

Administration of Justice JCJC Graduate Education Program



Student Handbook

**Department of Criminal Justice
College of Education & Human Services
Shippensburg University of Pennsylvania**

Table of Contents

Welcome	2
Faculty and Staff	3-4
Mission of the Department of Criminal Justice	5-6
Commitment to Ethical Practice of the COEHS	7
Criminal Justice Honor Code	8
The Administration of Justice JCJC Graduate Education Program	9
Admission	10
Student Planning Guidance	11
Course Grading	12
Minimum Academic Standards	13-14
Course Repeat Policy	15
Transfer Credits	16
Attendance Policy	17
Dispute Resolution for Academic Matters	18
Statute of Limitations	19
Program Course Guide	20
Student Practicum	21-23
Research Involving Human Subjects	24-25
Graduation	26
Academic and Social Improvement Services	27-28
Important Documents and University Office Information	29
Appendix A: Academic Dishonesty Policy	30-33
Appendix B: Description of Courses	34-35

Administration of Justice JCJC Graduate Education Program

Welcome to the Shippensburg University Department of Criminal Justice. The Department is one of seven units that make up the College of Education and Human Services and offers both undergraduate and graduate degrees in criminal justice. The Department was created in 1974 under the direction of Roosevelt E. Shepherd, and prides itself on its longstanding history of being a premiere program in the State System of Higher Education, as well as the Commonwealth of Pennsylvania.

We have an active and exciting Criminal Justice program. Our faculty members have degrees from some of the best institutions of higher education in the United States, and are all actively involved in research and service that address critical issues in criminal justice and public safety. In the Department of Criminal Justice, we pride ourselves in our dedication to student success by offering a high quality education to all of our students.

As a Department, our priority is the academic and professional success of our students. Noted for their student-centered focus, Criminal Justice faculty members are heavily engaged with students on a wide spectrum of activities ranging from scholarly research to internship supervision and career placement. We encourage each student to take advantage of the many learning opportunities, whether in the classroom or in the community. At the end of the day, the question is: have you put yourself in a position to be competitive in the work force? We are constantly examining market forces to gauge the relevance of our curriculum to position our students for success. Thus, we are deeply committed to preparing students for employment in the field or advanced study by offering courses that provide a balance of theory, policy, research and analysis with an applied perspective. The methodological and theoretical elements of our program are highly suitable as preparation for entering advanced graduate studies and other professional programs.

The faculty and staff in the Criminal Justice Department are dedicated to helping you become the best Criminal Justice student and professional. To help ensure your academic success and progress we have compiled a handbook of information in order to keep you informed and abreast of departmental information and policies. Based on our interactions with students, we have included supplemental information about the University and the many opportunities that await our students.

Shippensburg University and the Department of Criminal Justice is a fabulous place for your great future to start. On behalf of the faculty we extend a heartfelt welcome!

Department of Criminal Justice Faculty and Staff

Michele P. Bratina, Ph.D. (Indiana University of Pennsylvania, 2011). *Assistant Professor*. Contact: SPH 311, 477-1765, MPBratina@ship.edu. Areas of Interest: race, ethnicity, social structure, and crime; mental health in the criminal justice system; violence and victimization; criminological theory; and the media and crime.

Matthew D. Fetzer, Ph.D. (University at Albany, 2011). *Assistant Professor, Traditional Graduate Program Coordinator*. Contact: SPH 309, 477-1630, mdfetzer@ship.edu. Areas of Interest: research methods; statistics and quantitative methods; juvenile delinquency; homicide; hate crime; and domestic violence.

Billy W. Henson, Ph.D. (University of Cincinnati, 2011). *Assistant Professor*. Contact: SPH 305, 477-1608, bwhenson@ship.edu. Areas of Interest: victimology; criminology; policing; criminal justice in popular culture; violent, sexual, and repeat victimization; fear of crime; crime prevention; and cybercrime victimization.

Stephanie A. Jirard, J.D. (Boston College, 1990). *Professor*. Contact: SPH 307, 477-1142, sajira@ship.edu. Areas of Interest: the U.S. Constitution; capital punishment; and evidence law.

Cynthia Koller, Ph.D. (University of Cincinnati, 2010). *Assistant Professor, JCJC Graduate Program Coordinator*. Contact: SPH 325, 477-1599, cakoller@ship.edu. Areas of Interest: juvenile justice; white collar crime; judicial theory; sentencing disparities; and diffusion theory.

Carrie Maloney, Ph.D. (Rutgers University, 2013). *Assistant Professor*. Contact: SPH 317, 477-1770, CLMaloney@ship.edu. Areas of Interest: juvenile justice and delinquency; risk assessment and classification; research methods; corrections and rehabilitation; juvenile and adult sex offenders and treatment; ethics and policy in criminal justice.

E. Britt Patterson, Ph.D. (University of Maryland, 1992). *Associate Professor*. Contact: SPH 313, 477-1763, ebpatt@ship.edu. Areas of Interest: juvenile justice; research and quantitative methods; race, gender and crime; and criminology and delinquency theories.

Laura Patterson, Ph.D. (University of Maryland, 2003). *Assistant Professor*. Contact: SPH 303, 477-1355, lapatt@ship.edu. Areas of Interest: organized crime; victimology; white collar crime; theories of crime and deviance; community and institutional corrections; and quantitative research methods.

Melissa Ricketts, Ph.D. (Indiana University of Pennsylvania, 2007). *Associate Professor*. Contact: SPH 319, 477-1550, mlricketts@ship.edu. Areas of Interest: victimology; criminological theory testing; advanced quantitative methods; fear of crime; school violence; cybercrime; and prescription drug abuse.

Bonnie Heming, Clerk Typist 2, (*Department Secretary*). Contact: SPH 321, 477-1558, bghemi@ship.edu

Shippensburg University Administration

College of Education and Human Services

Dr. James R. Johnson, Dean. Contact: SPH 350, 477-1373, jrjohnson@ship.edu.

Vickie Shaak, Administrative Assistant. Contact: SPH 352, 477-1373, veshaa@ship.edu.

