

**DEPARTMENT
OF
CRIMINAL JUSTICE**

**GRADUATE
MANUAL**

RADFORD UNIVERSITY

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(Revised for Spring, 2009)



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INTRODUCTION

Welcome to the Graduate Program in Criminal Justice at Radford University!! The Department of Criminal Justice would like to extend our congratulations to you for being chosen to continue your education here with us. Graduate level study in the Department involves advanced education and mastery of the specialized and ever changing field of criminal justice. This includes but is not limited to criminal justice policy, diversity and ethics in justice administration, behavioral elements of crime, and research methods and quantitative analysis. The program is designed to prepare students for leadership positions in the field of criminal justice, as well as provide a strong foundation for students anticipating advanced study at the doctoral level. We, as a faculty, are each committed to working with you and helping you develop your educational plans and reach your goals. Please do not hesitate to seek out specific help from any of us. We wish you success in your pursuit of increased knowledge and understanding of the exciting field of criminal justice.

The eleven full-time faculty in the Department offer a wide range of experiences, education, and expertise. You will find more details about the faculty later in the manual. These faculty work closely with students to develop a course of graduate study that meets the needs of the individual students and gives opportunities for focused study within the field of criminal justice. The Department also fosters relationships with much of the local criminal justice agency and organization community. These contacts offer unique opportunities for internships, research and learning. The faculty, departmental, university and community resources give graduate students within many exceptional educational experiences and activities.

Graduate school offers chances for in-depth study of the field of criminal justice and to work closely with faculty on a variety of research and educational projects. Much of graduate education is self-directed and self-motivated. Students can tailor their graduate education to meet their individual interests, needs, and experiences, focusing much of their coursework and assignments to specific fields of concentration within criminal justice. The expectations for graduate study are greater than those of undergraduate. Reading assignments are typically longer and more complex. Course assignments and papers are also characteristically more demanding. Students are expected to arrive in class prepared to discuss materials rather than receive a lecture as is typical in undergraduate courses. The students in graduate courses are expected to take a portion of the responsibility for their educational experience. What a student puts into the graduate school experience is often what they will gain from it.

This graduate manual serves as a guide for Criminal Justice graduate students at Radford University. It contains information about graduate college and departmental policies; however, it not definitive. The ultimate responsibility for meeting all stated requirements for a graduate degree awarded by the university rests with the student. If you have a question, ask your advisor, the graduate coordinator, or the department chair. If you need additional information, please review the Graduate Catalog and other resources available from the College of Graduate and Professional Studies (see web page at: <http://www.radford.edu/~gradcollege/>).

MISSION, GOALS, AND LEARNING OUTCOMES

Graduate Program Mission

The Mission of the Criminal Justice Graduate Program is to stimulate, encourage and support students as they pursue the Master of Arts or Master of Science degrees. The program will be academically rigorous, serving those students: who will go on to pursue a Ph.D.; who are criminal justice and social science professionals seeking further study and analysis of the field; who are seeking academic preparation for leadership positions in criminal justice; and who are seeking preparation for community college teaching positions. The Criminal Justice Department maintains its commitment to providing excellence in graduate-level teaching, learning, and scholarship that is also characterized by increasing contributions to the professional and technological needs of the state and region.

Graduate Program Goals

The Criminal Justice Graduate Program will strive to:

1. Provide students with an academically rigorous learning experience that provides an advanced understanding of criminal justice as an area of inquiry and as an academic discipline; and
2. Provide students with the advanced knowledge, skills and abilities required for leadership positions, highly specialized criminal justice positions, pursuit of further education in doctoral or law school, and/or community college teaching positions.

Graduate Program Learning Outcomes

The following learning outcomes underlie the Criminal Justice Graduate Program:

1. Students should have a thorough and advanced understanding of the American criminal justice system and the legal, theoretical, and public policy issues that are relevant to it;
2. Students should be able to articulate an understanding of diversity (including, but not limited to, ethnicity, culture, issues pertaining to gender, religion, and other universals that link all humans), and demonstrate orally and/or in writing, effects of diversity on the lives of people within the context of contemporary issues of justice.
3. Students should appreciate and utilize ethical decision making in criminal justice;
4. Students should be able to construct a research design that would either evaluate an agency program or investigate an empirical or theoretical issue relating to the criminal justice system; and
5. Students should have opportunities to acquire experience with the criminal justice professional community through internships, service learning activities, research collaborations, and/or experiential learning activities.

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission or employment practices.

CRIMINAL JUSTICE FACULTY

Faculty Member

Title

Description of Terminal Degree

Office Number/Telephone

Email Address

Thesis Interests and Personal Comments

Dr. Bakhitah Abdul-Ra'uf

Associate Professor

Ph.D. in Anthropology from University of South Florida (1992)

Office #5D/831-6338

bbabdulr@radford.edu

I would like to supervise theses that will focus on issues pertaining to police and society (police community relations, police and minorities, urban policing), minorities and criminality, and Middle Eastern studies that focus on Islamic law. Theses that will use qualitative or ethnographic methodology are of particular interest.

Dr. Mary Atwell

Professor

Ph.D. in History from Saint Louis University (1983)

Office #4C/831-6339

matwell@radford.edu

I would like to supervise theses on historical topics or those that incorporate historical research. I am also interested in gender and race issues, and topics with a law-related focus. I also enjoy working with criminological theory topics. I am probably not the best person to supervise quantitative studies.

Dr. Tod W. Burke

Forensic Science Coordinator, Professor

Ph.D. in Criminal Justice from City University of New York (John Jay College of Criminal Justice, 1991)

Office #6C/831-6657

tburke@radford.edu

I would like to supervise theses on critical issues in law enforcement, criminal investigation or forensic science. I would also serve as an advisor for those interested in researching issues in victimology including, but not limited to, domestic violence, hazing, school violence, gay/lesbian/transgender/bisexual discrimination, and animal abuse.

Dr. Jack E. Call

Professor

Ph.D. in Political Science from University of Georgia (1985)

J.D. from College of William and Mary (1974)

Office #6B/831-5391

jcall@radford.edu

I am most interested in working on theses that deal with law-related topics (criminal law, constitutional rights of the accused, prisoner's rights) or focus on the courts. If a student wanted to do an empirical study of some aspect of the courts, I would be happy to serve on the thesis committee, but I would probably not be the best person to chair the committee.

Dr. Lori Elis

Associate Professor

Ph.D. in Criminology from the University of Maryland, College Park (1999)

Office #3C/831-6775

lelis@radford.edu

I am interested in supervising theses that examine the relationship between gender, race, class and crime. Additionally, I am interested in supervising theses that empirically test criminological theories, particularly developmental or life course theories of crime. Theses that examine restorative justice, white collar crime, and domestic violence are also of interest to me.

Dr. Nicole Hendrix

Assistant Professor

Ph.D. in Criminal Justice from University at Albany (2006)

Office #2B/831-6161

pnhendrix@radford.edu

I am interested in supervising and serving on theses that examine issues related to firearms, as well as the impact of social class, race, and gender on crime and criminal justice issues. I am particularly interested in working with students that want to utilize quantitative analyses and methodologies.

Dr. Lucy Hochstein

Associate Professor

Ph.D. in Political Science from Washington State University (2002)

Office #4B/831-6163

lhochstei@radford.edu

Research interests include: Evaluation research; cooperative community programs between criminal justice agencies and non-profit organizations; collaborative domestic violence programming.

Dr. Egan Green

Assistant Professor

Ph.D. in Criminology from Indiana University of Pennsylvania (2004)

Office #2D/831-5995

ekgreen@radford.edu

I am interested in rural crime and law enforcement issues with particular emphasis on wildlife crime, environmental crime and illicit alcohol production and distribution. I also research the ethical implications of inequities in the law creation process.

Dr. Stephen Owen

Associate Professor

Ph.D. in Political Science from University of Missouri - St. Louis (2002)

Office: #6D/831-6786

ssowen@radford.edu

I am interested in supervising and serving on theses in the areas of corrections, criminal justice politics and policy, family violence, crime prevention, and environmental criminology (including spatial and ecological analysis of crime and urban criminal justice issues). I am primarily a quantitative methodologist; while I am happy to serve on thesis committees utilizing qualitative methods, I am not the best person to chair such projects.

Dr. Isaac Van Patten

Professor

Ph.D. in Marriage and Family Therapy from Virginia Tech (1983)

Office #3D/831-6737

ivanpatt@radford.edu

I am interested in theses that focus on violent crimes. I am specifically interested in the spatial analysis of violent crime, but am also interested in any project that uses spatial analysis and crime mapping techniques.

