

GRADUATE STUDENT HANDBOOK

MASTER OF SCIENCE



www.criminaljustice.msu.edu

COLLEGE OF SOCIAL SCIENCE
MICHIGAN STATE UNIVERSITY
EAST LANSING, MI

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THE SCHOOL OF CRIMINAL JUSTICE

The School of Criminal Justice was established in 1935 as an academic program providing courses for those seeking careers in law enforcement. Graduate studies in the School of Criminal Justice began in 1956 with the Master of Science degree, followed by the Interdisciplinary Doctoral Program in 1968 and the Doctorate in Criminal Justice in 2001. In 1970, the School's name was changed from the School of Police Administration and Public Safety to the School of Criminal Justice to reflect the new emphasis on the entire system of justice in the United States. Housed in the College of Social Science, the School of Criminal Justice has evolved to provide exemplary undergraduate and graduate programs in which students and faculty apply the theories and methods of science to understanding and solving critical policy issues in both the criminal justice and private security fields.

PROGRAM OVERVIEW

The Criminal Justice Masters program at Michigan State University provides students with analytic skills, an interdisciplinary knowledge base, and both classroom and practical understanding of the settings where correctional, law enforcement, and security policies are implemented. The School of Criminal Justice offers a number of different Masters programs: Criminal Justice, Criminal Justice with specializations in Security Management and Judicial Administration, and two online Masters program.

Faculty and students in the School of Criminal Justice bring to the program a wide variety of histories and academic backgrounds, which provides exciting exposure to practical experiences and a depth of academic knowledge. The program integrates theory and application through case materials and classroom guest speakers, as well as internship opportunities.

Individuals who wish to pursue a career in criminal justice research and teaching will have a strong foundation for advanced graduate studies based on the program's combined emphasis on research, critical issues, and interdisciplinary theory.

The Masters degree program provides students with both management and academic skills necessary to administer criminal justice and security programs and to complete either a policy assessment or a research project. The program serves people who work as professionals or will seek professional positions in the justice system, as well as students who will continue their education through doctoral study. A thesis option for completing the Masters program is available to all students, and is strongly recommended for entry into the doctoral program. In the Masters degree program, students obtain an in-depth understanding of the entire criminal justice system. In addition, a specialization is available in security management.

Students preparing for work or further research in industry (specifically, industrial security) or government can complete course work with the Master of Public Policy and Administration Program in the Department of Political Science. Students pursuing this option should consult with the graduate advisor in the selection of course work and in meeting other program requirements.

PROGRAM COMPONENTS

The program of each student shall consist of a minimum of 24 semester credits of course work beyond the bachelor's degree and 6 credits of thesis research totaling a minimum of 30 semester credits.

By the end of the student's first year of study, the student should decide whether he or she will be completing a thesis (Plan A) or policy paper (Plan B). If the student chooses Plan A, he or she must submit and defend a thesis proposal before beginning research.

If the student chooses Plan A, he or she must submit and defend a thesis reflecting original research focusing on a significant problem or issue in criminal justice. The oral defense and submission of the thesis must be completed within six years from the time of first enrollment as a masters student. The student will need to select a criminal justice faculty advisor who will serve as the chairperson on the thesis committee.

DEGREE REQUIREMENTS

To obtain a Masters degree, the student must complete a minimum of 30 semester hours of course work and research. The requirements for the Master of Science degree in Criminal Justice are as follows for both Plan A and Plan B:

	Credits
A minimum of 30 credits of coursework	
I. Core courses*	15
CJ 801 Crime Causation, Prevention, and Control	3
CJ 810 Proseminar in Criminal Justice	3
CJ 811 Design and Analysis in Criminal Justice Research.....	3
CJ 812 Criminal Justice Management Seminar	3
CJ 887 Quantitative Methods in Criminal Justice Research.....	3
II. Two 800-level criminal justice courses**	6
III. Additional requirements (Choose <i>Plan A</i> or <i>Plan B</i>).....	9
Plan A	
CJ 899 Masters Thesis Research	6
Electives approved by an academic advisor	3
Plan B	
CJ 896 Policy Change Paper.....	3
Electives approved by an academic advisor	6

* Core courses must be taken on campus.

**No more than 3 hours of Independent Study in CJ 890 will be allowed. CJ 894 (internship credit) will not count toward this requirement.

DEGREE REQUIREMENTS FOR SPECIALIZATION IN SECURITY MANAGEMENT

The requirements for the Masters of Science degree in Criminal Justice with a specialization in Security Management are as follows for both Plan A and Plan B.

	Credits
A minimum of 30 credits of course work	
I. Core Courses.....	15
CJ 801 Crime Causation, Prevention, and Control	3
CJ 810 Proseminar in Criminal Justice	3
CJ 811 Design and Analysis in Criminal Justice Research.....	3
CJ 812 Criminal Justice Management Seminar	3
CJ 887 Quantitative Methods in Criminal Justice Research	3
II. Concentration in Security	6
CJ 885 Security Management	3
CJ 886 Security Administration.....	3
III. One of the following	3
PLS 810 Proseminar in Public Administration	
LIR 823 Organizational Behavior in Labor and Industrial Relations	
MGT 824 Management and Organizational Behavior	
PSY 860 Industrial and Organizational Psychology	
IV. Additional Requirements – Choose Plan A or Plan B	6
Plan A	
CJ 899 Masters Thesis Research.....	6
Plan B	
CJ 896 Policy Analysis under Conditions of Change	3
CJ 894 Practicum or approved elective.....	3

DEGREE REQUIREMENTS FOR JUDICIAL ADMINISTRATION SPECIALIZATION

The requirements for the Masters of Science degree in Criminal Justice with a Judicial Administration specialization are as follows:

	Credits
A minimum of 30 credits of course work	
I. Core Courses.....	9
CJ 801 Crime Causation, Prevention, and Control	3
CJ 811 Design and Analysis in Criminal Justice Research	3
CJ 887 Quantitative Methods in Criminal Justice Research	3
II. Specialization Courses	12
CJ 809 Elements of Essential Court Operation.....	3
CJ 812 Criminal Justice Management Seminar (JA section).....	3
CJ 814 Seminar in Management Topics	3
CJ 829 National and Global Trends in Court Planning	3
III. Approved electives.....	6
IV. CJ 896 Policy Analysis under Conditions of Change	3

ADMISSION REQUIREMENTS

While a criminal justice undergraduate major is not required for admission to the program, the applicant must have a background of education and occupational experience appropriate to the successful pursuit of graduate work in the School of Criminal Justice. Applicants insufficiently prepared for graduate studies in criminal justice may be required to complete collateral coursework or pursue individualized study.

A limited number of applicants who do not satisfy the School's regular admission requirements may be admitted on a provisional basis at the discretion of the department. A student may be enrolled on a provisional basis for only two semesters; the student's status must be changed to regular to be considered a degree candidate.

In addition to all other application material, international applicants must submit TOEFL scores. Applicants must score at least 550 on the non-computer based TOEFL. Those taking the Internet TOEFL must score at least 80 overall, with no subscore below 19 for reading, listening, and speaking; no writing subscore below 22. Students from primarily English-speaking countries may have this requirement waived.

