



# **DIVISION OF CRIMINAL JUSTICE**

## **GRADUATE HANDBOOK**

### DISCLAIMER

Sections of this living document will be revised as needed.  
Always check back for updates.

## **I. INTRODUCTION**

### **A. California State University, Sacramento**

CSU, Sacramento (also known as Sacramento State University) is one of the twenty-three campuses of the California State University. It was established by an act of the Legislature in 1947 and opened for instruction in September of the same year. The University offers baccalaureate and master's degrees in many liberal arts and professional fields.

The Sacramento campus is situated five miles east of the State Capitol, adjacent to the historic American River. The proximity of many state and federal government agencies provides unique first-hand opportunities for students to learn about a variety of public services. Recreational and cultural opportunities are as varied and profuse as can be expected of a large, growing community located midway between the San Francisco Bay Area and the Sierra Nevada Mountains.

In 1953, the campus moved to its present 300-acre site; and since that time, considerable campus expansion and development have taken place. In the past 10 years the campus has expanded the physical plant to include new classroom and faculty office buildings, dining and recreation facilities, a new library with a collection of approximately 750,000 items, an up-to-date Media Services Center, an expanded University Union, a remodeled Student Services Center, a new Hornet Bookstore, and three high-rise parking structures. The Associated Students, Inc. sponsors a full range of student services including an intramural recreation program, an outdoor recreation co-op, aquatic center, and bike shop.

### **B. A Brief History of the Criminal Justice Program at Sacramento State University**

Emeritus Professor Paul B. Weston initiated a Bachelor of Arts in Police Science and Administration as a sub-unit of the Government Department in 1958. Coincidentally, the State of California formed the Commission on Peace Officers Standards and Training (POST) in that same year. This was the first Commission on POST in the United States and served as a model for other states. The Police Science and Administration Program grew tremendously during the years between 1958 and 1975. This was primarily due to the new emphasis upon higher education for law enforcement personnel by police administrators and sheriffs in California. This growth was given impetus by the fact that veterans could finance their education through the GI Bill.

In 1967, President Lyndon B. Johnson formed the President's Commission on Law Enforcement and Administration of Justice. This Commission was organized because of the turbulent period of civil unrest in the United States and mounting rates of crime. The purpose of the Commission was to examine the administration of justice in the United States. Congress passed the Omnibus Crime Control and Safe Streets Act of 1968, which provided for the establishment of the Law Enforcement Assistance Administration (LEAA).

One of the major findings of this Commission was that one way to improve our system of justice was to expand the opportunity for police officers, correctional officers, and other professionals in justice institutions to pursue higher education. To aid in this effort, LEAA formed the Law Enforcement Education Program (LEEP) to offer loans to pay the expenses of attending community colleges, universities, and law schools. If the practitioner remained in law enforcement for at least five years after completing their education, the loan was forgiven.

During this period of time, there was no graduate program in Police Science and Administration. Student's wishing to pursue a graduate degree had two options. One was to move to another university in the East or enroll in a Master of Arts in Social Science at Sacramento State University. Professor Weston developed two graduate seminars to be a part of this Social Science Master's program; a seminar in the Administration of Justice and a seminar in Corrections.

Another finding of the Commission was that the various institutions of justice generally worked independently of each other. There was little or no communication between the institutions on how one unit affected another unit's ability to function effectively. This was a period of time that organization theory was stressing the systems approach to management of organizations. Up to this period, the Commission defined the work of the police, courts, and corrections as "Law Enforcement." The Commission changed this term to "The Criminal Justice System." The objective was to encourage justice administrators to view their organizations as apart of a larger arena of cooperation. In 1972, the Sacramento State University Police Science and Administration program was changed to a Bachelor of Science in Criminal Justice and given Division status.

When this change occurred, three concentrations were established within the program; Law Enforcement and Management, Corrections, and Forensic Science. Later in the 1970s, a Master of Science in Criminal Justice was instituted. In the years between 1972 and 1990, much change occurred within the criminal justice community. The most notable was in the area of forensic science. Due to a major shift into the use of high technology and reliance upon the hard sciences, the forensic science program was terminated. Later, the concentrations of Corrections and Law Enforcement Management were dropped. Instead, the number of core required courses were reduced and electives were clustered into areas of specialization thus offering the student greater flexibility in developing a course of instruction to meet their own scholastic and professional goals. The same changes were made in the Criminal Justice graduate program.

