School of Criminal Justice

Graduate Handbook
2015-2016

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MCJ Graduate Program Coordinator

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School of Criminal Justice Faculty
For more detailed faculty bios see www.gvsu.edu/cj

Only faculty with a ** next to their name are able to chair a student thesis (CJ 695). Any faculty who has graduate faculty status may serve on a project or thesis committee.

Kathleen Bailey, Ed.D. (Western Michigan University, 1998) Professor. Juvenile justice, treatment and counseling, criminal justice ethics. (baileyk@gvsu.edu, 331-7148, 273-C DeVos)

**Jacquelynn Doyon, Ph.D. (Western Michigan University, 2012). Assistant Professor. Critical criminology, environmental crime, state and corporate crime. (doyonj@gvsu.edu, 331-7178, 273-C DeVos)

**Patrick Gerkin, Ph.D. (Western Michigan University, 2006) Associate Professor. Criminology, restorative justice, white collar crime, and race and ethnic relations. (gerkip@gvsu.edu, 331-7175, 283-C DeVos)

**Naoki Kanaboshi, S.J.D. (University of Wisconsin, 2008). Assistant Professor. Constitutional law, criminal law, prisoner’s rights. (kanabosn@gvsu.edu, 331-7136, 245-C DeVos)

**Brian Johnson, Ph.D. (Michigan State University, 1998). Professor and Undergraduate Program Coordinator. Law enforcement, private security, criminological theory. (johnsonb@gvsu.edu, 331-7142, 279-C DeVos)

**Tonisha Jones, Ph.D. (Washington State University, 2010). Assistant Professor. Criminal justice policy, institutional corrections, policing and social justice, race, gender, crime, and justice. (jontonis@gvsu.edu, 331-7187, 269-C DeVos)

**Christopher Kierkus, Ph.D. (State University of New York Albany, 2006). Associate Professor. Research methods, statistical analysis, criminology. (kierkusc@gvsu.edu, 331-7132, 239-C DeVos)

**Brian Kingshott, Ph.D. (University of Exeter, 2003) Associate Professor. Terrorism, law enforcement, police management, criminal investigation, community policing, ethics. (kingshob@gvsu.edu, 331-7149, 275-C DeVos)

Kristine Mullendore, J.D. (Boston University, 1977). Professor. Criminal law, legal research, constitutional law, women and the law. (mullendk@gvsu.edu, 331-7147, 271-C DeVos)

Ruth S. Stevens, J.D. (University of Michigan, 1980), M.L. S. (Wayne State U., 2005). Coordinator of Legal Studies Program & Assistant Professor. Paralegal studies, legal research. (stevenru@gvsu.edu, 331-7173, 253-C DeVos)

**Christine Yalda, Ph.D., J.D. (Arizona State University 2002/Boston University 1981). Assistant Professor. Criminal justice/legal studies, justice theory, juvenile courts and diversion programs; law, society, and culture; youth conflict; school safety; civil rights & human rights; security & governance; qualitative field methods (yaldac@gvsu.edu, 331-7135, 243-C DeVos)

**John Walsh, Ph.D. (Indiana University, Bloomington, 2009). MCJ Program Coordinator and Assistant Professor. Corrections, policing, policy analysis; culture and crime. (walshj@gvsu.edu, 331-7131, 247-C DeVos)

**Joanne Ziembo-Vogl, Ph.D. (Michigan State University, 1998). Associate Professor. Community policing, criminological theory, victimology. (ziembovj@gvsu.edu, 331-7134, 241-C DeVos)
School of Criminal Justice Staff

Lisa Campione, Criminal Justice Assistant (campionl@gvsu.edu, 331-7130, 2nd Floor, DeVos)

Rayshena Wilson, Academic Department Coordinator (wilsora@gvsu.edu, 331-7152, 2nd Floor, DeVos)
Introduction and Program Overview

This graduate handbook, compiled by the Graduate Program Coordinator, summarizes general information and policies of interest to all graduate students enrolled in the School of Criminal Justice. Whether you are a new or returning graduate student, you should become familiar with this information and refer to this handbook as you progress through the program.

The Master of Science Degree in Criminal Justice is designed to prepare graduate students to become highly capable criminal justice leaders, planners, activists, and academicians who will continuously improve the criminal justice system and profession. The program is also designed to prepare students, who so wish, for the rigors of pursuing a doctoral degree. Courses are designed to meet the needs of managers and administrators in law enforcement, adult corrections, juvenile justice, and private security.

The graduate program in Criminal Justice accommodates students who currently work as professionals or who will seek professional positions in the criminal justice system, as well as those who are interested in pursuing further graduate study in criminal justice. Highly motivated students will be able to complete the program within two years.

The School of Criminal Justice (SCJ) is a growing and vibrant department with 15 faculty and staff members committed to quality education, training, and scholarship. Faculty have extensive real-world experience in policing, corrections, courts, and counseling and are actively engaged as scholars, having published in books, monographs, and journals with national and international circulation. In addition, a number of our faculty are internationally recognized and are frequently called upon for consultations with criminal justice agencies around the world.

Mission Statement: The Mission of the GVSU School of Criminal Justice is to teach, prepare, advise and assist students to make positive contributions in their chosen vocations within the criminal justice or legal system at the local, regional, national and international level.

Graduates will possess a solid foundation of knowledge and performance skills in the criminal justice field and legal system, and will also have the ability to make ethically sound and appropriate decisions in response to the challenges presented to them in their professional and personal lives.

Faculty and staff of the School of Criminal Justice will demonstrate, model, and promote a respect for diversity and commitments to integrity, intellectual and moral virtues, and lifelong learning, through effective teaching, active scholarship, and service.

Vision Statement: Within the first two decades of the 21st century, our goal is to become a nationally recognized and statewide leader in criminal justice and legal studies education with faculty, students and alumni who will play an integral role in the justice system. We use the term leader to mean the ability to offer quality education, excellence in scholarship and service, innovation in ideas, and a learning environment characterized by concern, dignity and grace.

Achieving these ambitious objectives will require dedication and concern, for students and colleagues in the academic and professional communities, and the ability to focus on the future. We sincerely believe that through mutual commitment we can achieve individual and collective goals, and in the process redefine the School of Criminal Justice into a service organization that will be admired by peers, practitioners, citizens and students.

Values:
We value:

- Liberal education and academic excellence in learning and teaching.
- Creative scholarly research and writing.
- Experiential learning and critical thinking.
- A commitment to ethical professional services for diverse local, national, regional/state and global communities and populations.
- A culture of collegiality and collaboration.
- Diversity, civic discourse, democratic communities, and social justice.
- Informed decision-making.
- Empowered graduates with professional practice skills.
ADMISSION TO MCJ GRADUATE PROGRAM

Entry into the SCJ Graduate Program requires application to, and acceptance by, both the University and the School of Criminal Justice. Application forms are available from the School of Criminal Justice by contacting John P. Walsh at walshj@gvsu.edu or 616-331-7131.

Admission to the Graduate Program in Criminal Justice requires:

1. Completion of the SCJ application form and accompanying fee.
2. Three letters of recommendation sent directly to the Graduate Admissions Office by academic or professional references (it is recommended that at least two are from current or former professors).
3. An essay describing your interest in the program, educational and career goals, information regarding your academic and professional preparation for entry into a Master's program in Criminal Justice, and any special topic areas that you would like to pursue at the Master's level.
4. Official transcripts of all previous undergraduate and graduate work.

All application materials described above must be received by the Graduate Admissions Office by the deadline date to be considered for admission. Applications will be reviewed by the Graduate Committee and applicants will be notified of their admission status once a decision has been reached.

All applications and reference letters must be submitted electronically using the online application system.

Applicants must have a bachelor's degree and should have an undergraduate G.P.A. of 3.0 or higher calculated on the last 60 hours of undergraduate work. Those with less than a 3.0 grade point average may be fully or conditionally admitted after a thorough review by the Graduate Committee. The Graduate Committee reserves the right to require additional information it deems appropriate, including GRE or GMAT test scores. The committee may also require applicants to appear for an oral interview. The decision of the Graduate Committee is final.

Transfer Credit
Up to 12 hours of transfer credit may be applied to the degree program. Such credit must meet the requirements specified in the "Transfer of Credit" section of this catalog, be recommended as applicable to the degree program by a graduate faculty advisor, and be approved for transfer application by the Criminal Justice Graduate Program Coordinator.

Dual Credit
In accordance with GVSU policy, undergraduates may enroll in some graduate courses (see prerequisites) but must have: at least a 3.0 GPA; completed 85 semester hours; a permit from the instructor; and must fill out the GVSU "Dual Credit Request Form." Credit earned can be used as part of an undergraduate program or as part of a future graduate program but cannot be used for both purposes.

Strongly Recommended:
Students who do not have undergraduate degrees in criminal justice or criminology are strongly encouraged to take CJ 101 Justice & Society and CJ 201 Criminology before they take any of the CJ graduate level courses. In addition an undergraduate level social science research methods course is strongly recommended. These courses are offered each semester. These are preparatory courses and cannot be used to satisfy graduate degree requirements; only graduate credits can be applied to degree requirements.

Students may take no more than 9 credit hours of graduate credit while in a non-degree seeking student status (NDGR).
GRADUATE TUITION

**Michigan Residents**

- $580 per credit for 500 and 600 level courses

**Non-Michigan Residents**

- $770 per credit for 500 and 600 level courses

***PLEASE NOTE: Rates for tuition, room and board are subject to change, at any time, by the Board of Trustees***

For information on financial aid: [http://www.gvsu.edu/financialaid/index.cfm](http://www.gvsu.edu/financialaid/index.cfm)

FINANCIAL ASSISTANCE

Graduate Assistantships

There are a limited number of competitive graduate assistantships available each year. There are full-time and half-time assistantships available. Full-time assistantships (approximately 20 hours per week) include a stipend of $4,000 per semester and 9 hours of graduate tuition waiver. Half-time assistantships (approximately 10 hours per week) include a stipend of $2,000 per semester and 4.5 hours of graduate tuition waiver. Tuition will not be paid (waived) for students who are reimbursed from other sources. Student must maintain a 3.0 GPA to hold an assistantship.

