

RADFORD UNIVERSITY

College of Humanities and Behavioral Sciences

Department of Criminal Justice

GRADUATE STUDENT MANUAL

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Dr. Lori Elis, Graduate Coordinator

(Revised for Fall 2022)

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

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INTRODUCTION

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

The full-time faculty in the Department offer a wide range of experiences, education, and expertise. You will find more details about the faculty later in the manual. Faculty work closely with students to develop a course of graduate study that meets the needs of individual students and gives opportunities for focused study within the field of criminal justice. The Department also fosters relationships with many criminal justice agencies and organizations in the broader Roanoke and New River Valley communities as well as throughout Virginia and the United States. These contacts offer unique opportunities for internships, research, and learning. The faculty, departmental, university, and community resources give graduate students many exceptional educational experiences and activities.

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

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

MISSION, GOALS, AND LEARNING OUTCOMES

Graduate Program Mission

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

Graduate Program Goals

The Criminal Justice Graduate Program will strive to:

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

Graduate Program Learning Outcomes

The following learning outcomes underlie the Criminal Justice Graduate Program:

1. Students should have opportunities to acquire experience with the criminal justice professional community through internships, service learning activities, research collaborations, and/or experiential learning activities.
2. Students will have opportunities to engage in research projects outside of those related to research collaborations in class. These activities include presentations at professional conferences, presentations on campus, directed studies involving original research, or involvement in research as part of a graduate assistantship.

Graduate Student Learning Outcomes

At the completion of the Criminal Justice Graduate Program:

1. Students should have a thorough and advanced understanding of the American criminal justice system and the legal, theoretical, and public policy issues that are relevant to it;
2. Students should be able to articulate an understanding of diversity (including, but not limited to, ethnicity, culture, issues pertaining to gender, religion, and other universals that link all humans), and demonstrate orally and/or in writing, effects of diversity on the lives of people within the context of contemporary issues of justice.

3. Students should appreciate and utilize ethical decision making in criminal justice; and
4. Students should be able to construct a research design that would either evaluate an agency program or investigate an empirical or theoretical issue relating to the criminal justice system.

CRIMINAL JUSTICE FACULTY

Dr. Riane Bolin

Associate Professor and Department Chair

Ph.D. in Criminology and Criminal Justice from the University of South Carolina, Columbia (2014)

Office: Hemphill Hall 5406

Phone: 540-831-7547

Email: rbolin1@radford.edu

I am interested in supervising and serving on theses that involve corrections, both juvenile and adult, drug use and the criminal justice system and juvenile delinquency.

Dr. Stacey Clifton

Assistant Professor

Ph.D. in Sociology with a Graduate Certificate in Urban Computing from Virginia Tech (2020)

Office: Hemphill Hall 5403

Phone: 540-831-6339

Email: saclifton@radford.edu

I am interested in supervising and serving on theses that examine the coping and well being of law enforcement, the police subculture, and police socialization. Additionally, I am interested in supervising and serving on theses utilizing various research methodologies.

Dr. Lori Elis

Professor and Graduate Coordinator

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

Office: Hemphill Hall 5028

Phone: 540-831-6775

Email: lelis@radford.edu

I am interested in supervising and serving on theses that examine the relationship between gender, race, class and the operation of the criminal justice system. Additionally, I am interested in supervising theses that involve the sentencing process or empirical tests of criminological theory.

Dr. Egan Green

Professor

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

Office: Hemphill Hall 5038A

Phone: 540-831-5995

Email: ekgreen@radford.edu

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

Mr. Don Martin

Special Purpose Faculty
J.D. William & Mary Law School
Office: Hemphill Hall 5412
Phone: 540-831-5684
Email: dwmartin1@radford.edu

I am interested in supervising and serving on theses in the areas of terrorism, intelligence collection and analysis, government surveillance, and criminal prosecutions.

Dr. Stephen Owen

Professor
Ph.D. in Political Science from University of Missouri - St. Louis (2002)
Office: Hemphill Hall 5406
Phone: 540-831-6786
Email: ssowen@radford.edu

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

Dr. Rachel Santos

Professor
Ph.D. in Sociology from Arizona State University (1996)
Office: Hemphill Hall 4505
Phone: 540-831-5061
Email: rsantos5@radford.edu

I am interested in supervising and serving on theses that examine environmental criminology and opportunity theory, crime prevention, CPTED, police effectiveness in crime reduction, data and technology, crime analysis, and crime mapping. Additionally, I am interested in supervising theses that use qualitative, quantitative, quasi-experimental, experimental, and/or applied research methods.

Dr. Roberto Santos

Associate Professor and Graduate Crime Analysis Certificate Coordinator
Ph.D. in Criminal Justice from Nova Southeastern University (2013)
Office: Hemphill Hall 4506
Phone: 540-831-5157
Email: rsantos4@radford.edu

I am interested in supervising and serving on theses that examine environmental criminology and opportunity theory, police effectiveness in crime reduction, criminal investigations, police use of force, police/community engagement, and police training. I am also interested in supervising theses that involve organizational change and leadership as well as research methods involving quasi-experimental, experimental, and/or applied research.