CRIMINAL JUSTICE GRADUATE CURRICULA

Graduate Catalog

The *Radford University Graduate Catalog* contains the official statement of program curricula and of academic policies pertinent to graduate students. Please review your copy of the *Graduate Catalog* carefully! The *Graduate Catalog* is available from the College of Graduate and Professional Studies in Lucas Hall, or online at: <http://www.runet.edu/gradcatalog/index.html>

Degree Requirements

Core Courses (18 hours)

All students are required to take the following core courses:

- CRJU-600, Survey of Criminal Justice (3 credit hours)
- CRJU-655, Constitutional Law and the Criminal Justice System (3 credit hours)
- CRJU-670, Criminal Justice Research Methods (3 credit hours)
- CRJU-671, Quantitative Methods in Criminal Justice Research (3 credit hours)
- CRJU-675, Studies in Criminological Theory (3 credit hours)
- CRJU-691, Public Policy and Criminal Justice (3 credit hours)

Criminal Justice Electives (12 hours)

Students should select twelve hours from the following elective courses:

- CRJU-590, Seminar (3 credit hours)
- CRJU-610, Historical Perspectives in Criminal Justice (3 credit hours)
- CRJU-620, Judicial Behavior (3 credit hours)
- CRJU-630, Organizational Theory (3 credit hours)
- CRJU-635, Foundations of Law Enforcement (3 credit hours)
- CRJU-638, Foundations of Corrections (3 credit hours)
- CRJU-643, Social Awareness (3 credit hours)
- CRJU-650, Criminal Justice Ethics (3 credit hours)
- CRJU-660, Issues in Criminal Justice (3 credit hours)
- CRJU-672, Crime Analysis (3 credit hours)
- CRJU-673, Crime Mapping (3 credit hours)
- CRJU-676, Environmental Criminology (3 credit hours)
- CRJU-684, Criminal Justice Graduate Internship (3 credit hours)
- CRJU-690, Topical Seminar (3 credit hours)
- CRJU-698, Directed Study (3 credit hours)

Important Limitations

At least 80% of your credit hours must be from courses with a CRJU prefix. Also, at least 80% of your credit hours must be in 600-level (or higher) courses; no 400-level courses may count for graduate credit. This means that you are limited to two CRJU-590 courses (provided that the topics of each CRJU-590 differ). There is no limit on CRJU-690 courses (provided that the topics of each CRJU-690 differ).

Students in the Master of Science program may complete up to six hours of CRJU-698 Directed Study; students in the Master of Arts program are limited to four hours of CRJU-698 Directed Study (provided it is not directly related to the topic of the student's thesis).

Master of Arts and Master of Science Requirements (6 hours)

Students completing the Master of Arts degree must meet the following requirements:

Students completing the Master of Arts degree are required to complete a thesis. Students will enroll in CRJU-699 to earn six hours of credit for completion of the thesis. The student is also required to successfully complete the oral defense/oral examination as a requirement for graduation. Further information and advice about thesis writing is available later in this Manual, and in the "Advice for Thesis Writers" document (<http://crju-web.asp.radford.edu/Thesis.htm>).

Students completing the Master of Science degree must meet the following requirements:

Students are required to complete six additional hours of coursework in order to meet the 36-hour degree requirement. Any approved graduate classes may be used for completion of the Master of Science degree, including those electives listed above.

Students completing the Master of Science degree must complete comprehensive written and oral examinations as a requirement for graduation. Students should present the "Report of Comprehensive Examination" to the committee at the time of the oral examination. Additional information and advice about the comprehensive examinations is available later in this Manual.

Criminal Justice Minor (12 hours)

A minor in criminal justice at the graduate level will consist of a minimum of 12 semester hours (four courses). A criminal justice graduate faculty member must, in consultation with other graduate faculty members, approve the four courses that will constitute the minor.

Transferring Courses

A maximum of six credit hours may be transferred into the program. Courses may only be transferred with the approval of the Graduate Coordinator and the College of Graduate and Professional Studies. In order to be considered for transfer credit, courses must be from a regionally accredited institution and must not have been previously applied toward another degree, and the student must have earned an A or B (B- does not transfer) in the course. No graduate credit may be awarded for correspondence credits, life experience, or professional training.

Completion of Program Requirements

The criminal justice graduate program does not permit waivers of credit or course requirements. In order to receive the Master of Arts or Master of Science degree, students **must** successfully complete the requirements outlined in the *Graduate Catalog*.

The Graduate Catalog does make provision for an academic petition process. However, students **should not** petition the following, which are program requirements expected of all students:

- The program requires 36 credit hours, with no exceptions.
- Students must complete all core courses; no core course may be waived; also, students should not expect to successfully petition to substitute another course for one of the required core courses.
- Completion of written and oral comprehensive examinations (for Master of Science Students) or of the thesis and oral defense (for Master of Arts students) is required and may not be waived.
- Completion of elective coursework must follow the criminal justice curriculum outlined in the *Graduate Catalog*.

Continuation in the Program

To continue in graduate programs at Radford University, students must maintain an overall grade point average of 3.0. If the grade point average falls below 3.0, students may be placed on probation or dismissed from the program. Please refer to the *Graduate Catalog* for further details on academic probation and suspension.

In addition, be advised that only courses in which students receive a grade of “C” or better will count towards the graduate degree. Only courses in which a student earned a “C”, “D”, or “F” may be repeated. When a course is repeated, both the original grade and the new grade will be calculated in the student’s grade point average. Please refer to the *Graduate Catalog* for policies on the repetition of courses.

Continuous Enrollment

All graduate students are required to be registered during the semester they receive their degree from Radford University. Registration is required of all graduate students when using University facilities and/or faculty time. The minimum number of hours for registration is one. Registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public.

Students who are not currently registered for any coursework, and who have completed all coursework but have other outstanding degree requirements (e.g., comprehensive examination, thesis, removal of an I or IP grade), are required to register for a continuous enrollment course (GRAD-799, 1 credit hour) each semester until they have met the outstanding requirement(s).

The GRAD-799 course carries no credit hour production and does not count towards graduation requirements. This course option is also available to those admitted students who are not enrolled in a given semester but who wish to use University facilities and services during that time.

Time Limit

Students must complete all requirements for their master’s degree within six years. No courses more than six years old at the time of graduation may count as part of the hours for graduation.

Criminal Justice Course Descriptions

CRJU 590. Seminar (3 hrs)

Prerequisite: Graduate standing for students taking the course for graduate credit.

Concentrated study of specific topics related to American criminal justice.

CRJU 600. Survey of Criminal Justice (3 hrs)

Prerequisite: Graduate standing.

This course will provide an overview of Criminal Justice theory by providing critical evaluation and discussion of research in the criminal justice field. It will emphasize the seminal works over the past forty years, review current research, and analyze the difference between applied and traditional research in the field.

CRJU 610. Historical Perspectives in Criminal Justice (3 hrs)

Prerequisite: Graduate standing.

Traces the development of ideas about and institutions within the criminal justice system, focusing especially on the United States and its roots in the western tradition. Students will study some of the major works in the criminal justice field.

CRJU 620. Judicial Behavior (3 hrs)

Prerequisite: Graduate standing.

Survey of the American judiciary. Studies judicial self-perception, public perception of the judiciary, and specific judicial actions in sentencing and court management.

CRJU 630. Organizational Theory (3 hrs)

Prerequisite: Graduate standing.

A survey of current organizational theory as it relates to the public sector. Emphasis on development of explanations of organizational behavior and development of an understanding of individual behavior in complex public organizations.

CRJU 635. Foundations of Law Enforcement (3 hrs)

Prerequisite: Graduate standing.

This graduate course is designed to examine critical issues in policing. Topics for discussion will include (but are not limited to): The function of policing, historical perspectives, strategies and programs, the nature of policing, performing the job, ethics and deviance, and contemporary issues.

CRJU 638. Foundations of Corrections (3 hrs)

Prerequisite: Graduate standing.

This is a graduate course intended to examine critical issues in corrections. Topics for discussion will include (but are not limited to): the evolution of contemporary correctional strategies, institutional and community-based correctional alternatives, correctional ethics, and contemporary policy issues.

CRJU 643. Social Awareness (3 hrs)

Prerequisite: Graduate standing.

Examines the interrelationship of race, class and gender with the criminal justice system, considering the experiences of racial and ethnic minority groups and women.

CRJU 650. Criminal Justice Ethics (3 hrs)

Prerequisite: Graduate standing.

Theories and practices in the areas of legality, morality, values and ethics within the criminal justice system.

CRJU 655. Constitutional Law and the Criminal Justice System (3 hrs)

Prerequisite: Graduate standing.

Examination of constitutional civil liberties and impact upon criminal law and field behavior.

CRJU 660. Issues in Criminal Justice (3 hrs)

Prerequisite: Graduate standing.

Examination of current issues which impact criminal justice through an analysis of formation, procedural influence, and policy determination.

CRJU 670. Criminal Justice Research Methods (3 hrs)

Prerequisite: Graduate standing.

Designed to provide advanced social research skills and to allow students to put those skills into practice with a required research project.

CRJU 671. Quantitative Methods in Criminal Justice Research (3 hrs)

Prerequisite: CRJU-670.

This course is intended to equip the student with the ability to calculate and conduct statistical analyses for original research, and to ensure the ability to interpret the results of statistical analysis and to apply those results appropriately to real world situations.

CRJU 672. Applications in Crime Analysis (3 hrs)

Prerequisite: CRJU-670 and CRJU-671

This course is an introduction to the quantitative skills used in tactical, strategic, and administrative crime analysis.