Department of Criminal Justice. Contact: SPH 321, 477-1558, www.ship.edu/criminal_justice/

Center for Juvenile Justice Training and Research (CJJT&R) Staff

Stephen P. Bishop, Director, CJJT&R. Contact: Horton Hall 211, 477-477-1294, stbishop@pa.gov

Leo J. Lutz, Director of Training and Graduate Education, CJJT&R. Contact: Horton Hall 216, 477-1185, ljlutz@ship.edu

Chris Heberlig, Program/Technology Development Specialist, CJJT&R. Contact: Horton Hall 225, 477-1448, caheberlig@ship.edu

Mission of the Department of Criminal Justice

The Department of Criminal Justice in the College of Education and Human Services at Shippensburg University of Pennsylvania adheres to the mission of the College and the University. The mission of the Department is to provide current and future Criminal Justice professionals with the background and skills that will enable them to think critically about the problems of crime and justice and to be effective decision makers in the Criminal Justice arena. The faculty strives to educate students to be critical thinkers who can communicate their thoughts effectively in oral and written form, as well as to instill a comprehensive knowledge of the field. These objectives are achieved through a balanced approach in which both theoretical and practical issues of application are addressed. The curriculum is guided by the following assessment objectives which are evaluated on a yearly basis.

OBJECTIVE 1: Comprehensive Knowledge of Criminal Justice – Students will understand more readily the operations of the criminal justice system and the many issues (both theoretical and practical) that confront the administration of justice in a democratic society.

OBJECTIVE 2: Critical Analysis – Students will understand more readily how to interpret, analyze and evaluate issues of importance in the field of criminal justice.

OBJECTIVE 3: Communication – Students will be able more readily to express their knowledge and critical analysis ability through both written work and oral presentation.

OBJECTIVE 4: Exposure to Human and Cultural Diversity – Faculty will expose students to the issues of diversity in the criminal justice system and provide opportunities for students to participate in experiences that promote diversity.

OBJECTIVE 5: Exposure to Ethical Problem Solving – Faculty will expose students to the nature of ethics in general and the role of normative ethics in the criminal justice system and provide opportunities for students to participate in criminal justice-related situations (hypothetical or actual) that deal with ethical issues.

OBJECTIVE 6: Exposure to Technology – Faculty will expose students to the use of technology in the field of criminal justice in general and provide opportunities for students to participate in criminal justice related situations that deal with technological issues.

Department Goals

As the systems designed to deliver Criminal Justice services are continually asked to function effectively in an increasingly complex society, the need for capable Criminal Justice professionals becomes more pressing. Therefore, the Department of Criminal Justice has developed specific goals for its graduate program:

1. To provide students with the background and skills that will enable them to think critically about the major issues associated with crime and justice.

2. To provide students with the background and skills that will enable them to be effective decision-makers in Criminal Justice and related agencies.
3. To provide students with the knowledge and skills to engage in independent, critical examination of crime control and crime prevention policy.

Department Objectives

The specific objectives to be achieved in meeting these goals include:

1. Developing an academic environment that will be intellectually challenging and stimulating to both students and faculty.
2. Fostering a commitment to pursuing the activities of education, scholarship, and public service in a manner that is consistent with the intellectual traditions of social science inquiry.
3. Providing an intellectual environment that values human diversity and encourages independent and critical thought.
4. Providing an intellectual environment that encourages teaching and scholarship from diverse theoretical paradigms and research methodologies.
5. Providing courses that will provide the knowledge and skills fundamental to Criminal Justice professionalism.
6. Providing a sound foundation for the pursuit of advanced degrees in Criminal Justice.
7. Providing the opportunity for students who are currently Criminal Justice professionals to extend their knowledge and skills in their area of specialization.
8. Developing professional leadership skills in the Criminal Justice field.
9. Introducing students to the research techniques that will enable them to undertake independent research in their areas of specialization and effectively interpret and make use of the research conducted by other professionals.
10. Providing an understanding of the connection between public policy formulation and Criminal Justice system behavior.
11. Providing individuals and agencies within the college's service area with needed programs and consultant services appropriate to the resources of the department.

Commitment to Ethical Practice

College of Education and Human Services

The professions of Counseling & College Student Personnel, Criminal Justice, Educational Leadership and Special Education, Teacher Education, Exercise Science, and Social Work and Gerontology comprise the College of Education and Human Services (COEHS). The COEHS is charged with upholding a learning environment in which faculty, administration, staff, and students work together to develop a lifetime commitment to being of service to others. Together, we define who we are and who we aspire to become as members of the COEHS community.

Each of the professions represented in the College are guided by ethical codes of professional practice enforced through the prescribed channels of its profession. We acknowledge and respect the individual codes and standards of ethical conduct that are prescribed by the disciplines of the College. From these codes our College has created a unifying ideal that consists of seven ethical statements of principle. These statements reflect the fundamental belief that intra-professional collaboration provides a more comprehensive service system to children, families, clients, students, and institutions than individual disciplines acting in isolation. The administration and faculty of the COEHS believe that it is important to actively uphold the following standards of ethical conduct throughout their careers:

- Honoring, and dignifying ourselves and others;
- Valuing differences among and between us;
- Advocating for and acting to attain social justice;
- Using discretion vested in the privileges of our positions appropriately;
- Performing our jobs at the highest standard;
- Upholding the trust of those with whom we work; and,
- Respecting the work of other professionals.

Individually, in order that others may know who I am, what I believe, and know of my works, I, with all others here, will be accountable for the privileges and responsibilities that accompany my membership in the COEHS.

Criminal Justice Honor Code

Shippensburg University is devoted to maintaining the highest level of professionalism in the service fields, including criminal justice. To achieve our goal of strict ethical compliance, the standards of conduct established by Shippensburg University and articulated in the Swataney <http://ssi.ship.edu/Senate/Swataney/> the student guidebook, as well as this Honor Code and the graduate handbook, shall be applicable to all Criminal Justice students at Shippensburg University.

Any violation of this Honor Code as defined below may result in a disciplinary violation noted in the student's academic record and may include a determination whether the student is fit to continue in the Administration of Justice graduate program. Any violation of the Swataney Honor Code shall be construed to be a violation of the Criminal Justice Honor Code. Any violation of this Honor Code may also be discussed with any present or future employer who seeks a reference or recommendation from the Criminal Justice Department. The Department of Criminal Justice faculty retains the right to adjudicate and determine the appropriate sanction for violations of this Honor Code. A violation of this Honor Code in no way supersedes any disciplinary action initiated by the Shippensburg University Judicial Board. Administration of Justice students are prohibited from engaging in acts of moral turpitude and in engaging in the following conduct:

Academic dishonesty: A description of academic dishonesty can be found in Appendix A of this handbook as well as in the [Graduate Student Catalog](#) and [Swataney](#).

Lying: Making any false statement intentionally meant to deceive or defraud another in connection with any activity under the purview of the Criminal Justice Department.

