
Handbook for Graduate Studies in Criminal Justice*



North Dakota State University Fargo, ND

For further information, please contact:

Kevin M. Thompson, Ph.D.
Department Head
North Dakota State University
Criminal Justice & Public Policy Bldg.
1616 12th Ave. North (P.O. Box 5101)
Fargo, ND 58105-5101
(701) 231-8938
kevin.thompson@ndsu.edu

Carol A. Archbold, Ph.D.
Graduate Director
North Dakota State University
Criminal Justice & Public Policy Bldg.
1616 12th Ave. North (P.O. Box 5101)
Fargo, ND 58105-5101
(701) 231-5697
carol.archbold@ndsu.edu

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**DEPARTMENT OF CRIMINAL JUSTICE AND POLITICAL SCIENCE
COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES
NORTH DAKOTA STATE UNIVERSITY**

MISSION AND VISION STATEMENTS

The Criminal Justice Graduate Program, as part of the Department of Criminal Justice and Political Science endorses and actively supports the University's Mission Statement, as well as the College of Arts, Humanities and Social Sciences' Vision Statement which embraces the teaching, research, creative activities and service objectives of NDSU's land grant mission, and the needs of a diverse constituency.

The Mission of the Graduate Program in Criminal Justice

In line with North Dakota State University's heritage as North Dakota's land-grant institution, the Criminal Justice Graduate Program strives to provide high quality instruction, research and public service. The Program educates and serves the people of North Dakota, the region, the nation and the international community by discovering, communicating, applying, and preserving knowledge relevant to the causes of crime and societal responses to crime. At the same time, the Program fosters the personal growth of individuals by creating an environment which nurtures intellectual, social and cultural development.

The Department of Criminal Justice and Political Science offers academic and professional programs that lead to degrees from the baccalaureate through the doctorate. As part of the wider North Dakota State University Community, the Criminal Justice Graduate Program endorses the value placed on *People, Scholarship, the Idea of a University, and the Land-Grant Ideal*.

The Criminal Justice Graduate Program, like the College of Arts, Humanities and Social Sciences, is committed to:

- Providing its students the highest quality of academic and technical preparation in an atmosphere that promotes intellectual vigor, critical inquiry, ethical citizenry, and creative decision-making requisite for professional success
- Encouraging in its faculty exemplary scholarship of teaching, research, and service, leading to significant publications and outreach to the citizens of the state of North Dakota
- Invigorating the tradition of outreach to the community through the discovery, analysis and dissemination of knowledge relevant to citizens and policy-makers regarding the issues of crime and criminal justice.

In its vision to realize human potential and achievements, the Criminal Justice Graduate Program as part of the College of Arts, Humanities and Social Sciences is guided by the qualities of creativity, ethical integrity, and mutual respect.

OBJECTIVES FOR GRADUATE STUDIES IN CRIMINAL JUSTICE

North Dakota State University offers both a Master of Science in Criminal Justice Administration and a Doctor of Philosophy degree in Criminal Justice, designed to train graduate students in a field that is increasingly marketable. These graduate programs permit students to engage in focused study of the problems of crime, crime control, and the criminal justice system while simultaneously developing a strong foundation in related areas of criminological theory, research methods, and administration.

More specifically, the education and training of Master's degree students in this field will (1) furnish practicing professionals with advanced knowledge of justice administration, criminal justice policy, behavioral elements of crime, and research skills; (2) provide students with conceptual and research skills that would facilitate coursework in a subsequent Ph.D. program; and (3) enhance the thinking skills of leaders in the criminal justice system by improving supervisory standards, facilitate critical thinking, and promoting ideas of social change.

The M.S. in Criminal Justice Administration consists of two tracks. The Applied Criminal Justice track will be geared to practicing professionals who wish to apply core principles of criminal justice in helping to shape the administration of criminal justice practice and policy. This track culminates in a policy-based paper. The second, traditional Criminology track includes coursework directed toward advanced grounding in the concepts, principles, theories, and research methodology of the field. This track culminates in a Master's thesis.

Doctoral students are prepared to conduct research in the various areas of criminological theory, crime control, and correctional and police administration and to pursue teaching and/or research positions in academia or research positions within the criminal justice system itself. The curriculum will afford training to students in four areas: 1) criminological theory, 2) advanced research skills, 3) teaching in academia, and 4) specialization in one of three areas – Criminology, Corrections, and Policing.

Graduates from the Ph.D. program can expect sufficient grounding in the theories of criminology, as this knowledge serves as the foundation of all aspects of the criminal justice system. They will develop and utilize skills in qualitative and quantitative research methods. They will be confident about their ability to teach at the college level. And, they will be able to market themselves as having expertise in one of the three topical fields, policing, corrections, or criminology.

ADMISSION TO GRADUATE STUDY IN CRIMINAL JUSTICE

Admission to the Graduate School

For admission to graduate study in either the M.S. or Ph.D. program in Criminal Justice, the applicant must first be admitted to the Graduate School. An application to the Graduate School is available on-line at: <http://www.ndsu.edu/gradschool/> or applicants may request a copy by writing to the Graduate School:

North Dakota State University

The Graduate School

P.O. Box 5790

Fargo, ND 58105-5790

Telephone: (701)231-7033

For admission to the M.S., the applicant must submit the following to the Graduate School:

- ◆ Application for admission
- ◆ Personal statement (outlining the applicant's rationale for pursuing a master's degree and demonstrating the potential to succeed in the M.S. program)
- ◆ Non-refundable application fee
- ◆ Official transcripts of all previous undergraduate and graduate records
- ◆ Three letters of recommendation from persons familiar with your academic achievements. The Department requires that at least one of these letters be written by an individual who can evaluate the applicant's academic performance.

For admission to the Ph.D., the applicant must submit the following to the Graduate School:

- ◆ Application for admission
- ◆ Personal statement (outlining the applicant's rationale for pursuing a Ph.D., specific plans for utilizing the degree, and demonstrating the potential to succeed in the Ph.D. program)
- ◆ Non-refundable application fee
- ◆ Official transcripts of all previous undergraduate and graduate records
- ◆ Three letters of recommendation from persons familiar with your academic achievements. The Department requires that at least 2 letters be written by academics or professors who can evaluate the applicant's potential as a future researcher/instructor.
- ◆ Additionally, Ph.D. applicants must submit official Graduate Record Examination (GRE) scores from the Educational Testing Service.

The Department accepts M.S. applications for both Fall and Spring enrollments on a rolling basis. The Department accepts Ph.D. applications only for Fall enrollment and these must be received by April 1st. Faculty in the Criminal Justice program make recommendations on all applications, but the final admission decision is the responsibility of the Dean of the Graduate School. Applicants are responsible for making sure that their applications are complete. No application will be reviewed until all materials have been submitted.

Minimum Admission Requirements

Applicants to the M.S. program are required to have completed an approved baccalaureate degree. Students are also required to have had one course in research methods, one course in statistics, and should document adequate background preparation or demonstrated potential in the field of Criminology or Criminal Justice.