CRJU-673. Crime Mapping (3 hrs)

Prerequisite: CRJU-670; CRJU-671 is also recommended

This course expands on the quantitative principles and applications used in tactical, strategic, and administrative crime analysis introduced in CRJU-672. The primary focus of this course is geographic mapping of crime patterns.

CRJU 675. Studies in Criminological Theory (3 hrs)

Prerequisite: Graduate standing.

Examines the theories of criminality ranging from classical explanations to recent paradigms.

CRJU 676. Environmental Criminology (3 hrs)

Prerequisite: Graduate Standing

This course examines the spatial distribution of crime, focusing primarily on theoretical explanations and their associated policy implications.

CRJU 684. Criminal Justice Graduate Internship (3 hrs)

Prerequisite: Graduate standing.

An experimental learning program for criminal justice students to observe, learn, and participate in the daily functions and procedures of a specific criminal justice agency. The course consists of not less than 16 hours per week for 15 weeks and is graded on a Pass/Fail basis.

CRJU 690. Seminar (3 hrs)

Prerequisite: Graduate standing.

Concentrated study of a specific issue or topic in criminal justice.

CRJU 691. Public Policy and Criminal Justice (3 hrs)

Prerequisite: Graduate Standing

Intensive study of policy formulation process for American criminal justice agencies. Attention to each of the major components of American criminal justice system: police, courts, corrections.

CRJU 698. Directed Study (1-4 hrs)

Prerequisites: Approval of the advisor, department chair, and dean of the Graduate College.

Semi-autonomous, independent research on a topic of interest to the student and the criminal justice system. Provides an opportunity to develop a high degree of conceptual sophistication on a specific topic. (Refer to the current *Graduate Catalog* for further information).

CRJU 699. Research and Thesis (1-6 hrs)

Hours and credit arranged with the approval of the student's thesis supervisor, advisor, and the Dean of the Graduate College. (Refer to the current *Graduate Catalog* for further information).

CRJU 799. Continuous Enrollment (1 hr)

All graduate students are required to be registered during the semester they receive their degree from Radford University. Registration is required of all graduate students when using University facilities and/or faculty time. The minimum number of hours for registration is one. Registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public. Students who are not currently registered for any course work, and who have completed all course work but have other outstanding degree requirements (e.g., comprehensive examination, thesis, removal of an I or IP grade), are required to register for a continuous enrollment course each semester, excluding summer, until they have met the outstanding requirement(s). This course carries no credit hour production and does not count toward graduation requirements. This course option is also available to those admitted students who are not enrolled in a given semester but who wish to use University facilities and services during that time.

CRIMINAL JUSTICE GRADUATE INTERNSHIP PROGRAM

The Graduate Program in Criminal Justice has internship opportunities available to all qualifying Criminal Justice graduate students. This program is designed to provide the graduate student with professional placement experience that will enhance the classroom experience and to help the student find employment upon graduation. As an academic course, the objectives are to provide knowledge acquisition, knowledge application, and skill development. Internship sites are developed in conjunction with the perspective graduate intern and are available in various criminal justice agencies and related areas.

A maximum of three graduate credits may be earned towards either CRJU graduate degree through the internship program. Internships typically last for one semester or over the course of a summer. Emphasis is clearly placed on knowledge application and skill development during the placement period. Please contact Dr. Jack Call regarding internship opportunities.

DIRECTED STUDIES

Graduate students may take directed studies, sometimes referred to as independent studies, for graduate credit. The purpose of a directed study is to allow a student to pursue a topic of interest in depth, under the guidance of a faculty mentor. Directed studies may be used to satisfy elective course credits in the master's degree program and are not considered to be satisfactory substitutes for a required course in the program of study. Master of Science students may take up to six hours of directed studies; Master of Arts students may take up to four hours of directed studies, so long as they are not closely related to the student's thesis topic.

Students interested in pursuing a directed study should have an approximate idea as to what topic they would like to pursue. Once an idea has developed, the student should seek out a faculty member who would be willing to supervise the directed study. The description of faculty interests presented earlier in this manual can serve as a guide, as can professor's research interests as presented on the Criminal Justice Department webpage. Most valuable, however, are conversations between the student and one (or more) faculty members with whom the student would like to work.

The terms of the directed study are negotiated between the student and the faculty member who has agreed to supervise the project. For instance, some directed studies may result in a substantial research paper, others may produce a work for presentation or publication, others may require readings and discussion or writing about them, and so on. The prior list is not exhaustive; the form of the directed study is guided largely by topic and by the student's academic goals.

The student must submit a written proposal for approval by the supervising professor, the academic advisor, and the Department Chairperson or Graduate Coordinator. The proposal will include a description of the topic of study, goals and objectives, products and assessment criteria, and a preliminary reading list. This proposal should be completed two weeks before the beginning of the semester in which the directed study will be conducted. After review from the College of Graduate and Professional Studies, the proposal will be sent to the Registrar's Office and the student will be registered in the course (CRJU-698, Directed Study). The proposal form is available from the College of Graduate and Professional Studies webpage, by following the "Forms for Students" link.

COURSE SCHEDULES

General Scheduling Information

A tentative course rotation and schedule of classes is available online

- For on-campus courses: <http://crju-web.asp.radford.edu/gradschedule.htm>
- For Roanoke courses: <http://crju-web.asp.radford.edu/RoanokeGrad.htm>

Each required core course is offered once a year, on the following rotation:

<u>Fall</u>	CRJU-600, Survey of Criminal Justice
<u>Semesters</u>	CRJU-655, Constitutional Law and the Criminal Justice System CRJU-670, Criminal Justice Research Methods
<u>Spring</u>	CRJU-671, Quantitative Methods in Criminal Justice Research
<u>Semesters</u>	CRJU-675, Studies in Criminological Theory CRJU-691, Public Policy and Criminal Justice

Sample Schedules and Advice

You should work closely with your advisor to plan the schedule that best meets your academic needs. For full-time students planning to complete the program in two years without summer coursework, the following schedule is recommended; however, you should work with your advisor to develop a schedule and program of study that best meets your needs:

Fall, 1st Year: CRJU-600, CRJU-655 (or elective), CRJU-670

Spring, 1st Year: CRJU-671, CRJU-675, CRJU Elective

Fall, 2nd Year: CRJU Elective (or CRJU-655), CRJU Elective, CRJU Elective (or thesis, if MA)

Spring, 2nd Year: CRJU-691, CRJU Elective, CRJU Elective (or thesis, if MA)

This general scheduling advice is provided to all students:

- Register at your assigned time; do not wait until the beginning of the semester to sign up for classes.
- If you need a required course to graduate and it is full, please contact the department chair (Dr. Mary Atwell).
- Take CRJU-600 in your first semester or, if not available your first semester, the next time that it is offered.
- CRJU-670 is a prerequisite to CRJU-671; plan accordingly.
- CRJU-691 should be taken toward the end of your program.

A sample schedule for Accelerated Bachelor's/Master's students is available online (<http://crju-web.asp.radford.edu/AcceleratedBS.pdf>).

ADMISSION POLICIES FOR THE CRIMINAL JUSTICE GRADUATE PROGRAM

Admission Status

When an applicant is admitted to the Graduate College, he or she is given one of two admission categories: regular or conditional. Your admission status is noted on the acceptance letter sent to you by the Graduate College. If accepted conditionally, your acceptance letter should have a Graduate Application Deficiency Checklist attached. Please be aware of your admission status and the steps you must follow to achieve Regular Status.

Regular Admission

The applicant meets all admission standards listed in the Graduate Catalog.

Conditional Admission

Conditional status will be granted to students who have applied to do graduate work, but are unable to obtain regular status. This may occur for several reasons, including: waiting for final transcripts indicating that an undergraduate degree has been conferred; missing or insufficient application materials, such as reference letters or writing sample; or insufficient grade point average.

Students must remedy all deficiencies **by the end of the first semester** in which they are enrolled. Students who do not remedy deficiencies in this timeframe will be blocked from registering for graduate courses. Students who are admitted conditionally due to an insufficient grade point average must maintain a 3.0 grade point average during their first nine graduate hours. After nine hours without maintaining a 3.0, students will be blocked from further registration and will no longer continue in the program, unless a petition to continue is approved.

A student's admission status will be changed from conditional to regular upon satisfactory completion of all deficiencies, within the required timeframes. You may contact your advisor and/or the Graduate Coordinator for further information about your admission status.

Rejection

An applicant whose past academic performance and/or background does not show a good likelihood for success in a graduate program (grades, writing sample, recommendations) will be rejected.

Accelerated Program

The Accelerated Bachelor's/Master's Program is designed to allow students to complete both the Bachelor's and Master's degrees in Criminal Justice in five years. Ordinarily, completion of both degrees would take six years.

To be eligible for the Accelerated Bachelor's/Master's Program, students must: Have completed at least 60 credit hours with at least 24 credit hours remaining in their undergraduate program (note that transfer students must have completed two full-time semesters at Radford University before being eligible for this program); have a cumulative GPA of at least 3.0; and meet with the Criminal Justice Department Graduate Coordinator.