Students must reapply each year and only students who make good progress in the first year of their program will be considered for continued support. All graduate assistants will be reviewed by their supervising faculty member(s) at least once a semester using a form provided for this purpose. This evaluation will be placed in the student's file. Assistantship support may be withdrawn at any time that a student's overall performance is judged inadequate by the Graduate Committee.

Qualifications: Students must be fully admitted to a GVSU Master’s Degree Program. Preference will be given to students in the Criminal Justice Master’s Program. However, students from all disciplines will be considered. Students must have a high likelihood of excellent academic performance, and have the ability to conduct independent research of high quality or to contribute to the teaching efforts of the School of Criminal Justice. Additionally, students must have basic computer skills, including proficiency in Microsoft Word, Excel and similar programs. It is desired but not required that students have experience with SPSS. Students must be polite and cordial.
Inquiries about the availability of assistantships should be made to the Coordinator of the Graduate Program. The Graduate Committee examines all applications and selects students for Graduate Assistantships. Their decisions are final.

**Graduate Assistant Responsibilities:** The graduate assistants are expected to fulfill the following duties where applicable:
- Work scheduled hours (approximately 20 hr/week for full time and 10 hr/week half time
- Assist faculty with keeping records for grades
- Assist faculty in grading objective exams
- Assist faculty in conducting library research
- Assist faculty in conducting online research
- Assist faculty in grant applications and administration
- Assist faculty in coding data
- Assist faculty with materials for course preparation and class assignments
- Perform additional activities consistent with those above as requested by their faculty supervisor
- Appropriate keys are issued to students by the Director of the School of Criminal Justice upon request by the Coordinator of the Graduate Program. Security demands that you safeguard keys issued to you and not lend them to others. It is illegal to duplicate university keys. Also, students should be very conscious about locking doors when they enter the building outside of general operating hours.
- Maintain a 3.0 or above GPA.

**Scholarships for Research Support**

All fully admitted graduate students are encouraged to join and participate in the activities of appropriate professional societies, such as the Academy of Criminal Justice Sciences, the American Society of Criminology and the Midwest Criminal Justice association. This is an important part of the student’s professional development and an important forum for the student to establish academic and professional contacts in the field. Graduate students may apply to the Office of Graduate Studies (318C DeVos, 616-331-7105, gradstudies@gvsu.edu) and the Center for Scholarly and Creative Excellence (301C DeVos, 616-331-2281, csce@gvsu.edu) for support as well as to the professional society sponsoring the conference.

**STUDENT ORIENTATION**

Once a student has been admitted, they must attend a mandatory MCJ Student Orientation Meeting. This meeting is held prior to the start of each semester. The student will be informed of the date, time and place at least two weeks prior to the orientation. At orientation, the student will receive important information related to the degree requirements, as well as a chance to meet the faculty. There is also a virtual orientation for general graduate school information at http://gvsu.edu/gsga/virtual/.

**THE COORDINATOR OF THE GRADUATE PROGRAM AND THE GRADUATE COMMITTEE**

The establishment and review of SCJ graduate policies and procedures are the initial responsibility of the Graduate Committee, which then makes its recommendations to the full faculty of the SCJ. The MCJ Graduate Committee identifies the best applicants, recommends admission of candidates, and recommends candidates for different types of financial support. In addition, the committee develops procedures and policies related to the administration of the Graduate Program. The committee recommends to the faculty changes in the Graduate Handbook when university policies change and when policies herein no longer serve the interest of the MCJ Graduate Program. The faculty and SCJ Director must approve all policies and procedures.

**Coordinator of the MCJ Graduate Program**

The Coordinator of the MCJ Graduate Program also serves as Chair of the MCJ Graduate Committee. The Coordinator of the MCJ Graduate Program is appointed by the SCJ Unit Director, after soliciting applications from interested faculty.

The responsibilities of the Coordinator of the MCJ Graduate Program are to:

1. Chair the MCJ Graduate Committee, schedule, develop agenda for and maintain minutes of MCJ Graduate Committee monthly meetings.
2. Lead MCJ committee in developing and updating strategic plan for the MCJ program and monitor progress of strategic plan
3. Assist the SCJ Director with the scheduling of graduate courses.
4. Prepare reports and documents regarding the graduate program including, but not limited to:
   a. Annual Self-Assessment Report of Status of Graduate Program including trend data
   b. Graduate Assistant’s evaluation of faculty
   c. Faculty evaluation of Graduate Assistants
   d. Program Assessment Report

5. Represent the SCJ as necessary in relations with the College of Community and Public Service and larger university.

6. Correspond with prospective MCJ students.

7. Promote awareness of the SCJ Master's Program through the development of recruitment and publicity materials.

8. Develop, with the MCJ student, a recommended Program of Study that meets the needs of the student and the requirements of the graduate program.

9. Meet with each MCJ student at least once a semester and maintain a file assessing the student's progress in coursework and thesis or project.

10. Guide the MCJ student in selecting a Thesis or Project Committee, filling out and filing all paperwork related to project or thesis, including setting defense dates.

11. Review and approve the student's application for graduation by conducting the student’s final audit

12. Advise and mentor each graduate assistant by:
    a. Conducting orientation and delineating expectations
    b. Assigning/coordinating office hours across graduate assistants
    c. Modeling and supporting professional conduct
    d. Coordinating evaluation efforts including communicating with faculty and graduate assistants about any concerns raised in GA-faculty evaluations

**MCJ Graduate Committee**

The MCJ Graduate Committee shall consist of the Chair (Coordinator of the Graduate Program), at least three additional tenured/tenure-track faculty members, and the SCJ Director.

The responsibilities of the MCJ Graduate Committee are to:

1. Attend monthly MCJ Graduate Committee meetings

2. Screen graduate student applications to the School of Criminal Justice and help with admission recommendations. This includes determining if remedial coursework is required.

3. Propose policy for MCJ student responsibilities in assisting in instruction, research, and SCJ administration.

4. Help Coordinator screen graduate student applications for assistantships and make assistantship award recommendations.

5. Solicit requests for graduate assistants from faculty and recommend assignments to the SCJ Director.

6. Regularly review and support the progress of MCJ students

7. Promote, through various media and student recruitment, the Criminal Justice Graduate Program.

8. Monitor MCJ policies and recommend changes as necessary to faculty of the SCJ and SCJ Director for approval.

9. Address graduate curriculum issues.

10. Model and support engaging and working with graduate students (e.g., directed readings, project/thesis support, co-author conference papers, workshop activities)
11. Teach in the MCJ graduate program, currently or have a desire to in the future.

12. Assist and/or support the advising and mentoring of MCJ students.

13. Regularly attend, and encourage attendance, to MCJ graduate program functions (e.g., orientation, information sessions, colloquiums, brown-bag meetings).

THE STUDENT'S ROLE IN THE SCHOOL OF CRIMINAL JUSTICE

A graduate student occupies a special place in the School of Criminal Justice and at Grand Valley State University. High expectations exist for responsibility, honesty, and professional behavior at all times. These qualities are developed and observed through interactions with faculty, other graduate students, thesis research, project endeavors, participation in seminars, attendance at department events, and attendance and presentation of papers at professional meetings.

Graduate students carry significant responsibilities related to teaching and research in the School of Criminal Justice. Many are employees of the University, the State, or local or regional criminal or juvenile justice agencies. Graduate students, therefore, are expected to exhibit high professional standards, to be knowledgeable about the SCJ, faculty and student activities, university and SCJ policies, and in general to conduct themselves in a professional manner. Graduate students are also expected to behave in a professional manner, both inside the classroom and the School of Criminal Justice offices.

Graduate students are encouraged to join and participate in the activities of appropriate professional societies, such as the American Society of Criminology (www.asc41.com), the Academy of Criminal Justice Sciences (www.acjs.org) and the Midwestern Criminal Justice Association (www.mcja.org). The benefits of membership, including journals and newsletters, are generally available to students at discounted rates. Some of these societies have special funds to assist students who wish to present a paper or otherwise participate in annual meetings.

Nearly all graduate activities entail the use of facilities, equipment, and operational budgets provided through state and federal funds. Anyone using University property for reasons other than those intended is liable for legal prosecution and/or dismissal. Telephones, fax, copy machines, postage, vehicles, etc. may not be used for personal reasons. If there is doubt about the difference between an official and private action, check with the Coordinator of the Graduate Program.

ADVISEMENT OF GRADUATE STUDENTS

What is Advising?
Grand Valley State University recognizes that advising is an integral part of a college education. The advising process establishes a collaborative relationship between student and advisor in which the student feels a sense of connection, support, and guidance. Effective advising is developmental. It responds to, and creates, growth and change within the student. Advising encourages students to think critically, seek out resources, and develop action plans. It provides students with the information and encouragement they need to take personal responsibility for exploring options and making decisions. Ultimately, advising allows each student to achieve a meaningful and successful educational experience.

Who is Your Advisor?
All SCI Graduate Students are advised by the Graduate Program Coordinator, Dr. John P. Walsh. He can be contacted at walshj@gvsu.edu or 616-331-7131. During the winter semester of each year they are enrolled in the MCJ program, all students will receive an advisement sheet detailing their progress, grades, and courses left for completion of degree (see Appendix A).