For admission to full-standing in the M.S. program, students are required to achieve a minimum grade point average of 3.0 over their last 60 credit hours. Students not meeting these standards will be evaluated and possibly placed on conditional status. Students not meeting the above admission standards may be required to enroll in 6-10 graduate credit hours and achieve a cumulative GPA in these classes of 3.0 for full-standing admission into the program, or successfully complete other requirements as deemed appropriate by the faculty, prior to admission to full standing.

Generally students enter the PhD program only after having received an approved Master's degree, however in exceptional cases, extremely well-qualified applicants with a Bachelor's degree may be considered for admission. In addition to the general Graduate School requirements, students will be required to have had one course in undergraduate social or behavioral theory, one course in research methods, and one course in statistics. Additionally, students should have adequate background preparation or demonstrated potential in the field of Criminology or Criminal Justice. For students entering with a Master's degree, the admissions committee will decide on a case-by-case basis whether credits from the Master's degree are transferable to the Ph.D. program. Additionally, applicants should submit their Master's thesis (if applicable) to the graduate committee for review. This committee would be charged with determining whether the research project is sufficient in scope and depth to warrant further supervised research.

Applicants to the Ph.D. program are required to take the Graduate Record Examination (GRE) and submit their undergraduate and/or graduate transcripts. For admission to full-standing, students are required to attain a combined minimum score on the GRE of 1,000 (verbal and quantitative) and achieve a minimum grade point average of 3.0 over their last 60 credit hours.

Admission to the Graduate Criminal Justice Program

Admission to either the M.S. or Ph.D. program in Criminal Justice depends upon meeting the general Graduate School requirements and the departmental requirements. Admission is determined by the Graduate Admission Committee of the Department. This committee reserves the right to limit the number of applicants accepted to either program at any given time in response to the availability of departmental resources necessary for effectively operating the graduate programs in criminal justice. All applicants who have provided the required application materials, including completed application forms, the application fee, reasons for graduate study statement, transcripts, any required educational credentialing, three completed letters of recommendation, and any appropriate test scores, will be notified of action taken on their request for admittance to the Graduate School. Admission of all graduate students requires approval by the Dean of the Graduate School.

Conditional Admission

Students not meeting the standards described above will be evaluated and possibly placed on conditional status. Students admitted on conditional status will be informed of the conditions of their admission and requirements for timely completion of those requirements. Students not meeting the admission standards may be required to enroll in 6-10 graduate credit hours and achieve a grade of “B” or better in all classes (other conditions may also apply). After completing all of the requirements, students admitted on conditional status will be evaluated by the Department to determine if they will be admitted to full-standing or advised to discontinue the program.

International Student Admission

North Dakota State University welcomes international students as part of the student body, and the Graduate School encourages applications from qualified students throughout the world. In addition to meeting the previously stated admission requirements, to qualify for admission in an advanced degree program, all international students must demonstrate proficiency in English and must provide evidence of adequate financial support for themselves and any dependents for the duration of their graduate program. Also, international students who have not attended a U.S. university or college must have their grade reports (educational credentials) evaluated by Educational Credential Evaluators, Inc. on the Course-by-Course (second level of evaluation) basis. An ECE, Inc. application may be obtained from the NDSU Graduate School, or you may contact Educational Credential Evaluators, Inc. in one of the following ways: www.ece.org (application and all information are available); 414-289-3400 (telephone); 414-289-3411 (fax); ECE, Inc., P.O. Box 514070, Milwaukee, Wisconsin 53203-3470.

English proficiency must be demonstrated prior to admission by obtaining a minimum score of 525 (paper-based test) or 193 (computer-based test) on the Test of English as a Foreign Language (TOEFL). The test date must be within two years of the date of the application to the Graduate School. All application materials for international students must be received by the Graduate School prior to May 1st for Fall Semester and August 1st for the Spring Semester.

Academic Advising

Upon enrolling in either graduate program, new students should meet with the Graduate Director to identify an appropriate selection of coursework for the first semester of graduate study. Also, within the first year of enrolling in the program, students should identify an advisor and meet with that advisor to discuss their Plan of Study.

Plan of Study forms are simple but critical documents. These forms may be obtained from the Graduate School (http://www.ndsu.edu/gradschool/grad_forms.shtml) either online or in-person (2nd Floor of Old Main). The forms request a listing of all courses the student has taken, is taking, and plans to take to complete degree requirements. The form is signed by the student's advisor and supervisory committee members. No other form is required to specify planned courses, advisor or supervisory committee members. Finally, the forms require the signature of the Department Chair, the Dean of the College, and the Dean of the Graduate School.

The Plan of Study forms provide the backbone for the student's entire graduate program of study. Often students delay completing these forms for fear that changes may need to be made later. However, changes are easy with the appropriate form from the Graduate School. It is better to complete a Plan of Study form, get it on record and make changes later, than it is to delay its completion altogether. The plan of study should be submitted to the Graduate School for approval not later than the term immediately after the supervisory committee is formed and must be filed in the Graduate School prior to scheduling of the preliminary oral examination.

Graduate Student Rights and Responsibilities

Graduate students are urged to consult the NDSU Graduate Bulletin regarding rights and responsibilities. Graduate students, like all students at NDSU are expected to abide by the Student Code of Conduct, as well as other relevant sections of the Graduate Bulletin and other University policies. The graduate student is responsible for being familiar with these relevant policies. The section on page 11 of this Handbook contains specific information on graduate assistants' rights and responsibilities which is relevant for students in these positions.

Graduate Assistantships and Other Financial Aid

Various types of financial assistance are available to graduate students in the Criminal Justice program, such as (but not limited to) student loans, scholarships and fellowships, graduate assistantships, graduate tuition waivers, and part-time employment opportunities both on and off campus.

The Department views the opportunity for graduate students to work on assistantships as a privilege afforded to promising students who have demonstrated potential for success in graduate studies. In addition, the Department views the awarding of assistantships as an investment in the potential success of the graduate student, both academically within the program and as a future professional. As such, additional employment outside the university/department is strongly discouraged, as such employment is likely to seriously detract from the student's academic progress and interfere with the appropriate completion of the responsibilities related to the assistantship, especially in the case of full time (20 hours per week) assistantships.

The Department offers a number of graduate assistantships for well-qualified graduate students. Students who receive an assistantship are employed as either teaching or research assistants. Students should recognize that the nature of assistantships, regardless of whether they are teaching or research related, often require flexibility in work hours from week to week.

Teaching-related responsibilities may include, but are not limited to:

- 1) assisting in exam construction and proctoring
- 2) assisting in meeting student needs (e.g., answering questions and helping students understand course materials)
- 3) grading short assignments and recording grades
- 4) setting up instructional media equipment

Research-related responsibilities may include, but are not limited to:

- 1) conducting a literature review
- 2) assisting with research design (e.g., sampling, instrument construction)
- 3) data collection, coding, and analysis
- 4) manuscript and/or technical report preparation, as deemed appropriate by the faculty member

Assistantship Award Policies and Procedures

All students, both continuing and newly accepted, are considered for funding on an annual basis. Students who are not admitted in full standing are typically not eligible for funding. Graduate assistantships will be awarded contingent upon the availability of funds. Generally, the department's funding priorities follow the following progression: 1) Current Ph.D. students, 2) Incoming Ph.D. students, 3) Current M.S. students, 4) Incoming M.S. students, however specific evaluation criteria for the awarding of graduate assistantships include factors such as the number of graduate credits earned (if the applicant is already in the program), academic performance (graduate and/or undergraduate GPA), letters of recommendation and/or faculty input, and past performance as a graduate assistant (if applicable). Consistent with the department's policy that graduate students maintain reasonable academic progress during their graduate career the department reserves the right to limit departmental support to two (2) years for Master's students and three (3) years for Ph.D. students. Assistantships supported by external funds are awarded at the discretion of the principle investigator.

