannot attain the cultural goal of success will encourage them to engage in non-conforming behaviour:
- 1) Strain theory
 - 2) Bonding theory
 - 3) Learning theory
 - 4) Anomie theory
14. Classical conditioning refers to a process by which:
- 1) A learned reaction becomes passive and internalised
 - 2) A learned reaction becomes internalised and reinforced
 - 3) A learned reaction becomes automatic and rewarding
 - 4) A learned reaction becomes internalised and automatic
15. Theories of social control regard crime as:
- 1) A normal phenomenon due to a negative environment
 - 2) A normal phenomenon in any society
 - 3) A normal phenomenon due to economic difficulties
 - 4) A normal phenomenon due to internalisation
16. Kohlberg's stages of development indicate that people make moral decisions, not just on the basis of what the law says, but on higher principles. This statement refers to the ...
- 1) cognitive perspective.
 - 2) pre-conventional stage.
 - 3) post-conventional stage.
 - 4) moral-thinking perspective.
17. What will bind an individual to society through his own consent?
- 1) Criminal involvement
 - 2) Punishment
 - 3) Criminal event decisions
 - 4) Social contract
18. The bourgeoisie are those members who:
- 1) Focuses on economic determinism
 - 2) Resist marginalised groups
 - 3) Shape the criminal law
 - 4) Have a self-fulfilling prophecy
19. Identify the following statement which best represents the assumptions of the positivistic school of thought:
- 1) In favour of indeterminate sentences and the individualisation of offenders.
 - 2) Focus should be placed on the crime rather than the criminal.
 - 3) Offenders exercise free will and can therefore be scientifically studied.
 - 4) Offenders are untreatable and incapable of being rehabilitated.

20. What according to Cassel and Bernstein (2007) are constantly at odds with one another and create struggles known as intra-psychic conflict?
- 1) Defense mechanisms, the ego and the superego
 - 2) Threatening memories, the identity and the ego
 - 3) The identity, the ego and superego
 - 4) The superego, displacement and the ego
21. Anomie describes:
- 1) Culturally sanctioned methods of attaining individual goals
 - 2) Culturally defined purposes and interests
 - 3) A condition of normative deregulation in society
 - 4) A condition of normative rapid economic change
22. Structural theorists believe that society actually prepares ...
- 1) the way for crime prevention.
 - 2) the way for social conditions.
 - 3) the way for crime.
 - 4) the way for trying conditions.
23. Mechanical solidarity refers to:
- 1) Group lifestyle and behaviour that is stable and predictable
 - 2) Pre-industrial societies where individuals share common experiences
 - 3) A high degree of occupational specialisation
 - 4) Serious dilution of the power of informal community rules
24. Converting unacceptable impulses, by acting in a way that opposes them, is called:
- 1) Determinism
 - 2) Sublimation
 - 3) Repression
 - 4) Displacement.
25. Offenders are rarely in possession of all the necessary facts about the risks, efforts and rewards of crime. This statement refers to:
- 1) The stage of initiation
 - 2) The decision to desist from crime
 - 3) The stage of habituation
 - 4) The decision to commit an offence

9 OTHER ASSESSMENT METHODS

There are no other assessment methods for this module.

10 EXAMINATION

Use the *Study @ Unisa* brochure for general examination guidelines and examination preparation guidelines.

Examination period

This module is offered in a semester period of fifteen weeks. This means that if you are registered for the first semester, you will write the examination in May/June 2018 and the supplementary examination will be written in October/November 2018. If you are registered for the second semester you will write the examination in October/November 2018 and the supplementary examination will be written in May/June 2019.

After registration and before the examination, the Examination Department will provide you with general information regarding the examination, including information on examination venues, examination dates and examination times. If you do not receive this information, please contact the Examination Department a few weeks before the examination commences. Alternatively, you should be able to access this information online on *myUnisa*. **Please note that your lecturers cannot assist you with this information.**

Blank pages in examination paper

Very important: It is YOUR responsibility to check that your examination paper contains all the pages. If your examination paper is not complete and/or contains blank pages, you must report it to the examination invigilator and request a new examination paper BEFORE you commence answering the questions. No concessions will be made for students who answer an incomplete paper.