To apply to the Accelerated Bachelor's/Master's Program, students must complete an Accelerated Degree Form (http://www.radford.edu/gradcollege/current_students/documents/acceler_app.pdf) and a 500-word statement of interest in the program, both of which must be submitted to the Graduate Coordinator. Students must also complete the application materials required for admission to the criminal justice graduate program, including: The Graduate College Admission Application, with transcripts and a \$40 fee; two letters of reference, only one of which can be from a Radford University criminal justice faculty member; and an original writing sample of five typed pages with appropriate references, on “the most important current problem in criminal justice.”

If accepted to the Accelerated Bachelor's/Master's Program, students may take up to 12 hours of graduate courses that count toward both the bachelor's degree (as free electives – they do not count towards any undergraduate criminal justice degree requirements) and the master's degree (either Master of Arts or Master of Science). This allows students to receive the bachelor's degree with 122 credit hours and the master's degree with an additional 24 graduate credit hours. Therefore, students can earn both the bachelor's and master's degrees with a total of 146 credit hours, whereas they would need 156 credit hours if the two degrees were completed separately. A “model” Accelerated Bachelor's/Master's Program curriculum is available online (<http://crju-web.asp.radford.edu/AcceleratedBS.pdf>).

In order to receive the master's degree, students must satisfactorily complete all requirements of the master's degree program. However, participation in the Accelerated Program does not guarantee admission to the master's degree program; students must meet all requirements for admission to the master's degree program. Students must complete the bachelor's degree prior to being admitted to the master's degree program, and only graduate courses in which a student has received a grade of “B” or better may double-count towards both degrees. If a student completes the bachelor's degree with a grade point average below 3.0, then he or she is no longer eligible for the Accelerated Program. If at any point a student withdraws from, or loses eligibility for, the Accelerated Program, then he or she may no longer double-count any courses for both the bachelor's and master's degrees.

ORIENTATION

An orientation program, offered in the fall semester, will be required of new graduate students. The orientation will include an introduction to the program and its requirements, the criminal justice faculty, and important policies. Further information will be provided towards the beginning of the fall semester.

ACADEMIC ADVISING

Upon your admission to the program, the Graduate Coordinator will appoint a faculty member to serve as your advisor. To officially change advisors, a student must submit a Petition for Program Changes to the Graduate College. You may request a change of advisor any time prior to establishing your Graduate Committee. If you are completing a Master of Arts degree, it would be wise to designate your thesis committee chair as your advisor.

The advisor is responsible for assisting the student in developing the program of study, with plans for directed studies, with the selection of a graduate committee for the oral comprehensive examination (for Master of Science students), and with general questions on the program and graduation requirements.

You should plan to work closely with your academic advisor. Upon admission to the program, you should arrange a meeting with your advisor to discuss degree requirements and whether a Master of Arts or Master of Science will best facilitate your academic and professional goals. You should also review the program of study and play your first semester's schedule. Utilize your advisor as a resource during your time in the program; he or she is happy to assist you with course scheduling, academic policy questions, discussion of career options, and other issues related to the criminal justice graduate degree programs.

MASTER OF SCIENCE COMPREHENSIVE EXAMINATIONS

Students completing the Master of Science degree are required to successfully complete written and oral comprehensive examinations. These examinations are offered in the fall and spring semester of each year; students usually complete the examinations in their final semester of the program. Examinations are required for all students completing a Master of Science degree, regardless of the location at which students take classes (i.e., on-campus at Radford or at the Roanoke Higher Education Center).

Students must first complete the written comprehensive examination. Only upon passing the written comprehensive examination may students schedule the oral comprehensive examination. Each is discussed in turn, below.

Written Comprehensive Examination

The written comprehensive examination is designed to measure a student's ability to communicate effectively in writing, to review research on criminal justice topics, to create coherent arguments, and to demonstrate a knowledge of criminal justice history, criminological theory, criminal justice research methodology, policy development in criminal justice, diversity issues in criminal justice, ethical issues in criminal justice, and law. As such, the comprehensive examinations serve as a capstone assessment of how well a student has met the learning outcomes of the program.

Exam Format

The written comprehensive exam consists of one question with multiple subparts that students must address in a take home format. The question and the subparts cover material from the required core courses. In it, students are presented with a criminal justice topic of current interest (which varies by semester), which must be assessed from a variety of perspectives (e.g. history, diversity, public policy, etc.). In the written comprehensive exam, students are required to demonstrate their command of the criminal justice literature and their ability to think and write analytically. A sample question is available on the Criminal Justice Department's graduate webpage.

The time span for completion of the written exam will be one week (7 days). The graduate coordinator will electronically (via email) distribute and collect all exams. Written exams will be distributed on the second Monday in October during the fall semester. During the spring semester, the written exam will be due the Friday before Spring Break begins.

All responses to the questions must be typed and all citations must be in APA format. The paper may not exceed 25 typed, doubled spaced pages (font and margins consistent with APA standards), excluding the reference page. Additional instructions will be provided on the exam.

Source of Written Questions

The written comprehensive examination question will be prepared by members of the Graduate Committee. The Graduate Committee includes the Graduate Coordinator and at least two other criminal justice faculty members with graduate faculty status. The Graduate Committee is assigned on a yearly basis.

Declaration of Intent to Take Written Exams

It is recommended that Master of Science students take the written examination during the last semester of coursework (bearing in mind that the examination is generally offered in the fall and spring semesters). Students must declare in writing their intent to complete the written examination, by sending a written message (e-mail is acceptable) to the Graduate Coordinator. This must be done one month prior to the exam distribution date.

Grading

Upon receipt of written responses, the Graduate Coordinator will remove student names from responses prior to distributing them to two or more readers from the Graduate Committee. Only student number will identify student responses to the readers. Grading professors are encouraged to consider content, sophistication of response, depth of demonstrated knowledge, and use of logic when grading the exams. Each reader will evaluate each response as meriting either a "pass" or a "rewrite." In the event of a tie between readers, the Graduate Coordinator will break the tie. If the Graduate Coordinator is one of the readers involved in a tie, then the Department Chair (or his or her designee) will break the tie.

A student must receive a "pass" from a majority of readers in order to pass the written comprehensive examination. Any student who does not receive a majority "pass" for his or her response to the question will be permitted to complete one rewrite, in order to correct noted deficiencies or problems. When a rewrite is assigned, the readers will provide written comments summarizing deficiencies, areas in need of improvement, and general recommendations to be addressed in a revision. The Graduate Coordinator can provide clarification, as necessary. Students assigned a rewrite have one week to complete it. Again, a student must receive a "pass" from a majority of readers in order to pass the written comprehensive examination. The re-write and subsequent grading will be considered as an automatic "appeal" and the student will not be afforded any other appeal or reconsideration. If the student does not receive a majority "pass" on the rewritten response, then the student must re-take the written comprehensive examination the next semester in which it is offered (with the understanding that the question may differ from those administered previously). If the student does not pass the second administration of the written comprehensive examination, then the student has failed to meet program requirements and will not be awarded a Radford University graduate degree in criminal justice.

Preparation for the Written Comprehensive Examination

There are a number of things that students may wish to consider in preparing for the written comprehensive examination. They include the following:

- Do what you can to minimize distractions during the week in which the written examination is scheduled. While you are not excused from coursework during the week of the written examination, you may wish to take time off from work and to clear your schedule of other obligations. You will want to be able to devote a substantial amount of time to preparing your response.
- Upon receiving the written examination, take some time to carefully review the instructions. Be sure to follow them closely.
- Prior to the examination, review the policies in this manual. Also, review APA style.
- Prior to the examination, review the sample question(s) available on the Criminal Justice Department webpage. While this *will not* be the question you will answer, it gives you an idea as to what to expect. Consider how you would go about answering the sample question – for instance, how would you allocate your time? What resources would be useful? And so on.
- Prior to the examination, you may wish to scan your notes from your criminal justice graduate courses. The exam *does not* focus on memorization, but it may prove useful to have *general* course content in mind, if for no other reason than to remind you where to go for various sorts of information.
- When you receive the exam, establish a logical plan for addressing the question. How will you allocate your time between research, writing, and proofreading? It is advisable to make an outline and a schedule to guide your work during the week you are given to prepare your response.

Oral Comprehensive Examination

Upon passing both questions of the written comprehensive examination, students must schedule their oral comprehensive examination. The oral comprehensive examination may not be scheduled until students have passed both of the written comprehensive examination questions.

Planning the Oral Comprehensive Examination

The student is responsible for assembling his or her oral comprehensive examination committee. Three graduate faculty must serve on the committee; the chair of the committee is the student's academic advisor. The student may select the other two faculty members. One faculty member may be selected from a department other than criminal justice. However, faculty outside the Criminal Justice Department should only be selected (a) with the approval of the student's advisor and (b) in circumstances in which the student has taken coursework in the other faculty member's discipline *and* it is relevant to the student's academic goals, as discussed with the student's academic advisor.

After the student has established his or her committee, the student should confer with the committee members to determine the best time for the oral examination; a one-and-a-half hour block of time should be identified. Then, the student should schedule a room on campus where the examination can be held (this may be done through the information desk at The Bonnie). Also, the student should contact the College of Graduate and Professional Studies to have a Report of Comprehensive Examination form sent to his or her advisor, prior to the examination.