Over the years, our graduates from the program have gone on to assume leadership positions in local, state and federal agencies. A number of the graduates have gone on to doctoral studies.

### **C. Curriculum Overview**

The Master of Science program in Criminal Justice is designed to provide broad knowledge and understanding of the field of criminal justice, law enforcement, legal processes, and rehabilitation of offenders. The program also provides an extensive academic foundation for a growing variety of professional opportunities and facilitates professional development in preparation for positions of increasing responsibility in the field of criminal justice. The program also provides an academic foundation for persons who wish to pursue continuing education at the postgraduate level in criminal justice or related fields of study.

#### **D. Program Objectives**

Curriculum objectives are based on the philosophy that the functions of the professional criminal justice practitioner and educator are to aid the orderly development of society, to contribute significantly to the improvement of the quality of criminal justice services, and to advance the criminal justice system. The program objectives are based upon this philosophy and are designed to ensure that upon completion of the Master of Science Degree in Criminal Justice the graduate will:

1. Be able to apply appropriate analysis in research endeavors
2. Understand and apply behavioral research methodology in criminal justice problem solving and decision making processes
3. Conduct independent and/or group research and evaluations
4. Have competency in the writing of research papers
5. Be prepared to contribute to a more just and efficient criminal justice system

## II. How to Become a Criminal Justice Graduate Student

The first step in obtaining information about the Criminal Justice Graduate Program is to review the material displayed on University websites: 1) the Office of Graduate Studies website [www.csus.edu/gradstudies](http://www.csus.edu/gradstudies) and 2) the website for the Division of Criminal Justice [www.hhs.csus.edu/cj/](http://www.hhs.csus.edu/cj/). After reviewing the website information, students may contact the Graduate Coordinator, Dr. Yvette Farmer, by e-mail or telephone at:

[drfarmer@csus.edu](mailto:drfarmer@csus.edu)  
(916) 278-5062

### A. Admission Requirements

Admission requirements as a classified graduate student in Criminal Justice require the following criteria:

- A baccalaureate degree;
- A minimum Grade Point Average of 3.0 in the major field **and** a minimum of a 3.0 Grade Point Average in the last attempted 60 units attempted;
- A letter directed to the Graduate Coordinator outlining in some detail the applicant's interests, goals, and expectations in pursuing the MS in Criminal Justice (usually a 2 page paper is sufficient); and
- Three letters of recommendation from individuals who can evaluate the applicant's potential for graduate study. (**Note:** normally, these letters should be from the student's former faculty. In the case of persons applying several years after graduating, letters from work supervisors and the like are sufficient.)
- A score of 4 or better on the Graduate Record Examination (GRE) Analytical Writing Test
- **The Statistics Prerequisite:** There is a statistics prerequisite for the Criminal Justice Graduate program. Students can be admitted as a "conditionally classified graduate student" and asked to complete a statistics or research methods course prior to enrollment in the program. If this prerequisite is not met prior to enrollment, it may cause a delay in the student's progress.

At the very latest, the student must satisfy this requirement in the first semester of enrollment. This requirement can be satisfied by completing a basic statistics course from a community college or other university or by successfully completing Social Work 110 or Sociology 101 at SACRAMENTO STATE UNIVERSITY. Students may also satisfy this requirement by completing an undergraduate upper division research methods course approved by the

Graduate Coordinator. A grade of B or better must be attained before the prerequisite is satisfied.

- **Non-Criminal Justice Majors:** In addition, applicants are expected to have an undergraduate major or minor in criminal justice or its equivalent. Whatever the applicant's undergraduate major, however, it is essential that each applicant have adequate preparation for graduate study in Criminal Justice. For this reason, some applicants (regardless of their undergraduate program) may be asked to remove deficiencies in the education by taking courses from the undergraduate curriculum before being admitted as a classified graduate student. A list of the minimum number and type of courses can be found in Appendix A. In such cases, "conditionally classified" graduate status may be granted subject to the completion of these courses with a grade of "B" or better in each course.