Administration of Justice JCJC Graduate Education Program

The Administration of Justice JCJC Graduate Education Program serves students who are currently working full-time in the juvenile justice field. The program also serves working professionals who enhance their understanding of theory and conduct research related to their organizations.

The program's major strengths are its applied perspective and strong emphasis on theory, policy, research, and analysis. Philosophy, format, and implementation stress the practical application of a higher level of knowledge, skills, and strategies. The methodological, theoretical, and ethical components are highly suitable as a preparation for entering advanced graduate studies and other professional programs.

The Administration of Justice JCJC Graduate Education Program is a 36 credit program, with an expected two-year completion time frame for full-time students.

Administration of Justice JCJC Graduate Education Program courses are generally restricted to students who work in juvenile probation who have been endorsed by the JCJC and meet the standards for admission. These courses are offered on weekends; Saturday and Sunday. Courses for the JCJC cohort are offered during the mornings (8:30 a.m. to 12:30 p.m.) and afternoons (1:30 p.m. to 5:30 p.m.) during the academic year. Classes meet for a total of five weekends each term during the academic year (fall and spring semesters). Weekend meetings are typically scheduled approximately three weeks apart.

During the summer terms, classes meet for a total of five days with class starting at 8:30 a.m. and finishing at 5:30 p.m. Students will attend the same course for the entire day. Full-time status for students in the JCJC program is 2 courses (6 credit hours) per semester during the academic year.

Cohort: Students in the JCJC program proceed through all courses as part of a cohort. The cohort structure is a fundamental strength of the JCJC Weekend Program. The cohort experience is central to the advancement of a statewide perspective in juvenile justice, leadership development, networking, and the establishment of long-term working relationships.

Admission to the Program

There are two primary requirements for admission to the Administration of Justice JCJC Graduate Education Program:

1. Endorsement by the Juvenile Court Judges' Commission
2. Admission to the Shippensburg University School of Graduate Studies

Applicants must meet all requirements of the Shippensburg University School of Graduate Studies as defined in the current [Graduate Catalog](#). Applicants should have a baccalaureate degree in criminal justice, administration of justice, or a closely-related social science field from a regionally accredited college or university with a **minimum grade point average of 2.75/4.00**. Applicants who do not meet the minimum grade point average requirement must successfully take either the Graduate Record Examination (GRE) or Miller Analogies Test (MAT) and submit their scores as part of their application. The standard for successfully passing the GRE or MAT is at or above the 50th percentile.

The Department of Criminal Justice recommends the GRE as it reflects a familiar testing format that is similar to the SAT. The GRE assesses student strengths in verbal, quantitative, and analytical areas, whereas the MAT only assesses student strengths in the area of verbal reasoning. Given the fact that the Administration of Justice program focuses on academic research requiring strong verbal, quantitative, and analytical skills, the GRE provides for a better assessment of a student's potential for success. Both the GRE and MAT require academic preparation to successfully complete. Upon request, assistance with GRE/MAT preparation may be available from the University.

Additional information on both the GRE and MAT can be found at the following web links:

GRE

https://www.ets.org/gre?WT.ac=grehome_grehome_a_121017

MAT

<http://psychcorp.pearsonassessments.com/haiweb/Cultures/en-US/site/Community/PostSecondary/Products/MAT/mathome.htm>

Student Planning Guidance

Purpose of the Student Handbook and Academic Advising

This guide had been prepared to assist students in planning their curriculum leading to the Master's of Science degree in Administration of Justice. Students, in consultation with their academic advisor and the CJJT&R Director of Training and Graduate Education, are responsible for registering for courses, and satisfying all degree requirements. The Department of Criminal Justice's JCJC Graduate Program Coordinator serves as the academic advisor for all JCJC students. The academic advisor is assigned to each student upon admission; please consult with your advisor for information that may help you make decisions about which specific courses to schedule.

Scheduling/Registering for Courses

All scheduling and schedule adjustments are completed online. Prior to scheduling, each student should consult with his/her advisor to review which courses to schedule. It is a student's responsibility to consult with their advisor. Information on how to schedule graduate courses is available online at http://www.ship.edu/Registrar/Graduate_Scheduling_Information/. Students will schedule courses via the MyShip portal (<https://my.ship.edu>) using the same username and password for their Ship email account. Students are responsible for registering for courses before the specified deadline as well as ensuring that all tuition and fees are paid. Registration deadlines are available through the Registrar's Office and information on tuition and fees can be found at Student Accounts (http://www.ship.edu/student_accounts/).

Summer courses are offered in the standard face-to-face or hybrid (face-to-face and online) formats. Scheduling summer courses is also accomplished online through the MyShip portal.

Note: The MyShip portal has summer courses scheduled under the following terms: Summer 3, Summer 4, and Summer 5. When scheduling summer courses through the MyShip portal, courses for the JCJC Summer Term I can be found under "Summer 3." Courses for the JCJC Summer Term II can be found under "Summer 5."

Student Email Account

Every registered Shippensburg University student is assigned a campus email account. Before sending or receiving messages, you must first activate the account. Activation and use of your email account is the primary avenue of electronic communication with the university, faculty, and your advisor. You should check your email daily to ensure that you do not miss important announcements regarding your classes. Information regarding activation and use of email accounts can be found at http://www.ship.edu/Mail/Get_a_Student_Email_Password/.

Course Grading

Your quality point average or QPA is determined by assigning numerical values to the letter marks and weighing them according to the number of class hours. The values assigned to the letters are:

Regular Letter Grades*

A	4.0 quality points
A-	3.7 quality points
B+	3.3 quality points
B	3.0 quality points
B-	2.7 quality points
C	2.0 quality points
F	0.0 quality points

*Individual faculty members may choose to use single letter grades and not award plus/minus grades.

Special Grades

I	Incomplete
Q	Deferred Grade
P	Passed
TR	Transfer Credit
N	Audit (no credit)
W	Withdrawal

Temporary Grades (Q and I)

The grades Q and I are temporary grades, which mean you have not completed all the requirements for a particular course. With prior approval of the appropriate dean, the grade of Q (deferred grade) may be awarded for courses such as practicum research that are planned from the start to extend over more than one grade period. If you receive a Q grade in a course, it is your responsibility to work closely with the instructor to plan a schedule in order to complete the work within **three years** at most, or the grade automatically converts to an F.