Exam Format

The examination itself will take approximately one hour. The purpose of the oral examination is to ascertain the student's ability to communicate orally, and to engage in intelligent, informed, and logical conversation about topics related to criminal justice. Questions are generally open-ended and may include material from the student's coursework, responses on the written comprehensive examinations, and other issues relevant to criminal justice. As with the written examination, students should be prepared to address questions of history, theory, diversity, policy, ethics, research methods, and law (as they pertain to criminal justice). While some questions may be scripted ahead of time, many times the focus turns to lines of discussion that follow up on students' responses to questions. As such, to some degree the oral examination is spontaneous in nature.

Grading

Immediately following the oral comprehensive examination, the members of the examination committee confer and notify the student of the examination result; the student must receive a "pass" from a majority of the committee members to pass the oral comprehensive examination. If a student does not receive a majority "pass," then he or she may retake the oral comprehensive examination in the next semester in which it is offered (the questions will likely differ in the retake). At the retake, the student again must receive a "pass" from a majority of the committee members in order to pass the oral comprehensive examination. Failure to receive a majority "pass" results in a failure of the oral comprehensive examination, in which case the student has failed to meet program requirements and therefore will not be awarded a Radford University graduate degree in criminal justice.

Preparing for the Oral Comprehensive Examination

There are a number of things that students may wish to consider in preparing for the oral comprehensive examination. They include the following:

- On the day of your oral comprehensive examination, do your best to minimize external stress. Get plenty of rest the evening before, and try to avoid coming to the examination directly from work or class.
- The oral examination is *not* designed to be an adversarial process in which you are subjected to cross-examination. Rather, you should think of it as an extended conversation about a subject you care about – namely, criminal justice. While you should certainly take the examination seriously, you should enter it knowing that the faculty desire a collegial conversation with you.
- Many of the questions you will be asked do not have "right" and "wrong" answers (although some do, of course). Rather, the faculty are interested in seeing whether you can intelligently discuss, and make arguments about, criminal justice issues. Don't be afraid to share your opinions, so long as you can intelligently defend them.
- Prior to the exam, it is acceptable to ask the faculty on your committee if there are any particular areas on which they would like you to focus. If they indicate any areas of focus, give them some careful thought before the exam.
- Stay focused during the examination. If you need clarification on a question, ask for it.
- As with the written examination, it may be useful for you to quickly skim through some of your class notes, to refresh your memory on key theories and ideas.

MASTER OF ARTS THESIS AND ORAL DEFENSE

Students in the Master of Arts program must successfully complete and defend an original thesis as a requirement for graduation. The thesis is required for all students completing a Master of Arts degree, regardless of the location at which they take classes (on-campus program at Radford or Roanoke Higher Education Center).

Students in the Master of Arts program must register for 6 credit hours of CRJU-699, “Research and Thesis.” All six hours may be taken in the same semester, but more often three will be taken in each of two consecutive semesters. If a student registers for three hours in one semester, an incomplete grade will be given until the second three hours are completed in the second semester. Thesis hours are graded pass/fail. Upon satisfactory completion and defense of the thesis, the student will be awarded a grade of “Pass” for CRJU-699 (in the event of unsatisfactory completion and defense of the thesis, the student would be awarded a grade of “Fail” for CRJU-699, and would thereby not complete the requirements of the program).

The Thesis

General Information

A graduate thesis is a major project that requires careful planning. The purpose of the thesis is to provide a capstone experience prior to a student’s completion of the Master of Arts program. It is important to conceptualize what a thesis is and what a thesis is not. A thesis is *not* simply an extended research paper. A thesis *is* a document in which you report the results of original empirical research, or in which you structure an original theoretical or legal argument. The key is *originality*; whatever the produce of your thesis, it should make a new contribution to the body of knowledge about criminal justice, based on sound principles of quality research.

The thesis is supervised by three graduate faculty members of your choice. The thesis advisor must be a criminal justice faculty member (you should make your thesis advisor your academic advisor). It is expected that the other two committee members will be criminal justice faculty, as well. However, in special cases, with the approval of the thesis advisor, one faculty member may be selected from another department (this is reserved for cases in which the methods or literature of a related field are of substantial importance to the thesis topic or research design).

The Thesis Proposal Form must be completed by the student and approved by the student’s advisor, other members of the Graduate Committee, and the Graduate Dean before registering for thesis hours. It is important to note that the Thesis Proposal Form is *not* the same as, or a substitute for, a properly prepared thesis proposal. Consult your thesis advisor regarding the appropriate format of a thesis proposal.

Multiple sources of information are available to guide students toward the completion of a thesis, including: The *Graduate Catalog*; the Thesis Preparation Manual from the College of Graduate and Professional Studies (http://www.radford.edu/gradcollege/current_students/documents/ThesisManual_2006.pdf); and the document titled *Advice for Thesis Writers in Criminal Justice* (<http://crju-web.asp.radford.edu/Thesis.htm>). However, the most important source of information

for you is your thesis advisor and committee. They will help guide you through the process, and you should plan to work closely with them.

Grading the Thesis

To receive credit for the written thesis, all three committee members must agree that the thesis is of sufficient quality to receive a “Pass,” and must sign the thesis so indicating. Otherwise, the thesis requirement has not been met and the student has not satisfactorily completed degree requirements.

Advice for the Thesis

There are a number of things that students pursuing a thesis may wish to consider. They include the following:

- Start thinking about a thesis early. It will take a *minimum* of two semesters to prepare a satisfactory thesis; sometimes, it takes longer. As soon as you think you have an idea, talk to a faculty member who might be interested in serving as your chair.
- Familiarize yourself thoroughly with the thesis requirements and process. Review the policies and documents described above. Also, talk to students who are currently working on their theses to get a first-hand perspective for what is involved with a thesis.
- Work very closely with your committee. You should be in regular contact with every member of your committee about the progress of your thesis. You should submit drafts of every section of your thesis, as you complete them.
- Be sure that you are doing a thesis (and therefore pursuing a Master of Arts degree) for the right reasons. For instance, avoiding comprehensive exams is *not* a good reason to do a thesis; neither is the notion that doing a thesis is less demanding than taking two additional courses (because it’s not). The right reasons include a mix of intellectual curiosity, a passion for your topic, and a desire to contribute to criminal justice scholarship.
- Establish a logical schedule to complete your thesis. Familiarize yourself with relevant deadlines, your committee’s scheduling restrictions, and your own scheduling restrictions, and plan accordingly.
- Quality matters. You should emerge from the thesis process as an expert in your field. To that end, you should be prepared to do deep reading on your topic, and to thoroughly analyze your data. Be aware that the thesis is a published document that is bound and archived in McConnell Library; make it one to be proud of!
- Enjoy the process of generating new knowledge!

The Oral Defense

General Information

Upon completion of the written thesis, the student must schedule an oral defense of the thesis. At least three graduate faculty must serve on the oral defense committee; one must be the student’s academic advisor, one must be the student’s thesis advisor, and three of the faculty on the oral defense committee must be from the Criminal Justice Department. If a student’s thesis advisor and academic advisor are the same faculty member, and all faculty on the committee are from the Criminal Justice Department, then the thesis committee can double as the oral defense committee. In practice, this is generally the case. However, if not, then students should ensure that the oral

defense committee includes the required persons. In all cases, all members of the thesis committee must serve on the oral defense committee.

At the oral defense, students present, answer questions about, and engage in discussion of their thesis. Faculty also may ask questions or engage in discussion about the student's coursework, and explore issues pertinent to the Criminal Justice Graduate Program objectives (exploring the criminal justice system, policy, theory, issues of diversity, issues of ethics, research methodology, and experiential learning). While the thesis is the central focus, students should also be prepared to address other questions pertinent to criminal justice, as well.

Grading the Oral Defense

To receive credit for the oral defense, the student must receive a "pass" from a majority of the committee members. If a student does not receive a majority "pass," then he or she may retake the oral defense in the next semester in which it is offered. At the retake, the student again must receive a "pass" from a majority of the committee members in order to pass the oral defense. Failure to receive a majority "pass" results in a failure of the oral defense, in which case the student has failed to meet program requirements and therefore will not be awarded a Radford University graduate degree in criminal justice.

Advice for the Oral Defense

There are a number of things that students may wish to consider in preparing for the oral defense. They include the following:

- Be aware that thesis defenses are open to the public. Other faculty and students may attend. Along those lines, you should attend the defense of one or more of your colleagues, in order to get a sense for how they proceed (it is polite to talk to your colleague about this ahead of time, rather than showing up unannounced).
- On the day of your defense, do your best to minimize external stress. Get plenty of rest the evening before, and try to avoid coming to the defense directly from work or class.
- Plan your presentation carefully. You should not plan to spend a full hour talking, because your committee and other members of the audience will want to engage you in discussion about your project. Talk to your thesis chair about how you might structure your presentation. Consider the use of visual aids, particularly when summarizing complex material or statistical results.
- Be confident, but don't be arrogant. You have acquired much knowledge about your topic, and you should be well prepared to answer questions. Recognize that "I don't know" is sometimes a legitimate answer (but not if it's about a basic element of your literature review, research design, findings, or implications). Some of the questions you will field are motivated by the sheer curiosity and interest of audience members, who may want to engage you in an intellectual dialogue.
- Familiarize yourself with deadlines; you should consider when the near-final and final thesis documents are due to the College of Graduate and Professional Studies.
- You should not schedule a defense until all components of your thesis are completed and have been reviewed to the satisfaction of the thesis committee. The purpose of the defense is for you to present a finished document. Your committee may still request some revisions after the defense, but they should be minor; major substantive revisions should have already taken place.