Please number the answers you choose according to the question numbers reflected on the examination paper. It is YOUR responsibility to write the correct question numbers you have answered in the examination answer book AND on the front cover of the answer book.

Only complete MCQ answers on the multiple-choice answering sheet provided and NOT in the answer book. The answer book is only for essay and paragraph type answers.

Format of the examination paper

You will write a **two-hour paper** (on an official examination mark-reading sheet as well as in an official Unisa examination book). The examination paper counts 75 marks and will consist of multiple-choice as well as essay and paragraph type questions.

Suggestions on how to approach the examination

It goes without saying that in order to achieve success in any examination there is no substitute for a sound knowledge of the subject, which can be attained only by way of a thorough study of the study guide!

Previous examination papers

The University (not the lecturers) makes previous examination papers available on *myUnisa*: official study material. Please note that memoranda are not provided. We advise you, however, not to focus on old examination papers only as the content of modules and, therefore, examination papers change from year to year.

Visit *myUnisa*; announcements for examination guidelines

Use your *Study @ Unisa* brochure for general examination guidelines and examination preparation guidelines.

Examination admission

All students who have **submitted and passed both Assignments 01 and 02** in time (before or on the closing dates) will automatically receive admission to the examination.

How will this work in practice?

Both assignments (01 and 02) are compulsory. **You must submit both.** The year mark is based on the 20 percent of the assignment marks (each assignment counts half – 10 percent – towards the year mark) which will be added to the examination mark to calculate the final mark for this module. No extension whatsoever will be granted for submission of the assignments and you are requested not to apply for extension under any circumstances.

11 FREQUENTLY ASKED QUESTIONS

Please consult the *Study @ Unisa* brochure which contains an A-Z guide of the most relevant study information.

We receive many calls from students asking the same questions over and over again. We have therefore decided to include these frequently asked questions in this tutorial letter. Please do not make an unnecessary telephone call asking one of the following questions:

Are there assignments for CMY3701? Do I have to submit the assignments?

Yes, there are two compulsory assignments (01 and 02) for CMY3701. **Both assignments are compulsory. You must submit both assignments (01 and 02).** As explained elsewhere, no extension whatsoever will be granted for submission of the assignments and you are requested not to apply for extension under any circumstances.

Do I have to buy any prescribed textbooks for CMY3701? Can you recommend any further reading material for CMY3701?

No. There are no prescribed textbooks for CMY3701. You do not, therefore, have to buy any additional books. You are however encouraged to consult the list of recommended books, articles and internet links as additional resources for completion of assignments.

Do you have video discussions for CMY3701?

You will be informed if there are video discussion classes for CMY3701 planned for 2018. Contact *myUnisa*: announcements on a regular basis.

What do I do if I experience problems with the contents of the study material for CMY3701?

Contact your lecturer for CMY3701 immediately. Please do not hesitate to do it. You can phone the lecturer during the mornings, make an appointment to come and see us personally or send an email. You can also register your problem in one of the forums we provide through *myUnisa*.

12 CONCLUSION

Please do not hesitate to contact us should you need further assistance regarding anything which is not clear regarding the contents of this tutorial letter.

We hope that you will enjoy this module and wish you the very best.

13 APPENDIX A: DECLARATION

DECLARATION OF GOOD ACADEMIC PRACTICE

I, _____ (student name and student number), confirm the following with regard to my work for assignment/portfolio:

_____ (Module code and assignment number):

Yes/ No	
	Work for the assignment/portfolio was solely undertaken by myself
	I accurately and truthfully referenced all sources of information used in text and list of references to: <ul style="list-style-type: none"> • acknowledge the original author(s) whose ideas were used; • substantiate arguments and statements that originate from other sources of information, such as books, journals, presentations or interviews etc.; • enable your reader to consult the sources referred to, and/or to check your information.
	I read the Unisa Policy for Copyright infringement and Plagiarism which is posted on the module's <i>myUnisa</i> website.
	I am aware that plagiarism is an offence in terms of the Student Disciplinary Code and should a student be found guilty of transgressing the code, he/she may be disciplinary charged. Assignments may be randomly selected and submitted on the Turn-It-In programme to screen for activities related to plagiarism and academic fraud.

Signature _____

Date _____