Student's Role & Responsibilities in Advising
- Give thoughtful consideration to your academic and career goals
- Prepare a written list of questions before each meeting with your advisor
- Initiate contact with a faculty advisor and/or an advising center
- Actively participate in the advising session
- Ask questions! If you do not understand a policy or procedure, ask questions until you do understand
- Know the Academic Calendar. Do not miss deadlines. Know when to register and drop or add courses
- Schedule courses that are consistent with your educational goals and that will meet degree requirements
- Accept responsibility for making final decisions on academic choices.
Goals for Advising/Advisor Roles & Responsibilities
- Development of suitable educational plans
- Clarification of career and life goals
- Selection of appropriate courses and other educational experiences
- Interpretation of institutional requirements
- Enhancement of student awareness about educational resources available
- Evaluation of student progress toward established goals
- Development of decision-making skills
- Reinforcement of self-direction
- Referral to and use of institutional and community support services
- On-going evaluation of advising services

The University’s Role in Academic Advising
- Academic advisors will present you with options
- To be responsible for communicating consistent information to all students about the advising process
- To provide a community of academic advisors for all students
- To assist students in the development of suitable educational plans and goals
- To monitor and provide accessible guidance on each student's academic progress
- To provide referrals to university services when appropriate
- To be accountable for providing required, continuous, and accurate training for all academic advisors
- To provide sufficient and on-going resources and support for advising services across the university
- To recognize the importance of excellent and accurate faculty academic advising through the tenure and evaluation process
- To conduct continuous assessment and improvement in academic advising

ACADEMIC CONDUCT OF GRADUATE STUDENTS

Graduate scholarship should entail the generation of original, truthful information. Academic misconduct includes, but is not limited to, the following deceptive practices:

1. Plagiarism: knowingly representing the works or ideas of another as one's own.
2. Misappropriation of others' ideas or data.
3. Falsification of data: the intentional and unauthorized altering or inventing of any information or citation, including the purposeful omission of conflicting data with the intent to falsify.
4. Misrepresentation of academic credentials.

Students are expected to become familiar with the Academic Policies and Regulations contained in the Grand Valley State University Graduate Bulletin.

Allegations of academic misconduct should be brought immediately to the attention of the Coordinator of the Graduate Program and the Director of the School of Criminal Justice. The Directors shall immediately conduct a preliminary investigation to ascertain the legitimacy of the alleged misconduct. Allegations of misconduct that are substantiated at this level shall be reported to the Graduate College for appropriate University-level action.

STUDENT CODE
The complete student code can be viewed at:
www.gvsu.edu/studentcode

ACADEMIC INTEGRITY: Assumed by GVSU is that each student possesses an exceptional level of academic integrity. Section 223.00 & 223.01 of the Student Code are reproduced below for your reference.

SECTION 223.00 INTEGRITY OF SCHOLARSHIP AND GRADES: Truth and Honesty. The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor
these principles, and in so doing protect the validity of University grades. This means that all academic work will be done by
the student to whom it is assigned without unauthorized aid of any kind. Instructors, for their part, will exercise care in the planning
and supervision of academic work, so that honest effort will be positively encouraged. Compliance shall include compliance with
the following specific rules:

a) No student shall knowingly, without authorization, procure, provide or accept any materials which contain questions or answers to
any examination or assignment.

b) No student shall, without authorization, complete, in part or in total, any examination or assignment for another person.

c) No student shall, without authorization, allow any examination or assignment to be completed, in part or in total, by another person.

d) No student shall knowingly plagiarize or copy the work of another person and submit it as his/her own.

e) No student shall submit work that has been previously graded, or is being submitted concurrently to more than one course, without
authorization from the instructor(s) of the class(es) to which the student wishes to submit it .

SECTION 223.01: PLAGIARISM: Any ideas or material taken from another source for either written or oral presentation must be
fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas taken from another may
range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches or the writings of
others students. The offering of materials assembled or collected by others in the form of projects or collections without
acknowledgment also is considered plagiarism. Any student who fails to give credit in written or oral work for the ideas or materials
that have been taken from another is guilty of plagiarism.

COURSE REQUIREMENTS

Program of Study
By the end of the second semester of coursework (or completion of 9 credit hours), the student should submit a Program of Study to
the Graduate Program Coordinator for approval. The Program of Study contains a planned series of coursework and academic
experiences outlined for each individual student. It clearly specifies required courses and lists a tentative thesis/project topic or
intention to complete the comprehensive exam. Once a Program of Study has been completed, a student is expected to adhere to the
Program. The Graduate Program Coordinator must approve any changes in the Program of Study.

The Program of Study form (Appendix A), including any revised Programs of Study, must be completed and sent to the Coordinator
of the Graduate Program.

Coursework
The student, with the approval of the Coordinator of the Graduate Program, selects the courses for a Program of Study. A full list of
Criminal Justice Graduate Courses is in Appendix K. The following rules should be considered:

1. The Master of Science in Criminal Justice requires 33 semester hours, including 6 hours of thesis (CJ 695) or 36 semester hours
including 3 hours of project (CJ 693) or the successful completion of the comprehensive examination.

CORE: core of required courses consists of 18 credit hours as follows:
   CJ 600 Qualitative Methodology (cross listed with SW 693)
   CJ 601 Criminal Justice Leadership
   CJ 602 Legal and Ethical Issues
   CJ 604 Criminal Justice Policy and Program Evaluation
   CJ 606 Research Methodology and Data Analysis
   CJ 607 Criminology

ELECTIVES: The student has a choice of 12-18 credits (18 if completing the comprehensive exam, 15 if completing CJ 693, 12 if
completing CJ 695) of criminal justice electives from the following courses:
   CJ 608 Advanced Quantitative Data Analysis
   CJ 611 Community Policing
   CJ 620 Advanced Police Systems
   CJ 621 Advanced Corrections Systems
   CJ 622 Advanced Juvenile Justice Systems
   CJ 623 Advanced Private Security Systems
Students may take 3 credits of elective courses outside the School of Criminal Justice. All courses must be from the pre-approved list of courses listed below or approved by the Graduate Program Director.

**Pre-Approved Outside Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 631</td>
<td>Leadership and Organizational Dynamics</td>
</tr>
<tr>
<td>MGT 637</td>
<td>Employment and Labor Law</td>
</tr>
<tr>
<td>PA 535</td>
<td>Grant Writing</td>
</tr>
<tr>
<td>PA 612</td>
<td>Human Resources in Organizations</td>
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<tr>
<td>PA 614</td>
<td>Organization Theory</td>
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<tr>
<td>PA 615</td>
<td>Public Financial Administration</td>
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<tr>
<td>PA 643</td>
<td>Strategic Planning</td>
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<tr>
<td>PA 641</td>
<td>Economic Development</td>
</tr>
<tr>
<td>SW 600</td>
<td>Cultural Competency</td>
</tr>
<tr>
<td>SW 622</td>
<td>Psychopathology and Social Deviance</td>
</tr>
<tr>
<td>SW 660</td>
<td>Grantsmanship and Resource Development</td>
</tr>
<tr>
<td>SW 662</td>
<td>Substance Abuse and Social Work Practice</td>
</tr>
<tr>
<td>SW 676</td>
<td>Community and Social Planning</td>
</tr>
<tr>
<td>SW 678</td>
<td>Human Services and Administration</td>
</tr>
<tr>
<td>COM 642</td>
<td>Communication Law</td>
</tr>
</tbody>
</table>

**CJ 693 PROJECT OR CJ 695 THESIS:**

- CJ 693 Criminal Justice Project – 3 credits (available to students from the 2014-2015 cohort and prior)
- CJ 695 Criminal Justice Thesis – 6 credits
  - Prerequisites: Admission to CJ graduate program, 18 credits of graduate coursework completed, approved project or thesis committee, approved project or thesis proposal, and permission of instructor (completion of core curriculum may be concurrent).

2. REQUIRED TEXTS - all Criminal Justice Graduate students are responsible for obtaining and reading the following text:


3. All graduate students must maintain a G.P.A. of 3.0 or better. Only 6 hours of grade C are acceptable during the Master's Degree program. A grade below C does not earn graduate credit.

4. Any course substitution not identified in the Criminal Justice Program requires prior approval by the Graduate Program Coordinator.

5. Typically, full-time students will take 9 hours per semester. The maximum graduate course load for Criminal Justice students is 12 hours per semester.

6. Students need to complete the courses listed in their program of study before taking additional courses either inside or outside of the department.

7. The pursuit of a graduate degree is often enhanced by allowing students to seek knowledge in ways other than through formal graduate seminars. Hence, the department permits students to include directed study and internship experience. No more than 6 credit hours of directed study and internship combined may be pursued.

8. Specific dates and deadlines for completion of degree requirements should be reviewed with the Coordinator of the Graduate Program.

**COURSE OBJECTIVES FOR ALL GRADUATE COURSES**

**CJ 600 – Qualitative Methods**

**COURSE OBJECTIVES:** Upon completion of this course, the student will:

1. Synthesize and formulate informed research questions based on a preliminary review of the literature — from the perspective of a qualitative methodologist
2. Analyze assigned readings utilizing various androgogical learning venues (individually, group work, one-on-one instructor interactions, and written reports)
3. Demonstrate informed decisions and/or observations regarding effective qualitative methodology strategies as they are practiced in multiple research venues (e.g. interviews, participant observation, covert participant observation)
4. Evidence verbal and written skills as outlined in course requirements

CJ 601 - Leadership

COURSE OBJECTIVES: Upon completion of this course, the student will:

1. Explain and critically evaluate major leadership theories.
2. Understand the relationship between management and leadership techniques.
3. Develop a strategic view of organizations and understand the role of leaders in successfully implementing an organizational mission and strategy.
4. Evaluate how successful leadership is exercised and learn how to apply theories of leadership to one’s own style and the style of others.
5. Recognize how leaders exercise power and authority in an effective and responsible manner.
6. Evidence student’s verbal and written skills as outlined in course requirements.

CJ 602 – Legal and Ethical Issues

COURSE OBJECTIVES: Upon completion of this course, the student will:

1. Critically evaluate and apply personal values, moral beliefs, and ethical systems to contemporary legal and or ethical issues
2. Understand and analyze different conceptions of justice
3. Understand and critique theories of moral development in relation to the criminal justice system
4. Identify and analyze current ethical and legal issues in the criminal justice system, including those faced by law enforcement, lawyers and judges, and corrections professionals
5. Assess and evaluate past and present professional and policy solutions to ethical and legal issues in the criminal justice system
6. Evidence verbal and written skills as outlined in course requirements

CJ 604 – Criminal Justice Policy & Program Evaluation

COURSE OBJECTIVES: Upon completion of this course, the student will:

1. Understand the history, goals and types of programs within program evaluation field
2. Develop an understanding of the formation of public policy
3. Understand and analyze the interrelationship between communities, organizations, and citizens in the policy and program development process
4. Demonstrate student’s knowledge and critical assessment skills pertaining to issues and problems in policy and program development and evaluation
5. Analyze legislation and other forms of crime policy in terms of the etiology of crime
6. Analyze how empirical and popular methods are used to evaluate public policy and programs
7. Evidence verbal and written skills as outlined in course requirements

CJ 608 – Advanced Quantitative Data Analysis

COURSE OBJECTIVES: Upon completion of this course, the student will:

1. Understand the relationships between research design and the various philosophical approaches to social science.
2. Appreciate how and why criminal justice data is collected.
3. Apply different methods of data collection to specific research problems.
4. Understand why different methods of data analysis are appropriate to specific research questions.
5. Analyze criminal justice data using appropriate tools.
6. Interpret and draw conclusions from key types of analyses.
7. Present and disseminate research findings to a professional or scholarly audience.
8. Evidence verbal and written skills as outlined in course requirements
9.

