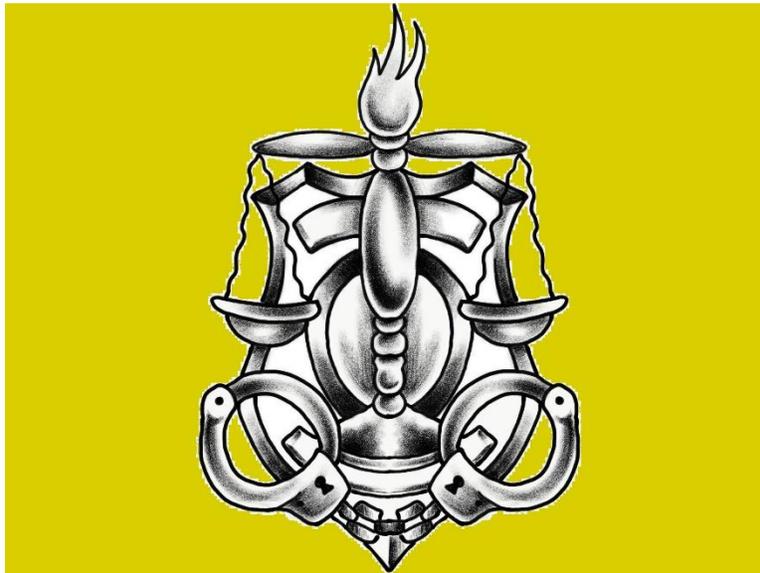


1891  
WEST VIRGINIA STATE  
UNIVERSITY

**Master of Science  
Criminal Justice Administration**



**Graduate Student Handbook**

## **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**

- A completed application.
- An undergraduate degree from an accredited college or university in criminal justice, law enforcement or a related field.
- Standardized test scores from GRE/MAT completed no more than seven years prior to the application submission to the program.
- Candidates who have earned a bachelor's degree from an accredited college or university and achieved a cumulative GPA of 3.0 or higher are eligible to waive the standardized test requirement.
- A minimum overall GPA of 2.7 on a 4 point scale for all undergraduate work from an accredited institution(s) with an MAT score of 380 (GRE Verbal Reasoning Score of 144) or
  - GPA of 2.6 and MAT score of 385 (GRE Verbal Reasoning Score of 146) or
  - GPA of 2.5 and MAT score of 390 (GRE Verbal Reasoning Score of 148) or
  - Exceptional expertise in the field of Criminal Justice as demonstrated through an interview with the Graduate Studies Committee.
- All candidates for whom English is not their native language must take either the Test of English as a Foreign Language (TOEFL) or the IELTS Exam. On the TOEFL, a minimum of score 500 (paper-based exam), 173 (computer-based), or a 61 (Internet-based) is required. On the IELTS, a minimum score of a 6 is required. Graduates of English speaking universities will have TOEFL/IELTS requirements waived.
- Satisfactory completion of an undergraduate or graduate course in research methods and/or statistics prior to admission to the program.
- Current resume or curriculum vitae.
- Three letters of recommendation which address the applicant's academic competencies, work performance and fitness to pursue this graduate degree.
- Satisfactory performance on a preadmission Interview.
- \$28 for in-state applicants and \$38 for out of state or international applicants.
- Applicants can be granted conditional admission.

## **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**

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 to take the final comprehensive examination.

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 3.0 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 Degree

Every student must file an application for degree with the Registrar by the end of the fourth week of the semester in which the degree is to be conferred. The Registrar provides application forms.

### **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.