Application forms and instructions can be found at <http://criminaljustice.msu.edu/academic/cjinstruction.php>. If admission is offered, it cannot be deferred for more than one year.

FORMATION OF THE GUIDANCE COMMITTEE

During the first semester following admission to the masters program, students should familiarize themselves with faculty and their areas of interest, with the view to consider one of them as a potential guidance committee chair. Before the guidance committee is formed, any questions relating to coursework or program requirements may be directed to the Director of Graduate Studies, Dr. Mahesh Nalla (nalla@msu.edu). If you are planning to complete a thesis, you will need two regular criminal justice faculty members in addition to the chairperson to serve as committee members. You should notify the graduate secretary as soon as you have identified the members of your thesis committee. You must also receive the approval of the University Committee on Research Involving Human Subjects (UCRIHS), see page 7.

The guidance committee chair will be responsible for assisting the student with the following:

- Help select the remainder of the committee
- Help design a timeline for the completion of degree
- Meet with student at least once a semester to evaluate the student's progress
- Engage the student in intellectual exploration of the research interest with specific focus on theory and method
- Engage the student in inquiry of subject matter that leads to the formulation of research questions
- Provide guidance with literature review
- Provide feedback on various drafts of the thesis in a timely manner
- Faculty is expected allow adequate time in their schedule for guiding students engaged in thesis planning and research

The student is responsible for the following:

- Develop general framework for conducting original independent research that meets the expectations for degree fulfillment
- Request that a faculty member serve as thesis chair
- Provide the chair with an approximate timeline for completion of research and defense of thesis (see Thesis Proposal, page 5)
- Plan to complete various phases of thesis research and defense in a timely manner

On occasion, a committee member is unable to serve any longer (e.g., retires, leaves MSU) and must be replaced. The student will be responsible for notifying the graduate coordinator of any change in the constitution of the guidance committee.

An exception may be granted by the Dean of the Graduate School to allow a non-tenure stream faculty member or an Academic Specialist to serve on a Masters student's examination committee or as the thesis advisor. To request to have non-tenure faculty or academic specialists serve on your Graduate Student Committee, the following materials must be submitted together as a complete packet:

- Letter from Chairperson of the School of Criminal Justice, with supporting signature from the Dean of the College of Social Science, to the Dean of the Graduate School.
- Letter from the non-tenure faculty member or academic specialist summarizing his/her background and qualifications to serve as a member of a graduate student committee
- Copy of the non-tenure faculty member or academic specialist's vita.
- Two letters of reference that speak to the person's qualification to serve on a graduate student committee, but at least one letter must be from an **external** source.

Submit total package to Dean Karen Klomparens, The Graduate School, 110 Linton Hall, Michigan State University, East Lansing, Michigan, 48824.

THESIS PROPOSAL

The thesis proposal should be submitted to the student's thesis committee chair for approval at least three weeks before the proposal defense is scheduled. It should be approximately 20 pages long and include the following sections:

- Introduction – outlines the project and your reasons for doing it
- Literature review – a review of the most important articles that describe what has already been done in this field and how they contribute to your work. This section should also include your theoretical framework.
- Methods, materials and equipment to be utilized in the project
- A timeline for the research – the data you expect to collect and over what period of time it will be collected.
- Expected results
- The anticipated contribution this project will make to criminal justice

Students should check with their thesis committee chair to determine whether he/she has additional requirements.

PLAN B – POLICY PAPER

No committee is required for a policy paper. All necessary faculty approval is provided in the required course, CJ 896.

THESIS DEFENSE

The student must be enrolled in at least one credit the semester in which the thesis is defended. The student must also speak to the graduate secretary regarding the scheduling of a room for the confirmed date and the required forms to be signed by committee members at the thesis defense.

The student should obtain an up-to-date guide for the preparation of the thesis from the Graduate School, 118 Linton Hall, or <http://grad.msu.edu/etd/>. A final copy of the thesis must be submitted electronically to MSU via ProQuest/UMI; the department's copy must be hardbound. It is customary to provide the chairperson of the committee with a hardbound copy as well.

The target date for the **FINAL APPROVAL** of an electronic Thesis or Dissertation to the Graduate School for graduating the semester of that submission is FIVE working days prior to the first day of classes for the next semester. **Be aware that a submission via ProQuest does not mean that the document has been**

ACCEPTED. The review process is interactive and final approval can take anywhere from a few hours to weeks, depending upon the extent of the necessary revisions and how diligent the author is when making the necessary revisions. **Graduation on the semester of the electronic submission is only guaranteed if the document is APPROVED on or before the target date for that semester**

Particular attention should be paid to the academic calendar when considering dates for the oral defense. In general, the defense should not be scheduled during the summer semester. If a student must defend at that time, he or she should obtain written consent from all committee members prior to May 1. Written consent implies that the committee members will be present at the defense.

CHECKLIST FOR COMPLETION OF DEGREE

There are a number of things students should consider when preparing to graduate.

- Be enrolled in at least one credit the semester in which the thesis is defended. Students do not need to be enrolled the semester in which they graduate.
- Apply to graduate the first week of semester in which you intend to graduate (this may be done online at <http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp>). If you intend to graduate in Summer semester, please apply to graduate during the first week of Spring semester.
- Check with graduate secretary to make sure all requirements have been met, and that all necessary forms have been signed and forwarded to the appropriate offices. Please do this early in the semester.
- Visit <http://grad.msu.edu/etd/> for information about formatting and submitting your thesis. Graduation and commencement information can be found at <http://commencement.msu.edu/>.
- Determine date and time of defense, and confirm with all committee members. Notify the graduate secretary so she may assist in reserving a room and any necessary equipment (laptop, LCD projector) for the defense.
- Defend thesis and complete any required revisions.
- Submit hardbound copy of thesis to graduate secretary
- Submit thesis electronically via ProQuest/UMI at www.etdadmin.com/grad.msu. Please see deadlines at <http://grad.msu.edu/thesisdissertation/dates.aspx>.

EXIT SURVEY

A new short online exit survey for all students graduating with a Plan A or Plan B masters or with a Doctoral degree was introduced May 9th of 2011. Only students who have applied for graduation will have access to the survey. The survey asks questions about educational experiences in MSU graduate programs, as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students.

The identity of all respondents will be kept confidential and only aggregate (group) information will be made available to faculty and administrators. The students will receive an e-mail message from the dean of the graduate school with a link to the survey. However, students do not need to wait for that e-mail message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. Below are the instructions for completing the survey and they are also available from <http://grad.msu.edu/etd/>

Instructions for students:

- Access the following website:
 - Doctoral Students: <https://www.egr.msu.edu/doctoral/survey/>
 - Master's Students: <https://www.egr.msu.edu/masters/survey/>
- Enter your MSU NetID (Login Name) and Password
- Complete all the items on the survey. When finished, click **Submit**.

If you cannot open this survey, please contact Katey Smagur by email at smagurka@msu.edu, and include your name, student ID #, degree level (PhD, MA/MS) and semester of graduation. You will then be notified when you are able to complete the survey.