The number of units required to remove deficiencies will total no more than 15 and these must be taken in addition to the 30 units required for the Master of Science in Criminal Justice. Any deficiencies will be noted on a written response to the admission application.

## **B. Steps in Applying for Admission to the Program**

Applications are accepted in late Fall and early Spring for the following Fall semester. The deadline for all applications is April 1<sup>st</sup> in order to allow time for admission before registration begins. All prospective graduate students, including Sacramento State University graduates, must file the following with the Office of Graduate Studies.

- An online application for admission (Form A only) ;
- Two sets of official transcripts from all colleges and universities attended, ***other than Sacramento State University***, and
- GRE test results

The letters of recommendation and the student's letter of the applicant's goals and interests outlined in the preceding Admission Requirements must be mailed to the Criminal Justice Graduate Coordinator.

## **C. Processing of the Completed Application**

- The application from the Office of Graduate Studies is forwarded to the Graduate Coordinator of the Criminal Justice Division for review and recommendation.
- The application, complete with references and statement of purpose, is compiled with transcripts of undergraduate work.
- Completed applications are reviewed and recommendations are made either to deny or to accept the application in one of two categories:

- a. Classified Standing
- b. Conditionally Classified Standing.
- Conditionally classified standing will indicate areas to be cleared before classified standing is given. Conditions must be met during the first semester after admission.
- Incomplete applications are not acted upon.
- Recommendations are forwarded to the Office of Graduate Studies for final disposition and student notification.

#### **D. Important Student Preparation for Graduate Study**

Students must obtain the following texts immediately upon being admitted to the Criminal Justice Graduate Program:

- **Master of Science in Criminal Justice Handbook** – <http://www.hhs.csus.edu/cj/masters.htm#handbook>
- **CSUS Guide for Thesis / Project Format**– [http://www.csus.edu/gradstudies/thesis\\_templates.htm](http://www.csus.edu/gradstudies/thesis_templates.htm)
- **A current APA Style manual**

The last text can be obtained from the Hornet Bookstore for a nominal cost. It is very important that students obtain these texts immediately since they will be used throughout the graduate program.

#### **E. Requirements for the Master of Science Degree**

The Master of Science in Criminal Justice requires completion of 30 units of course work with a minimum Grade Point Average of 3.0. **Note:** The required courses including CRJ-200, Research Methods must be completed during the 1<sup>st</sup> or 2<sup>nd</sup> semester of enrollment. An outline of degree requirements follows.

##### **1. Core Courses (12 units)**

- |          |   |
|----------|---|
| CRJ-200* | Research Methods in Criminal Justice (3 units)            |
|          | <b>Prerequisite: Statistics or Research Methods</b>       |
| CRJ-255* | Crime, Criminology & Criminal Justice (3 units)           |
| CRJ-256  | History of the American Criminal Justice System (3 units) |
| CRJ-260* | Management of Complex Justice Organizations (3 units)     |

##### **2. Selectives (6 units)**

Select two of the following three unit classes:

- CRJ-210 Critical Examination of Law and Justice (3 units)
- CRJ-231 Graduate Seminar in Corrections (3 units)
- CRJ-240 Contemporary Issues in Policing (3 units)
- CRJ-262 Administration of Juvenile Justice (3 units)

Additional selective courses can be completed for elective credit.

### **3. Electives (6-9 Units)**

Select two or three of the following three unit classes (see note below):

- CRJ 205\* Criminal Justice Policy Analysis
- CRJ 207\* Criminal Justice Research & Program Evaluation
- CRJ 210\* Critical Examination of Law and Justice
- CRJ 220\* Politics of Crime Legislation
- CRJ 231\* Graduate Seminar in Corrections
- CRJ 233\* Psychodynamics of Confinement
- CRJ 240\* Contemporary Issues in Policing
- CRI 250\* Comparative Analysis of Criminal Justice Systems
- CRJ 251\* Blue & White Collar Crime
- CRJ 252\* Violence & Victims
- CRJ 256\* Historical Analysis of the American Criminal Justice System
- CRJ 257\* The Nature of Terrorism
- CRJ 261\* The Courts
- CRJ 262\* Administration of Juvenile Justice
- CRJ 267\* Criminal Justice Issues in Collective Bargaining & Arbitration
- CRJ 295\*\* Internship
- CRJ 296\* Experimental Offerings in Criminal justice
- CRJ 299\*\* Special Problems

**Note:** Two electives are required when a student chooses the thesis or project option for his or her culminating experience. Three electives are required when a student completes the comprehensive exam option as his or her culminating experience.

