

## About the Program

The Master of Science degree in Criminal Justice prepares students for careers in the field of criminal justice, and will enhance the careers of those already employed in the field. The program is designed as a cohort group to be completed within six semesters and includes an internship and final paper in the last semester. There are twelve required courses for a total of thirty six (36 hours). Students will be required to take two (2) courses per semester for six consecutive semesters. These courses focus on administration, management, policy making, law, and ethics.

## Admission Requirements

- An undergraduate degree from an accredited college or university in a criminal justice, law enforcement or related field.
- Satisfactory completion of an undergraduate or graduate course in research methods and/or statistics prior to admission to the program.
- A student with an undergraduate GPA of 3.0 or higher **will not be required** to take the MAT
- A minimum overall GPA of 2.7 on a 4 point scale with a MAT score of 380 or:
  - GPA of 2.6 and MAT score of 385
  - GPA of 2.5 and MAT score of 390
  - GPA under 2.5 and MAT score of 400 who demonstrate exceptional circumstances with approval of three of the graduate faculty.
- GRE General Test Scores and or Miller's Analogies test score at the 50<sup>th</sup> percentile or higher.
- TOEFL Scores for students whose native language is not English.
- Three letters of recommendation which address the applicant's academic competencies, work performance and fitness to pursue this graduate degree.
- Satisfactory performance on Preadmission Interview.

## Program Requirements

Students are responsible for knowing this bulletin and fulfilling requirements for graduation. The University cannot assume responsibility for failure of students to fulfill catalog and curriculum requirements. If questions arise about requirements, students should consult with the appropriate department chair, college dean, or the Registrar several semesters prior to graduation. Participation in the commencement exercise is required.

## Performance Standards:

Universally, a normal course load for most graduate programs is 9 credit hours for full time graduate student status. However, for this cohort program approach, students will take six semester hours each semester and go year-round. All students must complete coursework with a cumulative GPA of 3.0 on a 4 point scale. Students who accumulate more than two (2) "C" grades will be dismissed from the program. Students must also complete all requirements within a period of seven years following the date of admission to the program. The Dean of the College of Professional Studies may extend these limits upon recommendation of the Criminal Justice Department Chair and approval of the Criminal Justice Department Graduate Committee.

## Curriculum 36 Hours Required

- **CJ 520** Introduction to Criminal Justice Administration
- **CJ 530** Technology Applications for Criminal Justice
- **CJ 540** Ethical Practices in Administration
- **CJ 550** Criminal Justice and the Community
- **CJ 600** Research Methods & Statistics in Criminal Justice
- **CJ 610** Human Resource Management
- **CJ 620** Leadership Psychology
- **CJ 630** Planning Organizational Staff Development
- **CJ 640** Strategic Planning & Policy Formulation
- **CJ 650** Legal Aspects of Criminal Justice Administration

- **CJ 660** Crisis Management, Homeland Security & Critical Incident
- **CJ 680** Graduate Capstone Course for Criminal Justice

**Course Sequence (Tentative)**

**Fall**

**CJ 520** Introduction to Criminal Justice Administration

**CJ 540** Ethical Practices in Administration

**Spring**

**CJ 530** Technology Applications for Criminal Justice

**CJ 550** Criminal Justice and the Community

**Summer**

**CJ 600** Research Methods & Statistics in Criminal Justice

**CJ 610** Human Resource Management

**Fall**

**CJ 620** Leadership Psychology

**CJ 630** Planning Organizational Staff Development

**Spring**

**CJ 640** Strategic Planning & Policy Formulation

**CJ 650** Legal Aspects of Criminal Justice Administration

**Summer**

**CJ 660** Crisis Management, Homeland Security & Critical Incident

**CJ 680** Graduate Capstone Course for Criminal Justice

## **Requirements for Graduation**

LE 680, Graduate Capstone Course for Criminal Justice is the capstone course in the program and is consistent with best practices for the academic capstone course defined by the Academy of Criminal Justice Sciences (ACJS). Students will write a final paper based on their overall course work. **This paper will be completed instead of a traditional thesis.** Included in the paper will be an analysis of a problem or issue or set of related problems or issues, including proposed solutions to the problem or issue. This paper will be read by a three-person committee—two faculty members and a top management staff person from the criminal justice agency in which the student completed the internship. This committee will either (1) accept the paper as written (2) determine the paper is unacceptable but could be made acceptable with additions, deletions, or editing, or (3) determine the paper is unacceptable, and the student must complete the course again. Students will be permitted to complete the course only one other time after the initial unacceptable determination.