***DEPARTMENTAL POLICIES
ACADEMIC PERFORMANCE***

Masters students must maintain a GPA of at least 3.0 throughout their program of study. The accumulation of grades below 3.0 (including N grades in the P-N grading system) in more than two semester courses of three or more credits each removes the student from candidacy for the degree. The student may also be removed from the program if they are not progressing at the appropriate rate.

Students may also be removed from candidacy for the degree for the following: theft or misuse of University property, insubordination, intellectual dishonesty, or violation of law and/or University rules and regulations.

HUMAN RESEARCH PROTECTION PROGRAM

The Human Research Protection program is an Institutional Review Board (IRB). Federal and University regulations require that all research projects involving human subjects be reviewed and approved by an IRB **before initiation**. All thesis projects must receive UCRIHS approval, even those that do not have direct contact with human subjects (such as secondary data sources). Under the regulations, research is defined as a formal investigation designed to develop or contribute to generalizable knowledge. A human subject of research is an individual (1) from whom an investigator obtains data or (2) about whom the researcher obtains confidential information.

Faculty and students must submit the proper forms when the research they will undertake will include actively gathering the data from human subjects as described above, and/or use of either current or established data of human subjects gathered at a previous time. Failure to do so could result in rejection of your thesis by the Graduate School. Before a graduate student begins any research project, the student should consult with his or her faculty advisor or chair of the guidance committee. For more information about the review process, contact the Human Research Protection office at 517-355-2180, irb@msu.edu, or go to 202 Olds Hall. You may also find information at www.humanresearch.msu.edu.

INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES
(an excerpt from the Guidelines for Integrity in Research and Creative Activities)

The conduct of research and creative activities by faculty, staff, and students is central to the mission of Michigan State University and is an institutional priority. Faculty, staff, and students work in a rich and competitive environment for the common purpose of learning, creating new knowledge, and disseminating information and ideas for the benefit of their peers and the general public. The stature and reputation of MSU as a research university are based on the commitment of its faculty, staff, and students to excellence in scholarly and creative activities and to the highest standards of professional integrity. As a partner in scholarly endeavors, MSU is committed to creating an environment that promotes ethical conduct and integrity in research and creative activities.

Innovative ideas and advances in research and creative activities have the potential to generate professional and public recognition and, in some instances, commercial interest, and financial gain. In rare cases, such benefits may become motivating factors to violate professional ethics. Pressures to publish, to obtain research grants, or to complete academic requirements may also lead to an erosion of professional integrity.

Breaches in professional ethics range from questionable research practices to misconduct. The primary responsibility for adhering to professional standards lies with the individual scholar. It is, however, also the responsibility of advisors and of the disciplinary community at large. Passive acceptance of improper practices lowers inhibitions to violate professional ethics.

Integrity in research and creative activities is based not only on sound disciplinary practice but also on a commitment to basic personal values such as fairness, equity, honesty, and respect. These guidelines are intended to promote high professional standards by everyone- faculty, staff, and students alike.

Integrity in research and creative activities embodies a range of practices that includes:

- Honesty in proposing, performing, and reporting research
- Recognition of prior work
- Confidentiality in peer review
- Disclosure of potential conflicts of interest
- Compliance with institutional and sponsor requirements
- Protection of human subjects and humane care of animals in the conduct of research
- Collegiality in scholarly interactions and sharing of resources
- Adherence to fair and open relationships between senior scholars and their coworkers

Please see <http://www.msu.edu/user/gradschl/integrity.htm> for more information.

CONFLICT RESOLUTION

In the event a conflict cannot be resolved informally between a faculty member and student, formal procedures are available. The “Academic Freedom for Students at Michigan State University” (AFR) and the “Graduate Student Rights and Responsibilities at Michigan State University” (GSRR) documents establish the rights and responsibilities of MSU students and prescribe procedures for resolving allegations of violations of those rights through formal grievances. In accordance with the AFR and the GSRR, the School of Criminal Justice, College of Social Science, has established the following procedures for adjudicating student academic grievances.

These procedures also can be used to resolve disputes regarding allegations of academic dishonesty and violations of professional standards in which no disciplinary action is recommended in addition to a penalty grade of 0.0 in the course. (See AFR 2.4.4.1, 2.4.6, 2.4.6.2, 2.4.8 and 2.4.9; GSRR 5.4.1, 5.5.1 and 5.5.2.) Note: Students may not grieve dissatisfaction with the competence of instruction. (See AFR 2.2.1; GSRR 2.2.1.) Members of the Graduate Employees Union who want to file a grievance that relates to a violation of the Agreement between MSU and the GEU should follow the procedures detailed in the Agreement.

I. THE COMPLAINT PROCESS:

- A. A student who believes an instructor, including a graduate teaching assistant, has violated her or his academic rights shall first attempt to resolve the dispute in an informal discussion with the instructor. (See AFR 2.4.2; GSRR 5.1.1, 5.3.1, 5.3.2 and 5.3.5.)
- B. If the dispute remains unresolved after discussion with the instructor, the student should consult the Associate Director for Undergraduate Studies of the School of Criminal Justice and/or the University Ombudsman for assistance. (See AFR 2.4.2; GSRR 5.3.1 and 5.3.2.)

- C. If the dispute remains unresolved after discussion with the Associate Director or Ombudsman, the student may submit to the Associate Director a written, signed statement requesting a grievance hearing. The statement must (1) specify the alleged violations of academic rights to justify the hearing, (2) identify the individual(s) against whom the complainant is filed and (3) state the redress the student seeks that could be implemented by the Associate Director. (See AFR 2.4.2 and 2.4.6; GSRR 5.3.2, 5.3.5 and 5.3.6.)
- D. A request for a grievance hearing must normally be initiated no later than mid-semester following the semester in which the alleged violation of academic rights occurred (exclusive of summer semester). If the student (the “complainant”) or the instructor (the “respondent”) is absent from the University during that semester, or if other appropriate reasons exist, the Hearing Board may grant an extension to this deadline. If the University no longer employs the respondent before the formal grievance procedures are completed, the grievance may still proceed. (See AFR 2.4.2.1; GSRR 5.3.6.1.)

II. COMPOSITION OF SCHOOL OF CRIMINAL JUSTICE HEARING BOARD:

- A. The School of Criminal Justice shall constitute a Hearing Board no later than the beginning of the fall semester of each academic year. Members shall serve one calendar year (See GSRR 5.1.6.).
- B. The School of Criminal Justice Hearing Board shall include three faculty and three students. The Associate Director for Undergraduate Studies will serve as Chair of the hearing board for undergraduate student grievances, but can appoint a designee in unusual circumstances. The Director of the School of Criminal Justice will serve as Chair of the hearing board for graduate student grievances, but can appoint a designee in unusual circumstances. Undergraduate students will hear cases in which the complainant is an undergraduate student. Graduate students will hear cases in which the complainant is a graduate student. (See AFR 2.4.3 and 2.4.4.1; GSRR 5.1.2 and 5.1.5.)
- C. At the beginning of each academic year, two faculty representatives will be assigned to serve on the School of Criminal Justice Hearing Board for one calendar year by the Director of the School. The Director will select an alternate when the need arises. The hearing board will contain a total of three faculty members, with either the Director or Associate Director acting as chair.