### **3. Culminating Experience (3-6 units)**

- CRJ 500 Comprehensive Examination (3 units)
- or----
- CRJ 501 Thesis/Project Development (3 units); *and*
- CRJ 502 Thesis or Project (3 units)

**\*Prerequisite:** Conditionally Classified or Classified graduate status in Criminal Justice. Unclassified graduate students must obtain permission of the instructor to enroll. Students will be required to complete or be concurrently enrolled in the core courses before taking electives.

\*\* Graduate students cannot enroll in both CRJ-299: Special Problems and CRJ-295: Internship. They can enroll in either one of these two electives.

**Notes:** Students enrolling in the Culminating Experience course (CRJ 500) to take the comprehensive examination will take the exam at the end of the semester. If the student does not pass this exam, he or she may enroll in CRJ 500 again and take the exam for a second time. Students may only take the exam twice and cannot change from this option to a thesis or project should they not pass the exam on the first attempt.

Students enrolling in Culminating Experience courses (CRJ-501 and 502: Thesis or Project option) who do not complete their thesis/project in their second semester must enroll in Graduate Continuous Enrollment (CRJ-599) through the College of Continuing Education (CCE) for no more than two semesters. In the event the student does not complete their thesis or project within four semesters, they must re-enroll in the first Culminating Experience course (CRJ-501).

## **F. Inclusion of Non-Criminal Justice Courses into a Student's Curriculum**

Criminal Justice graduate students may enroll in graduate courses from other university divisions. There is a limit of 6 elective units and must have the prior approval of the Graduate Coordinator. This privilege is extended when the student can demonstrate that the courses enhance their scholastic or professional objectives.

In the event that a student wishes to enroll in a Non-Criminal Justice course during their active participation in the MS in Criminal Justice, the following procedures must be followed:

- The permission of the Graduate Coordinator must be obtained in advance of registering for the class
- The limit is 6 units or two classes
- The course/s must be counted as electives – substitution of core courses may be granted in special circumstances where a course with the same or similar content has been satisfactorily completed
- The student must complete a "Petition for Exception" form and submit it to the Graduate Coordinator for review
- If approved by the Graduate Coordinator, final approval/denial is determined by

## **G. Transfer of Non-SACRAMENTO STATE UNIVERSITY Graduate Courses into a Student's Curriculum**

In the event that a graduate student has enrolled in graduate courses from another University, they can be transferred into the student's program. Again, the limit is 9 units. On special occasions, substitution of required core courses can be made from other institutions if the student can demonstrate that the course content matches that of the required core course. Regardless, all such transfers must be with the approval of the Graduate Coordinator and the Dean of Graduate Studies.

## **H. Required Sequencing of Graduate Criminal Justice Courses**

Criminal Justice graduate students must complete CRJ-200: Research Methods in Criminal Justice within their first two semesters. Students with "Conditional Classifications" due to not having taken a Statistics course must satisfy this prerequisite in the first semester and enroll in CRJ-200 in their next semester. Students must complete the core-required courses in the first year of their academic program.

**Special Note:** Students are required to meet with their academic advisor frequently during each semester to discuss their course work, thesis/project issues, and other matters concerning the program.

## **I. Academic Advising**

The Graduate Coordinator serves as the initial advisor to all students seeking admission to the program. Once admitted, a graduate faculty advisor may be chosen from the Graduate Faculty. Students should see their academic advisor as soon as possible after beginning the Graduate program. When the student has filed for candidacy and is ready to begin work on a thesis or project, a chairperson selected by the student in consultation with the Graduate Coordinator will be appointed to supervise the student's thesis research or project.

## **J. Advancement to Candidacy**

Candidacy is a term designating the status of a student whose program or degree has been formally approved by the Dean of Graduate Studies. Students must advance to candidacy before registering for their culminating experience.