16
CJ 611 – Community Policing

COURSE OBJECTIVES: Upon completion of this course, the student will:

1. Develop and synthesize a historical and theoretical understanding of community-oriented policing
2. Analyze and contrast community oriented policing with traditional law enforcement models
3. Analyze the issues, problems, and practices specific to community-oriented policing
4. Understand and critique the unique dynamics of community problem solving and police/community partnerships
5. Evidence verbal and written skills as outlined in course requirements

CJ 620 – Advanced Police Systems

COURSE OBJECTIVES: Upon completion of this course, the student will:

1. Understand and analyze the history and culture of police organizational management.
2. Understand organizational theories and their application to the structure and function of contemporary law enforcement agencies.
3. Understand human resource management and its application to organizational efficiency and the delivery of services to the public.
4. Research and analyze current issues facing the law enforcement administrator with particular attention paid to political, social, and economic trends.
5. Evidence verbal and written skills as outlined in course requirements.

CJ 621 – Advanced Corrections Systems

COURSE OBJECTIVES: Upon completion of this course, the student will:

1. Understand and analyze the history, culture and structure of correctional systems
2. Understand organizational theories and their application to the structure and function of contemporary correctional systems
3. Understand human resource management and its application to organizational efficiency and the delivery of services to the public
4. Research and analyze current issues facing correctional administrators with particular attention paid to political, social, and economic trends
5. Evidence verbal and written skills as outlined in course requirements.

CJ 622 – Advanced Juvenile Justice Systems

COURSE OBJECTIVES: Upon completion of this course, the student will:

1. Understand and analyze the history, culture and structure of the juvenile justice system
2. Understand organizational theories and their application to the structure and function of contemporary juvenile justice system
3. Understand human resource management and its application to organizational efficiency and the delivery of services to the public
4. Research and analyze current issues facing the juvenile justice system administration with particular attention paid to political, social, and economic trends
5. Evidence verbal and written skills as outlined in course requirements.

CJ 623 – Advanced Private Security Systems

COURSE OBJECTIVES: Upon completion of this course, the student will:

1. Understand and analyze the history, culture and structure of the private security
2. Understand organizational theories and their application to the structure and function of contemporary private security systems
3. Understand human resource management and its application to organizational efficiency and the delivery of services to the public
4. Research and analyze current issues facing private security systems administrators with particular attention paid to political, social, and economic trends
5. Analyze key legal issues in the context of security administration
6. Evidence verbal and written skills as outlined in course requirements
CJ 642 – Victimology

COURSE OBJECTIVES: Upon completion of this course, the student will:

1. Develop and synthesize a historical and theoretical understanding of victimology and the victim’s rights movement
2. Analyze the latest trends and patterns in victimization
3. Understand and critique how crime victims are perceived and dealt with by the media, the justice system, and society
4. Understand and critique the concepts of victim-precipitation, victim-blaming, victim-defending and restorative justice
5. Evidence verbal and written skills as outlined in course requirements

CJ 691-Issues in Research and Writing

COURSE OBJECTIVES: Upon completion of this course, the student will:

1. Distinguish between diverse writing products in the discipline, including reaction papers, literature reviews, empirical reports, and policy papers (comprehension)
2. Demonstrate writing competence, including clarity and style, with minimal common writing mistakes (application)
3. Demonstrate the appropriate use of academic research for his/her thesis or project, including appropriate APA citation requirements (application)
4. Demonstrate an understanding of his/her role in the academic community, and how scholarly writing is intended to facilitate a greater understanding among scholars and practitioners (application)
5. Explain his/her personal writing process, including the strategies and tools that improve the overall quality and content of his/her writing products (analysis)
6. Produce and revise diverse writing products based on instructor and peer feedback (synthesis)
7. Assess his/her personal work and the work of others through editing, proofreading, peer review dyads, and fishbowl groups (evaluation)
GRADUATE STUDENT CULMINATING EXPERIENCE

COMPREHENSIVE EXAMINATION OPTION

Available to all graduate students.

The comprehensive examination option requires students to complete 36 hours of course work. The non-credit comprehensive examination serves as a culminating experience within the graduate program in lieu of the 6 credit hour thesis option. The non-credit comprehensive examination can also serve in lieu of the 3 credit hour project A and B options for students who entered the program prior to the 2014-2015 academic years.

Comprehensive Examination Prerequisites: The comprehensive examination is a two-part examination. Part A (written section) of the examination can be completed after 18 credits of coursework, to include: CJ 601 (Leadership), CJ 606 (Research Methods), and CJ 607 (Criminology). Part B of the examination (oral section) can be completed in the last semester or second to last semester of the degree program.

1. Both Part A and Part B of the exam will be offered three times each year (e.g., fall, winter, and spring/summer).

2. Students may sit for Part A (a written exam) once they have completed the following courses: CJ 601 (Leadership), CJ 606 (Research Methods), and CJ 607 (Criminology) plus nine (9) additional credits, for a total of 18 credits completed.

3. Students may sit for Part B (an oral exam) in the last semester or second-to-last semester, with the student's answers to Part A questions serving as background for further questions.

4. Students must notify the graduate coordinator, in writing, at least one month prior to the date of the exam they wish to take.

5. The Part A written examination is graded on a pass/fail basis. Potential grades can include: pass, pass with revisions, or fail. If a student passes, he or she has completed the requirement. If he or she receives a pass with revisions, he or she must complete the revisions required by the comprehensive exam committee in the time frame specified by the committee. If the student fails, he or she must retake the failed section within one calendar year. Per university policy, student only have eight (8) years from their acceptance into the program within which to complete their degree, to include the comprehensive examination.

6. Each subject area within the Part A examination will be graded separately (criminological theory, criminal justice systems, and research methods), so students may pass one area and fail another, etc. Students will only need to revise the questions where they received a pass with revisions or retake the area where they failed.

7. Students will have two opportunities to complete the part A examination. Students who fail the exam on their second try will be dismissed from the program.

8. The Part B oral examination will be graded by a committee of three GVSU Graduate faculty, two of which must be members of the MCJ Graduate faculty. Committee members will be chosen by the graduate student along with written approval by the chosen faculty. Written approval must be submitted at the time of request for examination to the graduate coordinator (see #4). Potential grades can include: pass or fail. If a student passes, he or she has completed the requirement. If the student fails, he or she must retake the oral examination within one calendar year. Per university policy, student only have eight (8) years from their acceptance into the program within which to complete their degree, to include the comprehensive examination.

9. Students will have two opportunities to complete the Part B examination. Students who fail the exam on their second try will be dismissed from the program.
CJ 693 – GRADUATE PROJECT OPTION A

Available to students who entered the program during the 2014-2015 academic year and prior.

Some students will choose to complete a project rather than a thesis. Project option A is typically carried out in cooperation with a criminal justice, juvenile justice, or private security agency under faculty supervision. Students are expected to design a project that will: address the development of a particular policy or set of procedures or plan for responding to specific administrative problems or issues within an agency or institution. The essence of the project is to use the academic research literature to inform policy development, problem-solving, and agency decision-making. Students who are currently working in the field may find the Project especially relevant to the work they do or as a vehicle for assisting their employers.

Please note that all GVSU research projects involving human subjects require approval from the Human Research Review Committee. Even if your project does not involve any risk or very low risk to human subjects, as long as it involves interacting with human beings in any way to gather data or information, prior approval is required.

Prerequisites

Before a student may enroll for project credit hours, they must have 18 credits of graduate coursework completed including CJ 606 Research Methods, an approved project committee, and the project proposal must be approved by all members of the Project Committee. Assuming agreement over the proposal, a Project Proposal Approval form must be signed by all committee members and forwarded to the Director of the Graduate Program to be approved, signed and then placed in the student's file. IT IS THE STUDENT’S RESPONSIBILITY TO HAVE ALL COMMITTEE MEMBERS SIGN THE Project Proposal Approval Form. Once the form is completed (with all signatures), a permit to register for the credits will be issued by the Director of the School of Criminal Justice. Students must also submit a project/thesis committee approval form, documenting the committee members, before they will be permitted to register for project or thesis credits.

CJ 693 - GRADUATE PROJECT OPTION B

Available to students who entered the program during the 2014-2015 academic year and prior.

For project option B, students are expected to design a project that will provide a comprehensive overview of a body of scholarship addressing a criminal justice related issue. The paper must be an original work that has not been submitted previously and must not be merely a revision of a previously submitted paper. Students who choose to complete a graduate project are often not interested in pursuing a more advanced degree (i.e., a doctorate). However, completing a project rather than a thesis does not preclude a student from going on to pursue his or her doctorate or other terminal degree. Students should be aware, however, that completing a thesis rather than a project may better prepare them for the rigors of completing a dissertation (a requirement for the Ph.D. or other terminal degree), as a thesis more closely mimics the structure and academic rigor required of a thesis.

Prerequisites

Before a student may enroll for project credit hours, they must have 18 credits of graduate coursework completed including CJ 606 Research Methods, an approved project committee, and the project proposal must be approved by all members of the Project Committee. Assuming agreement over the proposal, a Project Proposal Approval form must be signed by all committee members and forwarded to the Director of the Graduate Program to be approved, signed and then placed in the student's file. IT IS THE STUDENT’S RESPONSIBILITY TO HAVE ALL COMMITTEE MEMBERS SIGN THE Project Proposal Approval Form. Once the form is completed (with all signatures), a permit to register for the credits will be issued by the Director of the School of Criminal Justice. Students must also submit a project/thesis committee approval form, documenting the committee members, before they will be permitted to register for project or thesis credits.
Available to all graduate students.