Student members of hearing boards will be selected after a formal grievance is filed.

In the case of a grievance filed by a graduate student, the Graduate Student Representative to the School of Criminal Justice will be notified that graduate student members are needed for a hearing board. That individual will notify the graduate student body that volunteers are needed, and the representative will select four members for the hearing. One individual will be chosen randomly as an alternate.

In the case of a grievance filed by an undergraduate student, the undergraduate student organizations in the School of Criminal Justice (Alpha Phi Sigma and the American Criminal Justice Association) will be notified that undergraduate student members are needed for a hearing board. The student groups will select two members each from their groups. One individual will be chosen randomly as an alternate.

III. REFERRAL TO A SCHOOL OF CRIMINAL JUSTICE HEARING BOARD:

- A. Upon receipt of a written request for a grievance hearing, the Associate Director of the School of Criminal Justice shall transmit a copy of the grievance within ten class days to the Director of the School of Criminal Justice, the Hearing Board members, and to the respondent(s). No one involved in the case may serve on the Hearing Board. In unusual

circumstances, the Director of the School of Criminal Justice, in consultation with the Dean, may waive jurisdiction and refer the request for a hearing to the College of Social Science Hearing Board. (See AFR 2.4.2.2, 2.4.2.3 and 2.4.6; GSRR 5.1.2, 5.1.7, 5.3.6.1, 5.3.6.2 and 5.4.3.)

- B. The School of Criminal Justice Hearing Board shall review a written request for a grievance hearing for jurisdiction and judicial merit and request a written response from the respondent(s). After considering all submitted information, the Hearing Board may:
 - 1. Decide that sufficient reasons for a hearing do not exist and dismiss the grievance.
 - 2. Decide that sufficient reasons for a hearing exist and accept the request, in full or in part, and proceed to schedule an appeal hearing.
 - 3. Invite the parties to meet with the board for an informal discussion of the issues. Such a discussion shall not preclude a later hearing. (See AFR 4.4.2; GSRR 5.4.3 and 5.4.6.)
- C. Following a decision by the School of Criminal Justice Hearing Board to schedule a grievance hearing, the Chair of the Hearing Board shall negotiate a hearing date with the parties in a timely manner and schedule an additional meeting only for the Hearing Board in the event that additional deliberations on the findings become necessary. At least three class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent(s) and the complainant(s) in writing of the time, date and place of the hearing; the names of the parties to the grievance; the names of the Hearing Board members; and the names of the witnesses and advisers, if any. The Hearing Board may set reasonable time limits on each party to present its case and so inform the parties in the written notification. (See AFR 4.4.3; GSRR 5.4.7.)
- D. If the complainant fails to appear at the hearing, the School of Criminal Justice Hearing Board may either postpone the hearing or dismiss the case. If the respondent fails to appear at the hearing, the Hearing Board may either postpone the hearing or hear the case in the respondent's absence. (See AFR 4.4.5 and 4.4.7; GSRR 5.4.9).
- E. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See AFR 4.4.6; GSRR 5.4.8.)

IV. SCHOOL OF CRIMINAL JUSTICE HEARING PROCEDURES:

- A. The Chair of the School of Criminal Justice Hearing Board shall convene the hearing at the agreed-upon time, date and place. The Chair will ensure that a collegial atmosphere prevails and enforce time limits, as necessary, for each party's presentation. During the hearing, parties to a grievance shall have an opportunity to state their cases, present evidence, designate witnesses, ask questions and present a rebuttal. (See AFR 2.4.4; GSRR 5.4.10.1.)
- B. To protect the confidentiality of the information, attendance at the hearing may be limited to the Hearing Board, the complainant(s), the respondent(s), witnesses for either party, if any, and an adviser for each party, if any. Any witnesses called by the complainant and the respondent shall be excluded from the proceedings except when testifying. Witnesses must confine their testimony to their own, independent recollection and may not speak for others. The Hearing Board may limit the number of witnesses. Unless otherwise approved by the Hearing Board, advisers and witnesses shall be limited to members of the MSU community (faculty, staff or students). Involvement of an adviser normally should not be required. Each party must present her/his own case, and advisers may have a voice at the hearing. (See AFR 2.4.4.2, 4.2.3 and 4.4.8; GSRR 5.4.10.)
- C. To ensure orderly questioning, the Chair of the Hearing Board must recognize individuals before they speak. All parties have the right to speak without interruption. The School of

Criminal Justice Hearing Board may set reasonable time limits on each party to present its case and shall extend equal time to each party.

- D. The hearing will proceed as follows:
1. The Chair of the Hearing Board introduces hearing panel members, the complainant(s), the respondent(s) and the advisers, if any. The Chair reviews the hearing procedures, including time restraints, if any, for presentations by each party and witnesses. The Chair explains that the burden of proof rests with the complainant, with the exception of appeals of allegations of academic dishonesty, in which case the instructor bears the burden of proof. (See AFR 2.4.9.)
 2. Opening statements by the complainant(s).
 3. Opening statements by respondent(s).
 4. Presentation of complainant's case, including statements by the adviser, witnesses and questioning of complainant, complainant's adviser and complainant's witnesses by the respondent and Hearing Board.
 5. Presentation of respondent's case, including statements by the adviser, witnesses and questioning of respondent, respondent's adviser and respondent's witnesses by the complainant and Hearing Board.
 6. Closing statement by complainant(s).
 7. Closing statement by respondent(s).
 8. Final questions by Hearing Board.
- E. The School of Criminal Justice Hearing Board shall excuse all parties to the grievance and determine its findings. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting.
- F. After deliberations, the School of Criminal Justice Hearing Board shall promptly prepare a written report of its findings. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the Hearing Board's decision. The Chair shall forward copies to the parties involved, the Director of the School of Criminal Justice, the Dean of the College of Social Science, the Ombudsman and, in cases involving graduate students, the Dean of the Graduate School. All recipients must respect the confidentiality of the report. When a Hearing Board finds that a violation of academic rights has occurred and that redress is possible, it shall direct the Director to provide redress. The Director in consultation with the Hearing Board, shall implement an appropriate remedy. (See AFR 2.4.5; GSRR 5.4.11.)
- V. APPEALS TO COLLEGE OF SOCIAL SCIENCE HEARING BOARD:
- A. Either party to a grievance may appeal the decision of the School of Criminal Justice Hearing Board to the College of Social Science Hearing Board. The appeal must be in writing, signed and submitted to the Dean of the College of Social Science within ten class days following notification of the Hearing Board's decision. While under appeal, decision of the Hearing Board will be held in abeyance. (See AFR 2.4.7 and 2.4.7.3; GSRR 5.4.12, 5.4.12.2 and 5.4.12.3)
- B. A request for an appeal must allege, in sufficient particularity to justify a hearing, that the initial Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the initial Hearing Board were not supported by the preponderance of the evidence. The request also must include the redress sought. Presentation of new evidence

normally will be inappropriate. (See AFR 2.4.7.2 and 8.16; GSRR 5.4.12.1, 5.4.12.2 and 8.1.15.)