- The defense is *not* designed to be an adversarial process in which you are subjected to cross-examination. Rather, you should think of it as an extended conversation about a topic you care about. While you should certainly take the defense seriously, you should enter it knowing that the faculty desire a collegial conversation with you.
- Many of the questions you will be asked do not have “right” and “wrong” answers (although some do, of course). Rather, the faculty are interested in hearing you intelligently discuss, and make arguments about, the topic you have extensively studied. Don’t be afraid to share your opinions, so long as you can intelligently defend them.
- Stay focused during the examination. If you need clarification on a question, ask for it.
- Enjoy the intellectual exchange!

Archiving Your Thesis

You will turn in two copies of your thesis to the College of Graduate and Professional Studies. The Criminal Justice Department requests that you submit a third copy to the Graduate Coordinator, so your thesis may be archived in the department. The copy for the department may be printed on plain paper, rather than the special paper required for the other two copies.

ETHICS

It is of paramount importance that criminal justice graduate students follow standards of academic and professional ethics. The Radford University Department of Criminal Justice has affirmed its commitment to the Academy of Criminal Justice Sciences (ACJS) *Code of Ethics*. The ACJS *Code of Ethics* is available online (http://www.acjs.org/pubs/167_671_2922.cfm); you should peruse it carefully. The Department of Criminal Justice aims to maintain the highest of ethical standards in its programs, activities, and actions. The Department expects no less of its graduate students.

Additional resources on professional ethics are available from the Criminal Justice Department webpage (<http://crju-web.asp.radford.edu/crjuethics.htm>). The webpage provides codes of ethics from a number of professional organizations representing the breadth of the field of criminal justice. You are strongly encouraged to review and understand the ethical principles underlying the practice of criminal justice, and particularly in those areas when you plan to pursue a career. Your criminal justice courses will reference professional ethics as applied to the discipline of criminal justice, and it is important that you are well-versed in the relevant ethical principles.

In addition, you should carefully review the Radford University Honor Code. The Honor Code Pledge is as follows:

I do hereby resolve to uphold the Honor Code of Radford University by refraining from lying, from the stealing or unauthorized possession of property and from violating the Standards of Student Academic Integrity.

Violations of the Honor Code will not be tolerated. Please refer to the Student Handbook for further details (<http://www.radford.edu/dos-web/handbook.htm>).

GRIEVANCES

While we hope that your experience in the Radford University criminal justice graduate program is a positive one, there are avenues for you to appeal decisions that you believe are unfair. These avenues are noted below.

- A grade appeals process is available, in which students may appeal course grades. This process is described in the *Graduate Catalog* and is documented on the College of Graduate and Professional Studies webpage (http://www.radford.edu/gradcollege/current_students/documents/grade_appeal.pdf).
- A graduate student grievance procedure is available; the criminal justice graduate program follows the grievance procedure outlined in the *Graduate Catalog*. This process is designed for claims other than course grades or sexual harassment.
- Students with disabilities may appeal decisions, actions, services, etc., pertaining to reasonable accommodations for their disability, related to coursework. Students should work through the Disability Resource Office (<http://www.radford.edu/dro/>) on all matters pertaining disability.
- The *Radford University Personnel Information Manual* (<http://www.radford.edu/~pers-web/pim.pdf>) contains information on complaint procedures regarding violations of the Radford University nondiscrimination clause, reasonable accommodations for disability (outside or coursework-related issues), and sexual harassment.

GRADUATE ASSISTANTSHIP PROGRAM

Program Description

Each year, a limited number of Graduate Assistantship positions are available to graduate students in criminal justice. Availability of positions is contingent on funding. Positions vary in terms of hours; they may be 10-hour per week or 20-hour per week assignments. Criminal justice Graduate Assistants are typically assigned to one of three offices: The Criminal Justice Department, the Radford University Police Department, or the College of Humanities and Behavioral Sciences Advising Center. Each office sets its own policies, objectives, and expectations for the Graduate Assistants working there. General information about Graduate Assistantships is available from the policy and procedure manual prepared by the College of Graduate and Professional Studies (http://www.radford.edu/gradcollege/current_students/assistantships/index.html).

Appointment of Graduate Assistants

Application and Selection

In order to be considered for a Graduate Assistantship, students must make two applications. The first application is to the College of Graduate and Professional Studies. Students can make this application in two ways. The first is when the student applies to the criminal justice graduate program; as part of the initial application for admission, the student may indicate that he or she is interested in an assistantship and then complete a brief application for the Graduate Assistantship. The second is for students currently in the program; on the College of Graduate and Professional Studies webpage, there is an application that current students may complete to be considered for a position. These materials are turned in to the College of Graduate and Professional Studies. The second application is to the Criminal Justice Department, itself. This application is available online from the Criminal Justice Department webpage (http://crju-web.asp.radford.edu/GA_app.pdf). These materials should be submitted to the Graduate Coordinator.

Recruitment of potential applicants is achieved through a variety of means such as student inquiries, applications to the program, and conferences. The College of Graduate and Professional Studies alerts the Graduate Coordinator as to which students have submitted Graduate Assistantship applications; when positions are available, the Graduate Coordinator will follow-up with those students regarding the application and selection process. Assistantship applicants are encouraged to apply early in the semester preceding the semester for which they desire the assistantship. Assistantship decisions are generally made by the end of Spring Semester for appointment to the next Fall Semester and by the beginning of December for the next Spring Semester. Graduate faculty members make recommendations, if they so choose, to the Graduate Coordinator. Based on these recommendations and the selection criterion described above, the Criminal Justice Department Graduate Committee makes final selections. The selection information is then sent to the Graduate College, who in turn sends a Graduate Fellowship Agreement to Graduate Assistantship recipients.

A variety of selection criteria are considered when reviewing Graduate Assistantship applications. These include, but are not limited to, the following: Student academic performance; matching staffing needs with student interest and skills; strength of recommendations; collegiality (the ability to get along with others); communication skills; social maturity; and financial need. The Criminal Justice Department Graduate Committee makes all Graduate Assistantship assignments,

including the determination of which office a GA will be assigned to, and for how many hours per week.

Required Course Loads and Academic Standing

The GA must enroll for a minimum of **nine** semester hours in each fall and spring semester that he or she holds the Graduate Assistant position. A minimum of **six** semester hours is required for GA's employed during the summer semester. The only exception is that students in their final semester who do not require more than six semester hours to graduate may petition to waive the nine-hour requirement for fall and spring semesters; if approved, the GA will be permitted to hold the Graduate Assistantship position with only six semester hours of courses. The GA must petition in writing (the form is available on the College of Graduate and Professional Studies webpage), and the petition must be approved by the Graduate Coordinator and by the Dean of the College of Graduate and Professional Studies.

In order to continue appointment from semester to semester during the academic year, all Graduate Assistants must remain in good academic standing. Failure to maintain a 3.0 GPA will result in termination from a Graduate Assistantship.

Appointments

Graduate Assistants are appointed on a semester contract basis, unless otherwise stated in the Graduate Assistantship agreement. Since the University system necessitates that personnel action forms relate to established payroll periods, it is likely that the student's actual service commitment to the department and program may vary slightly from the payroll dates. Graduate Assistants' responsibilities correspond to the academic calendar rather than to the demands of the payroll system.

Reappointment

Graduate Assistants who are performing satisfactorily may be eligible for reappointment. Satisfactory performance is measured by the following criteria: (1) a GPA of at least 3.0; (2) formal evaluation by faculty mentor; and (3) length of time holding the assistantship.

Allocation of Assignments

Appointment of Graduate Assistants will be determined by the faculty needs, departmental responsibilities, number of assistantships allocated to the graduate program, and the academic interests of each GA and faculty members.

Initial Orientation

Graduate Assistants must participate in the orientation conducted by the College of Graduate and Professional Studies. They will also meet during the first week of the semester with the Graduate Coordinator for general orientation to the department and with their faculty mentor for orientation and instruction relating to the tasks they will be performing for the supervisor.

Responsibilities of the Criminal Justice Department Graduate Assistant

Criminal Justice Department Graduate Assistantship Objectives

Graduate Assistants assigned to the Criminal Justice Department will work closely with faculty members. Each Graduate Assistant (GA) is assigned to one or more faculty members to perform various professional activities and assignments each semester. The Graduate Assistant Program is a give-and-take relationship. The Graduate Assistant Program introduces the Graduate Assistant to the collegial structure of the University and the Criminal Justice Department. The program encourages the GA to participate in professional relationships with members of the faculty. It also provides funds to the graduate student that defray the cost of a graduate education. In return, the Criminal Justice Department utilizes the skills and labor of the GA in the operation of the department. Specific program objectives include:

- to facilitate close interaction and an exchange of knowledge with faculty members
- to provide opportunities for the graduate assistant to engage in a mature exploration of contemporary theories of criminal justice
- to allow the graduate assistant to observe the practice and art of teaching criminal justice.
- to provide the graduate assistant with an opportunity to prepare and present a lecture in the class room setting.
- to encourage the graduate assistant to take part in the research process by engaging in library research, entering data on the computer, analyzing such data, or participating in the preparation of manuscripts for publication.