The grade of I (incomplete) can be given if you are unable to complete the requirements of a course due to a serious illness, death in the family, or other personal emergency. To request an incomplete in a particular course, you should apply directly to the instructor of the course. Apply to your college dean if you are unable to complete the requirements for all your courses in a given term. If the dean or instructor considers your reason for requesting an incomplete satisfactory, he/she will approve it. If you do not complete the work for a course in which you received a grade of I by the last day of classes before final exam week of the next full semester, your Incomplete grade will automatically be converted to a grade of F for the course(s). You may not graduate from Shippensburg University with a temporary grade on your record.

Minimum Academic Standards

Per the Shippensburg University School of Graduate Studies 2012-2014 Graduate Catalog “as a graduate student at Shippensburg University, you are expected to maintain satisfactory academic standing, which requires a cumulative QPA of 3.0 (B) or better in your total program of courses. If your cumulative QPA drops below 3.0 or you earn one C grade in a graduate course, you will be placed on academic probation.

Students on probation must raise their QPA to 3.0 by the end of the next semester (or full summer term) in which they register. An additional probationary semester may be granted at the discretion of the college dean.

If you fail to meet the conditions of academic probation you are subject to dismissal, and subject to reimbursement of tuition to JCJC.

Some programs may require undergraduate courses be taken while a student is enrolled in a graduate program. In this event, students must follow the standards for undergraduate courses that have been determined by the department, and the University will follow those standards for dismissal when appropriate.

In addition, some programs may require higher standards than listed above because of limitations imposed by accreditation agencies and societies. Such requirements are provided by departments administering these programs.

Dismissal for C Grades

You may earn only one C grade in any graduate course taken at Shippensburg University. This includes any courses that have been repeated and replaced with a higher grade. If you earn two C grades you will be dismissed from the University.

A C grade earned at Shippensburg University may not be made up at another institution of higher learning for the same course.

Dismissal for F Grades

If you earn an F grade in any graduate course taken at Shippensburg University, you will be dismissed from the University. An F grade earned at Shippensburg University may not be made up at another institution of higher learning for the same course.

Notice and Appeal

If you are academically dismissed you will be notified in writing by the Registrar’s Office. You may appeal your dismissal by writing a letter to the Dean of the College of Education and Human Services (with copies sent to the Criminal Justice Department Chair and the CJJT&R Director of Training and Graduate Education) by the date indicated in the dismissal letter. All appeals will be considered by the Academic Review Committee.

Readmission of Dismissed Students

If you are dismissed from the program for academic reasons, you may not apply for readmission to the University for at least one calendar year following your dismissal. Students who are dismissed may not take classes as a non-degree graduate student and may not apply for admission to a different graduate degree program at Shippensburg.

To apply for readmission, you must submit the appropriate application form to the Registrar's Office with the regular application fee. Readmission is never guaranteed following academic dismissal. It may only be granted if you present compelling evidence of some fundamental change that will allow you to perform academically at the level needed to graduate.

Course Repeat Policy

Students may repeat any course taken previously, regardless of letter grade. Permission from the academic department must be obtained before a course may be repeated. Graduate students are limited to a total of two repeats where the most recent grade of the course will be used in the QPA calculation, regardless of whether that grade is higher or lower. A single course repeat for grade improvement is limited to one time.

If you repeat a course, only the most recent grade will be used in calculating your cumulative QPA. If you repeat a passed course and fail, you will lose both the quality points and the credits you had previously earned.

A **C** or **F** grade earned at Shippensburg University **may not** be made up at another institution of higher learning for the same course. Independent study or individualized instruction may not be used to repeat a course.

Transfer Credits

In order to meet the needs of individual students who are not transfer students, specialized work at other institutions may be recommended to a maximum of nine credit hours. If you are admitted to Shippensburg's graduate program and wish to take graduate courses elsewhere for transfer credit after starting your program, you must receive prior approval from your advisor and from the Dean of Graduate Studies in order to insure transfer credit can be granted. A maximum of nine semester hour credits of graduate work earned at another institution will be accepted provided the courses are appropriate for your program at Shippensburg University, and the credits are received on an official transcript with grades of B or higher. Credits transferred to a Shippensburg University master's degree program from other institutions must not have been applied to a previously earned bachelor's degree.

Grades earned in courses transferred from other colleges and universities are not included in determining your quality point average in the graduate program at Shippensburg.

Credit earned more than five years prior to the date you begin your graduate program at Shippensburg University does not qualify for transfer credit.

Attendance Policy*

Students are expected to attend scheduled classes in their entirety. If a student is unable to attend a scheduled class, the student must notify the faculty member in advance. Acceptance of an absence is at the discretion of the faculty member (with the exception of religious observations). Furthermore, the Department of Criminal Justice stipulates that if a student misses more than 20% of his or her credit hours for a course for reasons other than extenuating and unforeseeable circumstances, then the faculty member may fail the student or the student should withdrawal from that course (prior to University deadlines). In addition to notification of the faculty, should a student experience extenuating and unforeseeable circumstances preventing that student from attending more than one day of class, it is the student's responsibility to notify the Department of Criminal Justice JCJC Graduate Education Program Coordinator and the CJJT&R Director of Training and Graduate Education.

Note: For courses scheduled during the academic year (fall and spring semesters), 20% equates to two class meetings (one weekend). For courses scheduled during the summer terms, 20% equates to one class meeting (one day).

***Faculty members have the discretion/academic freedom to impose an attendance policy that differs from the one stipulated above, so students should consult the syllabus for each course that they register for and abide by that attendance policy.**

Dispute Resolution for Academic Matters

In the case that a student has a dispute in regard to academic matters, the student should follow the appropriate authoritative chain in seeking a resolution. The student should first approach his/her faculty member for the course of instruction.* The Graduate Coordinator for the Department of Criminal Justice is next, followed by the Department Chair, the Associate Dean for the School of Education and Human Services, and then the Dean for the School of Education and Human Services. Students may also consult with the CJJT&R Director of Training and Graduate Education for guidance.

***Note: Prior to approaching the instructor, the student should first consult the syllabus for the course of instruction and this student handbook.**

Statute of Limitations

All research and course work for the master's degree must be completed **within a seven-year** period beginning the semester you matriculate in the degree program. Extensions must be requested through the Criminal Justice Department Chair and approved by the Dean of the School of Education and Human Services and the Dean of Graduate Studies.