- C. Upon receiving a request for an appeal of a School of Criminal Justice Hearing Board decision, the College of Social Science Hearing Board may follow the procedures in sections III and IV above.
- D. In hearings involving undergraduate students, a complainant or respondent may appeal a decision of the College of Social Science Hearing Board to the University Integrity Review Board only if (1) the initial hearing took place at the College level or (2) if the hearing involved areas such as allegations of academic dishonesty, violations of professional standards or falsification of admission or academic records. In hearings involving graduate students, a complainant or respondent may appeal a decision of the College Hearing Board to the Graduate Student Judiciary only if the initial hearing took place at the College level. (See AFR 2.4.7.1 and 2.4.7.1.2; GSRR 5.4.12.)

Note: The references above to the AFR and GSRR documents are not exhaustive. Parties to the grievance hearing should consult the appropriate document.

UNIVERSITY RESOURCES

CAREER RELATED SERVICES

PLACEMENT SERVICES

Career Services and Placement (CSP), located in the Student Services Building, includes the Career Development Center and the Student Employment Office. CSP provides assistance to students and alumni planning careers and seeking jobs in business, industry, government, social services, and education. CSP conducts workshops on constructing resumes, interviewing, conducting job campaigns and related topics each week throughout the semester for students and alumni. A number of career fairs are sponsored during the year. A Summer Employment Fair is usually held in February. For information on these Career Fairs, check with Career Development Center staff in Room 6, Student Services Building.

CSP provides walk-in advising for quick questions regarding resumes, job searches or careers at 113 Student Services. Walk-in appointments are limited to 15 minutes and available times may vary from semester to semester. Check for hours posted at 113 Student Services. Regular appointments may be made for more intensive advising on careers and job searches.

Student Employment Office staff help students find part-time and summer jobs on and off campus. All work-study positions are obtained through the Student Employment Office at 110 Student Services. Students must qualify for work-study through the Financial Aid Office before seeking work-study positions.

Registration with Career Development and Placement Service is encouraged for all graduating students. It is particularly important for those seeking employment or planning to continue their education. Students should register for job referrals and on-campus interviewing at the CSP website, www.msu.edu/csp/. Internet access and instructions for accessing the CSP website should be available in any campus computer lab.

SERVICE LEARNING CENTER

The Service Learning Center (SLC) provides opportunities for students to integrate academic work with meaningful community service. There are over thirty programs and more than 500 positions available to students. These positions help to meet established community needs in human service agencies, schools, health agencies, and government.

Students interested in gaining career-related experience through volunteering may contact SLC, complete an application, and interview for a position. Records of students' placements are maintained to verify students' experience. Students may request an SLC transcript. For more information, students should pick up a reference handbook available in Room 26, Student Services Building.

ACADEMIC IMPROVEMENT SERVICES

THE WRITING CENTER

The Writing Center at 300 Bessey Hall can provide assistance with any writing project at any stage. Writing center consultants can assist with selecting a topic, organizing ideas, editing a rough draft, or proofreading a final draft. Call 432-3610 for an appointment.

OFFICE OF SUPPORTIVE SERVICES

The Office of Supportive Services (OSS) was developed to provide academic support, tutorial services and a computer lab for students in need of additional academic support. These facilities and services are offered to students who meet eligibility requirements. The eligibility guidelines include College Achievement Admission Program students (CAAP), handicapper students, minority students, students receiving federal financial aid, and/or students who have below a 2.5 MSU grade point average.

Services available at OSS include: tutorial assistance, a computer laboratory and special computer programs, skill-enrichment programs, graduate school planning assistance, Summer Research Opportunities for Minorities Students (SROP/McNair) scholarships, and Summer University Program Encouraging Retention (SUPER) programs. For more information about any of these programs, please contact the Office of Supportive Services at 209 Bessey Hall or by calling 353-5210.

OTHER ON-CAMPUS RESOURCES

RESOURCE CENTER FOR PERSONS WITH DISABILITIES (RCPD)

The RCPD has staff specialists responding to mobility, visual, hearing, alternative learner concerns, and other handicapper populations, thus enabling their involvement in University activities. The RCPD office is located at 120 Bessey Hall and may be reached at 353-9642 (TTY: 355-1293). Services available are:

- Volunteer Reading Services
- Oral/Sign Interpreters
- Taped Library
- Transport Service (on-campus transport)
- Optical to Tactile Converter
- Environment Accommodation Info or Assistance
- Talking Computer Terminal
- Assistance in Housing Accommodations
- TV Magnifiers
- Personal Assistant Referral System
- Enlarger/Copier
- Student/Faculty Consultation
- Kurzweil Reading Machine
- Registration Assistance
- Telecommunication Device for the Deaf
- Campus Orientation

OFFICE OF MINORITY STUDENT AFFAIRS (OMSA)

The Office of Minority Student Affairs coordinates a range of services and programs to help racial/ethnic minority students adjust and succeed at Michigan State University. They provide cultural programming, conferences, opportunities for student leadership, and student advocacy. For more information, you may visit OMSA at 338 Student Services Building, or call 353-7745.

COUNSELING SERVICES

The Counseling Center provides developmental and psychological counseling, including assistance in decision-making on immediate issues and long-range plans. Career, ethnic, self-management, sexual assault and substance abuse counseling are also provided. Special group counseling services are available and will be discussed during the initial meeting with the counselor. A Self-Management Laboratory provides resources

for students considering self-directed behavioral changes. The Counseling Center has two locations on campus: one at 207 Student Services Building and one at 335 Olin Health Center. The respective telephone numbers are 355-8270 and 355-2310. Regular office hours are 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m., Monday through Friday at both locations. Walk-ins are seen for crisis counseling on Wednesdays, 10:00 to 11:00 a.m. and 2:00 to 4:00 p.m.

The Multi-Ethnic Counseling Center Alliance (MECCA), for minority students who wish to work with minority counselors, is located in 207 Student Services. MECCA assists students of all racial and ethnic groups who are experiencing cultural, social or personal conflicts.

The Sexual Assault Crisis and Safety Education program assists victims of rape/sexual assault and helps reduce such incidents in the University environment. An array of workshops, films and presentations are available upon request. Persons may contact the program coordinator in 207 Student Services. There is also a 24-hour crisis line available at 372-6666.

The Testing Office at 207 Student Services is not only a national test and testing information center, but also provides complete testing services for students working with counselors in the assessment of their personal attributes. Resources include interactive computer-based guidance systems that provide assistance in making informed major choices and career decisions. They can help gather information, explore options, and develop strategies for decision-making.