Dr. Lindsay K. Semprevivo (she/her)

Assistant Professor

Ph.D. in Sociology from Virginia Tech (2017)

Office: Hemphill Hall 5027

Phone:

Email: Lsemprevivo@radford.edu

I am interested in supervising and serving on theses that examine environmental criminology and opportunity theory, police effectiveness in crime reduction, criminal investigations, police use of force, police/community engagement, and police training. I am also interested in supervising theses that involve organizational change and leadership as well as research methods involving quasi-experimental, experimental, and/or applied research.

Dr. Shawn Smith

Associate Professor

Ph.D. in Criminology from Old Dominion University (2016)

Office: Hemphill Hall 5401

Phone: 540-831-5993

E-mail: ssmith479@radford.edu

I am interested in supervising and serving on theses that center around: 1) digital technology and criminal activity (i.e., cybercrime, use and misuse of technology in the criminal justice system), 2) informal social control and related theories (e.g., collective efficacy, social disorganization), and 3) complex efforts in research design and analysis. I also maintain general interest in any research endeavors where community-level variables and/or ecological concerns are forefront.

Mr. Eric Snow

Special Purpose Faculty

M.A. in Criminal Justice from Radford University

Office: Hemphill Hall 5413

Phone: 540-831-5990

Email: esnow@radford.edu

I am interested in serving on theses that examine police officers' emotional response to critical incidents/trauma, hiring and training of good law enforcement officers, Constitutional issues (specifically the 4th and 5th Amendments), criminal investigation/interviewing, forensic science, and offenses involving child victims.

Dr. Eric J. Williams

Professor

Ph.D. in Political Science from Rutgers University (2008)

Office: Hemphill Hall 5308

Phone: 540-831-2541

Email: ejwilliams1@radford.edu

I am interested in supervising and serving on theses that focus on the courts, especially the supreme court as well as corrections. My main interest has been in correctional supervision and administration, but could work with students on theses that focus on offenders as well. I am currently starting a major research project with VADOC and the Correctional Services of Queensland, Australia on fraternization and PREA issues.

ADMISSION POLICIES FOR THE CRIMINAL JUSTICE GRADUATE PROGRAM

Admission Status

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

Regular Admission

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

Conditional Admission

Some graduate students may be admitted to their program under “Conditional” or “Conditional-Temporary” status. This means that they must satisfy specific conditions within a specified time frame. Some conditions govern academic performance and may include earning a specific cumulative GPA as well as earning a minimum specific grade in all courses attempted. If admission conditions are not satisfied within the indicated time frame, the graduate student will be dismissed from their program. Complete details about the “Conditional” and “Conditional-Temporary” policies can be found in the Graduate Catalog that corresponds with your matriculation year (i.e., the academic year in which you started your program). Not every first-semester graduate student is subject to admission conditions. If you are unsure of your admission status, or the academic performance conditions you may be held to, contact your program coordinator or advisor, or review your official acceptance letter from Radford University’s Graduate College.

Temporary

Temporary status will be granted to students who are missing only their final official undergraduate transcript. The final official undergraduate transcript must be received by the graduate college within 30 days of initial enrollment. Once the final undergraduate transcript is received, their status will automatically be changed from temporary to regular.

Conditional-Temporary

Conditional-temporary status will be granted to students if they are missing their final official undergraduate transcript, **and** one or more letters of recommendation, have deficiencies in course work, or a grade point average below 2.75. Once the conditions of his or her admission are satisfied, student status will change from conditional-temporary to regular.

Students must remedy all deficiencies **by the end of the first semester** in which they are enrolled.

Students who do not remedy deficiencies in this timeframe will be blocked from further registration and dismissed. Students who are admitted conditionally due to an insufficient grade point average must maintain a 3.0 grade point average during their first nine credit hours with no grade lower than a C. After nine hours without maintaining a 3.0, students will be blocked from further registration and will be academically dismissed from the program.

Rejection

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

ORIENTATION

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

ACADEMIC ADVISING

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

The advisor is responsible for assisting the student in developing the program of study, with plans for directed studies, with the selection of a thesis committee, and with general questions on the program and graduation requirements.

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

CRIMINAL JUSTICE GRADUATE CURRICULA

Graduate Catalog

The *Radford University Graduate Catalog* contains the official statement of program curricula and of academic policies pertinent to graduate students. Please review the *Graduate Catalog* carefully! The *Graduate Catalog* is available online at: <http://catalog.radford.edu/index.php>

Degree Requirements

Core Courses (18 hours)

All students are required to take the following core courses:

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

Criminal Justice Electives (18 hours)

Students should select eighteen hours from the following elective courses:

- CRJU-590 Seminar (3 credit hours)
- CRJU-620 Judicial Behavior (3 credit hours)
- CRJU-630 Organizational Theory (3 credit hours)
- CRJU-635 Foundations of Law Enforcement (3 credit hours)
- CRJU-638 Foundations of Corrections (3 credit hours)
- CRJU-643 Social Awareness (3 credit hours)
- CRJU-650 Criminal Justice Ethics (3 credit hours)
- CRJU-672 Application in Crime Analysis (3 credit hours)
- CRJU-673 Crime Mapping (3 credit hours)
- CRJU-676 Environmental Criminology (3 credit hours)
- CRJU-684 Criminal Justice Graduate Internship (3 credit hours)
- CRJU-690 Topical Seminar (3 credit hours)
- CRJU-698 Directed Study (3 credit hours)
- CRJU-699 Thesis (3-6 credit hours)

Important Limitations

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

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

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

Students completing the Master of Arts degree are required to complete a thesis. Students will enroll in CRJU-699 to earn six hours of credit for completion of the thesis. The student is also required to successfully complete the oral defense/oral examination as a requirement for graduation. Further information, relevant paperwork, and advice about thesis writing is available later in this Manual, on the Criminal Justice Graduate Program D2L shell, and in the "Thesis Preparation Manual" document (<https://www.radford.edu/content/grad/home/forms-policies/ThesisDissertationForms.html>)

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

Students completing the Master of Science degree must complete a portfolio focusing on one of the three subsystems of the criminal justice system, police, courts, or corrections, as a requirement for graduation. Additional information and advice about the portfolio are available later in this Manual as well as on the Criminal Justice Graduate Program D2L shell.

Transferring Courses

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

Completion of Program Requirements

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

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

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

Continuation in the Program

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

In addition, be advised that only courses in which students receive a grade of “C” or better will count towards the graduate degree. Students may receive no more than two grades of “C” or lower or they will be academically dismissed from the program. Please refer to the *Graduate Catalog* for further details on academic dismissal. Only courses in which a student earned a “C” or “F” may be repeated. When a course is repeated, both the original grade and the new grade will be calculated in the student’s grade point average. Please refer to the *Graduate Catalog* for policies on the repetition of courses.

Continuous Enrollment

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

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

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

Time Limit

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

Criminal Justice Course Descriptions

CRJU 590. Seminar (3 credit hours)

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

Concentrated study of specific topics related to American criminal justice.

CRJU 600. Survey of Criminal Justice (3 credit hours)

Prerequisite: Graduate standing.

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

CRJU 620. Judicial Behavior (3 credit hours)

Prerequisite: Graduate standing.

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

CRJU 630. Organizational Theory (3 credit hours)

Prerequisite: Graduate standing.

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

CRJU 635. Foundations of Law Enforcement (3 credit hours)

Prerequisite: Graduate standing.

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

CRJU 638. Foundations of Corrections (3 credit hours)

Prerequisite: Graduate standing.

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

CRJU 643. Social Awareness (3 credit hours)

Prerequisite: Graduate standing.

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

CRJU 650. Criminal Justice Ethics (3 credit hours)

Prerequisite: Graduate standing.

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

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

Prerequisite: Graduate standing.

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

CRJU 670. Criminal Justice Research Methods (3 credit hours)

Prerequisite: Graduate standing.

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

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

Prerequisite: CRJU-670.

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

CRJU 672. Applications in Crime Analysis (3 credit hours)

Prerequisite: Graduate standing.

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

CRJU-673. Crime Mapping (3 credit hours)

Prerequisite: Graduate standing; CRJU 672 (required)

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

CRJU 675. Studies in Criminological Theory (3 hours)

Prerequisite: Graduate standing.

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

CRJU 676. Environmental Criminology (3 credit hours)

Prerequisite: Graduate Standing

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

CRJU 684. Criminal Justice Graduate Internship (3 credit hours)

Prerequisite: Graduate standing.

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

CRJU 690. Seminar (3 credit hours)

Prerequisite: Graduate standing.

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

CRJU 691. Public Policy and Criminal Justice (3 credit hours)

Prerequisite: Graduate Standing

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

CRJU 698. Directed Study (1-4 credit hours)

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

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

CRJU 699. Research and Thesis (1-6 credit hours)

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

CRJU 799. Continuous Enrollment (1 credit hour)

All graduate students are required to be registered during the semester they receive their degree from Radford University. Registration is required of all graduate students when using University facilities and/or faculty time. The minimum number of hours for registration is one. Registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public. Students who are not currently registered for any course work, and who have completed all course work but have other outstanding degree requirements (e.g., portfolio, thesis, removal of an I or IP grade), are required to register for a continuous enrollment course each semester, including summer, until they have met the outstanding requirement(s). This course does not count toward graduation requirements. This course option is also available to those admitted students who are not enrolled in a given semester but who wish to use University facilities and services during that time.

COURSE SCHEDULES

General Scheduling Information

Each required core course is offered once a year, on the following rotation (note that this schedule can change due to resources and availability within the department):

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

Tentative Sample Schedules and Advice

You should work closely with your advisor to plan the schedule that best meets your academic needs.