Initiation of advancement to candidacy procedures is the responsibility of the student. Each student who plans to become a candidate for a master's degree is required to:

1. be admitted to classified graduate standing in the graduate degree curriculum for which candidacy is sought;

2. complete at least 40 percent of the graduate degree coursework and meet any special departmental requirements in the field in which they propose to take the degree; while maintaining a minimum of a 3.0 average and be removed of any deficiencies in admissions requirements;
3. have passed the Writing Proficiency Examination (WPE) or secured approval of WPE waiver; and
4. file an application for advancement to candidacy for the master's degree at the Office of Graduate Studies, River Front Center 206.
  - a. Candidacy form must be submitted by October 1 for the spring semester and February 1 for the fall semester in order to register for Culminating Experience during priority registration.
  - b. The Office of Graduate Studies will process the form within four to six weeks.

#### **K. Other Sources of Information**

Progression and Graduation: Contact the Criminal Justice Division Graduate Coordinator Assistant (916) 278-6487 or the Office of Graduate Studies for questions on registration status (916) 278-6470.

Financial Aid: Contact the Financial Aid Office (Lassen 1006, Telephone 278-6554).

Transcripts: Call to order 278-5507 (Outreach Admissions & Records, Lassen 1011).

Housing - On and Off Campus: Contact Housing & Residential Life (Sierra Hall, Telephone 278-6655).

Visa and Work Permits: Contact Global Education (Lassen 2304, Telephone 278-6686) (Foreign Students Only).

Graduate Assistantships: From time to time, graduate assistantships are available through the Division and/or the College of Health and Human Services. Information about assistantships can be requested from the Graduate Coordinator Assistant or the Graduate Coordinator.

Office of Graduate Studies: Telephone: 916-278-6470 (River Front Center 206)  
[www.csus.edu/gradstudies](http://www.csus.edu/gradstudies)

#### **L. Required Forms**

**Changing from "Conditionally Classified to "Classified" Standing**: Students who are admitted as conditionally classified students must apply for classified standing after the "conditions" on the "Graduate Admission Recommendation Form" have been met. An

"Application for Classification in a Master's Degree Program" may be obtained from the Office of Graduate Studies and online at [www.csus.edu/gradstudies/forms.htm](http://www.csus.edu/gradstudies/forms.htm)

**Advancement to Candidacy:** An application for advancement to candidacy must be filed with the Office of Graduate Studies by October 1 for the spring semester and February 1 for the fall semester if the student expects to register for culminating experience. Students will not be permitted to add thesis/project without an approved advancement on file. The application form is available online at [www.csus.edu/gradstudies/forms.htm](http://www.csus.edu/gradstudies/forms.htm)

**Application for Graduation:** Students should apply for graduation by the scheduled deadline in the semester of graduation. Students may participate in May or December graduation exercises prior to completion of the Thesis/Project. However, the diploma will be issued after completion and submission of the culminating work. Degrees are conferred in Fall, Spring or Summer. The application form is available online at [www.csus.edu/gradstudies/forms.htm](http://www.csus.edu/gradstudies/forms.htm)

**Repeat Petition:** If it is necessary to repeat a required course, a petition must be approved before the end of the third week of the semester. The form is available online at [www.csus.edu/gradstudies/forms.htm](http://www.csus.edu/gradstudies/forms.htm)

**Deviations from Regular Procedures:** A Petition for Exception form may be filed if students need to change information on their Advancement to Candidacy or Graduation Application form after these documents have been processed. The form is available online at [www.csus.edu/gradstudies/forms.htm](http://www.csus.edu/gradstudies/forms.htm)

**Extension of Seven Year Completion Deadline:** Students who have maintained currency in a field and original course work was completed over seven years before the anticipated date of completing the master's degree can file a petition to request an extension of the seven-year limit for only one semester. A Petition for Currency form can be found at [www.csus.edu/gradstudies/forms.htm](http://www.csus.edu/gradstudies/forms.htm)

**Protection of Human Subjects:** Students who plan to complete a thesis or project, which involves the use of human subjects, must file an "Application for Review by Committee for the Protection of Human Subjects." A copy of the appropriate form is can be found at <http://www.csus.edu/research/forms/HumSubApp.pdf> (see Appendix B for more information).