Major and Career Counseling with trained staff is available at both 207 Student Services and 335 Olin Health Center. Counselors assist in dealing with such issues as family pressures, issues of inadequacy, motivation, uncertainty concerning aptitudes and interests, or generalized problems in decision-making. Computer-based guidance systems are available on an appointment basis in these locations:

Career Development Center – 6 Student Services, 355-9510 ext. 335

Learning Resources Center – 204 Bessey Hall, 353-9089

Adult Services, Office of the Vice Provost for University Outreach

22 Kellogg Center, 353-0971

229 East Akers Hall, 353-6387

204 Bessey Hall, 353-9089

Counseling Center Self-Management Lab, 355-8270

Olin Counseling Center – 345 Olin Health Center, 353-5310

Main Library – Career Collection, no appointment necessary

FAMILY RESOURCE CENTER

The Family Resource Center offers resource and referral services to assist parents with locating quality childcare, as well as emergency backup childcare services to meet the emergency and short-term child care needs of students, faculty, and staff, and an elder care referral service to assist individuals who are managing the care of a dependent elder. Free pre-finals childcare is offered each semester for the children of Michigan State University student parents. A Student Parent Organization (Student Parents On a Mission) offers peer support for students with children (<http://www.msu.edu/user/studentp>). The FRC may be reached at 517-432-3745 ext. 146, and additional information is available at <http://www.frc.msu.edu>.

GENERAL INFORMATION

ACADEMIC ADVISORS

Academic advisors are available to assist students with:

- Deciding courses and development of programs of study
- Selection of second degree, additional majors, cognates and specializations
- Review of degree requirements
- Planning annual enrollment
- Information on dropping and adding courses, and withdrawal from university
- Referral to other university resources
- Discussions of possible internship and overseas study experiences

Students are responsible for knowing and fulfilling all university, college and major requirements. Use the School of Criminal Justice's *Graduate Planning Guide*, and the University's publications of [Academic Programs](#) and [Description of Courses](#).

Academic advisor:

Shannon Burton
126 Baker Hall
517-355-4679
sburton@msu.edu

Barbara Kolar
128 Baker Hall
517-353-9866
kolarba@msu.edu

Internship placement coordinator:

Tim Homberg
130 Baker Hall
517-432-3197
hombergt@msu.edu

You may schedule a 30-minute advising appointment with your Criminal justice academic advisor electronically. Access the web at <http://www.criminaljustice.msu.edu>. Select Current Students/Advising. You will need your MSU NetID and password. If for some reason you are not able to keep an appointment made with the academic advisor, please be considerate and cancel your scheduled appointment as early as possible so another student may sign up for the appointment time.

APPLICATION TO GRADUATE

Students must apply to graduate. Applications are available at 150 Hannah Administration Building, or may be submitted electronically at www.reg.msu.edu under the Graduation/Honors menu. The application must be submitted by the first week of the semester in which the student plans to graduate. **Summer graduates should turn in their application by the first week of Spring semester.** If graduation is denied, the student must reapply, as the application is not automatically forwarded to the following semester.

CAMPUS PARKING

Parking on campus during the day is extremely difficult, but after 6:00 p.m., parking permits are not required and parking is more available. During the day, parking is available in a commuter lot which has bus service to campus. To use this lot, you must register your car with the Parking and Safety Bureau. You will find parking and permit information at www.dpps.msu.edu, or you may call 517-355-8440, e-mail parkinfo@dpps.msu.edu, or go to 87 Red Cedar Road.

The City of East Lansing operates a parking ramp just off Grand River, which is within walking distance of campus. Their rates are reasonable.

CHANGE OF ENROLLMENT/REGISTRATION

Students who wish to drop and add courses after registration may do so through the fifth day of classes. To add courses after the fifth day, students must contact the department offering the course (after the fifth day, students may continue to drop courses through the middle of the semester). After mid-term, students may drop courses only with the permission of the dean of their college. Students are reminded to check the University Calendar in the *Quick Guide to Enrollment and Registration* each semester for important dates regarding dropping and adding courses. Fees charged for late enrollment and fees refunded for dropping courses are also listed in the *Quick Guide to Enrollment and Registration*.

CJ LISTSERV

CJ Listserv is an electronic forum for criminal justice students. If you subscribe, you will receive information about scholarships, graduate assistantships, job opportunities, classroom and scheduling changes, upcoming school events, and more. You will also be able to distribute information related to your educational experience at MSU. Faculty and staff will frequently distribute important information via Listserv. All graduate and undergraduate CJ students are encouraged to sign up.

To subscribe, send an e-mail to: listserv@h-net.msu.edu.

Leave the subject line blank, and write the following message in the text:

SUB(space) cj-student (space) your name

Example: Sub cj-student John Doe

If you would like to unsubscribe, please send an email to Tim Homberg at hombergt@msu.edu and ask to be removed from the ListServ.

CORRECTION OF GRADES

A student's grade may be changed only if the first grade is in error. The time limit for the correction of grades is 30 days after the start of a new semester. The Office of the Registrar reserves the right to audit student records and to correct them as necessary.

DEFERRED GRADES

Deferred grades are issued only to graduate students who are doing satisfactory work but cannot complete requirements because of reason(s) acceptable to the instructor. The required work must be completed and a grade reported within six months, with the option of a single six-month extension. If the required work is not completed within the time limit, the DF/Deferred changes to a DF/Unfinished.

FREQUENTLY USED WEBSITES AND PHONE NUMBERS

Controllers Office (www.ctrlr.msu.edu) - Tuition and housing fees, fee payment schedule, deferred payment plan, etc. 517-355-3343 (Billing and Receivables)

Department of Police and Public Safety (www.dpps.msu.edu) - Police services, parking permits, campus crime statistics, visitor parking, etc. 517-355-8440 (Parking)

Financial Aid (www.finaid.msu.edu) - Instructions for applying for aid, forms, calendar, calculator, etc. 517-353-5940

Graduate School (www.grad.msu.edu) - Graduate education at Michigan State University, forms, assistantship information, financial aid, graduate student resources, etc. 517-355-0301

Housing (www.hfs.msu.edu/uh) - Graduate housing, University apartments, housing rates, food service, residential rental options, etc. 517-355-9550 (University Apartments and Hall Assignments)

Michigan State University (www.msu.edu) - General information about Michigan State University, catalogs, enrollment and registration, student organizations, student services, University policies and procedures, search site, etc.

Office for International Students and Scholars (www.oiss.msu.edu) - Admission, travel, immigration rules and regulations, scholarship and grant information, etc. 517-353-1720

Registrar's Office (www.reg.msu.edu) - Tuition, enrollment, financial aid, schedule of courses, University calendar, student services, etc. 517-355-3300

GRADUATE ASSISTANTSHIPS

Graduate assistantships are awarded on a competitive basis for incoming masters and doctoral students. All assistantships are dependent on the availability of funds. They may be renewed if funds are available and the student is making satisfactory progress toward the degree and has received satisfactory evaluations from the supervising faculty member.

Students receiving these awards provide support for the School's teaching and research. The graduate assistant's responsibilities require 10 hours per week for a quarter-time appointment, 20 hours per week for a half-time appointment, and 30 hours per week for a three-quarter-time appointment. Graduate assistants are provided a monthly stipend, a nine-credit tuition waiver for each semester the assistantship is held (five-credit tuition waiver for summer semester), with in-state tuition rates for any credits above those waived, and student health insurance. Matriculation fees are waived.

Graduate assistants are expected to be on campus during the length of the appointment. Days off should be discussed with the student's supervisor well in advance, and makeup time scheduled. Appointment dates will be as follows:

Fall Semester – August 16 through December 31

Spring Semester – January 1 through May 15

Summer Semester – May 16 through August 15

There are three levels of stipend rates, which are determined by University regulation.