Full time graduate students are required to take CRJU-600 and CRJU-655 during the fall semester of their initial enrollment and CRJU-670 and CRJU-675 during the spring semester of their initial enrollment. Part-time students are required to take CRJU-600, CRJU-670, CRJU-671 and CRJU-675 prior to taking other courses during the semesters these courses are offered. Departures from this policy must be approved by the Graduate Coordinator. The following schedule is required for full-time graduate students:

Fall, 1st Year: CRJU-600, CRJU-655, CRJU elective
Spring, 1st Year: CRJU-670, CRJU-675, CRJU elective

Fall, 2nd Year: CRJU-671, CRJU Elective (or CRJU 699, if MA), CRJU Elective
Spring, 2nd Year: CRJU-691, CRJU Elective, CRJU Elective (or CRJU 699, if MA)

This general scheduling advice is provided to all students:

- Register at your assigned time; do not wait until the beginning of the semester to sign up for classes.
- If you need a required course to graduate and it is full, please contact the department chair (Dr. Eric Williams at ejwilliams1@radford.edu).
- CRJU-670 is a prerequisite to CRJU-671; plan accordingly.
- CRJU-691 should be taken toward the end of your program.
- Consider a graduate internship or directed study to round out your graduate degree plan.

Criminal Justice Graduate Internship Program

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

A maximum of three graduate credits may be earned towards either CRJU graduate degree through the internship program. Internships are typically conducted for one semester or over the course of a summer. Emphasis is clearly placed on knowledge application and skill development during the placement period. Please contact Mr. Eric Snow at esnow@radford.edu regarding internship opportunities.

Directed Studies

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

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

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

The student must submit a written proposal for approval by the supervising professor, the academic advisor, and the Department Chairperson or Graduate Coordinator. The proposal will include a description of the topic of study, goals and objectives, products and assessment criteria, and a preliminary reading list. This proposal should be completed two weeks before the beginning of the semester in which the directed study will be conducted. After review from the College of Graduate Studies and Research, the proposal will be sent to the Registrar's Office and the student will be registered in the course (CRJU-698, Directed Study). The proposal form is available from the Graduate College (<https://www.radford.edu/content/dam/colleges/cgps/PDF/DirectedStudy06.pdf>).

ETHICAL STANDARDS FOR STUDENTS

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

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

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

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

Violations of the Honor Code will not be tolerated. For additional information, please refer to Office of the Dean of Students website: <https://www.radford.edu/content/student-conduct/home.html>.

Academic integrity is very important to the Department of Criminal Justice. One of the most common violations of academic integrity is the use of materials without appropriate citation or plagiarism. The Department of Criminal Justice relies on the ethical standards established by the American Psychiatric Association (APA).

According to the McConnell Library libguide on preventing plagiarism:

Plagiarism is using someone else's work without giving him or her credit. "Work" includes text, ideas, images, videos, and audio. In the academic world, you must follow these rules:

- When you use the exact words, you must use quotation marks and provide a citation.
- When you put the information into your own words, you must provide a citation. (See Paraphrasing tab.)
- When you use an image, audio, or video created by someone else, you must provide a citation.

Plagiarism could happen with a sentence, a paragraph, or even just a word! For example, Stephen Colbert, of the television show "The Colbert Report," made up the word "truthiness," meaning something that sounds like it should be true. If you say in a paper something has a ring of "truthiness"-

you should cite Colbert. If someone else's words catch your interest, you should cite them. Review the libguide (<http://libguides.radford.edu/plagiarism>) and other materials available on that site to assist you with preventing plagiarism in your own academic work.

MASTER OF SCIENCE PORTFOLIO

Students completing the Master of Science degree are required to complete a cumulative portfolio with a final reflection paper as an end of program assessment. Submission of a portfolio is required for all students completing a Master of Science degree. *Students graduating in the Fall semester will be required to submit their portfolio the third Monday of October. Students graduating in the Spring semester will be required to submit their portfolio the first Monday following Spring Break.*

Portfolio

The portfolio is designed to measure a student's ability to communicate effectively in writing, to review research on criminal justice topics, to create coherent arguments, and to demonstrate knowledge derived from core courses (CRJU-600, CRJU-655, CRJU-670, CRJU-671, CRJU-675 and CRJU-691). As such, the portfolio serves as a capstone assessment of how well a student has met the learning outcomes of the program.

Format

For the portfolio, students must identify a general topic of interest (e.g. police, courts, corrections) by the end of their first semester in the program. Students should notify the Graduate Coordinator of their intended area of interest via the "Portfolio Topic Area of Interest" form. The form can be found on the Criminal Justice Graduate Program D2L shell under the E-portfolio Instructions and Forms module. Students may change the topic, if they wish, up until the end of their second semester in the program. Students will simply need to resubmit the aforementioned form to the Graduate Coordinator.

For each required course within the curriculum, a comprehensive, faculty-identified assignment must be added to the portfolio. The assignment can be a research paper, or other relevant work. In order to add the assignment to the portfolio, the student must make all edits recommended by the faculty member for the course and the faculty member must approve the addition of the assignment once all edits have been made. Please note that several rounds of revisions may be needed before the faculty will approve the document. In order to indicate that all edits have been completed and the paper is acceptable to the professor, the student must obtain the faculty members signature on the "Portfolio Faculty Signature Form" found on the Criminal Justice Graduate Program D2L shell under the E-portfolio Instructions and Forms module. It is the student's responsibility to keep up with this form and be sure to secure all of the necessary signatures. This form will be submitted as part of the portfolio.