Program Course Guide

The Administration of Justice JCJC Graduate Education Program runs on a cohort model with courses offered on a specific schedule. The (36 credit hour) schedule* is currently as follows:

Year	Term	Course Number	Course Title
Year 1	Summer II	CRJ501	Foundations of Criminal Justice
	Fall	CRJ580	Juvenile Justice System
		CRJ600	Research Methods
	Spring	CRJ610	Quantitative Methods in Criminal Justice
		CRJ560	Theories of Crime and Delinquency
	Summer I	CRJ592	Criminal Justice Elective
CRJ595		Practicum I	
Year 2	Summer II	CRJ520	Criminal Justice Administration and Management
	Fall	CRJ590	Criminal Justice Policy Analysis
		CRJ597	Practicum II
	Spring	CRJ594	Criminal Justice Elective
		CRJ550	Graduate Seminar

***Note: Alterations from this course schedule may be made by the Department of Criminal Justice and CJJT&R. Notification of changes will come from the Department of Criminal Justice Graduate Coordinator and/or the CJJT&R Director of Training and Graduate Education. Students will be informed of the topic/title of the Criminal Justice Electives (CRJ592/594) when it is time to schedule those courses.**

Student Practicum

The practicum can be viewed as the culmination of the Administration of Justice JCJC Graduate Education Program as it incorporates material gained from courses taken in the program including administration, theory, research, policy and practice. In addition to demonstrating the ability to successfully evaluate a community-based project, which is something all successful graduate students should be able to do, the practicum is also a way for students to acknowledge their communities and agencies, as well as the JCJC for sponsoring and providing them with the support and resources to attend the program. Thus, the project benefits the students personally in terms of their own intellectual growth and development, while simultaneously providing their stakeholders with a meaningful, evidence-based evaluation.

Students will conceptualize and evaluate an existing program at their agency or within their county, employing the knowledge gained in their studies in solving problems relevant to the field of juvenile justice. For the practicum, a student must demonstrate an ability to analyze, interpret, and synthesize information and to apply the skills and knowledge acquired during his/her graduate coursework to the community-based project identified in CRJ 501, Foundations.

Pre-requisites for the practicum include admission into the JCJC Program; successful completion of CRJ 510 (Foundations), CRJ 600 (Research Methods), CRJ 560 (Theory); and Institutional Review Board (IRB) clearance to conduct the study.

The practicum component is comprised of two courses – CRJ 595 Practicum I and CRJ 597 Practicum II.

Statute of Limitation on Practicum

Faculty will provide JCJC cohort students with a syllabus for their entire practicum requirement – Practicum I and Practicum II. Students are expected to complete their practicum coursework according to the deadlines specified in the syllabus, and complete the requirements for each practicum component by the end of the semester that the students register for that practicum course.

If a student is unable to complete the practicum requirements within the semester of enrollment, a time limit will be placed on the completion of this coursework. The maximum time limit follows the stipulations for Q grades – three years. Students must complete their practicum component in order, Practicum I followed by Practicum II. Each component is considered to be a separate course, so the three-year statute of limitation is applied to each course independently.

Should a student not complete the required coursework for Practicum I within three years or Practicum II within three years, the Q grade automatically converts to an F grade.

Sample Assignment Schedule for Practicum

ASSIGNMENT	MATERIALS TO BE SUBMITTED	DUE DATE
PRACTICUM I COMPONENTS		
1	Chapter 1: Introduction	TBA
2	Chapter 2: Literature Review/Conceptual Framework	TBA
3	SPSS System File: Includes all of the entries under <i>Variable View</i> : variable names, types, labels, values, etc.	TBA
4	Chapter 3: Methodology	TBA
PRACTICUM II COMPONENTS		
5	SPSS System File: Includes most of the entries under <i>Data View</i> : the numeric and string entries for all cases that correspond to the variables from the <i>Variable View</i>	TBA
6	Chapter 4: Analysis and Findings	TBA
7	Chapter 5: Summary and Discussion	TBA
8	Final Practicum Manuscript	TBA

Sample Grading Rubric for Practicum

Component	Unsatisfactory (1)	Basic (2)	Proficient (3)	Distinguished (4)	
Introduction	Weak introduction of topic, research question, and relevant subtopics; research question is weak and lacks an arguable position.	Adequate introduction that states topic, research question, and some of the relevant subtopics; research question is somewhat clear and arguable.	Proficient introduction that states background information, provocative question, topic, research question, and all relevant subtopics in proper order; research question is a clear and arguable statement of position.	Exceptional introduction that grabs interest of reader and states background information, provocative question, topic, research question, and all relevant subtopics in proper order; research question exceptionally clear, arguable, well developed, and a definitive statement.	Practicum I
Conceptual Framework/ Literature Review	Limited information on topic with lack of research, details, or historically accurate evidence.	Some aspects of paper are researched with some accurate evidence from limited sources.	Well researched in detail with accurate & critical evidence from a variety of sources.	Exceptionally researched with extreme detail; historically accurate with critical evidence from a wide variety of sources.	
Methodology	Inappropriate choice of research methods or methods unclearly described; research methods not suitable for answering research questions	Description of research methods to be used; somewhat unclear or incomplete; research methods not fully suitable for answering research questions.	Clear description of research methods to be used; research methods suitable for answering majority of research questions.	Clear and reasonable description of research methods to be used; diverse set of research methods clearly suitable for answering research questions.	
Completed in Timely Manner	1 of 4 due dates met. (SPSS System File and chapters 1-3)	2 of 4 due dates met. (SPSS System File and chapters 1-3)	3 of 4 due dates met. (SPSS System File and chapters 1-3)	All due dates met. (SPSS System File and chapters 1-3)	
Analysis and Findings	Results overly general and not really connected to the research question/s; interpretive elements, if present, not identified and not grounded in the results.	Results presented but detail and description is lacking; results connected to the research question but only indirectly; interpretive elements, if present, intermittently identified and upheld by results.	Results accurately presented and connected to the research question/s; interpretive elements, if present, identified.	Results accurately and clearly presented and explicitly connected to the research question/s; interpretive elements, if present, clearly identified.	Practicum II
Summary and Discussion	Discussion section does not explore the results related to the research question; interpretation of the findings not grounded in the results; recommendations for further research not made.	Discussion section explores results related to the research question; interpretation of the findings grounded in the results; some recommendations for further research made.	Discussion section explores key results related to the research question as well as raising additional areas for exploration; interpretation is supported by results; clear recommendations for further research made.	Discussion section clearly targets key results related to the research question; interpretation of the findings is clear and well-grounded in the results; additional areas for exploration indicated; cogent suggestions for further research made.	
Overall Writing	Lacks clear and logical presentation and development of ideas; weak transition between ideas and paragraphs; inconsistent grammar, spelling and paragraphing throughout paper.	Somewhat clear and logical presentation and development of ideas; adequate transitions between paragraphs; periodic errors in grammar, spelling and paragraphing.	Clear and logical presentation and development of ideas; good transitions between paragraphs. Clear, with minimal errors in grammar, spelling and paragraphing.	Exceptionally clear, logical, mature, thorough presentation and development of ideas; excellent transition between paragraphs. Very concise, clear, with consistently proper grammar, spelling and paragraphing.	
Completed in Timely Manner	1 of 4 due dates met. (SPSS System File and chapters 4-5)	2 of 4 due dates met. (SPSS System File and chapters 4-5)	3 of 4 due dates met. (SPSS System File and chapters 4-5)	All due dates met. (SPSS System File and chapters 4-5)	

Research Involving Human Subjects

One of the major pre-requisite components of the practicum coursework is obtaining Institutional Review Board (IRB) clearance to conduct research involving human subjects.