The purpose of a thesis is to give students experience conducting the kind of inquiry that will be useful in their professional careers. Because professional goals differ, each thesis will have its own character. Some students may wish to conduct an original research project, others may want to conduct an evaluation of a policy or program that exists in their current workplace, and still others may wish to explore some of the theoretical debates surrounding a particular crime or justice issue.

The word "thesis" refers to a formal, scholarly paper that is based first and foremost on a research question. The thesis is an attempt to provide at least one unique answer to that question. It is also a demonstration of a student's ability to locate and synthesize theoretical and empirical knowledge about a given phenomenon, formulate an appropriate method for investigation, analyze related data, and arrive at a sound conclusion. All of the courses taken before the thesis provide opportunities to learn and practice these skills. For this reason, it is a very good idea to start thinking about a thesis topic early in your graduate studies.

There is no unacceptable length to a thesis; the nature of the subject must determine the amount of writing necessary. In general, the acceptability of a thesis can be measured by asking whether the work would be suitable for presentation at a professional conference or whether it would be useful for program or policy planning. Examples of all the forms needed for the proposal and the thesis are included in Appendices C through I as well as posted on the Criminal Justice M.S. webpage at http://www.gvsu.edu/grad/cj/forms-9.htm

Please note that all GVSU research projects involving human subjects require approval from the Human Research Review Committee. Even if your project does not involve any risk or very low risk to human subjects, as long as it involves interacting with human beings in any way to gather data or information, prior approval is required.

Prerequisites
Before a student may enroll for project/thesis credit hours, they must have 18 credits of graduate coursework completed including CJ 606 Research Methods, an approved project/thesis committee, and the project/thesis proposal must be approved by all members of the project/thesis committee. Assuming agreement over the proposal, a project/thesis proposal approval form must be signed by all committee members and forwarded to the Director of the Graduate Program to be approved, signed and then placed in the student's file. IT IS THE STUDENT’S RESPONSIBILITY TO HAVE ALL COMMITTEE MEMBERS SIGN THE project/thesis proposal approval form. Once the form is completed (with all signatures), a permit to register for the credits will be issued by the Director of the School of Criminal Justice. Students must also submit a project/thesis committee approval form, documenting the committee members, before they will be permitted to register for project or thesis credits.

FOR A DETAILED DESCRIPTION OF THESIS AND PROJECTS SEE SEPARATE SCHOOL OF CRIMINAL JUSTICE PROJECT/THESIS GUIDE
GENERAL GVSU GRADUATE STUDENT POLICIES

Incomplete Grade:
This is a temporary grade given for work that is lacking in quantity to meet course objectives. It may be assigned when illness, necessary absence, or other reasons generally beyond the control of the student prevent completion of the course requirements by the end of the semester. This grade may not be given as a substitute for a failing grade or withdrawal. Unless changed by the instructor, the I will be changed to an F (NC when appropriate) according to this schedule: fall semester incompletes, end of winter semester; winter and spring/summer incompletes, end of fall semester.

Deferred Grade:
The grade of X (deferred) is a temporary grade that may be given only in a course that cannot be completed in one semester. Such courses are usually research projects (CJ 693, 695, and 699). This grade is given only for work that is satisfactory in every respect but for which students need more than one semester to complete. An X grade must be removed within two calendar years from the date of assignment, otherwise it will be changed to NC.

EVALUATION OF PROGRESS AND GRADE REQUIREMENTS
The Coordinator of the Graduate Program will evaluate the student each year. A student is expected to maintain a G.P.A. of B (3.0) or better throughout the course work for the Master of Science degree, and to make significant progress toward the degree each semester. No more than six credit hours of course work with a grade of C may be used toward the degree requirements. An advisory audit will be performed at the end of each semester to evaluate each student’s G.P.A. to assess responsible academic progress. If the G.P.A. has fallen below a 3.0, the student will be given one semester to improve the G.P.A. to 3.0 by the end of the probationary semester will result in termination of the student’s participation in the program. The minimum cumulative G.P.A. is 3.0 for graduation. Students who have or who are applying for financial support must maintain a G.P.A. of 3.0 or better.

CONTINUOUS ENROLLMENT FOR STUDENTS AT THE THESIS PHASE
1. Definitions
   a. A student begins the thesis phase of their degree program as of the beginning of the first semester in which they have matriculated in the xxx1-695 thesis course.
   b. A student ends their thesis phase of their degree program at the end of the semester in which the student
      i. completes all requirements for the degree, or,
      ii. is voluntarily or involuntarily terminated from their degree program, or,
      iii. where available, formally selects a non-thesis option for completing their degree program.
2. A student in the thesis phase of their degree program must enroll in either the appropriate xxx-695 thesis course or xxx-696 continuous enrollment course for at least one credit in each Fall and Winter Semester, and, where applicable, the Spring-Summer Session in which the thesis is defended and/or the degree is awarded.

This “continuous enrollment” will consist of one credit; this will allow students to continue to have access to the campus facilities, library, etc., which they would not normally have once the semester during which they enrolled for the thesis is completed. **Please note: currently, this policy only applies to students registering for a thesis.

TIME LIMITS
All requirements for the Master’s of Science degree, including courses accepted for transfer credit from other institutions, must be completed within an eight-year period from the date of enrollment in the first course in the program of study. See the Office of Graduate Studies website for a table that will indicate when you must finish by to avoid losing credits.

GRADUATION REQUIREMENTS
All graduate students in the Master's of Science program must make a formal application for graduation. A student should apply for graduation early in the semester in which graduation is expected.

More information on deadlines is available in the Registrar’s Office, the Graduate College, and the School of Criminal Justice.
POLICY AND FUNDING CHANGES

Changes relating to student support or policies beyond the control of the School of Criminal Justice can occur. Under these circumstances the SCJ cannot be held legally responsible for any difficulties a student incurs. The SCJ reserves the right to alter graduate program policies. Students will be notified of policy changes in a timely fashion.

GRIEVANCE PROCEDURES

Students with significant complaints about any aspect of their education and training in the School of Criminal Justice should address such complaints directly to the person causing the alleged grievance in order to reach a settlement. If such an approach fails to resolve the matter, the Coordinator of the Graduate Program should be consulted and may attempt an agreeable settlement. If the alleged grievance is not resolved at this point, the student should take it to the Director of the School of Criminal Justice. The formal process for student grievances is spelled out in detail in the GVSU Graduate Bulletin under the section on General Academic Policies and Regulations.

GRADUATE STUDIES

http://www.gvsu.edu/gs

Mission Statement:
Defining and supporting excellence in graduate education and the research and scholarly activities associated with it.
Articulating a vision of excellence in our decisions and policies about faculty, students, curriculum, and research direction.
Serving as an advocate for graduate education and graduate students within the university in terms of resources, services, research, and other activities that support their endeavors and goals.

About the Graduate Studies Office
We administer the graduate assistantship (GA) program, and the Dean of GSGA approves all GA positions and appointments.
We are responsible for the review and approval of time limit extensions to program completion for graduate students. (Grad students must complete their program within eight years from the time they begin.)
We handle policy exceptions for graduate students switching from non-degree to degree seeking who have taken "too many" credits as a non-degree seeking student. (This is usually between 9-12 credit hours, depending on the program.)
We coordinate the work of the Graduate Council with the Provost's Office, the University Curriculum Commitee, and the University Academic Senate.
We meet regularly with a team of graduate program directors to discuss issues and resolve concerns facing graduate education at GVSU.
We work closely with Student Services to ensure that the needs of graduate students are being met.

CONTACT:
Dr. Jeffrey Potteiger
Dean of Graduate Studies
310-C DeVos
401 W Fulton St.
Grand Rapids, MI 49504-6431
616/331-7105
Email: potteigj@gvsu.edu
OTHER UNIVERSITY RESOURCES FOR GRADUATE STUDENTS

- Parking
  - Student wishing to park on campus must purchase a parking permit.
  - Permits can be order electronically at [www.gvsu.edu/publicsafety](http://www.gvsu.edu/publicsafety).
  - The permit is $175 per semester for full-time students (7 or more credits) and $91 per semester for part-time students (6 credits or less).

- On Campus Housing
  - Office of Housing and Residence Life
    103 Student Services Building
    Allendale, Michigan 49401
    (616) 331-2120
    Fax: (616) 331-3790
  - [http://www.gvsu.edu/housing](http://www.gvsu.edu/housing)

- Career Services
  - For the list of services provided and location and hours: [http://www.gvsu.edu/careerresources/](http://www.gvsu.edu/careerresources/)

- The Counseling and Career Development Center
  - The Counseling Center website [www.gvsu.edu/counsel](http://www.gvsu.edu/counsel) has a wealth of information. Including
    - An overview of the clinical staff of the counseling center that includes their theoretical approaches and interest areas
    - Information on how to handle a crisis, critical incident response services, when to make a referral, who to contact after hours, and helping students who are dealing with suicide or sexual assault:
    - Career tests

- Disability Support Resources
  - [http://www.gvsu.edu/dsr/](http://www.gvsu.edu/dsr/)
    - Covers hours and contacts, resources and services, assistive technology, campus accessibility maps for all campuses, and requirements for documentation of a disability.
  - An informative faculty handbook is provided to answer questions related to helping students with disabilities

- The Writing Center
  - [http://www.gvsu.edu/wc/](http://www.gvsu.edu/wc/)
    - How to refer students to the writing center, services provided, techniques to improve writing in class, and even a page to cut and paste into your syllabus with writing center information.
    - Writing resources for students and faculty:
    - This page includes links to information about how to cite sources, evaluate a web site, and revise work, in addition to common English errors, and a dictionary.