Graduate Assistant Responsibilities

The general responsibilities of each GA include satisfying the work tasks assigned by the faculty members, completing necessary Graduate College forms, and maintaining an adequate academic performance. Specific responsibilities will vary depending on the work assigned by the faculty mentor. Some faculty rely upon their GA to assist them in classroom preparation and grading. Other faculty utilize the research and library skills of the GA, and still others expect their GA to assist in administrative tasks. As a result, it is necessary to have a “good fit” between the GA and faculty member.

As stated above, specific duties and responsibilities will vary for each assistantship. However, there are some mandatory responsibilities and duties for all Graduate Assistants, including:

- satisfactorily complete all assigned coursework and maintain a 3.0 grade point average
- satisfactorily complete tasks assigned by faculty mentor(s)
- be present in the department for at least one hour per week, for each faculty mentor to whom the GA is assigned, at a time mutually agreeable to the student and faculty mentor; note that the GA may need to be present in the department for more than one hour per week, based on the nature of the tasks assigned by the faculty mentor
- provide the Criminal Justice Department Secretary and Graduate Coordinator with a home telephone number and address
- provide the Criminal Justice Department Secretary and Graduate Coordinator with a class and office hours schedule
- provide an evaluation of the faculty mentor’s supervision at semester’s end

Graduate Assistants as Students

Balancing responsibilities as a graduate student and a GA is an individual adjustment. Each role will take priority at different times. It is important to remember that maintaining a 3.0 overall GPA is a requirement for the assistantship. Talk to your faculty mentor. Discuss the proposed deadlines for completing assignments and activities. Inform your mentor of due dates and test dates for your graduate classes as soon as you receive them. Refer to the Graduate College checklist in order to plan ahead for important deadlines. Remember, communication between you and your mentor is very important.

Graduate Assistants as Professionals

As a graduate student and employee of Radford University, you are expected to act in a professional manner when carrying out departmental and academic duties. In addition, you may have access to confidential information such as grade reports, faculty evaluations or personal phone calls. It is imperative that you maintain the trust placed in you and not discuss any such confidential information with fellow students or faculty. Disclosure of confidential information can result in the termination of your graduate assistantship.

Ongoing Professional Responsibilities

In addition to maintaining professional confidentiality and demeanor, the graduate assistant is expected to act in a professional manner by fulfilling the following duties in a timely and complete manner.

- provide prompt submission of employment information requested by the Payroll Office, the Criminal Justice Department, and the Graduate College
- make appropriate use of supplies, equipment, and other areas of the physical facility in the Department and University
- obtain approval of the Criminal Justice Chairperson and Graduate Coordinator before engaging in other employment
- abide by the terms of your contract with the Graduate College and Criminal Justice Department

Conflict Resolution

When an issue arises between a Graduate Assistant and his or her supervising professor, the student and the supervising professor should first seek to resolve the issue between themselves. If the issue cannot be resolved in this way, the parties are encouraged to meet individually and collectively with the Graduate Coordinator and Department Chair, who will work to help the parties resolve the issue amicably. Failing a satisfactory resolution, students may avail themselves of the Graduate Student Grievance Procedure, outlined in the *Graduate Catalog*.

Duties and Responsibilities of the Faculty Mentor

The concept of mentoring is central to the Graduate Assistant program. The program serves as a model to demonstrate strategies and techniques for teaching courses, developing research projects, and functioning as a professional in the field of criminal justice. Through meetings with faculty mentors, the GA will develop an understanding of classroom teaching, grading, and research activities. As the student progresses in his or her activities and association with the

program, they may modify their professional attributes to reflect their understanding of the criminal justice field and what activities they may wish to pursue at a higher level.

Each faculty mentor monitors the progress of the GA assigned to him or her. This is facilitated by regular and frequent progress reports to the faculty mentor(s). The Graduate Coordinator will generally monitor the progress of each GA to insure that any changes in faculty supervision take place as scheduled or that any other instructions are carried out.

Faculty Mentor Responsibilities

It is the responsibility of the faculty member to clearly communicate the expected duties and assignments to be completed by the GA during the semester. Faculty are expected to review and discuss GA policies of the University and Criminal Justice Department if the need arises. Faculty should provide ongoing training for any complex task assigned. Faculty are expected to monitor GA performance and submit a written evaluation of the GA at the end of each semester.

GRADUATE STUDENT RESOURCES

Graduate Student Resources

- Basement and second floor common rooms in the 307 Adams Street Building are available to all graduate students.
- Computers in the graduate student offices and second floor common rooms are available for the use of all graduate students.
- Department printers and copy machines are not available to unfunded graduate students; however, students may use printers in on-campus computer labs and copy machines at the library or campus Printing Services.

Graduate Assistant Resources

- Office Space: Each graduate assistant is assigned space in a graduate student office.
- Computers and Printers: Graduate assistants may use computers and printers designated for graduate student use. They may also use other computers and department printers only by direction of their supervising professors.
- Copy Machine: Graduate assistants may only use the departmental copy machine to fulfill the requirements of their assigned duties.
- Keys: Graduate assistants are given keys to outside doors and their assigned offices. Professors may request that their graduate assistant be issued a key to their office.
- Mailboxes: Each graduate assistant is assigned a mailbox in the mailroom.

GRADUATE TEACHING FELLOW POLICY

Introduction

An exceptional graduate student who has an interest in teaching may be offered the opportunity to serve as a Graduate Teaching Fellow (GTF) in the Department of Criminal Justice. For full information about GTF roles and responsibilities, please refer to the most recent *Graduate Catalog*. GTF's in the Department of Criminal Justice are classified as a "GTF Professor of Record," meaning that they "have primary responsibility for teaching a course for credit and/or for assigning final grades for such a course" (p. 33, *2007-2008 Graduate Catalog*). Per Radford University and Criminal Justice Department policy, GTF's may only teach freshman and sophomore-level classes (numerically, these are 100- and 200-level classes). Most typically, the GTF teaches one section of CRJU-100, "Introduction to Criminal Justice."

Expectations

Appointments to this position will be for one academic year (fall and spring). The criminal justice GTF spends the fall semester in preparation for teaching and then teaches one section of CRJU-100 in the spring semester.

GTF's spend the fall semester completing in-service training, under the direction of the Criminal Justice Department's GTF supervisor (currently, Dr. Stephen Owen). The training process takes the duration of the fall semester, in the form of weekly meetings, readings, discussions, and activities. Before any criminal justice GTF is assigned to teach a class, they are carefully evaluated by the GTF supervisor, who reports to the Graduate Committee on the GTF's progress and aptitude. In the fall semester, the GTF is generally required to guest lecture in one or more classes, where his or her performance will be informally and/or formally assessed. Only if the GTF supervisor and Graduate Committee are satisfied with the GTF's progress and ability will she or he be assigned to teach a class in the spring semester.

Assuming satisfactory completion of the above process, the GTF will teach one section of CRJU-100 in the spring semester. The GTF is supervised and evaluated by the GTF supervisor. The GTF and GTF supervisor continue the weekly meetings, to discuss progress in the course, as well as any questions or problems that arise. Additional training and mentoring is provided on an as-needed basis. In addition, the GTF supervisor conducts classroom observations of the GTF's performance. At the end of the semester, the GTF administers the standard Radford University course evaluation, for his or her students to complete. Also at the end of the semester, the GTF supervisor debriefs the GTF on his or her experiences.

Eligibility and Application

Candidates for the GTF position must have completed at least 18 hours of graduate criminal justice courses (with a CRJU prefix) prior to the spring in which they would teach the CRJU-100 course. Students with an interest in the GTF position should submit an application in the spring semester prior to the appointment. Pending funding availability, the Criminal Justice Graduate Committee will recommend to the chair no more than one student per semester to serve as a GTF. When funding permits a GTF position to be made available, the Graduate Coordinator will advertise it to current students through e-mails to course aliases and/or announcements in graduate courses. Application processes will be announced at that time, as well.

CHECKLIST FOR CRIMINAL JUSTICE GRADUATE STUDENTS

First Semester of Enrollment

- Make up undergraduate deficiencies if needed; Request change to regular status if applicable and all requirements have been completed.
- Register with the Career Planning and Placement Office.

End of Second Semester of Enrollment

- Master of Arts students should select a Thesis Committee. Make your thesis advisor your academic advisor.

Last Semester of Enrollment

- Ensure that all necessary program changes have been approved.
- File an application for the degree by the end of the second week of the semester in which you plan to graduate. Applications are due at least 12 weeks before the end of the semester.
- Successfully complete the written portion of the Comprehensive Exams (for Master of Science students)
- Schedule an Oral Examination (Master of Science students) or a Thesis/Oral Examination (Master of Arts students).
- Submit two copies of the Thesis at least two weeks before the end of the semester (Master of Arts students).