During their final semester in the M.S. program, the student will write a reflection piece tying together all of required course work from the M.S. program and applying it to their topic of choice. As with the individual assignments, multiple rounds of revisions may be warranted. Once the reflection piece is added and the portfolio is complete, it will be reviewed by a faculty committee.

Reflection Paper

This reflection paper is an application of your cumulative knowledge gained through your course work. It should reflect your expertise in an area of criminal justice (i.e. police, courts, or corrections) as well as

your critical thinking skills. The reflection paper provides the opportunity for you to apply critically the substance and method of the completed curriculum to a criminal justice problem of interest and public concern within your area of interest (i.e. police, courts, or corrections), synthesize the problem, and provide your informed opinion on it.

When writing, please treat this reflection piece as a stand-alone paper. In the beginning of the paper, provide summaries of the individual submissions from each of the required courses. Then, present a synthesis of the information you have acquired based on the research that you have conducted while working on the six individual course papers. The majority of the paper should consist of your synthesis of the problem and your informed opinion of it.

General formatting:

- Submission summaries followed by your synthesis
- 2,500-4,000 words
- References (when appropriate)
- APA Format (Most current edition)

Individual Class Papers

As indicated above, students will include in their portfolio, one faculty-identified written assignment from each of their six core required courses. Below is the current list of faculty-identified assignments.

- CRJU 600 – Literature Review
- CRJU 655 – Problem/Fact Scenario Assignment
- CRJU 670 – Final Research Paper
- CRJU 671 – Final Research Paper
- CRJU 675 – Theory Application Paper
- CRJU 691 – Policy Analysis Paper

Prior to approval for submission into the portfolio, students will be required to make all suggested edits made by the instructor.

Formatting Guidelines

The portfolio will be professionally formatted and include the following in the order listed:

- 1) Title Page
- 2) Faculty Signature Page
- 3) Table of Contents
- 4) Reflection Paper (with reference page if appropriate)
- 5) Individual Class Papers listed in the following order:
 - a. CRJU 600
 - b. CRJU 655
 - c. CRJU 675
 - d. CRJU 670
 - e. CRJU 671
 - f. CRJU 691

The portfolio should be formatted according to the guidelines set out in the most recent APA manual.

Grading

Upon receipt of the portfolio, the Graduate Coordinator will convene a faculty committee. The faculty committee will consist of three graduate-status faculty. The committee will review the portfolio, focusing specifically on the reflection piece. The faculty committee can vote to either approve the portfolio as is or request that the student make additional revisions.

To receive credit for the portfolio, all three committee members must agree that the portfolio is of sufficient quality to receive a "Pass." Otherwise, the portfolio requirement has not been met and the student has not satisfactorily completed degree requirements.

MASTER OF ARTS

THESIS AND ORAL DEFENSE

Students in the Master of Arts program must successfully complete and defend an original thesis as a requirement for graduation. The thesis is required for all students completing a Master of Arts degree.

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

The Thesis

General Information

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

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

The Request for Convening of Thesis Committee Form must be completed by the student and approved by the student's advisor, other members of the Graduate Committee, the Graduate Program Director, and the Graduate Dean before registering for thesis hours. The form should be submitted the semester before you plan to begin work on your thesis.

Students are required to defend their thesis proposal in the semester prior to their intended graduation. Students cannot defend the proposal in the *same* semester they graduate. A successful thesis proposal defense is recorded after the Graduate College receives a copy of the approved thesis proposal document and the signed Thesis/Dissertation Proposal Defense Form. Students should not begin collecting or analyzing data until their thesis proposal has been successfully defended.

Multiple sources of information are available to guide students toward the completion of a thesis, including: The *Graduate Catalog*, the Thesis Preparation Manual from the College of Graduate Studies

and Research (https://www.radford.edu/content/dam/colleges/cgps/PDF/Thesis_Manual_2006.pdf) and the Thesis Preparation Manual for the Department of Criminal Justice, which can be found on the Criminal Justice Graduate Program D2L shell under the Thesis Instructions module.

Additional information regarding required paperwork for the thesis and defense can be found here: <http://www.radford.edu/content/grad/home/forms-policies/ThesisDissertationForms.html>. However, the most important source of information for you is your thesis advisor and committee. They will help guide you through the process, and you should plan to work closely with them.