Information on human subject research and the Committee on Research with Human Subjects (commonly referred to as the Institutional Review Board or IRB) are available at <http://www.ship.edu/research/>. The Committee on Research with Human Subjects protects the rights, welfare, and well-being of subjects involved in research conducted or supported by the students and faculty of Shippensburg University and helps ensure that such research is carried out in accordance with the regulations described at 45 CFR Part 46.

Shippensburg University has a formal agreement with Office for Human Research Protections (OHRP) to comply with the regulations pertaining to human subject protections.

All research involving human subjects and participants must be approved by The Committee. All students (undergraduate and graduate) conducting research on human subjects while enrolled at Shippensburg University must comply with the University's policy on human subjects research.

University Policy on Research Involving Human Subjects/Participants*

Pursuant to action taken by the Council of Trustees, all members of the Shippensburg University faculty, staff, and student body (whether full or part-time) who are conducting research, development, or related activities with human beings as subjects[1], must comply with procedures published by the Office of Research Integrity, Office of the Secretary of Health and Human Services. The completion and filing of the form, Application to Use Human Subjects in Research is required. This form must be completed for each project before any research is conducted (e.g., data is collected) and before support for this research is solicited from any source.

For projects running longer than twelve months, continuing review is required on or before the anniversary date of the initial request. The form indicated above should be used for this continuing review and request for approval.

The person filing an application must be the principal investigator. All applications will be referred to the chairperson of the Committee on Research on Human Subjects. This committee is appointed by the president of the university and meets the criteria for membership established at 45 CFR Part 46.107. If the application satisfies the criteria for expedited review as established at 45 CFR Part 46.110, the chairperson or his/her representative board member will conduct the review. The full committee will consider those applications that do not meet the criteria for expedited review. The criteria to be used by the full committee for review of applications are established at 45 CFR Part 46.111. These criteria are:

1. Risks are minimized.

2. Risks to subjects are reasonable in relation to anticipated benefits to subjects and the importance of the knowledge that may reasonably be expected to result.
3. The selection of subjects is equitable.
4. Informed consent will be sought from each prospective subject or the subject's legally authorized representative.
5. Informed consent will be appropriately documented.
6. Provision is made for monitoring the data collected to insure the safety of the subjects.
7. Adequate provisions are made to protect the privacy of subjects and to maintain the confidentiality of data.
8. Where subjects are likely to be vulnerable to coercion or undue influence, appropriate additional safeguards are included to protect the rights and welfare of these subjects.

***Source:** Shippensburg University's Committee on Research with Human Subjects, available at <http://www.ship.edu/Research/Policy/>.

IRB Guidelines

The policy on obtaining IRB approval and having a feasible practicum proposal of substantial caliber is as follows. JCJC students will begin their educational program by taking CRJ 510 Foundations of Justice in the Summer Term II. Students should begin to work independently their practicum proposals at this time. Students will also take and complete CRJ 600 Research Methods (fall semester of 1st year) and CRJ 560 Theories of Crime and Delinquency (spring semester of 1st year). During this time period, each student will be assigned a faculty practicum advisor to begin work on the IRB process. Following the completion of CRJ 501, CRJ 600, and CRJ 560, a student must have a practicum proposal that demonstrates sufficient aptitude in research methods and have obtained IRB approval to conduct said study. The student will be then be permitted to continue in the graduate program, and can register for CRJ 595 Practicum I.

Should the student fail to complete the above listed requirements during the academic year, the student will be given the deadline of no later than the end of the Summer Term of the first academic year to complete these requirements. Should the student not complete a practicum proposal that demonstrates sufficient aptitude in research methods and obtain approval from the IRB, the student's status will be reviewed by the JCJC Graduate Coordinator of the Department of Criminal Justice and the CJJT&R Director of Training and Graduate Education. Said review may result in an I grade with the student being placed on suspension from the program for one academic year. During this suspension period, the student will again have the opportunity to complete these requirements. The student will not be readmitted into the Administration of Justice JCJC Graduate Education Program until these requirements are met. If the student fails to complete these requirements by the end of the one year suspension period, the situation will be re-evaluated and the I grade may convert to an F.

Graduation

Requirements for Graduation

All Administration of Justice majors must satisfy the following University requirements for graduation:

- The completion of 36 credit hours in a selected curriculum (course descriptions can be found in the Shippensburg University graduate catalog and the appendix of this handbook).
- A cumulative grade point average of *at least* 3.0 for the total program coursework.

Applying for Graduation

Students should apply for graduation prior to the start of the semester that they intend to graduate. Students select the term for graduation (Fall, Spring, Summer) in which they intend to finish all their required course work. The application process for graduation is conducted online through MyShip (Under the **Student** tab, **Graduation Tools**, then **Apply to Graduate**). An application fee of \$50 is required at the time you apply for graduation. In addition, students must print out and sign the **Graduation Application Signature Page** after making payment, and return the completed form to the Registrar's Office. The signature page, instructions for graduation and additional information are available online through the Registrar's Office at [http://www.ship.edu/Registrar/Graduation Process/](http://www.ship.edu/Registrar/Graduation_Process/).

Note to all students: If you do not finish your coursework within six weeks of the end of the term that you selected for your graduation date, you must re-apply for graduation. This should be done **AFTER** all required coursework is completed – your Practicum or Faculty Advisor will advise you of when to reapply (you do not need to reapply every term). You will **not** be required to pay the application fee again, as the fee is paid only once.

If you plan on finishing your required coursework over the summer, you should select August as your graduation date. August graduates will attend the preceding May graduation ceremony, as there is not an August graduation ceremony for master's students.