- Registrar and Academic Calendar
  - Phone: (616) 331-3327
  - Email: regdept@gvsu.edu
  - Allendale: 150 Student Services, Allendale, MI 49401
  - Grand Rapids: 115C DeVos, Grand Rapids, MI 49504
### Fall 2015 Academic Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration &amp; Drop/Add</td>
<td>March 16- September 4</td>
</tr>
<tr>
<td>Payment Deadline</td>
<td>August 21 by 5 pm</td>
</tr>
<tr>
<td>Convocation</td>
<td>August 28</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>August 31</td>
</tr>
<tr>
<td>Last day to Add, Register or Pay</td>
<td>September 4th by 5 pm</td>
</tr>
<tr>
<td>100% Tuition Refund Deadline*</td>
<td>September 4th**</td>
</tr>
<tr>
<td>Labor Day Recess</td>
<td>August 6-September 8</td>
</tr>
<tr>
<td>75% Tuition Refund Deadline*</td>
<td>September 25**</td>
</tr>
<tr>
<td>Mid-term Evaluations</td>
<td>October 12-16</td>
</tr>
<tr>
<td>Drop Deadline - grade W</td>
<td>October 30</td>
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<tr>
<td>Thanksgiving Recess</td>
<td>November 25-29</td>
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<tr>
<td>Classes End</td>
<td>December 12</td>
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<tr>
<td>Commencement</td>
<td>December 12</td>
</tr>
<tr>
<td>Examinations</td>
<td>December 14-19</td>
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<tr>
<td>Semester Ends</td>
<td>December 19</td>
</tr>
<tr>
<td>Grades due from Faculty</td>
<td>December 22 by 12 pm</td>
</tr>
<tr>
<td>Grades Available to Students</td>
<td>December 24</td>
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## Winter 2016 Academic Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>March 16, 2015 - January 15, 2016</td>
</tr>
<tr>
<td><strong>Payment Deadline - All registrations through December</strong></td>
<td>December 18 at 5 pm</td>
</tr>
<tr>
<td><strong>Classes Begin</strong></td>
<td>January 12</td>
</tr>
<tr>
<td><strong>Last day to Add, Register or Pay</strong></td>
<td>January 15 by 5 pm</td>
</tr>
<tr>
<td><strong>100% Tuition Refund Deadline</strong></td>
<td>January 15**</td>
</tr>
<tr>
<td><strong>MLK Holiday-no classes</strong></td>
<td>January 18</td>
</tr>
<tr>
<td><strong>75% Tuition Refund Deadline</strong></td>
<td>February 5**</td>
</tr>
<tr>
<td><strong>Mid-term Evaluations</strong></td>
<td>February 22-26</td>
</tr>
<tr>
<td><strong>Spring Break</strong></td>
<td>March 6-13</td>
</tr>
<tr>
<td><strong>Drop Deadline - grade W</strong></td>
<td>March 11</td>
</tr>
<tr>
<td><strong>Classes end</strong></td>
<td>April 23</td>
</tr>
<tr>
<td><strong>Examinations</strong></td>
<td>April 25-30</td>
</tr>
<tr>
<td><strong>Semester Ends</strong></td>
<td>April 30</td>
</tr>
<tr>
<td><strong>Commencement</strong></td>
<td>April 30</td>
</tr>
<tr>
<td><strong>Grades due from Faculty</strong></td>
<td>May 3 by 12 pm</td>
</tr>
<tr>
<td><strong>Grade Available to Students</strong></td>
<td>May 5</td>
</tr>
</tbody>
</table>
APPENDICES A – O

FORMS USED IN THE SCHOOL of CRIMINAL JUSTICE
MASTER of SCIENCE PROGRAM

Forms are also available on the School of Criminal Justice’s M.S. webpage
http://www.gvsu.edu/grad/cj/forms-9.htm
# APPENDIX A

## GRADUATE PROGRAM OF STUDY

**Name:**  
**G#:**  
**Local Address:**  
**Local Phone:**  
**Email:**  
**Admitted to CJ Program:**

### CORE REQUIREMENTS (18 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Semester/Year</th>
<th>Grade</th>
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<tbody>
<tr>
<td>CJ 600</td>
<td>Qualitative Methods</td>
<td>3</td>
<td></td>
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<tr>
<td>CJ 601</td>
<td>Criminal Justice Leadership</td>
<td>3</td>
<td></td>
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<tr>
<td>CJ 602</td>
<td>Legal and Ethical Issues</td>
<td>3</td>
<td></td>
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<tr>
<td>CJ 604</td>
<td>Criminal Justice Policy &amp; Program Evaluation</td>
<td>3</td>
<td></td>
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<tr>
<td>CJ 606</td>
<td>Research Methods I</td>
<td>3</td>
<td></td>
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<tr>
<td>CJ 607</td>
<td>Criminology</td>
<td>3</td>
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</tbody>
</table>

### CRIMINAL JUSTIC ELECTIVES (12-15 hours)

Twelve credits if student is completing thesis (CJ 695), fifteen credits if student is completing project (CJ 693), 18 credits if student is taking the comprehensive exam.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Semester/Year</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Needed if doing project or comprehensive exam</strong></td>
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<tr>
<td></td>
<td><strong>Needed if doing a comprehensive exam</strong></td>
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</table>

### PROJECT OR THESIS (3 or 6 hours)

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<th>Title</th>
<th>Hours</th>
<th>Semester/Year</th>
<th>Grade</th>
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<tbody>
<tr>
<td>CJ 693</td>
<td>Project</td>
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<td></td>
</tr>
<tr>
<td>CJ 695</td>
<td>Thesis</td>
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</tbody>
</table>

**Comments:**

**APPROVALS (signatures)**  
**Date**

<table>
<thead>
<tr>
<th>Student</th>
<th></th>
<th></th>
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</thead>
</table>

John P. Walsh, Ph.D.—MCJ Graduate Program Coordinator
# APPENDIX B
Grand Valley State University School of Criminal Justice

**GRADUATE ASSISTANTSHIP APPLICATION**

**SEMESTER ______________________**

Please print or type. Use additional pages as necessary. Return form to: Dr. John P. Walsh, Director of Graduate Program, School of Criminal Justice, Grand Valley State University, 401 W. Fulton, Grand Rapids, MI 49504.

<table>
<thead>
<tr>
<th>Name: (last, first, MI)</th>
<th>G #:</th>
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<table>
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<tr>
<th>Address:</th>
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<table>
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<tr>
<th>Phone Number (Home):</th>
<th>Phone Number (Work or cell):</th>
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<table>
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<tr>
<th>Email Address:</th>
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<table>
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<tr>
<th>U.S. Citizen: _____ YES _____ NO</th>
<th>Michigan Resident: _____ YES _____ NO</th>
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<table>
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<tr>
<th>Date of Birth:</th>
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<tr>
<th>Ethnic/Minority Background (optional):</th>
<th>Gender (optional): _____ Male _____ Female</th>
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<tr>
<th>Current GPA: ______________________</th>
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</table>

<table>
<thead>
<tr>
<th>For Fall - I am registered for: _____ credits,</th>
<th>Classes: ____________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Winter – I am registered for: _____ credits,</td>
<td>Classes: ____________________________________</td>
</tr>
<tr>
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<table>
<thead>
<tr>
<th>I would be available to work on campus with faculty for: _____ 10 hours week _____ 20 hours week</th>
</tr>
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</table>

Will you be working an additional job, beyond the graduate assistantship during the semester?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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</thead>
</table>

If so, approximately how many hours per week will you be working? __________

**SKILLS**

Criminal Justice Background: _____ YES _____ NO

If yes, please explain:

<table>
<thead>
<tr>
<th>I have taken an undergraduate research methods course: _____ YES _____ NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have taken an undergraduate statistics course: _____ YES _____ NO</td>
</tr>
</tbody>
</table>

**COMPUTER PROFICIENCY:**

<table>
<thead>
<tr>
<th>Word: _____ High _____ Medium _____ Low _____ None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel: _____ High _____ Medium _____ Low _____ None</td>
</tr>
<tr>
<td>Powerpoint: _____ High _____ Medium _____ Low _____ None</td>
</tr>
<tr>
<td>SPSS: _____ High _____ Medium _____ Low _____ None</td>
</tr>
</tbody>
</table>

29
The Graduate Assistantship (GA) is a natural extension of the graduate school experience. In other words, this position not only serves as a venue to earn a stipend and tuition waiver, but also as the center for several opportunities to enhance your education and future career plans.

Please write an extensive personal statement addressing:

1) Why are your reasons for attending graduate school (e.g. why have you selected this path, what major goals do you see graduate school connected to/influencing in your life)?

2) Why do you feel you should be granted an assistantship?

3) As part of your experience as a GA, are there any specific skills or abilities that you would like to learn / develop (e.g. statistics, speaking skills)?

4) What deficits / weaknesses do you feel you currently have that may be related to your position as a GA?

5) What are your expectations of working as a GA / Research Associate (e.g. tasks you will be asked to complete, experiences you hope to be a part of)?

6) In terms of educational expertise, what areas of interest are you most interested in? What plans do you have to “grow” in this area?

To maintain a Full assistantship, I understand that I am expected to carry 9 credit hours and I must be registered for such BEFORE an assistantship will be processed. To maintain a Half assistantship, I understand that I am expected to carry 6 credit hours and I must be registered for such BEFORE an assistantship will be processed.

Signature: _______________________________ Date: ____________________
APPENDIX C

Grand Valley State University
School of Criminal Justice – M.S. Comprehensive Exam
Suggested Reading List

Area 1: Criminal Justice Systems (General)


Corrections System Specific


Policing System Specific


Court System Specific


Area 2: Criminological Theory & General Readings in Race, Gender, and Juvenile Justice


**Area 3: Research Methods**


**Students are also expected to conduct their own review of prominent (and recent) articles in the following academic journals:**

- Crime, Law, and Social Change
- Criminology
- Critical Criminology
- Feminist Criminology
- Journal of Research on Crime and Delinquency
- Justice Quarterly
- Law and Society Review
- Quantitative Criminology
- Social Justice
- Theoretical Criminology
- Violence Against Women
- Women and Criminal Justice
APPENDIX D

Sample Part A Comprehensive Exam Questions

Area 1: Criminal Justice Systems

1. Briefly describe the content of each of the following amendments to the United States Constitution: First; Fourth; Fifth; Sixth; Eighth and Fourteenth. Then explain their significance, singly and collectively, for criminal justice practice and policy. Be sure to include examples of these amendments “in action” within the field of criminal justice.

2. Please define and analyze the Uniform Crime Report Index Crimes as they relate to the below listed graph. What does this graph illustrate in regards to enforcement and its relation to the aforementioned Index crimes?