## II. GUIDELINES AND PROCEDURES FOR SPECIAL COURSES

**Important Policy:** Graduate students are not allowed to enroll in both CRJ-299 and CRJ-295. They must choose one or the other. To enroll in either CRJ-295 or 299, students must have completed a minimum of 15 units with a GPA of 3.25 or better.

### A. CRJ-299 - Special Problems (1-3 Units)

Individual projects or directed reading. Open only to students who are competent to carry on individual work. **Prerequisite:** classified graduate status and permission of a graduate faculty member and Graduate Coordinator. Graded Credit / No Credit. 1-3 Units. The form is available in the Division of Criminal Justice, ALP 137.

### B. CRJ-295 – Internship

Supervised graduate student placement in selected criminal justice agencies with emphasis on research and evaluation project assignments. **Prerequisite:** classified graduate status. Graded Credit / No Credit. 1-3 Units.

**Note:** Guidelines for Internships are located in Appendix C. All the forms must be completed before an internship can be undertaken.

### C. Prerequisites for CRJ-299 and CRJ-295

- Students must submit a typed detailed description of the work to be done and attached to the CRJ-299: Special Problems Petition. As stated previously, the forms to enroll in CRJ-295 are located in Appendix C.
- It is expected that the work to be done in either CRJ-295 or CRJ-299 will be commensurate with the number of units being attempted (**Note:** CRJ-299 and CRJ-295 is a credit / no credit course of 1 to 3 units).
- The work to be done for CRJ-299 is contained in the description in the University's Course Catalog under Special Problems and shall not supplement the work done for CRJ-500, CRJ-501, and CRJ-502: Culminating Experience courses.

### III. GUIDELINES AND PROCEDURES FOR CULMINATING REQUIREMENT

#### A. Available Plans

There are three options available to Criminal Justice graduate students to complete culminating requirements for the Master of Science degree in Criminal Justice: Comprehensive Examination, Thesis or Project.

- 1. Plan A. Comprehensive Examination:** The comprehensive examination is a written test covering several key areas within the field of Criminal Justice. Students will address a number of questions requiring them to: engage in critical and independent thinking, organize ideas, evaluate and analyze information, and demonstrate clear writing skills. The finished product will provide evidence of the breadth and depth of knowledge gained while completing the Master of Science degree program in Criminal Justice.
- 2. Plan B. Thesis:** A thesis is the written product of the systematic study of a significant problem. It clearly identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product must evidence originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation (see Appendix D for additional information).
- 3. Plan C. Project:** A project is a significant undertaking of a pursuit appropriate to the fine and applied arts or to professional fields. It must evidence originality and independent thinking, appropriate form and organization, and a rationale. It must be described and summarized in a written abstract that includes the project's significance, objectives, methodology and a conclusion or recommendation (see Appendix D for additional information). An oral defense of the project may be required. Some samples of types of projects are outlined below:

**Special Note:** The Criminal Justice Graduate Faculty has adopted the policy that more than one student cannot pursue projects or theses. Joint student theses or projects are not allowed.

- **A Curriculum Project:** a project, which contributes to a field of teaching by enhancing communication of a subject matter. Examples include a course of study; a teacher's guide; an instructional manual; a design for a new teaching method; the development of new teaching materials.
- **An Agency-Related Research Project:** a project which contributes to the physical sciences, natural sciences, social sciences, humanities, or the professions, by adding to technical/professional knowledge in the professional field. Examples include-building a device; designing an experiment; a field study; a case study; a documentary report; a professional article of publishable quality.

The fulfillment of any of the above culminating requirements must conform to the appropriate guidelines established by the Office of Graduate Studies.

## **B. Application for Thesis or Project (CRJ 501: Culminating Experience)**

A maximum of six units is available to each graduate student who elects to complete a thesis or project.