Academic and Social Improvement Services

Career Center

The Career Development Center (CDC) staff is excited to provide support to first year students, sophomores, juniors, seniors, graduate students, and alumni up to one year after graduation. Phone: (717) 477-1484. Website: www.ship.edu/career.

Counseling Services

The Counseling Center is accredited by the International Association of Counseling Services, Inc. and is located on the first floor of Wright Hall Weekdays 8:30 a.m. - 5:00 p.m. More information can be obtained by calling 717-477-1481 or <http://webspace.ship.edu/counctr/>.

Learning Center

The Learning Center is an academic resource center available to the Shippensburg University community. The Center is located in the lower level of Lehman Library. The Center provides tutoring, study skills assistance and other services for students, faculty and staff. Students with learning differences and/or physical challenges can take extended time tests and work with a learning specialist. More information about the learning center is available by calling 477-1420, by Email at learning@ship.edu, or on the website at <http://www.ship.edu/learning/>.

Multicultural Student Affairs

Multicultural Student Affairs, located in Gilbert Hall 100, is a student-centered office that assists groups such as the African-American Organization, Minority Affairs, the Latino Student Organization, Cultural Differences Committee, and others with program development and implementation. The office serves as a liaison in areas such as financial aid, residence life, career development, and academic departments. The office works to improve the quality of life for all students enrolled at the University and can be reached at <http://www.ship.edu/msa/> or 717-477-1616.

Students Advocating L.G.B.T.A. (Lesbian, Gay, Bi-Sexual, Transgendered, Allies) Equality (S.A.L.E.)

S.A.L.E. is located in Gilbert Hall 100, 717-477-1616, [http://www.ship.edu/MSA/Clubs/Students_Advocating_Lifestyle_Equality_\(SALE\)/](http://www.ship.edu/MSA/Clubs/Students_Advocating_Lifestyle_Equality_(SALE)/).

Women's Center

The Women's Center, located in Horton Hall 132, provides a wide variety of opportunities and support services for students. The center sponsors programs, small group discussions, activities, and speakers, in addition to providing a peer referral service, meeting room space, and information about women's issues as well as campus and community events. Contact the Women's Center at (717) 477-1790.

Office of Social Equity

Shippensburg University is committed to serving all students, including students with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the State System of Higher Education, and Shippensburg University's Equity Plans, the Office of Social Equity coordinates and provides services for students with disabilities. Call 717-477-1161 or contact http://www.ship.edu/social_equity/.

Important Documents and University Office Information

<http://ssi.ship.edu/Senate/Swataney/> -- the student handbook

<http://www.ship.edu/catalog/> -- for the university graduate catalog containing university policies

<http://www.ship.edu/Graduate/Resources/> -- for resources for graduate students

<http://www.ship.edu/microlabs/> -- for a list of microcomputer labs, including those open 24 hours

<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=215905> --for the University Bookstore

University Offices

Office of Financial Aid	OM 101	477-1131	finaid@ship.edu
Ezra Lehman Library	ELML	477-1461	librarian@ship.edu
Office of Student Accounts	OM 100	477-1211	studentaccts@ship.edu
Office of the Registrar	OM 111	477-1381	registr@ship.edu

Appendix A: Academic Dishonesty Policy

Per the Shippensburg University School of Graduate Studies 2012-2014 Graduate Catalog:

Academic Dishonesty

It is the policy of Shippensburg University to expect academic honesty. Students who commit breaches of academic honesty will be subject to the various sanctions outlined in this section. This policy applies to all students enrolled at Shippensburg during and after their time of enrollment.

Definition

As used in this policy, the term academic dishonesty means deceit or misrepresentation in attempting (successfully or unsuccessfully) to influence the grading process or to obtain academic credit by a means not authorized by the course instructor or university policy. A breach of academic honesty is committed by students who give, as well as receive, unauthorized assistance in course and laboratory work and/or who purposefully evade, or assist other students in evading, the university's policy against academic dishonesty.

Academic dishonesty includes but is not limited to:

- Bribing, or attempting to bribe, faculty or staff personnel in order to attain an unfair academic advantage.
- Possessing course examination materials prior to administration of the examination by the instructor without the instructor's consent.
- Using unauthorized materials or devices such as crib notes during an examination.
- Providing and/or receiving unauthorized assistance during an examination.\
- Using a substitute to take an examination or course.
- Misusing transcripts, records, or identification, such as forgery or alteration of transcripts.
- Allowing others to conduct research for you or prepare your work without advance authorization from the instructor, including, but not limited to, the services of commercial term paper companies.
- Plagiarism, as the term is defined in the section *Plagiarism*.
- Intentionally and without authorization falsifying or inventing any information or citation in an academic exercise, such as making up data in an experiment or observation.

The preceding list is only for purposes of illustration. Other forms of inappropriate conduct may also be subject to charges of academic dishonesty.

Resolution of Charges

When an instance of academic dishonesty is alleged, the issue should be resolved on an informal basis between the student and faculty member. If an informal resolution cannot be achieved, a formal process of deciding culpability and assessing sanctions will be followed. If the student has committed a previous violation, the formal process must be followed.

Informal Resolution

A faculty member who obtains information that a student has been dishonest should act promptly to resolve the issue. The faculty member should first contact the Dean of Students to determine if this is the first violation for the student. If the suspected incident is not the first, the offense must be handled through the formal resolution process.

For a first violation, the faculty member may attempt to resolve the issue informally with the maximum penalty to be a grade of F in the course. If the faculty member feels the offense warrants a more severe penalty, the matter must be resolved through the formal process.

For the matter to be resolved informally, the faculty member must meet with the student and present any evidence of a violation. The student will be given an opportunity to provide an explanation after hearing the evidence. If the faculty member determines a violation has occurred, he/she will complete the Settlement of a Charge of Academic Dishonesty form. This form will include the penalty that the faculty member will apply.

The form is then given to the student, who has 72 hours to seek advice and decide whether to sign. If the student agrees to accept the penalty, he/she must sign in the presence of the faculty member. The faculty member will then implement the accepted penalty and forward the settlement form to the Dean of Students. The form will be kept on records for five years and may be used if the student is accused of another academic dishonesty offense or any other violation of the Student Code of Conduct. The information will only be used for internal purposes and will not be disclosed outside the university.

If the student refuses to sign, the faculty member may pursue the matter through the formal resolution process.

Formal Resolution

An allegation of academic dishonesty must be resolved through a formal process if the student disputes the charges or does not accept the penalty proposed by the faculty member. The formal process must also be followed if the incident is not the student's first violation.