Returning students will be evaluated based upon their performance in the department, both academically and in terms of any past assistantship assignments. Funded students who fail to meet their assistantship obligations or who fail to make reasonable progress through the academic program risk having their assistantship revoked. Each semester, faculty supervising graduate assistants (as well as other non-funded graduate students) will be asked to complete an evaluation form. The form will evaluate students on the basis of the quality of their coursework, their performance duties as a graduate assistant (for funded students only), and their progress toward professional development.

At the time of appointment, the student will be provided with a letter of contract from the department specifically outlining each of the following areas of information, including 1) work responsibilities associated with the assistantship, 2) length of appointment, 3) the departmental policy on external employment, 4) the process for evaluation of performance and policy for early termination from the assistantship, 5) who the student's immediate supervisor is, 6) the amount of the compensation involved, including tuition remission, and 7) appropriate procedures for the student to lodge complaints or address grievances.

Per Graduate School policy, individuals officially appointed as research or teaching assistants for more than 5 hours per week, tuition (both resident and nonresident) for all graduate credits is waived. Student activity fees are not waived. Students awarded teaching or research assistantships receive a stipend, the amount of which depends on the availability of funds. Assistantships are part-time employment and thus do not include fringe benefits (i.e., health coverage).

Generally, a student receiving an assistantship requiring more than ten (10) hours of work per week must take at least nine (9) credits of graduate course work each semester. Those working between 5 and 10 hours per week are required to maintain at least six (6) graduate credits. Exceptions to these policies must be approved in advance by the Department Chairperson. For instance, a student about to graduate and taking only three (3) Master's Thesis credits may be expected to fulfill the obligations related to an ongoing research assistantship depending on the expectations of the supervising faculty member. Similarly, an exception may be granted for students preparing for comprehensive exams, given that these academic activities involve at least as much effort as does taking courses for credit. Written requests for these and other reasonable exceptions to this requirement, including justification for the exception, must be presented by the student's advisor or assistantship supervisor to the Department Chairperson for approval.

Students may be given the opportunity to teach courses as a graduate instructor. In order to be eligible for consideration, a student generally must have a Master's degree in Criminal Justice or a related area or a J.D. and must have completed HUM 702: Introduction to College Teaching. Students entering the program with a baccalaureate degree must complete 30 credits and HUM 702 before being considered to teach. Exceptions to these requirements may be made at the discretion of the faculty, as Department needs dictate.

All students interested in receiving an assistantship must submit an application to the Department by April 1st (See Appendix B for Assistantship Application). Incoming students are automatically considered. While these applications are included in the assistantship decision-making process, individual faculty members reserve the right to hire graduate students for externally funded projects at their discretion, as well as the right to remove those students from the project for failure to adequately perform the duties required of the research assistantship, as outlined in the letter of contract.

Graduate Assistants' Rights and Responsibilities

Graduate students involved in teaching (either as Teaching Assistants or as Graduate Student Instructors) are responsible for behaving in an ethical and otherwise appropriate manner at all times when dealing with their students. The nature of undergraduate instruction is such that care must be taken at all times in dealing with students so that even the potential perception of inappropriate behavior is avoided. Graduate students are responsible for being familiar with and adhering to the standards of behavior regarding appropriate interaction with students outlined in relevant sections of the University and College of Arts, Humanities and Social Sciences' Faculty Policy Manuals. In particular, graduate students involved in teaching activities should be familiar with NDSU Policy Manual Chapter 1 (Sections 150-169, regarding Employee Responsibilities/Activities), Chapter 3 (sections 320-329 and 330-339, regarding Responsibilities and Activities, and Teaching, respectively) and Chapter 6 (Sections 600-608, regarding Student Affairs). These policies are available online at <http://www.ndsu.edu/policy/>.

Graduate students involved in research assistantships must also be familiar with and adhere to the NDSU guidelines regarding the ethical treatment of research participants. These guidelines can be found at the IRB web page (http://www.ndsu.nodak.edu/irb/forms/irb_guidelines.pdf).

The IRB requires students to be “certified” as being familiar with these guidelines prior to engaging in research activities, even as a research assistant.

Graduate students, whether they are funded or not, are required to adhere to University policies regarding sexual harassment and substance use and abuse (www.ndsu.edu/policy/155.htm). In addition, graduate students should be familiar with the rights regarding privacy of student records (pg. 13 of Graduate Bulletin) and with Graduate Student Appeals (pg. 189 of Graduate Bulletin).

Graduate students should be familiar with appropriate procedures for addressing grievances and are expected to follow such procedures as are all members of the campus community. Relevant policies in this area include section 157 of the University Policy manual, and Graduate School policies on Grade Appeals which can be found at the following web page:
<http://www.ndsu.edu/gradschool/bulletin/grstuap.html>.

THE MASTER'S DEGREE

General Requirements

The curricular structure of the M.S. program is listed below. Students will select one of two tracks: an **Applied Track** will be oriented to students who wish to apply criminal justice principles and research to a management or policy-based position in criminal justice. This track focuses on providing knowledge relevant for career advancement and the improvement of criminal justice system operations to practicing professionals (e.g., law enforcement officers, correctional directors). Students in this track are required to complete a policy-based paper as a final step in the course of study. The **Criminology Track** is open to students who may subsequently wish to pursue a Ph.D. in criminology or criminal justice or who are simply more interested in the behavioral and/or theoretical approaches in criminology. This track culminates in the writing of a Master's Thesis, which will make an original contribution to knowledge in the field of criminal justice/criminology.

A student entering the program with a Bachelor's degree must take a minimum of 30 credit hours. The curricular structure of the program for Master's applicants entering the Applied track with a baccalaureate degree is:

Foundation Courses	15 cr.
Corrections Elective	3 cr.
Policing Elective	3 cr.
Management-Related Elective	3 cr.
Policy-Based Paper (CJ797)	6 cr.
Total	30 cr.

The curricular structure of the program for Master's applicants entering the Criminology track with a baccalaureate degree is:

Foundation Courses	15 cr.
Theory Courses	3 cr.
Elective Courses	6 cr.
Master's Thesis (CJ798)	6 cr.
Total	30 cr.

All students are required to achieve a grade of "B" or better in all courses. Nine credits per semester are considered a full-time graduate load. Full-time graduate assistants (20 hours/week) are expected to maintain a full-time course load. Any graduate assistant wishing to register for more than 12 credits in a regular semester must secure the approval of their academic dean and the Dean of the Graduate School.

All requirements for the M.S. degree must be completed within a period of 7 consecutive years. Graduate credit for any course work that is more than 7 calendar years old at the time of graduation may not be used to satisfy degree requirements.