![Graph showing defendants in cases concluded in U.S. district court]

3. Please discuss the criminal justice system within the United States. Include an analysis of each of its core elements and functions. How is discretion applied within each of these core functions by differing actors within the criminal justice system? How do these discretionary actions hinder or benefit individuals who are processed through the criminal justice system?

4. The degree to which criminological research shapes and informs public policy continues to be a subject of discussion and debate in the discipline. In the last 30 years, policy makers have often ignored criminological studies and the expertise and recommendations of academic researchers. Select ONE of the following national policy trends of the past 30 years:
   1) “adultification” of juveniles
   2) the “war on drugs”
   3) privatization of criminal justice agencies (i.e., prisons, jails, police, probation)
   4) sex offender legislation

   a). Summarize the important criminological research findings on this policy trend.
   b). Evaluate the research findings on the topic you have selected.
   c). Discuss the degree to which the research has informed public policy at the national or state level.
   d). Discuss in detail TWO factors (other than research) that have had an impact in this policy area. Explain why they are significant.

   Please cite the relevant research in your response to all parts of the question.
5. Using relevant empirical research and normative theories, concepts, and approaches, please explain how a specific criminal justice practice or policy should be changed to increase the quantity or quality of justice currently on offer. What obstacles do you anticipate could hinder the successful realization of your vision of justice and how might these best be overcome?

6. Law enforcement officers, prosecutors, judges, and probation officers are key actors in the criminal justice system. Discuss the role of law in how one of these criminal justice actors performs their official duties. What must they do (legal mandates), what can they not do (legal limits), and what may they do (legalized discretion)? Are their discretionary decisions guided by legal standards and legal factors? Discuss the strengths and weaknesses in the measurement of the law in the extant literature involving your chosen criminal justice actor.

**Area 2: Criminological Theory**

1. Explain and critique one theory of crime. Provide an explanation of its main tenets as to crime causation. Then conceptualize and operationalize four variables appropriate to test this theory. Why are these variables appropriate to the particular theory you have explained?

2. Develop a graduate level course in criminological theory. How would you approach the course? What theories and perspectives would you cover and in what order? What would you identify as the key issues with which you would want the students to grapple in the course? What key readings would you require in the course and why would you require them?

3. Both “mainstream” and “critical” theoretical perspectives in criminology attempt to explain crime. Compare and contrast one mainstream theory and one critical perspective or theory in terms of their explanations of crime (i.e., how does each approach the task of explanation, how does each define crime, how does each explain crime, where are they similar, where are they different). In your view, is it possible to integrate these perspectives? Why or why not?

4. Many explanations have been offered for the dramatic reduction in U.S. crime rates during the 1990s. These explanations generally have not made significant use of theory. They have instead emphasized a single variable (e.g., the strong economy, increased incarceration, etc.) treated in isolation from theory rather than as part of a broader theoretical perspective.

Use a prominent criminological theory to explain the reduction in crime during the 1990s. Discuss the basic perspective and arguments of this theory, but give maximum attention to fully using its concepts and hypotheses to explain why crime decreased in the 1990s. Last, discuss empirical research that is relevant to the theoretical arguments you have made.

5. In criminological research there is an ongoing debate about the existence of racial discrimination in justice outcomes. Does extant empirical research support the existence of racial discrimination? If so, please explain how and what empirical innovations have been utilized to identify its existence. If not, what are the voids in research and what steps need to be taken in order to reconcile the discrepancy?

**Area 3: Research Methods**

1. Describe and explain three differing research methods applicable to the study of crime and justice. Compare and contrast the strengths and limitations of these differing methods.

2. Design a qualitative research project to explore the nature of the connection between victimization experiences and support for the death penalty. Assume that you have located an organization that runs support groups for people who have suffered various types of personal victimization and that members of these groups will serve as your subjects. Both men and women participate in the various groups. The total number of participants is about 100 people.
   a). State your research question(s).
   b). Design an interview study to answer the question. Discuss the advantages and disadvantages for this research question of both one-to-one and group interviews.
   c). Briefly describe at least one other qualitative method you could use to supplement the interview data.
   d). Discuss the issues surrounding both formal and informal access to the members of the victimization groups.
   e). List and describe the human subject protection issues raised by your design.

3. There has been a good deal of research done on the sentencing phase in the criminal process. Much of this research looks at disparities in sentencing (e.g., gender, race). Recent research has begun to look at the role that employment plays in judges’
decisions to sentence. Some researchers argue that judges will be less likely, for example, to give a man a harsh sentence if he is both gainfully employed and providing financial support to his family. This research is still in its infancy and more studies need to be conducted. One issue that needs to be addressed is the impact that employment has on the “in/out” decision [whether to sentence an individual to a period of incarceration (in) or some type of community based sanction (out)].

Your task is to design a quantitative research project that will assess whether employment influences the in/out decision. You should assume that you have been given access to official court records in Kent County, MI. This will be your primary data source for this study. You should address the following points in your answer making sure to incorporate into your discussion your understanding of the methodological terms and concepts you are asked to address.

a). Which research design (i.e., cross-sectional, longitudinal, experimental, quasi-experimental) is most appropriate for this study? Why?
b). Kent County processes approximately 18,500 cases each year. Discuss how you will sample these records in order to garner a sample of 500 cases. Be as specific as possible.
c). How will you operationalize “gainful employment” for this study?
d). What control variables will you include and why?
e). Discuss the strengths and weaknesses of using official records for this study.

4. Explain the difference between quantitative and qualitative research strategies. Provide an example of a crime based research topic that can be analyzed quantitatively, as well as qualitatively. What differences might arise from these strategies?

5. Compare and contrast probability and non-probability sampling techniques. Discuss their rationale for use and which are most appropriate for differing types of research methods and populations.

6. Please describe and provide examples of the four levels of measurement within criminal justice data analysis. In addition, please explain which levels of measurement are appropriate for the calculations of mean, mode, standard deviation, chi-square analysis, correlation analysis, and regression analysis.
Comprehensive Exam Part A and Part B Request Form

I am requesting to take the comprehensive exam during the following semester:

________________ Part A (Written)  ______________ Part B (Oral)

Fall Semester  Winter Semester  Summer Semester

Student’s Name

__________________________  Date

Student’s Signature

Approved:

__________________________

Graduate Program Coordinator

Signature

__________________________  Date

Note: This signed form will be placed in the student’s file.
APPENDIX F

Grand Valley State University
School of Criminal Justice

APPROVAL OF COMPREHENSIVE EXAM PART B COMMITTEE

The following faculty members agree to serve as a part B Committee for:

_________________________________________________
Student’s Name

_________________________________________________
Student’s Signature

_________________________________________________
Faculty Member

_________________________________________________
Signature

_________________________________________________
Faculty Member

_________________________________________________
Signature

_________________________________________________
Faculty Member

_________________________________________________
Signature

Approved:

_________________________________________________
Coordinator of Graduate Program

Date
APPENDIX G

Grand Valley State University
School of Criminal Justice

Comprehensive Examination Approval Form

This acknowledges that ___________________________________ has passed

(student name)

___________ Part A (written section) _____________ Part B (oral section)

of the comprehensive examination.

Comprehensive Exam Committee:

____________________________________________________________________

Faculty Member Date

____________________________________________________________________

Faculty Member Date

____________________________________________________________________

Faculty Member Date

Approved:

____________________________________________________________________

Coordinator of Graduate Program Date

Note: This signed form and a copy of the Final Project will be placed in the student's file.
APPENDIX H
Grand Valley State University
School of Criminal Justice

APPROVAL OF PROJECT A COMMITTEE

The following faculty members agree to serve as a Project Committee for:

_________________________________________________
Student’s Name

_________________________________________________
Student’s Signature

_________________________________________________
Committee Chair

_________________________________________________
Signature

_________________________________________________
Faculty Member

_________________________________________________
Signature

_________________________________________________
Agency Representative – Name and Title

_________________________________________________
Signature

Approved:

_________________________________________________
Coordinator of Graduate Program

Note: This signed form will be placed in the student’s file.
APPENDIX I

Grand Valley State University
School of Criminal Justice

APPROVAL OF PROJECT B COMMITTEE

The following faculty members agree to serve as a Project Committee for:

_________________________________________________
Student’s Name

_________________________________________________
Student’s Signature

_________________________________________________
Committee Chair

_________________________________________________
Signature

_________________________________________________
Faculty Member

_________________________________________________
Signature

_________________________________________________
Faculty Member

_________________________________________________
Signature

Approved:

_________________________________________________
Coordinator of Graduate Program

Note: This signed form will be placed in the student’s file.
APPENDIX J

Grand Valley State University
School of Criminal Justice

PROJECT A PROPOSAL APPROVAL

This acknowledges that _________________________ has submitted an acceptable project proposal entitled:
(student name)
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Project Committee:

Chair (printed name) _________________________ Signature _________________________ Date

Faculty Member (printed name) _________________________ Signature _________________________ Date

Agency Representative (printed name) _________________________ Signature _________________________ Date

Coordinator of Graduate Program (printed name) _________________________ Signature _________________________ Date

Note: This signed form and a copy of the proposal will be placed in the student's file.
APPENDIX K

Grand Valley State University
School of Criminal Justice

PROJECT B OUTLINE APPROVAL

This acknowledges that _________________________ has submitted an acceptable project outline entitled:

_________________________  _________________________
(Student name)

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________   _______________________________________     _______________
Chair (printed name)     Signature     Date

_______________________________________     _______________________________________     _______________
Faculty Member (printed name)     Signature     Date

_______________________________________     _______________________________________     _______________
Faculty Member (printed name)     Signature     Date

_______________________________________     _______________________________________     _______________
Coordinator of Graduate Program (printed name)     Signature     Date
APPENDIX L

Grand Valley State University
School of Criminal Justice

PROJECT DEFENSE APPROVAL

This acknowledges that ______________________________ has completed (student name)
all requirements for the master's project (CJ 693). It further attests that the student
presented the Project in the presence of the undersigned committee members.

The undersigned agree that this project entitled:

__________________________________________

__________________________________________

__________________________________________

is accepted by the faculty of the School of Criminal Justice, Grand Valley State
University, in partial fulfillment of the requirements for the Master of Criminal Justice

Degree with ________________.