- Level 1 requires that each of the following 3 criteria be met:
 - admitted MSU graduate student
 - bachelor's degree
 - less than two semester's experience as a graduate assistant or full-support fellow.
- Level 2 is required when each of the following 3 criteria is met:
 - admitted MSU graduate student
 - master's degree (a JD or LLB is equivalent to masters in determining level);
 - OR 30 or more grad semester credits or equivalent;
 - OR at least two semester's experience as a graduate assistant or full-support fellow.
 - level 3 required criteria have not been met
- Level 3 is required for Teaching (T) when each of the following 3 criteria is met:
 - admitted MSU graduate student
 - a master's degree or equivalent.
 - The graduate assistant experience must be in the employing unit or in a department considered relevant by the chairperson or employing unit. The minimum number of semesters

shall be four (4), five (5) or six (6) but in any case no greater than department's current practice as stipulated in 2004

- Level 3 is required for Research (R) or Teaching (TE) assistants when each of the following 3 criteria are met:
 - admitted MSU graduate student.
 - successful completion of doctoral comprehensive exams, as defined by the department in which the student is enrolled
 - 6 semesters as a graduate Research/Teaching (R/TE) assistant at MSU, or equivalent. The definition of equivalence is left to the discretion of the chairperson of the appointing unit, but it is expected that only experience in research-oriented assignments count toward the 6 semesters of experience as an RA.

(Level 3 is not acceptable for Research (R) or Teaching (TE) unless all 3 criteria listed above are met.)

Checks are distributed on a biweekly basis. Changes in stipend or percentage of time become effective only at the beginning of a semester.

Support sources come in five main types:

- Teaching assistantships eligible to join the Graduate Employees Union (TA)
- Teaching assistantships not eligible to join the Graduate Employees Union (TE)
- Research assistantships (RA)
- MSU fellowships
- External fellowships

Student offered a teaching assistantship (TA) must decide whether to join the Graduate Employees Union (GEU). Please visit www.geuatmsu.org for more information about the GEU. The student will be given a card on which to indicate their decision at the beginning of the first semester in which they are eligible to join. Dues-paying TAs need only sign a GEU card once (unless they wish to change to paying fees) during their graduate careers. Fees-paying TAs need to sign a card once a year. *If a TA does not fill out a union card, the assistantship may be revoked.* TEs and RAs are not currently required to fill out this form.

Graduate assistants must be registered each semester in which they hold graduate assistantships. The minimum and maximum credit-loads are as follows:

1. For a quarter-time Masters graduate assistant, minimum enrollment is 6 credits (including credits in CJ 899); maximum enrollment is 12 credits (excluding credits in CJ 899).
2. For a half-time graduate assistant, minimum enrollment is 6 credits (including credits in CJ 899); maximum enrollment is 12 credits (excluding credits in CJ 899).
3. For a three-quarter-time graduate assistant, minimum enrollment is 3 credits (including credits in CJ 899); maximum enrollment is 8 credits (excluding credits in CJ 899).

A more detailed description of assistantship benefits and regulations may be found in Michigan State University's *Academic Programs*, Financial Aid for Graduate Students section (available at <http://www.reg.msu.edu/read/UCC/Updated/gradedfinaid.pdf>), the Graduate School website at www.grad.msu.edu/prospect.htm, and at the end of this handbook under Forms and Publications.

MSU NETID

MSU students receive centrally funded NetIDs so they can utilize various electronic resources and electronic mail. Students must activate their MSU NetID in order to:

- Receive official communications from MSU that are sent to students by email only
- publish a personal webpage
- access public computer labs

- access electronic resources on campus

You will need your PID (Personal Identification Number) and your PAN (Personal Access Number) to activate your MSU NetID. Please visit www.netid.msu.edu for more information.

STUDENT IDENTIFICATION CARD

Identification cards may be obtained in 170 International Center and will be issued following the student's initial enrollment. Picture ID is required. Library privileges, access to University buildings, facilities and classrooms, and purchase of tickets and entry into athletic and entertainment events may require the possession and presentation of the ID card upon request.

Information about the cards can be found at www.idcard.msu.edu.

Questions concerning Michigan State University ID cards should be addressed to idcard@msu.edu or 517-355-4500.

TIME LIMIT

Students must complete the Masters degree within six years. The semester in which the first class that can be applied to the degree is taken is considered the student's first semester in the program.

TRANSFER CREDITS

As many as nine semester credits of graduate course work (excluding research and thesis credits) may be transferred into the Masters program from other accredited institutions with Masters programs. The student must have received at least a 3.0 in the course and we must receive a course description, a syllabus, course transcript, and information which will assist in determining if the course(s) taken meet the course requirements in this program. A combination of graduate course work and MSU Lifelong Education credits can also be considered, not to exceed nine credits total. Please see the graduate advisor for procedures.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to withdraw from the university should contact the Office of Student Affairs, 201 Berkey Hall, in the College of Social Science. Students will be advised of the academic consequences of withdrawing and the method for applying for readmission. A "Voluntary Withdrawal" form must be completed and signed by the student.

Students may withdraw from the university through the 12th week of the semester. A student may withdraw before the middle of the semester without a grade reported. Withdrawal after the middle of the semester through the 12th week of the semester will result in a grade being reported. Please check the university's academic calendar at www.reg.msu.edu for specific dates.

In case of such emergency that a student is not able to report in person to the Office of Student Affairs, 201 Berkey Hall, an agent of the student (parent, partner or spouse) may contact Student Affairs personnel.

GRADUATE COURSE DESCRIPTIONS

CJ 801 CRIME CAUSATION, PREVENTION, AND CONTROL (Spring-3)

Theories of crime causation. Translation of theory to policy.

CJ 805 SURVEY IN FORENSIC SCIENCE (Fall-4)

Scientific analysis of physical evidence. The course will cover four major aspects of physical evidence using real criminal and civil cases: generation of physical evidence by criminal activity; collection and preservation of phys. evidence; analysis of physical evidence by forensic science laboratory; presentation of scientific expert testimony in court.

CJ 809 ISSUES IN CRIMINAL JUSTICE (Fall, Spring 2-4)

Special issues in criminal justice research and management.

CJ 810 PROSEMINAR IN CRIMINAL JUSTICE (Fall-3)

Survey of classical and recent literature in criminal justice. Trends and issues that transcend the components of the criminal justice system.

CJ 811 DESIGN AND ANALYSIS IN CRIMINAL JUSTICE RESEARCH (Fall-3)

Scientific methods in criminal justice research. Design of research, principles of data collection and analysis, interpretation of research findings, and ethical concerns. Computer use in data analysis.

CJ 812 CRIMINAL JUSTICE MANAGEMENT SEMINAR (Fall-3)

Organization theory and behavior for the criminal justice agency. Organization and policy planning, budgeting, forecasting, human resource management and project implementation.

CJ 814 SEMINAR IN ADVANCED MANAGEMENT TOPICS (Fall odd-numbered years-3)

Critical study of selected areas of criminal justice management such as organization design and analysis, policy implementation, resource allocation, benefit systems, and interorganizational networks.