Grading the Thesis

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

Advice for the Thesis

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

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

The Oral Defense

General Information

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

Grading the Oral Defense

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

Advice for the Oral Defense

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

- Be aware that thesis defenses are open to the public. Other faculty and students may attend. Along those lines, you should attend the defense of one or more of your colleagues, in order to get a sense for how they proceed (it is polite to talk to your colleague about this ahead of time, rather than showing up unannounced).
- On the day of your defense, do your best to minimize external stress. Get plenty of rest the evening before, and try to avoid coming to the defense directly from work or class.
- Plan your presentation carefully. You should not plan to spend a full hour talking because your committee and other members of the audience will want to engage you in discussion about your project. Talk to your thesis chair about how you might structure your presentation. Consider the use of visual aids, particularly when summarizing complex material or statistical results.
- Be confident, but do not be arrogant. You have acquired much knowledge about your topic, and you should be well prepared to answer questions. Recognize that "I don't know" is sometimes a legitimate answer (but not if it is about a basic element of your literature review, research design, findings, or implications). Some of the questions you will field are motivated by the sheer curiosity and interest of audience members who may want to engage you in an intellectual dialogue.

- Familiarize yourself with deadlines; you should consider when the near-final and final thesis documents are due to the College of Graduate Studies and Research.
- You should not schedule a defense until all components of your thesis are completed and have been reviewed to the satisfaction of the thesis committee. The purpose of the defense is for you to present a finished document. Your committee may still request some revisions after the defense, but they should be minor; major substantive revisions should have already taken place.
- The defense is *not* designed to be an adversarial process in which you are subjected to cross-examination. Rather, you should think of it as an extended conversation about a topic you care about. While you should certainly take the defense seriously, you should enter it knowing that the faculty desire a collegial conversation with you.
- Many of the questions you will be asked do not have “right” and “wrong” answers (although some do, of course). Rather, the faculty are interested in hearing you intelligently discuss, and make arguments about, the topic you have extensively studied. Do not be afraid to share your opinions, so long as you can intelligently defend them.
- Stay focused during the examination. If you need clarification on a question, ask for it.
- Enjoy the intellectual exchange!

Please note that thesis students should refer to the Graduate College website for additional formatting and policies regarding the thesis.

Here is the link: <https://www.radford.edu/content/grad/home/forms-policies/ThesisDissertationForms.html>

Archiving Your Thesis

An electronic copy of the thesis must be submitted to the College of Graduate Studies and Research for archiving in the library. Please follow the instructions found here:

<http://www.radford.edu/content/dam/colleges/cgps/PDF/ETD2.pdf> regarding thesis submission and archiving. The Criminal Justice Department requests that you submit an electronic copy to the Graduate Coordinator, so your thesis may be archived in the department.

GRADUATE ASSISTANTSHIP PROGRAM

Program Description

Each year, a limited number of Graduate Assistantship positions are available to graduate students in criminal justice. Availability of positions is contingent on funding. Positions vary in terms of hours; they may be 10-hour per week or 20-hour per week assignments. Criminal justice Graduate Assistants are assigned to either The Criminal Justice Department or to an administrative position external to the Department of Criminal Justice. Each office sets its own policies, objectives, and expectations for the Graduate Assistants working there. General information about Graduate Assistantships is available from the College of Graduate Studies and Research website (<http://www.radford.edu/content/grad/home/cost/assistantships.html>).

Appointment of Graduate Assistants

Application and Selection

Two ways are available for students to obtain a Graduate Assistantship. First, all incoming students who apply for admission before the priority deadline will automatically be considered for a Graduate Assistantship. Second, students currently in the program can request to be considered for a Graduate Assistantship by contacting the Graduate Coordinator. Recruitment of potential applicants is primarily achieved through student inquiries and applications to the program.

Fall assistantship decisions are generally made by the end of Spring semester and spring assistantship decisions (if hours are available) are generally made by the end of the Fall semester. Members of the Criminal Justice Department Graduate Committee review all applicants and make recommendations to the Graduate Coordinator regarding Graduate Assistant assignments, including type of assignment and number of hours per week. A variety of selection criteria are considered when reviewing Graduate Assistantship applications. These include, but are not limited to, the following: student academic performance; matching staffing needs with student interest and skills; strength of recommendations; collegiality (the ability to get along with others); communication skills; social maturity; and financial need. Based on these recommendations, the Criminal Justice Department's Graduate Coordinator makes final selections. The selection information is then sent to the Graduate College, who in turn sends a Graduate Assistantship Agreement to Graduate Assistantship recipients.

Required Course Loads and Academic Standing

The GA must enroll for a minimum of **nine** semester hours (i.e., full time enrollment) in each fall and spring semester that he or she holds the Graduate Assistant position. A minimum of **six** semester hours is required for GA's employed during the summer semester (i.e., full time enrollment).

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

Appointments

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

Reappointment

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

Allocation of Assignments

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

Initial Orientation

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

Responsibilities of the Criminal Justice Department Graduate Assistant

Criminal Justice Department Graduate Assistantship Objectives

Graduate Assistants assigned to the Criminal Justice Department will work closely with faculty members. Each Graduate Assistant (GA) is assigned to one or more faculty members to perform various professional activities and assignments each semester. The Graduate Assistant Program is a give-and-take relationship. The Graduate Assistant Program introduces the Graduate Assistant to the collegial structure of the University and the Criminal Justice Department. The program encourages the GA to participate in professional relationships with members of the faculty. It also provides funds to the

graduate student that defray the cost of a graduate education. In return, the Criminal Justice Department utilizes the skills and labor of the GA in the operation of the department.