Project Committee:

Chair
Date

Faculty Member
Date

Faculty Member or Agency Representative
Date

Approved:

Coordinator of Graduate Program
Date

Note: This signed form and a copy of the Final Project will be placed in the student's file.
APPENDIX M

Grand Valley State University
School of Criminal Justice

APPROVAL OF THESIS COMMITTEE

The following faculty members agree to serve as a Thesis Committee for:

........................................................................................................................................
Student’s Name

........................................................................................................................................  Date
Student’s Signature

........................................................................................................................................
Committee Chair

........................................................................................................................................  Date
Signature

........................................................................................................................................
Committee Member

........................................................................................................................................  Date
Signature

........................................................................................................................................
Committee Member

........................................................................................................................................  Date
Signature

........................................................................................................................................
Approved:

........................................................................................................................................  Date
Coordinator of Graduate Program

Note: This signed form will be placed in the student’s file.
Grand Valley State University
School of Criminal Justice

THESIS PROPOSAL APPROVAL

This acknowledges that _________________________ has submitted an acceptable project proposal entitled:

(student name)

______________________________________________________________

______________________________________________________________

______________________________________________________________

Project Committee:

Chair (printed name) _________________________ Signature _________________________ Date __________

Member (printed name) _________________________ Signature _________________________ Date __________

Member (printed name) _________________________ Signature _________________________ Date __________

Coordinator of Graduate Program (printed name) _________________________ Signature _________________________ Date __________

Note: This signed form and a copy of the proposal will be placed in the student's file.
The signatories of the committee below indicate that they have read and approved the thesis of <your full legal name> in partial fulfillment of the requirements for the degree of <Master of XXXX>.

________________________________________
<name of thesis chair> , Thesis committee chair Date

______________________________________________________
<name of member>, Committee member Date

______________________________________________________
<name of member>, Committee member Date

Accepted and approved on behalf of the Accepted and approved on behalf of the
<Name of Academic College> Graduate Faculty

__________________________________
Dean of the College

__________________________________
Dean of Graduate Studies

__________________________________
Date

Date

Please send the completed information electronically to: gradstudies@gvsu.edu
APPENDIX P

LISTING OF COURSES

CJ 600 Qualitative Methods. This course examines qualitative methods focusing primarily on participant-observation, asking questions, writing field notes, and the transformation of these primary field data into written ethnographic documents. Students will also explore unstructured and semi-structured interviewing, direct observation, open-ended survey questions, and sampling from pre-existing texts. Prerequisite: Admission to GVSU graduate program or permission of MCJ Graduate Program Coordinator. Three credit hours. Offered fall and winter semesters.

CJ 601 Criminal Justice Leadership. Concerns visionary leadership applied to the administration of criminal justice. Includes an orientation to criminal justice graduate studies. Prerequisite: Admission to GVSU graduate program or permission of MCJ Graduate Program Coordinator. Required of all students. Three credits. Offered fall semester.

CJ 602 Legal and Ethical Issues. Provides students an opportunity to analyze the impact of constitutional, statutory, case, and administrative law on all segments of the criminal justice system. Ethical principles and professional standards are also studied. Prerequisites: Admission to GVSU graduate program or permission of MCJ Graduate Program Coordinator. Required of all students. Three credits. Offered fall semester of even numbered years.

CJ 604 Criminal Justice Policy and Program Evaluation. Survey of policy and program evaluation methods. Well-known criminal justice policy and program evaluation studies will be critiqued. Policy formulation models and strategies will be studied and applied to crime control and other criminal justice problems. Prerequisites: Admission to GVSU graduate program or permission of MCJ Graduate Program Coordinator. Required of all students. Three credits. Offered Winter semester of odd numbered years.

CJ 606 Research Methodology and Quantitative Data Analysis. This course examines basic and advanced concepts of research methodology and data analysis. Students will become familiar with research and data analysis techniques necessary for review of criminal justice system issues. Students will learn to critically evaluate research and understand how to create professional, empirical, and evaluation research proposals. Prerequisites: Admission to MCJ graduate program. Required of all students. Three credits. Offered winter semester.

CJ 607 Criminology. This course focuses on defining crime, tracing the evolution of criminological theories, and identifying the role that theory plays in the operation of the criminal justice system. Prerequisites: Admission to GVSU graduate program or permission of MCJ Graduate Program Coordinator. Required of all students. Three credits. Offered fall semester of odd-numbered years.

CJ 608 Advanced Quantitative Data Analysis. This course focuses on the advanced data analysis techniques utilized in criminal justice. Students will develop an expertise in utilizing selected quantitative data analysis tools, including computerized statistical software. The goal of this course is to develop student’s capacity for collecting, analyzing and interpreting data, as well as disseminating research. Prerequisites: Admission to CJ graduate program, CJ 606. Three credits. Offered as needed.

CJ 611 Community Policing. Community policing philosophy, applications, issues, and contemporary research. Theoretical and practical aspects pertaining to the relationship between police agencies and the total community. Domestic and international community policing and problem solving models presented and analyzed. Prerequisites: Prerequisite: Admission to GVSU graduate program or permission of MCJ Graduate Program Coordinator. Required of all students. Three credits. Offered as needed.

CJ 620 Advanced Police Systems. In-depth study of police organizations, organizational and law enforcement system development, management philosophies and current issues of most concern to regional and national law enforcement executives. Prerequisite: Admission to GVSU graduate program or permission of MCJ Graduate Program Coordinator. Three credits. Offered winter semester of odd-numbered years.

CJ 621 Advanced Corrections Systems. In-depth study of adult corrections organizations, organizational and system development, management philosophies and current issues of most concern to regional and national corrections executives. Prerequisite: Admission to GVSU graduate program or permission of MCJ Graduate Program Coordinator. Three credits. Offered fall semester of even-numbered years.
**CJ 622 Advanced Juvenile Justice Systems.** In-depth study of juvenile justice organizations, organizational and system development, management philosophies and current issues of most concern to regional and national juvenile justice executives. Prerequisite: Admission to GVSU graduate program or permission of MCJ Graduate Program Coordinator. Three credits. Offered fall semester of odd-numbered years.

**CJ 623 Advanced Private Security Systems.** In-depth study of private security organizations, organizational and system development, management philosophies and current issues of most concern to regional and national private security executives. Prerequisite: Admission to GVSU graduate program or permission of MCJ Graduate Program Coordinator. Three credits. Offered winter semester of even-numbered years.

**CJ 640 Graduate Internship.** A supervised criminal justice or private security agency administrative internship. Course is required of students who have no work experience in criminal justice or private security. Those who have prior work experience may earn internship credit with advisor approval. Credit/no credit. Prerequisite: Admission to GVSU graduate program or permission of MCJ Graduate Program Coordinator. Three credits. Offered every semester.

**CJ 642 Victimology.** Examines patterns, current practice and trends concerning crime victims, including the role of victims in crime, their treatment by the criminal justice system, victims-blaming arguments, victims’ decisions to report crimes and help prosecute offenders, victim assistance programs, victim compensation and restitution, and victim empowerment. Prerequisite: Admission to GVSU graduate program or permission of MCJ Graduate Program Coordinator. Three credits. Offered fall semester of even-numbered years.

**CJ 680 Special Topics Seminar.** A seminar for the study of important topics not ordinarily covered in other courses. Course may be taken more than once when topic is different. Prerequisite: Admission to GVSU graduate program or permission of MCJ Graduate Program Coordinator. Three credits. Offered on sufficient demand.

**CJ 691 Issues in Research and Writing.** This course will focus on different writing strategies/styles necessary to advance graduate students in their academic and professional careers. This course focuses on preparing graduate students for their thesis or project. Offered fall semester. Three credits.

**CJ 693 Criminal Justice Project.** In cooperation with a criminal justice or private security agency and under faculty supervision, students will design a project to address the development of a particular policy or set of procedures for responding to specific administrative problems or issues within an agency or institution. Formal presentation of finished product required. Prerequisites: Admission to MCJ graduate program, 18 credits of graduate coursework completed, and permission of MCJ Graduate Program Coordinator. Credit/no credit. Three credits. Offered every semester. Only available to students entering the program during the 2014-2015 cohort and prior.

**CJ 695 Criminal Justice Thesis.** Preparation of an extensive research and writing assignment under faculty supervision. Involves working with a thesis committee and formal defense of the thesis. Prerequisites: Admission to MCJ graduate program, 18 credits of graduate coursework completed, and permission of MCJ Graduate Program Coordinator. Credit/no credit. Six credits. Offered every semester.

**CJ 699 Directed Readings.** A library research or readings project, program proposal, research proposal, or other activity requiring extensive readings that enhance the student’s knowledge. Prerequisite: Admission to GVSU graduate program and permission of MCJ Graduate Program Coordinator. One to three credits. Offered every semester.
APPENDIX Q

COHORT SCHEDULE

CJ Graduate Course Schedule – built on cohort system
(Recommending primary admissions occur in Fall semesters)

<table>
<thead>
<tr>
<th>CORE</th>
<th>(even) Fall</th>
<th>(odd) Winter</th>
<th>(odd) Fall</th>
<th>(even) Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>600  – Qualitative Methods (crosslisted with SW693)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>601  – CJ Leadership</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>602  – Legal &amp; Ethical Issues</td>
<td></td>
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<td>604  – CJ Program and Policy Evaluation</td>
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<td>606  – Research Methods &amp; Data Analysis</td>
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<td>607  – Criminology</td>
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| ELECTIVES (OFFERED AS NEEDED) | | |
| 608  – Advanced Quantitative Data Analysis | | |
| 620  – Advanced Poling | | |
| 621  – Advanced Corrections | | |
| 622  – Advanced Juvenile Justice Systems | | |
| 623  – Advanced Private Security Systems | | |
| 640  – Internship | | |
| 642  – Victimology | | |
| 680  – Special Topics | | |
| 691  – Issues in Research and Writing | X | | |
| 699 - Directed Studies | X | X | X | X |

| PROJECT/THESIS | | |
| 693 (3 credits) | X | X | X | X |
| 695 (6 credits) | X | X | X | X |