In the formal process, an allegation of academic dishonesty will be treated as a violation of the Student Code of Conduct. The charges will be resolved through the Judicial Process administered by the Dean of Students. The Dean of Students and an academic administrator designated by the Provost will consult to determine if sufficient information is present to warrant further action.

If there is sufficient information to proceed with the complaint, the steps outlined in the “Student Code of Conduct and Judicial Process” section of the student handbook *Swataney* will be followed. Academic dishonesty cases must be heard by the university judicial hearing board; the judicial officer option is not available for these cases. Appeals of academic dishonesty decisions will be handled by the Vice President for Student Affairs and the Provost.

Penalties

The Student Code of Conduct contains a list of sanctions, which may be imposed for violations. In addition to those in the Code of Conduct, the following two sanctions may be imposed against students found to have committed acts of academic dishonesty:

- **Grade Reduction:** The grade for a particular unit of work or for the entire course may be reduced.
- **Imposition of a Failing (F) Grade:** The student may receive an F for the course.

These two penalties may be imposed through the informal settlement process or the formal hearing process. More severe penalties, including suspension or expulsion, may only be imposed through the formal process. Additional stipulations may be attached to any sanction.

Plagiarism

Plagiarism is a form of academic dishonesty. Shippensburg University will not tolerate plagiarism, and the faculty will make all reasonable efforts to discourage it.

Plagiarism is your unacknowledged use of another writer’s words or specific facts or propositions or materials in your own writing. When other writers’ words or materials (even short phrases or specific terminology) are used, you should put these words, phrases or sentences inside quotation marks (or else indent and single-space more extended quotations), and you should then cite the source of the quotation either in the text of your writing or in footnotes. Failure to do so may be considered plagiarism. When the propositions of another writer are restated in your own words (paraphrased), you should also indicate the source of the paraphrased material in your own text or in footnotes. Comparable citation should be made for borrowings from media other than printed texts, such as lectures, interviews, broadcast information, or computer programs.

The more flagrant form of plagiarism is your submission of an entire paper or computer program or lab report (or a substantial portion of a longer work) written by someone else

and presented as your own work. This can include material obtained from a friend, from a fraternity or sorority file, from duplicated student writings used for analysis in other writing courses, from commercial sources, or from published materials. Another common form of plagiarism is the unacknowledged borrowing from other sources (either words or propositions) and the integration of such material in your own work.

Certain situations may cause conscientious students to fear plagiarizing when they are not really plagiarizing. These include:

Improper format for documentation

Improper documentation is not plagiarism but a technical academic problem. Different professors, different academic departments, and different academic disciplines have various ways of documenting borrowed materials. Each professor should make clear to you how he/she wants borrowed materials documented for given writing or programming assignments. You should make every effort to understand precisely what your professor expects regarding documentation. As long as you make a clear effort to document all borrowed materials, you are not plagiarizing.

Use of supplemental individualized instruction on an assignment

Various tutorial resources are available at the university, including a writing center and assistance from faculty who assist students during the process of composing a paper. When you seek these kinds of legitimate academic assistance, you are not plagiarizing. In fact, you are making an extraordinary attempt to improve your writing and academic performance. In such cases, you should inform your instructor of the fact you have sought assistance from a given source on an assignment. This acknowledgement should be stated on the cover sheet of your paper or program. The prohibition against plagiarism should in no way inhibit or discourage you from seeking legitimate supplemental instruction in developing an assignment.

Use of a proofreader

If you are unsure of your ability to produce finished drafts that are virtually error-free, you may use such resources as hired typists, more editorially proficient friends, tutors, or writing center personnel to insure your finished papers are relatively error-free. You should indicate on the title page the fact your paper was typed and/or proofread by someone else. The prohibition against plagiarism should in no way inhibit or discourage you from using available reference and/or human editorial resources in seeking to produce an error-free final copy of a paper.

In summary, plagiarism is the unacknowledged borrowing of another writer's, speaker's or programmer's words and/or propositions. To avoid plagiarism, you should acknowledge assistance received in developing and/or proofreading a paper. If you need or desire such assistance, you should not be discouraged from seeking it because of the university policy on plagiarism (2012-2014 Graduate Catalog, pp. 22-23).

Appendix B: Description of Courses

CRJ501 Foundations of Justice (3 credits)

Examines the nature, application, and impact of various theoretical approaches, practices, and assumptions regarding the function and operation of the criminal justice system.

CRJ520 Justice Administration and Management (3 credits)

Studies bureaucracy and complex organizations with emphasis on the concepts and practices of the administration and management of agencies in the criminal justice system.

CRJ550 Graduate Seminar (3 credits)

Introduces graduate students to the basic concepts, principles, and issues involved in the development of drug control policy in the United States since the early 1700s and the profound impact these factors have had on the public perception of drug use and the manner in which the criminal justice system functions.

CRJ560 Theories of Crime and Delinquency (3 credits)

Examines etiology of criminal behavior including the process of becoming a criminal, patterns of criminal behavior, and social and individual consequences of crime and delinquency.

CRJ580 Juvenile Justice System (3 credits)

Examines the goals, organization, and operations of agencies and institutions that work with youthful offenders including current policies and proposals for their reform.

CRJ590 Justice Policy Analysis (3 credits)

Analysis of the process by which policy decisions in criminal justice are derived and implemented and their consequence on the criminal justice system.

CRJ592/594 Selected Topics (3 credits)

Opportunity for the department to offer courses in areas of major interests not covered by regular course offerings. Examples of topics for these course offerings include: Anatomy of Violence, Homeland Security, Risk Assessment, Victimology.

CRJ595 Practicum I (3 credits)

An original work done as a group or individual effort in an agency setting which results in a scholarly paper revolving around an issue germane to the participating agency. Significant involvement with the agency is necessary. The department must approve the selection of the agency and the issue.

CRJ597 Practicum II (3 credits)

An original work done as a group or individual effort in an agency setting which results in a scholarly paper revolving around an issue germane to the participating agency. Significant involvement with the agency is necessary. The department must approve the selection of the agency and the issue.

CRJ600 Research Methods (3 credits)

Survey of empirical research methods and their application in the field of criminal justice; includes research design, theories of sampling, data collection strategies and analysis of findings.

CRJ610 Quantitative Analysis (3 credits)

Examines the relationship and application of statistical techniques to theory building and concept construction. Includes an overview of statistical methods with an emphasis on criminal justice.

Prerequisite: CRJ600.