M.S. “Applied” Track Curriculum

Required Courses

FOUNDATION COURSES (Student must complete **all** courses for a total of 15 credits)

CJ703 (3)	Advanced Criminology
CJ709 (3)	Criminal Justice Policy
CJ702 (3)	Program Evaluation
Stat725 (3)	Applied Statistics
Comm710 (3)	Advanced Quantitative Methods

Elective Courses

(Student must complete **one** course from each of these three areas for a total of 9 credits)

CORRECTIONS (3 Credits)

CJ661 (3)	Corrections
CJ707 (3)	Juvenile Corrections
CJ762 (3)	Community Corrections
CJ763 (3)	Correctional Rehabilitation
CJ765 (3)	Crime Prevention

POLICING (3 Credits)

CJ660 (3)	Criminalization
CJ755 (3)	Administrative Policing
CJ757 (3)	Community Policing
CJ760 (3)	Police and Race Issues
CJ761 (3)	Police Effectiveness

MANAGEMENT-RELATED (3 Credits)

Bus630 (3)	Legal and Social Environment of Business
Bus650 (3)	Human Resource Management
Comm683 (3)	Organizational Communication I (also cross-listed with Bus)
Psych653 (3)	Organizational Psychology

TERMINAL PAPER

CJ797 (6)	Policy-based Paper
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M.S. “Criminology” Track Curriculum

Required Courses

FOUNDATION COURSES (Student must complete **all courses** for a total of 15 credits)

CJ703 (3)	Advanced Criminology
CJ709 (3)	Criminal Justice Policy
CJ702 (3)	Program Evaluation
Stat725 (3)	Applied Statistics
Comm710 (3)	Advanced Quantitative Methods

THEORY COURSES (Student must complete **one** course for a total of 3 credits)

CJ721 (3)	Individual Theories of Crime
CJ722 (3)	Structural Theories of Crime

Elective Courses

(Student must complete **two** of these courses for a total of 6 credits)

CJ606 (3)	Crime and Delinquency
CJ750 (3)	Violence
CJ752 (3)	Criminogenic Commodities
CJ607 (3)	Deviant Behavior
Psych672 (3)	Advanced Psychopathology

TERMINAL PAPER

CJ798 (6)	Master’s Thesis
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Master’s Paper/Thesis

A written Master’s Paper or Thesis, as required by the respective M.S. tracks must be completed and orally presented to the student’s committee for defense. The Master’s Paper must show originality and demonstrate the student’s capacity to locate, digest and integrate relevant empirical and other information to create an effective policy analysis. The goal of the Master’s Thesis is to demonstrate the student’s ability for independent, original research productivity. In particular, the Thesis must embody results of original research focusing on a significant problem or issue in criminal justice which constitutes a definitive contribution to knowledge.

Paper/Thesis Requirements

General instructions on format are included in the North Dakota State University Graduate School *Guidelines for the Preparation of Disquisitions*, which is available at the Varsity Mart, and can be found at <http://www.ndsu.edu/gradschool>.

Paper/Thesis Committee

Each prospective candidate for the M.S. degree must select a Paper/Thesis advisor who will then assist in the selection of a four person advisory committee. The student, with the approval of the department chair, will select a major advisor. The advisor-student relationship must be mutually acceptable. The advisor will act as the chair of the student's advisory committee and will be in charge of the plan of study. The advisor and student shall agree upon two additional committee members. One of these members must be from the faculty. The other member may be either a faculty member or a qualified off-campus expert in the field (off-campus experts must have a PhD and be approved by the student's advisor and the Graduate Council). A fourth committee member serves as a Graduate School appointee. This appointment is made by the graduate dean, but suggestions as to who the appointee might be are welcome and useful. One committee member must be from outside the student's academic college. The Graduate School appointee may or may not be the outside committee member. The Graduate School appointee must be a Full Member of the NDSU Graduate Faculty.

NOTE: Other qualified individuals may participate as committee members following approval by the graduate dean upon a recommendation accompanied by rationale and curriculum vitae by the appropriate department/program chair and academic dean.

The advisory committee agreed upon by the advisor and student and approved by the department/program chair and the academic dean shall be recommended to the Dean of the Graduate School for final approval. Each committee member shall have an equal vote in committee decisions.

The plan of study should be submitted to the Graduate School for approval not later than the term immediately after the supervisory committee is formed and must be filed in the Graduate School prior to scheduling of the preliminary oral examination. Revisions in the program of study must be approved by the student, advisory committee, department/program chair (when required) and Dean of the Graduate School. The graduate dean will officially notify the student, advisory committee, department/program chair, and the academic dean of all changes.

Oral Prospectus Hearing

After the advisory committee is approved the student will prepare a proposal for the conduct of the Master's Paper/Thesis and attend an oral prospectus hearing. All committee members must be present at this hearing, which will encompass a demonstration of the interplay of student knowledge and their Paper/Thesis project and committee members will provide relevant feedback as the appropriate methods to be used and topical content for the Paper/Thesis project. This will constitute a defense of the proposal for the Paper/Thesis. After successful completion of this oral proposal defense, the student will be granted permission by the committee to begin work on the Paper/Thesis in line with the recommendations made as to the structure of this project. Upon receiving approval, it is incumbent upon the student to adhere to and submit for review to the Institutional Review Board, any research project involving human subjects. At least one academic semester must elapse between the oral prospectus hearing and the final oral examination of the Paper/Thesis.

Oral Defense Hearing

Students must be registered for at least one credit in the semester in which they plan to defend their Paper/Thesis and graduate. The graduate dean will formally notify the committee and the student when and where the examination has been scheduled. The examining committee shall consist of the student's advisory committee. The Paper/Thesis in a near final form must be given to the committee members at least seven (7) days prior to the final examination.

Paper/Thesis Approval

At the conclusion of each oral examination, the examining committee shall record in writing its approval or disapproval of the candidate and file its report with the graduate dean. The committee's decision filed on the Report of the Final Examination signifies that the student has been examined with respect to the knowledge required in the major area and that all course work has been satisfactorily completed. This form should be filed in the Graduate School within seven (7) days.

After the exam, the student incorporates into the Paper/Thesis corrections suggested at the oral examination. One copy of the Paper/Thesis, on regular paper, is presented to the Graduate School for editing and a format check by a disquisition editor in the Office of Graduate Studies.

After editorial, format, and graduate dean approval, five (5) final copies of the Paper/Thesis, on the required paper and bearing the disquisition approval form signed by the advisor, all other supervisory committee members, and the department chair, are to be presented, unbound, to the Office of Graduate Studies. With each copy, the candidate must submit an abstract not exceeding 350 words. These five (5) final copies must be accompanied by a receipt from the Business Office for the cost of the binding. Two (2) bound copies of the Paper/Thesis go to the University Library. The remaining three (3) bound copies are for the student, the student's adviser, and the student's department. Each candidate who passes the final examination must also submit a sixth copy of the Paper/Thesis, accompanied by an additional copy of the title page and an additional copy of the Abstract signed by the major adviser.