Two written comprehensive examinations in which students will choose from four comprehensive exam areas—research, law, administration and leadership. The examinations will be graded independently by two faculty members and the grade will be given as distinction, pass, or fail. If a student fails a comprehensive exam, the student can take it one more time. Once a student chooses the comprehensive exam areas, he/she cannot change the area after failing an exam.

To be recommended for graduation, a student must satisfy all of the pertinent requirements stated in this handbook, including the following:

1. A cumulative grade point average of 3.00 (a B average) on all work attempted.
2. Completion of the 36 hours required in the curriculum, including the comprehensive exams.
3. The necessary residence requirement for a degree.
4. Payment of all outstanding financial obligations to the University.
5. Participation in Commencement.

## **Application for a Degree**

Every student must file an application for degree with the Registrar by the end of the 4th week of the semester in which the degree is to be conferred. Application forms are provided by the Registrar.

## **Course Descriptions**

### **CJ 520 Introduction to Criminal Justice Administration**

This course is an introduction to Criminal Justice administration focusing on the procedures, politics and human relations issues that Criminal Justice administrators must understand in order to succeed. Topics include administration theory, theories of motivation, organizational behavior, politics, and police as components of the community, including the political, social, and economic networks that compose police administration. Concepts and terminology of administration are covered as well as legal issues involving police administrators.

### **CJ 530 Technology Applications for Criminal Justice**

This course focuses on techniques of data processing emphasizing SPSS applications to criminal justice research. Students will increase their technical skills through hands on experiences, such as entering, compiling and analyzing data. They will become aware of the importance of SPSS in relation to criminal justice and research.

### **CJ 540. Ethical Practices in Administration**

The course will examine ethical decision making at the administrative level. Three major ethical perspectives: virtue, formalism, and utilitarianism will be presented, analyzed, and discussed as it relates to administration. Ethics as it relates to law, police, courts, and corrections, and liability in general will be analyzed and examined, as well as the future development of ethics. Critical thinking and ethical decision making in administration will be emphasized.

**CJ 550. Criminal Justice and the Community**

This course focuses on the Criminal Justice system as a component of the community, including the political, social, and economic networks that make up communities. Topics include the interrelations between law enforcement, mental health agencies, juvenile justice and the educational systems. High crime communities are studied, particularly in terms of the impact on citizens, those who are victimized and others who are not, but are afraid of their safety. The process of community change is addressed in terms of the prevention of crime.

**CJ 600. Research Methods and Statistics in Criminal Justice**

This course provides an introduction to methods of research in criminal justice. Topics include research development based on hypotheses and theories, data collection and analysis, interpretation of results, and evaluation of studies.

**CJ 610 Human Resource Management**

This course focuses on managing resources in criminal justice agencies. Resources include personnel and funding. Topics on human resources will include human resource flow, reward systems, and work systems. Topics on funding will include budgeting, grants, and the impact of policies.

**CJ 620. Leadership Psychology**

This course focuses on the leadership and management principles as applied to criminal justice agencies. Also emphasized are the important psychological processes that are involved in dealing with others. Understanding the importance of key psychological influences in human interactions is inextricably linked to success as an effective leader and manager.

**CJ 630. Planning Organizational Staff Development**

This course focuses on developing training within organizations and aligning training needs with organizational strategy. Topics covered will include learning, motivation and performance. This course will include training design and training methods including computer based training methods. Students will learn the importance of the development and implementation of staff development.

**CJ 640. Strategic Planning and Policy Formulation**

This course focuses on strategic planning and the process of policy formulation. The strategic planning and policy formulation as applied to Criminal Justice agencies must emphasize the importance of these processes being correctly implemented. The success of Criminal Justice administrators and agencies depend on these key concepts of administration being fully understood and implemented.

**CJ 650. Legal Aspects of Criminal Justice Administration**

This course focuses on the aspects of law which are relevant to Criminal Justice administration. Specifically reviewed are the laws that control police practices, court procedures, sentencing and corrections. The course will also examine regulatory state and federal laws regarding employment, discrimination, termination, equal opportunity, and wage and law issues.

**CJ 660. Crisis Management, Homeland Security & Critical Incident**

This course provides an overview of domestic and international terrorism. Philosophies, tactics, and targets are discussed. The role of the Criminal Justice system in the prevention and response to terrorism is covered.

**CJ 680. Graduate Capstone Course for Criminal Justice**

This course is designed to give students the chance to apply the knowledge they have acquired throughout their education to real-world situations, and to encapsulate all the learning objectives of the program. In addition, students will prepare and take the final comprehensive examinations during this course.