Specific program objectives include:

- Facilitating close interaction and an exchange of knowledge with faculty members.
- Allowing the graduate assistant to observe the practice and art of teaching criminal justice.
- Providing the graduate assistant with an opportunity to prepare and present a lecture in the classroom setting.
- Encouraging the graduate assistant to take part in the research process by engaging in library research, entering data on the computer, analyzing such data, or participating in the preparation of manuscripts for publication.

Graduate Assistant Responsibilities

The general responsibilities of each GA include satisfying the work tasks assigned by the faculty members, completing necessary Graduate College forms, and maintaining an adequate academic performance. Specific responsibilities will vary depending on the work assigned by the faculty supervisor. Some faculty rely upon their GA to assist them in classroom preparation and grading. Other faculty utilize the research and library skills of the GA, and still others expect their GA to assist in administrative tasks.

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

- Satisfactorily completing all assigned coursework and maintain a 3.0 grade point average
- Communicating with faculty supervisor at least once per week
- Satisfactorily completing tasks assigned by faculty supervisor(s)
- Providing office hours for 50% of the hours awarded to the graduate assistant (if awarded 20 hours of assistantship, 10 hours of office hours must be scheduled each week; if awarded 10 hours of assistantship, 5 hours of office hours must be scheduled each week)
- Providing the faculty supervisor, Criminal Justice Department Secretary, and Graduate Coordinator with a home telephone number and address
- Providing the Criminal Justice Department Secretary, faculty supervisor, and Graduate Coordinator with a class and office hours schedule
- Providing an evaluation of the faculty supervisor's supervision at semester's end

Graduate Assistants as Students

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

Graduate Assistants as Professionals

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

Ongoing Professional Responsibilities

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

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

Conflict Resolution

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

Duties and Responsibilities of the Faculty Supervisor

The concept of mentoring is central to the Graduate Assistant program. The program serves as a model to demonstrate strategies and techniques for teaching courses, developing research projects, and functioning as a professional in the field of criminal justice. Through meetings with faculty supervisors, the GA will develop an understanding of classroom teaching, grading, and research activities. As the student progresses in his or her activities and association with the program, they may modify their professional attributes to reflect their understanding of the criminal justice field and what activities they may wish to pursue at a higher level.

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

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

GRADUATE TEACHING ASSISTANT POLICY

Introduction

An exceptional graduate student who has an interest in teaching may be offered the opportunity to serve as a Graduate Teaching Assistant (GTA) in the Department of Criminal Justice. For full information about GTA roles and responsibilities, please refer to the most recent *Graduate Catalog*. Students selected as GTAs in the Department of Criminal Justice spend one year working with a faculty supervisor assisting with their classes. The nature of this assistance varies, but may include leading class discussions, grading student's papers and exams, and teaching classes. However, GTAs are not the professors of record for courses. The purpose of the GTA position is to provide a first-year graduate student with the preparation they need to teach two introductory sections of the same course during the fall and spring semesters their second year in the program.

Expectations

Appointments to this position will be for one academic year (fall and spring). The criminal justice GTA spends the fall and spring semesters working closely with a faculty supervisor to prepare the material needed to teach an introductory course

The student selected as GTA spends the Fall and Spring semesters completing in-service training, under the direction of a faculty supervisor. The faculty supervisor may vary. Students are matched with faculty supervisors based on an assessment of what they may teach, and with whom they will work well. The training process takes the duration of the fall and spring semesters, in the form of weekly meetings, readings, discussions, and activities. Before any criminal justice GTA is assigned to teach a class, they are carefully evaluated by the GTA mentor, who reports to the Graduate Committee on the GTA's progress and aptitude. GTAs are generally required to guest lecture in one or more classes, where his or her performance will be informally and/or formally assessed. Only if the GTA supervisor and Graduate Committee are satisfied with the GTA's progress and ability will she or he receive a Graduate Teaching Fellow position in the second year of their program.

Eligibility and Application

Candidates for the GTA position must be entering their first year as graduate students and cannot be accepted on conditional status. They must apply for admission by the priority deadline to be considered.

GRADUATE TEACHING FELLOW POLICY

Introduction

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

Expectations

Appointments to this position will be for one academic year (fall and spring). GTFs may only be second year graduate students, who successfully completed a Graduate Teaching Assistantship position their first year in the program. Twenty hours of work are expected for this position. The criminal justice GTF spends the fall and spring semesters teaching two sections of one course.

Preparation for the GTF position occurs when the student is a GTA. The training process for the GTF position takes place during the first year in the program, in the form of weekly meetings, readings, discussions, and activities. Before any criminal justice GTF is assigned to teach a class, they are carefully evaluated by the GTF supervisor, who reports to the Graduate Committee on the GTF’s progress and aptitude. Only if the GTF supervisor and Graduate Committee are satisfied with the GTF’s progress and ability will she or he be assigned to teach a class in the fall semester.