The student has one (1) year from the date of the final examination to deliver the six (6) final copies to the office of graduate studies and complete all other degree requirements. Should the disquisition not be deposited as specified or all other degree requirements not be completed, the student must repeat the final examination. If a period of time two years or greater lapses before the final copies are submitted, the student must reapply to the graduate school and must register for a minimum of two (2) credits.

THE DOCTORAL DEGREE

General Requirements

It is recommended that students complete the foundation courses and methods requirements early in their coursework. (A recommended schedule would include CJ709 and COMM710 in the fall of the first year and CJ703 and STAT725 in the spring of the first year. Then, students should consider taking STAT 726 in the fall of the second year and CJ702 in the spring of the second year.) See Appendix C for course descriptions.

A student entering the program with a Bachelor's degree must take a minimum of 90 credit hours. Those students who attain sufficient credits for a master's degree but who lack the requisite skills to pursue further coursework toward the Ph.D. will be encouraged to write a thesis leading to a master's of science degree in Social Science.

The curricular structure of the program for doctoral students entering with a baccalaureate degree is as follows:

Theory/Policy courses	9 cr.
Research skills	12 cr.
Substantive Area	18 cr.
Electives	18 cr.
Indiv. Study/Dissertation	33 cr.
Total	90 cr.

Students entering the program with an approved master's degree are required to complete a minimum of 60 credit hours, and at least three (3) of the research skills courses must be completed at NDSU. The graduate committee will review the student's transcript to determine whether the student has successfully completed any of the required courses in their master's program. In the case that a course taken in the master's program is sufficiently similar to required courses at NDSU and a student has successfully completed that course, the requirement may be waived. (For example, if a student received an "A" in a course similar to "Advanced Criminological Theory," CJ703 may be waived as a requirement.) The student will be advised within their first semester of study as to whether any credits will be waived. Any credits waived in this manner must be completed as either electives or dissertation credits.

The curricular structure of the program for doctoral students entering with a Master’s degree is as follows:

Theory/Policy courses	9 cr.
Research skills	12 cr.
Substantive Area	18 cr.
Electives	6 cr.
Indiv. Study/Dissertation	15 cr.
Total	60 cr.

All students are required to achieve a grade of “B” or better in all courses. Nine credits per semester are considered a full-time graduate load. Full-time graduate assistants are expected to maintain a full-time course load. Any graduate assistant wishing to register for more than 10 credits in a regular semester must secure the approval of their academic dean and the Dean of the Graduate School.

All requirements for the PhD degree must be completed within a period of 10 consecutive years. Graduate credit for any course work, not including the Master’s degree that is more than 10 calendar years old at the time of the final oral examination may not be used to satisfy degree requirements.

Ph.D. Curriculum

Required Courses

FOUNDATION COURSES (Students must complete **all** courses for a total of 9 credits)

CJ703 Advanced Criminology
 CJ709 Criminal Justice Policy
 Hum702 Introduction to College Teaching

METHODOLOGICAL SKILLS (Students must complete **all** courses for a total of 12 credits, 9 of these must be completed at NDSU)

Comm710 Quantitative Methods
 Stat725 Applied Statistics
 Stat726 Applied Regression and Analysis of Variance
 CJ702 Program Evaluation (*this should be taken last in the sequence*)

Substantive Areas

Students are required to complete a total of 18 credits in the substantive areas. Students must complete *four* courses in a substantive area of choice (12 credits). Additionally, students must complete *one course in each* of their non-substantive areas (6 credits total).

CRIMINOLOGY

CJ606	Crime & Delinquency
CJ721	Individual Theories of Crime
CJ722	Structural Theories of Crime
CJ750	Violence
CJ752	Criminogenic Commodities

CORRECTIONS

CJ661	Corrections
CJ707	Juvenile Corrections
CJ762	Community Corrections
CJ763	Correctional Rehabilitation
CJ765	Crime Prevention

POLICING

CJ660	Criminalization
CJ755	Administrative Policing
CJ757	Community Policing
CJ760	Police and Race Issues
CJ761	Police Effectiveness

Elective Courses

Students are also required to complete 18 credits of elective courses. The following courses are *examples* of electives that may be taken. Students should consult with their advisor as to other potentially appropriate electives.

CJ607	Deviant Behavior
CJ768	Gender and Justice
CDFS650	Adolescent Development
Psych640	Experimental Methods
Psych670	Experimental Social Psychology
Stat660	Applied Survey Sampling
Soc700	Qualitative Methods
Stat 665	Meta-Analysis Methods

Comprehensive Examinations

The Ph.D. comprehensive examinations are an integral part of the Ph.D. in Criminal Justice. They represent the part of the program that requires students to demonstrate their understanding of the central issues facing the discipline. They also require students to have formed their own positions on these issues, as well as to demonstrate that they have the ability to articulate and

defend these positions. As such, they place an emphasis not only on what people know but also on how they can use what they know, and if they have developed an understanding of how what we know can be transformed through research, theory development, and action. The student is expected to demonstrate in the examinations their reasoned perspective on the literature in our field and their ability to integrate that literature to describe future developments.

For full-time students, two written preliminary examinations should generally be taken no later than the end of the fourth year in the program for students entering with a baccalaureate degree. For students entering with a master's degree, preliminary examinations should ideally be completed by the end of their second year in the program. Failure to do so may be seen as a failure to make reasonable academic progress in the program and could result in denial of financial assistance or removal from the Ph.D. program altogether. It is strongly recommended that students complete at least 80% of the relevant coursework in a particular area before taking that exam. However, students must remember that completion of these courses will not necessarily prepare them fully for the comprehensive exams (see "Preparation" below).

Comprehensive Exam Content

All Ph.D. students are required to complete two comprehensive examinations; one in Criminological Theory/Methods and one from either of the two program areas of Criminal Justice (Corrections or Policing).

The Theory/Methods examination includes the history of criminological theory, meanings of and trends in theory development, contemporary theories of crime and criminal behavior, research testing these theories, and applications of these theories to types of crime (e.g., drugs, violence, white collar crime, etc.) and groups of special interest (e.g., women, minorities, juveniles, and victims). In addition, this exam will require students to relate their knowledge of the methods commonly employed in criminological research, including both quantitative and qualitative methods and analytical techniques.

The Corrections examination generally covers topics including the administration of the correctional system, as well as the theory of and research on corrections, including prevention and treatment of criminal offenders, prediction of criminal behavior, and other responses by the criminal justice system to the problems posed by known or likely juvenile and/or adult offenders.

The Policing examination covers topics related to the administration, operation, theory, and research of law enforcement activities, including use of discretion, police and community issues, and the effectiveness of police activities on crime and other social problems. Students will be required to demonstrate their ability to design research on the most current police issues, as well as apply or create theories that help explain police behaviors.

Comprehensive Exam Administration

All examinations are given twice each year (on the last Friday in January and the first Friday in August). Each exam will be six hours in length. Students will be given between 6 and 8 questions of which they will be required to answer four. At each offering, the Department will

designate a specific tenured or tenure-track faculty member to proctor the exam process. Copies of past examinations will be kept in the Department and will be available to students to facilitate their understanding of the nature of the examinations and the expectations for their overall content.