Note: Check the *Graduate Catalog*, *Graduate Student Survival Guide*, and consult your academic advisor and/or the Graduate Coordinator for additional information.

ADDITIONAL RESOURCES

The information provided in this manual is meant to serve as a guide as you pursue your master's degree in criminal justice at Radford University. In addition to regular consultation with your academic advisor and the Graduate Coordinator, the following sources of information should also prove useful, and you should familiarize yourself with them:

- The Radford University *Graduate Catalog* is the official statement of curricula and academic policies. The *Graduate Catalog* also contains information on campus life and the variety of resources available to Radford University graduate students. Copies are available in from the College of Graduate and Professional Studies (in Lucas Hall) and online (<http://www.runet.edu/gradcatalog/index.html>).
- The Radford University Standards of Student Conduct are primarily concerned with issues relevant to conduct regulations and proceedings, including academic integrity and the Honor Code. The Standards of Student Conduct outline those forms of conduct that are prohibited and possible consequences for them. You should carefully familiarize yourself with the Standards of Student Conduct, which may be accessed online (<http://www.radford.edu/~dos-web/handbook.htm>).
- The College of Graduate and Professional Studies prepares a *Graduate School Student Survival Guide*, which provides information on campus resources, financial aid, advice for success, and policies pertinent to graduate students. The *Survival Guide* is currently undergoing revision, but will soon be available from the College of Graduate and Professional Studies webpage.
- The College of Graduate and Professional Studies maintains a webpage that contains many useful resources for students (<http://www.radford.edu/~gradcollege/>). In particular, the webpage provides links to information for current students (http://www.radford.edu/gradcollege/current_students/index.html) and to forms for students (http://www.radford.edu/gradcollege/current_students/forms_applications.html), including academic petitions, directed study applications, graduation applications, thesis information, and much more.
- The Criminal Justice Department webpage (<http://crju-web.asp.radford.edu/>) contains a variety of useful information. By following the “Graduate” link, you can access much of the information included in this manual, and the manual itself. The webpage also contains other information about the department, its faculty, its programs, and opportunities for students.

ADVICE FROM YOUR PEERS

The following suggestions are from actual Radford University criminal justice graduate students. We will continue to update this list of suggestions from time to time; if you have a suggestion or piece of advice to share with incoming criminal justice graduate students, let the Graduate Coordinator know, and we may add it to a future update of this manual!

- Carefully read the books assigned in your classes. Take notes on what you read to help you during class discussion.
- Plan out your class schedule for your entire graduate career during your first semester in the program. This will allow you to know how many electives to take, and what semester to take required classes.
- Decide during your first semester whether you want to write a thesis (for the Master of Arts degree) or take the comprehensive examinations (for a Master of Science degree). This will allow you to start preparing early and to be ready for graduation.
- Work on your writing skills every chance you get. Graduate classes require you not only to write a lot, but also to write well.
- Don't be afraid to visit with your professors; they are a great resource! Not only can it help you better understand course material, but having a positive relationship with faculty may help your learning in class.
- Graduate school is a full-time job. Not only do you have nine hours of class each week, but you will also spend a lot of time reading and writing. Don't be surprised if you spend 20+ hours each week on your coursework!
- Master of Arts students: Decide on a thesis topic as soon as possible. If you decide early enough, you can write papers for your classes on your thesis topic, making later research a whole lot easier.
- Master of Arts students: Remember, thesis hours count as a class. To that end, you should spend 12 hours per week on thesis work (3 hours of class, and then the 3-1 rule that you should spend three hours studying outside of class for each hour in class).
- Master of Science students: Keep notes and books from all your classes so you can use them on your comprehensive examinations.

POLICY REVISIONS

All policies in this manual are subject to revision. When revisions are made, the manual will be updated and changes will be communicated to students in a timely manner.

NOTES AND COMMENTS

PROGRAM OF STUDY FORMS

Program of study forms are designed to assist students in planning their course of study. Program of study forms are attached for the Master of Arts in criminal justice and the Master of Science in criminal justice.

**PROGRAM REQUIREMENTS
CRIMINAL JUSTICE
MASTER OF ARTS**

1. NAME (Last) (First) (Middle)			2. SOCIAL SECURITY NO.:		
3. PRESENT ADDRESS (Street) (City) (State) (Zip)			4. PHONE:		
5. DATE OF START OF GRADUATE COURSE WORK: Month: Year:		6. CATALOG YEAR:	7. E-MAIL ADDRESS:		
DEPT.	NO.	COURSE TITLE	CREDITS	SEMESTER	GRADE
REQUIRED COURSES: 18 S.H.					
CRJU	600	SURVEY OF CRIMINAL JUSTICE	3		
CRJU	655	CONSTITUTIONAL LAW AND THE CRJU SYSTEM	3		
CRJU	670	CRIMINAL JUSTICE RESEARCH METHODS	3		
CRJU	671	QUANITATIVE METHODS IN CRJU RESEARCH	3		
CRJU	675	STUDIES IN CRIMINOLOGICAL THEORY	3		
CRJU	691	PUBLIC POLICY AND CRIMINAL JUSTICE	3		
CRIMINAL JUSTICE ELECTIVES: 12 S.H FROM LIST ON BACK:					
CRJU					
CRJU					
CRJU					
CRJU					
RESEARCH AND THESIS: 6 S.H.					
CRJU	699	RESEARCH AND THESIS	6		
TOTAL CREDITS:			36 S.H.		
COMPREHENSIVE EXAM AND/OR THESIS DEFENSE IS REQUIRED. EXPECTED DATE OF COMPLETION:					
OTHER DEPARTMENTAL REQUIREMENTS:					

CRIMINAL JUSTICE ELECTIVES: 12 S.H.					
CRJU	590	SEMINAR	3		
CRJU	610	HISTORICAL PERSPECTIVES IN CRIMINAL JUSTICE	3		
CRJU	620	JUDICIAL BEHAVIOR	3		
CRJU	630	ORGANIZATIONAL THEORY	3		
CRJU	635	FOUNDATIONS OF LAW ENFORCEMENT	3		
CRJU	638	FOUNDATIONS OF CORRECTIONS	3		
CRJU	643	SOCIAL AWARENESS	3		
CRJU	650	CRIMINAL JUSTICE ETHICS	3		
CRJU	660	ISSUES IN CRIMINAL JUSTICE	3		
CRJU	672	CRIME ANALYSIS	3		
CRJU	673	CRIME MAPPING	3		
CRJU	676	ENVIRONMENTAL CRIMINOLOGY	3		
CRJU	684	CRIMINAL JUSTICE GRADUATE INTERNSHIP	3		
CRJU	690	TOPICAL SEMINAR	3		
CRJU	698	DIRECTED STUDY	3		

**PROGRAM REQUIREMENTS
CRIMINAL JUSTICE
MASTER OF SCIENCE**

1. NAME (Last) (First) (Middle)			2. SOCIAL SECURITY NO.:		
3. PRESENT ADDRESS (Street) (City) (State) (Zip)			4. PHONE:		
5. DATE OF START OF GRADUATE COURSE WORK: Month: Year:		6. CATALOG YEAR:		7. EMAIL ADDRESS:	
DEPT.	NO.	COURSE TITLE	CREDITS	SEMESTER	GRADE
REQUIRED COURSES: 18 S.H.					
CRJU	600	SURVEY OF CRIMINAL JUSTICE	3		
CRJU	655	CONSTITUTIONAL LAW AND THE CRJU SYSTEM	3		
CRJU	670	CRIMINAL JUSTICE RESEARCH METHODS	3		
CRJU	671	QUANTITATIVE METHODS IN CRJU RESEARCH	3		
CRJU	675	STUDIES IN CRIMINOLOGICAL THEORY	3		
CRJU	691	PUBLIC POLICY AND CRIMINAL JUSTICE	3		
CRIMINAL JUSTICE ELECTIVES: 12 S.H. FROM LIST ON BACK:					
CRJU					
CRJU					
CRJU					
CRJU					
FREE ELECTIVES: 6 S.H.					
TOTAL CREDITS:			36 S.H.		
WRITTEN AND ORAL COMPREHENSIVE EXAM IS REQUIRED. EXPECTED DATE OF COMPLETION:					
OTHER DEPARTMENTAL REQUIREMENTS:					

CRIMINAL JUSTICE ELECTIVES: 12 S.H.					
CRJU	590	SEMINAR	3		
CRJU	610	HISTORICAL PERSPECTIVES	3		
CRJU	620	JUDICIAL BEHAVIOR	3		
CRJU	630	ORGANIZATIONAL THEORY	3		
CRJU	635	FOUNDATIONS OF LAW ENFORCEMENT	3		
CRJU	638	FOUNDATIONS OF CORRECTIONS	3		
CRJU	643	SOCIAL AWARENESS	3		
CRJU	650	CRIMINAL JUSTICE ETHICS	3		
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CRJU	690	TOPICAL SEMINAR	3		
CRJU	698	DIRECTED STUDY	3		