Assuming satisfactory completion of the above process, the GTF will teach two sections of an introductory criminal justice course (generally, CRJU 233, CRJU 235 or CRJU 238) in the fall semester and two sections of the same course in the spring semester. The GTF is supervised and evaluated by the GTF supervisor. The GTF supervisors continue the weekly meetings, to discuss progress in the course, as well as any questions or problems that arise. Additional training and mentoring are provided on an as-needed basis. In addition, the GTF supervisor conducts classroom observations of the GTF’s performance. At the end of the semester, the GTF administers the standard Radford University course evaluation for his or her students to complete. Also, at the end of the semester, the GTF supervisor debriefs the GTF on his or her experiences.

TITLE IX

Radford University is committed to providing an environment that emphasizes the dignity and worth of every member of its community and is free from harassment and discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, gender expression, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law. Per federal Title IX regulations, as well as other federal and state regulations, Radford University prohibits discrimination and harassment in its educational programs and activities, on the basis of sex or any other protected class, by individuals subject to its control or supervision. This requirement to not discriminate in the educational program or activity of Radford University extends to admission. Inquiries about the application of federal Title IX regulations may be referred to Radford University's Title IX Coordinator, the U.S. Department of Education's Assistant Secretary, or both.

GRIEVANCES

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

- A grade appeals process is available, in which students may appeal course grades. This process is described in the *Graduate Catalog* (<http://catalog.radford.edu/index.php>) and is documented on the College of Graduate Studies and Research webpage (<http://www.radford.edu/content/dam/colleges/cgps/PDF/gradeappeal.pdf>).
- A graduate student grievance procedure is available; the criminal justice graduate program follows the grievance procedure outlined in the *Graduate Catalog* (<http://catalog.radford.edu/index.php>). This process is designed for claims other than course grades or sexual harassment.
- Students with disabilities may appeal decisions, actions, services, etc., pertaining to reasonable accommodations for their disability, related to coursework. Students should work through the Center for Accessibility Services (<https://www.radford.edu/content/cas/home.html>) on all matters pertaining to disability.
- The *Radford University Personnel Information Manual* (https://www.radford.edu/content/dam/departments/administrative/Provost/Personnel_Information_Manual.pdf) contains information on complaint procedures regarding violations of the Radford University nondiscrimination clause, reasonable accommodations for disability (outside or coursework-related issues), and sexual harassment.

CHECKLIST FOR CRIMINAL JUSTICE GRADUATE STUDENTS

First Semester of Enrollment

- Make up undergraduate deficiencies if needed; Request change to regular status if applicable and make sure all requirements have been completed.
- Register with the Career Planning and Placement Office.
- Meet with Graduate Coordinator prior to first semester
- Attend Department of Criminal Justice Graduate Student Orientation
- Think about whether you want to do a thesis. If not, select a topic area of interest for the portfolio.

End of Second Semester of Enrollment

- Master of Arts students should select a Thesis Committee and submit the Request for Convening of Thesis Committee Form to the Graduate College.
- Master of Arts: Make your thesis advisor your academic advisor.
- Master of Science: Finalize your topic area of interest for your portfolio.

Third Semester of Enrollment

- Master of Arts students should defend their thesis proposal.

Last Semester of Enrollment

- Ensure that all necessary program changes have been approved.
- File an application for the degree by the end of the second week of the semester in which you plan to graduate. Applications are due at least 12 weeks before the end of the semester.
- Master of Arts:
 - Schedule a Thesis/Oral Defense.
 - Submit two copies of the Thesis at least two weeks before the end of the semester.

After Graduation:

Provide us your new contact information and stay in touch!! We want to know what you are up to and provide any help in your career.

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

ADDITIONAL RESOURCES

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

- The Radford University *Graduate Catalog* is the official statement of curricula and academic policies. The *Graduate Catalog* also contains information on campus life and the variety of resources available to Radford University graduate students. Copies are available online (<http://catalog.radford.edu/index.php>).
- The Radford University Standards of Student Conduct are primarily concerned with issues relevant to conduct regulations and proceedings, including academic integrity and the Honor Code. The Standards of Student Conduct outline those forms of conduct that are prohibited and possible consequences for them. You should carefully familiarize yourself with the Standards of Student Conduct, which may be accessed online (<https://www.radford.edu/content/radfordcore/home/student-life/student-handbook.html>).
- The College of Graduate Studies and Research maintains a webpage that contains many useful resources for students (<http://www.radford.edu/content/grad/home/resources.html>). In particular, the webpage provides links to information for current students (<http://www.radford.edu/content/radfordcore/home/audience-navigation/current-students.html>) and to forms for students (<https://www.radford.edu/content/grad/home/forms-policies/student-forms.html>) including academic petitions, directed study applications, graduation applications, thesis information, and much more.
- The Criminal Justice Department webpage (<https://www.radford.edu/content/grad/home/academics/graduate-programs/criminal-justice.html>) contains a variety of useful information. You can access much of the information included in this manual, and the manual itself. The webpage also contains other information about the department, its faculty, its programs, and opportunities for students.

ADVICE FROM YOUR PEERS

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

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