All examinations must be word-processed. Students who elect to hand write their answers must leave the answers with the examiner at the end of the examination, then return to the Department on the next business day to key in the exact text they have handwritten during the examination. The text will be proofread by staff. Any variation between the two versions will be taken as a case of academic dishonesty and may result in failure of the comprehensive exam.

Comprehensive Exam Preparation

Preparation for the Theory/Methods, Corrections, and Policing comprehensive examinations is facilitated by taking required and recommended courses. These courses are not required of students before taking exams but are offered as guides to the kinds of materials that should be covered during the preparation. It must be understood that completion of these courses is not all that needs to be done to prepare for comprehensive exams. In addition to satisfactory performance in course work, the students must develop their own positions and organize the literature in a way that leads them to be able to “profess” the discipline.

For the Theory/Methods examination, students should consider taking courses offered as part of the Criminological Theory track (Advanced Criminology, Delinquency, Individual Theories, Structural Theories, Criminogenic Commodities, and Violence). Courses in research and statistical methods will also be useful in preparing for this exam (Quantitative Methods, Qualitative Methods, Applied Statistics, Applied Regression and Analysis of Variance, and Program Evaluation).

For the Corrections examination, students should consider taking classes in this track (Corrections, Community Corrections, Juvenile Corrections, Crime Prevention, and Correctional Rehabilitation). For the Policing examination, students should consider taking courses from the Policing track (Criminalization, Administrative Policing, Community Policing, Police Effectiveness, and Police and Race Issues). Again, it is important to note that successful completion of these courses is not all that needs to be done in terms of preparation for any of the comprehensive examinations.

In addition to coursework, students have access to suggested reading lists compiled by the faculty for each examination. As with coursework, these reading lists are designed to be study **guides**. In addition to the material on the reading lists, students are expected to keep up to date with current literature in the field and to find additional relevant materials.

Grading of Comprehensive Exams

Comprehensive examinations will be graded by at least three tenured or tenure-track faculty with full-time appointments in the Department. Each grader will grade each question “pass” or “fail” (faculty may also make a recommendation for or against a grade of “pass with distinction”). The

Department Chair, or his or her designee, will tabulate scores by student in a matrix by de-identified graders. Each student will be allowed to review the matrix for their own examination, but not for other students. All examinations with 75% of the total possible score will pass. Those with less than 75% will fail.

Comprehensive Exam Failures

If a student fails a comprehensive examination, he or she must retake the exam at the next offering or face removal from the Ph.D. program. A student who fails a Comprehensive Examination will be responsible for meeting with a faculty member for advising about how to proceed in preparation for the second administration. A student who fails the same comprehensive examination twice shall be terminated from the Ph.D. program.

Oral Prospectus Hearing

Successful completion of these two exams will be followed by an oral prospectus hearing (preliminary oral exam). This hearing will encompass a demonstration of the interplay of student knowledge (theory/methods + substantive area) and their dissertation project. This will constitute a defense of the proposal for the dissertation. After successful completion of the written and oral exams, the student will be formally admitted to candidacy for the Doctor of Philosophy degree. At least one academic semester must elapse between the preliminary oral examination and the final oral examination of the dissertation.

Dissertation Guidance

A written dissertation must be completed and orally presented to the student's committee for defense. The dissertation must show originality and demonstrate the student's capacity for independent research. It must embody results of original research focusing on a significant problem or issue in criminal justice which constitutes a definitive contribution to knowledge.

Dissertation Requirements

General instructions on format are included in the North Dakota State University Graduate School *Guidelines for the Preparation of Disquisitions*, which is available at the Varsity Mart, and can be found at <http://www.ndsu.edu/gradschool>.

Dissertation Committee

For each prospective candidate for the doctoral degree, an advisory committee consisting of at least four members will be appointed. The student, with the approval of the department chair, will select a major advisor. The advisor-student relationship must be mutually acceptable. The advisor will act as the chair of the student's supervisory committee and will be in charge of the plan of study. The advisor and student shall agree upon two additional committee members. One of these members must be from the faculty. The other member may be either a faculty member or a qualified off-campus expert in the field (off-campus experts must have a PhD and be approved by the student's advisor and the Graduate Council). A fourth committee member serves

as a Graduate School appointee. This appointment is made by the graduate dean, but suggestions as to who the appointee might be are welcome and useful. One committee member must be from outside the student's academic college. The Graduate School appointee may or may not be the outside committee member. The Graduate School appointee must be a Full Member of the NDSU Graduate Faculty.

NOTE: Other qualified individuals may participate as committee members following approval by the graduate dean upon a recommendation accompanied by rationale and curriculum vitae by the appropriate department/program chair and academic dean.

The advisory committee agreed upon by the advisor and student and approved by the department/program chair and the academic dean shall be recommended to the Dean of the Graduate School for final approval. Each committee member shall have an equal vote in committee decisions.

The plan of study should be submitted to the Graduate School for approval not later than the term immediately after the supervisory committee is formed and must be filed in the Graduate School prior to scheduling of the preliminary oral examination. Revisions in the program of study must be approved by the student, advisory committee, department/program chair (when required) and Dean of the Graduate School. The graduate dean will officially notify the student, advisory committee, department/program chair, and the academic dean of all changes.

Oral Defense Hearing

Students must be registered for at least one credit in the semester in which they plan to defend their dissertation and graduate. The graduate dean will formally notify the committee and the student when and where the examination has been scheduled. The examining committee shall consist of the student's advisory committee. The dissertation in a near final form must be given to the committee members at least seven (7) days prior to the final examination.

Dissertation Approval

At the conclusion of each oral examination, the examining committee shall record in writing its approval or disapproval of the candidate and file its report with the graduate dean. The committee's decision filed on the Report of the Final Examination signifies that the student has been examined with respect to the knowledge required in the major area and that all course work has been satisfactorily completed. This form should be filed in the Graduate School within seven (7) days.

After the exam, the student incorporates into the dissertation corrections suggested at the oral examination. One copy of the dissertation, on regular paper, is presented to the Graduate School for editing and a format check by a disquisition editor in the Office of Graduate Studies.

After editorial, format, and graduate dean approval, five (5) final copies of the dissertation, on the required paper and bearing the disquisition approval form signed by the advisor, all other supervisory committee members, and the department chair, are to be presented, unbound, to the

Office of Graduate Studies. With each copy, the candidate must submit an abstract not exceeding 350 words. These five (5) final copies must be accompanied by a receipt from the Business Office for the cost of the binding. Two (2) bound copies of the dissertation go to the University Library. The remaining three (3) bound copies are for the student, the student's adviser, and the student's department. Each candidate who passes the final examination must also submit a sixth copy of the dissertation, accompanied by an additional copy of the title page and an additional copy of the Abstract signed by the major adviser.

The student has one (1) year from the date of the final examination to deliver the six (6) final copies to the Office of Graduate Studies and complete all other degree requirements. Should the dissertation not be deposited as specified or all other degree requirements not be completed, the student must repeat the final examination. If a period of time two years or greater lapses before the final copies are submitted, the student must reapply to the Graduate School and must register for a minimum of two (2) credits.