CJ 815 PROSEMINAR IN CRIMINAL INVESTIGATION (Spring-3)

Research on the criminal justice process. Investigation and role of evidence in the administration of justice. Ethical issues.

CJ 817 LAW AND FORENSIC SCIENCE (Spring-2)

Course covers the legal aspects of forensic science including the adjudicative process, admissibility of scientific evidence, laboratory reports, hearsay, relevant case materials and expert testimony.

CJ 819 FORENSIC ANALYSIS OF DRUGS AND ALCOHOL (Fall-3)

Techniques and processes in analysis of physical evidence including spectroscopy, chromatography, microscopy. Emphasis on controlled substances. Open only to Forensic Science majors.

CJ 820 FORENSIC CHEMISTRY AND MICROSCOPIC EVIDENCE (Spring-3)

Analysis of trace evidence including hairs and fibers, paints and coatings, explosives and fire residues, glass and soil. Open only to Forensic Science majors.

CJ 824 FORENSIC SEROLOGY (Fall-3)

Lectures and laboratory exercises in the identification of body fluids of forensic interest, including blood, semen, and saliva. Sources of false positive and negative results will also be examined. Open only to Forensic Science majors.

CJ 825 DNA PROFILING (Spring-3)

Laboratory and lecture in DNA profiling. Nuclear and mitochondrial DNA analysis of blood, semen, hair, saliva and other tissues of forensic interest. Open only to Forensic Science majors.

CJ 830 FOUNDATIONS OF POLICE STUDIES (Spring-3)

Police practice. The police role, socialization, discretion, strategies, deviance.

- CJ 835 MANAGING POLICE ORGANIZATIONS** (Spring odd-numbered years-3)
Issues and practices in police management. Management philosophy and personnel management.
- CJ 836 ASSESSMENT OF POLICE POLICIES AND OPERATIONS** (Spring of even-numbered years-3)
Recent policy-related research and its application to the deployment of human resources.
- CJ 865 ADULT CORRECTIONS** (Fall odd-numbered years-3)
Traditional and contemporary adult correctional practices. Social, political, economic and organizational factors affecting correctional policies.
- CJ 866 ADULT AND JUVENILE CORRECTIONS PROGRAMS** (Fall even-numbered years-3)
Adult and juvenile crime prevention and correctional programs. Application of research findings to management issues.
- CJ 873 LEGAL ISSUES IN CRIMINAL JUSTICE** (Spring even-numbered years-3)
Law as an instrument of social control. Legal limitations on criminal justice institutions and policies.
- CJ 885 SECURITY MANAGEMENT** (Fall-3)
The organization and management of security operations in business, industry, and government.
- CJ 886 SECURITY ADMINISTRATION** (Spring-3)
Administrative and quantitative techniques for security operations. Statistical analysis. Analysis of financial statements. Operations research and computer techniques.
- CJ 887 QUANTITATIVE METHODS IN CJ RESEARCH** (Spring-3)
Descriptive and inferential statistics and computer use in criminal justice research.
- CJ 890 INDEPENDENT STUDY** (Fall, Spring, Summer, 1-6)
Individual research and writing under faculty supervision.
- CJ 894 PRACTICUM** (Fall, Spring, Summer, 1-6)
Observation, study, and work in selected criminal justice agencies. Participation in domestic and foreign criminal justice systems.
- CJ 896 POLICY ANALYSIS UNDER CONDITIONS OF CHANGE** (Spring-3)
Methods of policy analysis in criminal justice settings. Policy analysis for the formulation, adoption and implementation of changes.
- CJ 899 MASTERS THESIS RESEARCH** (Fall, Spring, Summer, 1-6)
- CJ 901 SEMINAR IN CONTEMPORARY THEORY AND CJ RESEARCH** (Fall-3)
Theoretical perspectives and issues in criminal justice and criminology theory.
- CJ 904 CRIMINAL JUSTICE ORGANIZATIONS AND PROCESSES** (Spring-3)
Theoretical perspectives on organizations and processes in criminal justice. Evaluation of organizational performance in justice agencies.
- CJ 905 LAW AND SOCIETY** (Fall-3)
Theoretical perspectives on law. Impact of law on society and the criminal justice system.
- CJ 906 ADVANCED QUANTITATIVE METHODS IN CJ RESEARCH** (Fall-3)
Applications of quantitative techniques to criminal justice data. Use of multiple regression and SPSS.
- CJ 907 ADVANCED TOPICS IN CRIMINAL JUSTICE DATA ANALYSIS** (Spring-3)
Advanced quantitative analysis techniques for criminal justice data (may be repeated for credit).
- CJ 908 ADVANCED TOPICS IN CRIMINAL JUSTICE** (Spring odd-numbered years-3)
Intensive study of one subfield of criminal justice. Critical evaluation of the literature (may be repeated for credit).
- CJ 999 DOCTORAL DISSERTATION RESEARCH** (Fall, Spring, Summer, 1-12)

FACULTY

PROFESSOR

Joined MSU

Bynum, Timothy S.	PhD	1977	Florida State University	1977
Carter, David L.	PhD	1980	Sam Houston State University	1985
Chermak, Steve	PhD	1993	State University of New York/Albany	2005
Hudzik, John K.	PhD	1971	Michigan State University	1977
Kutnjak Ivkovich, Sanja	PhD/JD	1995	University of Delaware	2007
Maxwell, Christopher D.	PhD	1998	Rutgers University	1998
McGarrell, Edmund F.	PhD	1986	State University of New York/Albany	2001
Morash, Merry A.	PhD	1978	University of Maryland	1980
Nalla, Mahesh K.	PhD	1988	State University of New York/Albany	1992
Smith, Christopher E.	PhD/JD	1988	University of Connecticut	1994

ASSOCIATE PROFESSOR

Corley, Charles J.	PhD	1986	Bowling Green State University	1990
DeJong, Christina	PhD	1994	University of Maryland	1994
Dow, Steven B.	PhD/JD	1999	University of Michigan	1979
Foran, David R.	PhD	1987	University of Michigan	2002
Holt, Thomas	PhD	2005	University of Missouri-St. Louis	2009
Maxwell, Sheila R.	PhD	1994	Rutgers University	1994
Smith, Ruth	PhD	2003	University of Strathclyde	2005
Terrill, William	PhD	2000	Rutgers University	2005
Wilson, Jeremy	PhD	2002	Ohio State University	2008

ASSISTANT PROFESSOR

Chaudhuri, Soma	PhD	2008	Vanderbilt University	2008
Cobbina, Jennifer	PhD	2009	University of Missouri-St. Louis	2009
Gibbs, Carole	PhD	2006	University of Maryland-College Park	2006
Gore, Meredith	PhD	2007	Cornell University	2008
Melde, Christopher	PhD	2007	University of Missouri-St. Louis	2007
Pizarro, Jesenia	PhD	2005	Rutgers University	2005
Rivers, Louie	PhD	2006	Ohio State University	2008
Zeoli, April	PhD	2007	Johns Hopkins University	2008

ACADEMIC ADVISOR

Burton, Shannon	MA	2002	Michigan State University	2001
Homberg, Timothy	MA	2002	Michigan State University	1998
Kolar, Barbara	MA	1996	Michigan State University	1997