APPENDIX A: FACULTY MEMBERS

Thomas D. McDonald, Professor

Dr. McDonald has been a member of the North Dakota State University faculty since 1971. His primary teaching responsibilities are introductory criminal justice, criminalization, and corrections. Dr. McDonald's research interests include deviance, criminal justice, corrections, and police-program evaluation. His publications have appeared in numerous journals, such as *Western Sociological Review*, *Journal of Gambling Behavior*, *Sociological Practice Review*, *Adolescence*, *The Great Plains Sociologist*, and *Sociology and Social Research* and as chapters in criminal justice books. He is a co-editor (with R.A. Wood and M.A. Pflug) of "Rural Criminal Justice: Conditions, Constraints, and Challenges." Dr. McDonald has also served on several boards and task forces which deal with issues in corrections, including The North Dakota Parole Board.

Kevin Thompson, Professor

Dr. Thompson has been a member of the NDSU faculty since 1989. His research focuses on adolescent behavior disturbances and theory testing. Some of his current research projects include examining 1) how control theories are capable of introducing stress and anxiety into their models, 2) the impact of juvenile drug courts on recidivism rates, and 3) the effect of risky drinking on college student populations. He has published numerous journal articles which have appeared in the *American Journal of Sociology*, *Social Problems*, *Deviant Behavior*, *Criminal Justice & Behavior*, *Child Abuse & Neglect*, *The Journal of Interpersonal Violence*, and the *Journal of the American Academy of Child & Adolescent Psychiatry*. Dr. Thompson has served on numerous boards and task forces addressing issues related to at-risk youth.

Amy Stichman Assistant Professor

Dr. Amy Stichman holds a PhD in Criminal Justice from University of Cincinnati. Her research area has been primarily in corrections and has published articles on probation officer attitudes toward their jobs and their clients and a correctional program's use of the principles of effective intervention. Her continuing research focuses on inmate and officer's perceptions of power used to gain inmate compliance and on examining correctional programs' effectiveness in reducing recidivism. She has also published articles examining the purposes of sex offender laws, internships in criminal justice programs in the US, and citizen attitudes toward the police.

Courtney Waid, Assistant Professor

Dr. Courtney Waid's primary research interests include the effectiveness of inmate treatment programs, the fear of crime/criminal victimization, and what works in the reform of juvenile justice practices. She has published in the academic journals *Corrections Compendium* and the *Journal of Juvenile Justice Services*. Her forthcoming research will appear in edited volumes entitled *The Development of Persistent Criminality* (Joanne Savage, Editor) and the *International Comparative Handbook of Penology and Criminal Justice* (Shlomo Giora Shoham, Editor).

Carol Archbold, Assistant Professor

Dr. Archbold's research and teaching interests include a variety of police issues (including police accountability and liability, police and race relations, and rural policing), media presentation of crime, criminals, and the C.J. system, and qualitative research methods. She has published articles in such journals as *Police Quarterly*, *Policing: An International Journal of Police Strategies and Management*, and *Police Practice and Research: An International Journal*.

In 2004, Dr. Archbold published a book on the first national study of risk management in policing, *Police Accountability, Risk Management and Legal Advising*.

APPENDIX B: FINANCIAL AID APPLICATION



NORTH DAKOTA STATE UNIVERSITY

DEPARTMENT OF CRIMINAL JUSTICE & POLITICAL SCIENCE • COLLEGE OF ARTS, HUMANITIES & SOCIAL SCIENCES

Application for Financial Aid Ph.D. Program in Criminal Justice

Name: _____ Date: _____

1. During the year for which you are requesting funding, will you be a...

_____ New student (skip to #4) _____ Continuing student

2. What year did you enter the program? _____

The next sections ask you to provide evidence about your accomplishments in various areas. If you have a curriculum vita, please attach it to this application.

3. Are you currently...

_____ on a departmental assistantship?

If yes, how many years total of departmental funding have you had prior to this year? _____

_____ on an assistantship outside the department (e.g., within the Graduate school, etc)?

_____ on a university fellowship?

_____ working in the department on a grant?

4. Please provide information on your undergraduate academic accomplishments:

Grade point average or rank in your undergraduate program:

Rank _____ GPA _____

Years to complete your undergraduate program: _____

Did you receive any academic honors or awards? Yes _____ No _____

If yes, specify: _____

Did you complete and Honors program? Yes _____ No _____

If yes, specify: _____

5. Please provide information on your Masters Degree accomplishments (if applicable):

Grade point average or rank in your graduate program:

Rank _____ GPA _____

Years to complete your Master's degree program: _____

Did you receive any academic honors or awards? Yes ____ No ____

If yes, specify: _____

Did you complete an Honors program? Yes ____ No ____

If yes, specify: _____

6. GRE and other evidence:

Graduate Record Examination scores:

Verbal _____ Quantitative _____ Analytical _____

Any other evidence of your overall academic accomplishments you wish to have considered?

7. Please provide evidence to your progress in the PhD program (current students only, others skip to #8).

How many courses completed in each of these areas:

Foundation _____

Methods _____

Concentration _____ (specify which core _____)

Electives _____

Have you taken any comprehensive exam(s)? Yes ____ No ____

If yes, which one(s)? _____

Have you had your oral disquisition (proposal)? Yes ____ No ____

8. Please provide information on your accomplishments as a researcher/scholar:

Are any of your scholarly articles or papers published or submitted for publication?

Yes ____ No ____ (if yes, attach reference)

Have you made any professional presentations?

Yes _____ No _____ (if yes, attach reference)

Have you won any awards or received other recognition for your scholarly activities?

Yes _____ No _____ (if yes, describe)

9. Please provide evidence of your leadership experience and potential, especially as related to criminal justice (e.g. active participation in community groups, holding office in professional associations or other recognition for service).

10. Are there additional accomplishments or factors you would like to call to the attention of the awards committee?

11. Please provide a statement regarding how receiving departmental assistance will aid you in meeting your academic goals.

APPENDIX C: GRADUATE COURSE DESCRIPTIONS

- **CJ 606 Crime and Delinquency:** Study of the nature and extent of juvenile delinquency and adult crime. Analysis of causes of juvenile and adult offending and exploration of policies to combat crime and delinquency.
- **CJ 607 Deviant Behavior:** Analysis of the sociological aspects of the antecedents, the social/human relations processes, and the consequences of deviance in Western society.
- **CJ 660 Criminalization:** Analysis of historical and contemporary developments in the functions of police and courts. Focuses on societal, inter- and intra-organization contexts.
- **CJ 661 Corrections:** Analysis of institutional and community-centered corrections. Emphasis on historical, contemporary, and developing trends regarding structures, program content, and problems.
- **CJ 702 Program Evaluation:** Examination of the development and implementation of criminal justice program/policy evaluation, including the techniques of applied research and practical considerations (e.g., social, political, organizational and economic) related to program evaluation. Topics also include ethical issues, evaluation planning, process, impact and cost-benefit analyses, grant writing, and dissemination of findings.
- **CJ 703 Advanced Criminology:** Advanced study of the distribution of crime and the major theories of crime causation from an interdisciplinary perspective, including special attention to issues relating to the measurement, nature, and extent of crime in the U.S.
- **CJ 707 Juvenile Corrections:** Examination of the history of ideas about and responses to juvenile delinquency, the scope and nature of juvenile delinquency historically and today, and the responses to delinquency by various parts of the juvenile justice system, and well as responses by other social institutions such as the family, community and schools.
- **CJ 709 Criminal Justice Policy:** Examination of major concepts related to the development, implementation and evaluation of public policy, particularly as it relates to the criminal justice system, including the history, development and operation of policing, courts/sentencing, corrections, crime prevention, offender rehabilitation, as well as issues related to drugs and crime and race and crime.
- **CJ 721 Individual Theories of Crime:** Review of historical and contemporary individual theories of crime. Discussion of the assumptions, causes, and policy implications of criminological theories. (Prerequisite: CJ703)
- **CJ 722 Structural Theories of Crime:** Review of historical and contemporary structural theories of crime, including criteria of good theory, the assumptions of various criminological theories, and the similarities and differences in theories. (Prerequisite: CJ703)
- **CJ 750 Violence:** Examination of various aspects of criminal violence, including various social settings (e.g., community, domestic, and school) with attention to the causes, consequences, moderating factors, and proposed solutions associated with violent criminal behavior.
- **CJ 752 Criminogenic Commodities:** Examination of the role of drugs and firearms in contributing to crime. Analysis on the laws pertaining to drugs and guns and their impact on criminality.
- **CJ 755 Administrative Policing:** Organizational theory, leadership, communication, labor relations, and crisis management in police administration.
- **CJ 757 Community Policing:** Examines the history, philosophy, theory, and implementation of community policing, compares community policing with other policing styles, and describes

community-police collaborations to apprehend criminals, prevent crime, maintain order, and enhance community quality-of-life.

- **CJ 760 Police and Race Issues:** Reviews both historical and contemporary issues involving the police and various racial/ethnic groups in the U. S. including the use of deadly force, arrest, racial profiling, citizen's perceptions of the police, and police perceptions of the populations they serve. Several theories will be discussed to understand the complex relationship between the police and racial/ethnic minorities.
- **CJ 761 Police Effectiveness:** Examination of both the perceived and actual impact of police activities (such as patrol and investigations) on crime and other social problems, as well as the policy implications that often result from such police activities.
- **CJ 762 Community Corrections:** Evaluation of practices, issues, and trends in community corrections. Focus on probation, parole, halfway houses, and other community alternatives to incarceration.
- **CJ 763 Correctional Rehabilitation:** Examines issues related to the implementation and effectiveness of various correctional treatment programs that utilize theories of behavior change.
- **CJ 765 Crime Prevention:** Examination of the theoretical underpinning, implementation, and effectiveness of crime prevention approaches within and outside of the traditional settings of law enforcement, courts and corrections, including schools, families, labor markets, and the community.
- **CJ 768 Gender and Justice:** Examination of the role of gender in crime and the criminal justice system, including the changing roles of men and women in society, differential involvement in criminal behavior, explanations of criminal behavior, and differential criminal justice response.
- **CJ 793 Independent Study:** Directed study allowing an individual student under faculty supervision to undertake selected, independent work in topics of special interest or a limited experience in research.
- **CJ 795 Field Experience:** Field-oriented supervised learning activities outside the college classroom that include a preplanned assessment of the experience, registration during the term the experience is conducted, and post evaluation with the instructor.
- **CJ 797 Masters Paper:** Literature review, research, and preparation for paper required for the comprehensive study option.
- **CJ 798 Masters Thesis:** Original investigation under the supervision of a major adviser and a supervisory committee.
- **CJ 799 Doctoral Dissertation:** Original investigation under the supervision of a major adviser and a supervisory committee.

APPENDIX D: PH.D. PROGRAM SEQUENCE

Note: These are guidelines and not intended to be requirements. Every student's situation will be unique. It is essential that students identify an advisor early in their graduate career to discuss their particular situation and their progress within the program.

Entering Program with Baccalaureate Degree

First Year

- 1) Select faculty member to serve as major professor/advisor
- 2) Consult with advisor regarding selection of members for Supervisory Committee
- 3) Complete and file Plan of Study with the Graduate School Office
- 4) Satisfy any deficiencies/conditional requirements
- 5) It is strongly suggested that students take CJ709 and COMM710 in their first semester and CJ703 and STAT725 in their second semester.

Second Year

- 1) For students who wish to complete the master's degree before continuing doctorate work, the second year should follow the same pattern as that listed for the second year under the master's degree sequential checklist.
- 2) Take first comprehensive exam
- 3) It is suggested that students take STAT726 in their first semester and CJ702 in their second semester.

Third Year

- 1) Take second comprehensive exam
- 2) Consult with advisor about dissertation topic
- 3) Begin to develop proposal (after successful completion of both comprehensive exams)

Fourth Year

- 1) Complete course work.
- 2) Complete proposal hearing and **obtain Institutional Review Board (IRB) approval for dissertation research project.**

Fifth Year

- 1) Complete dissertation and schedule dissertation defense
- 2) Defend dissertation at final oral examination
- 3) Revise dissertation in accordance with recommendations from supervisory committee
- 4) Make final arrangements with the Graduate School regarding fees and finalization of manuscript

Entering Program with Master's Degree

First Year

- 1) Select faculty member to serve as major professor/advisor
- 2) Consult with advisor regarding selection of members for Supervisory Committee
- 3) Complete and file Plan of Study with the Graduate School Office
- 4) Satisfy any deficiencies/conditional requirements. It is suggested that students take COMM710 (and CJ709 if necessary) in their first semester and STAT725 (and CJ703 if necessary) in their second semester.
- 5) Take first comprehensive exam

Second Year

- 1) It is suggested that students take STAT726 in their first semester and CJ702 in their second semester.
- 2) Take second comprehensive exam
- 3) Consult with advisor about dissertation topic
- 4) Begin to develop proposal (after successful completion of both comprehensive exams)

Third Year

- 1) Complete course work
- 2) Complete proposal hearing and **obtain Institutional Review Board (IRB) approval for your research project.**

Fourth Year

- 1) Complete dissertation and schedule defense
- 2) Defend dissertation at final oral examination
- 3) Revise dissertation in accordance with recommendations from committee
- 4) Make final arrangements with the Graduate School regarding fees and finalization of manuscript

APPENDIX E: SUGGESTED CURRICULUM FOR FIRST TWO YEARS OF PH.D. PROGRAM

Fall – Year 1

CJ702 – Criminal Justice Policy (3 cr.)
COMM710 – Quantitative Methods (3cr.)
Elective or Substantive Area Course (3 cr.)

Spring – Year 1

CJ703 – Advanced Criminology (3 cr.)
STAT725 – Applied Statistics (3 cr.)
Elective or Substantive Area Course (3 cr.)

Fall – Year 2

STAT726 – Applied Regression and Analysis of Variance (3 cr.)
HUM702 – Intro to College Teaching (3 cr.)
Elective or Substantive Area Course (3 cr.)

Spring – Year 2

CJ702 – Program Evaluation (3 cr.)
Two Electives or Substantive Area Courses (3 cr. Each)