The graduate student will comply with the following procedural rules:

1. The student will declare their intention to register for CRJ-501 with the Graduate Coordinator at least two semesters in advance of their official course registration. This notice must be given so that CrJ 501 can be built into the following year's schedule of classes and so that an accurate record may be kept on the CRJ-501 workloads of the graduate faculty.
2. The student must inform the Graduate Coordinator about the topical problem that will be examined in CRJ- 501 before the end of the previous semester to ensure faculty availability.
3. Students must obtain a Chair for their culminating experience. Faculty members may expect to review a thesis/project proposal when asked to supervise a thesis or project (see Appendix E for more information). In the case of thesis, they must also obtain a second reader. In the case of a project, they need only a Chair. The Chair of their thesis / project must be from the Graduate Faculty. A second reader can be from the Criminal Justice Division, another College within the Sacramento State University system, or from outside the CSUS system. Regardless, the Chair of the student's thesis must approve the second reader. A Second Reader from outside the Division of Criminal Justice must submit a Curriculum Vita for Graduate Program Committee review and recommendation. Such recommendations will be forwarded to the Dean of the Office of Graduate Studies for final approval.
4. A graduate student must be advanced to candidacy and have completed most of his or her Criminal Justice courses before they are permitted to register for CRJ-500 or CRJ- 501.
5. Registration for thesis/project must be done at the Division of Criminal Justice Office by submitting a completed Add form with the signature of the thesis/project advisor and the Graduate Coordinator. Tuition fees are paid after the add form has been processed.

## **C. Thesis or Project Supervision**

A thesis committee shall be comprised of two Sacramento State University faculty members, at least one of which must be from the Division of Criminal Justice. A project committee shall consist of one member of the graduate faculty. Signatures of the committee member(s) must appear on the approval page to be included with each bound thesis or project. The chairperson's name must be listed first and designated as chairperson. All theses and projects will be reviewed for content and format by the Graduate Program Coordinator. For thesis/project format and requirements, download the

latest copy of the **CSUS Guide for Thesis / Project Format** from the Office of Graduate Studies website.

#### **D. Procedures for Conducting Research Involving Human Subjects**

All students conducting research involving human subjects must obtain approval from the Division of Criminal Justice Graduate/Human Subjects Committee and if found to put subjects at risk, approval must be obtained from the University's Committee for Protection of Human Subjects (CPHS).

1. The student must have a sponsoring faculty member. The proposal must first be submitted to the sponsoring faculty member for review and support. It is the sponsoring faculty member's responsibility to inform student investigators of human subject procedures. The student researcher shall prepare the current CSUS Human Subjects application and submit three copies to the Division of Criminal Justice Graduate/Human Subjects Committee. Application is available at [www.csus.edu/research/humansubjects/#forms](http://www.csus.edu/research/humansubjects/#forms)
2. After obtaining faculty sponsorship, a copy of the final proposal is to be submitted to the Criminal Justice Graduate Committee for approval.
3. The responsibility of Criminal Justice Graduate Committee is to review the proposed research for potential risk to human subjects. If proposal is deemed as containing risk, it is submitted to the CPHS for its decision, with a copy to the Division Chairperson for information.

Guidelines for preparation of the above documentation and further information regarding criteria for the protection of human subjects may be found in the "Policy and Procedures for the Protection of Human Subjects" adopted by the University in 1982. A copy of the Committee for the Protection of Human Subjects (CPHS) manual is available on the website for the Division of Criminal Justice. As indicated earlier, Appendix B has additional information.

#### **E. Scholarship and Academic Probation**

Students who are enrolled in graduate degree programs with conditionally classified or classified standing shall be subject to academic probation if they fail to maintain a cumulative and semester grade point average of at least 3.0 in all units attempted subsequent to admission to the program.

#### **F. Continuous Enrollment**

Students who have been advanced to candidacy and have completed all course work must maintain active degree program status while completing the thesis or project. A student registers for the first and second semester of the culminating requirement (CRJ-501 and CRJ-502) through the University. If the thesis or project is not finished during that

semester, the student must register for Continuous Enrollment through the College of Continuing Education (CrJ) 599 course and pay the associated fee stated on the registration form.

The form for Continuous Enrollment is available in online at [www.csus.edu/gradstudies/forms.htm](http://www.csus.edu/gradstudies/forms.htm). Students are allowed two consecutive semesters of CrJ 599 to complete the culminating experience. Students who do not finish the thesis or project within the two years (four semesters) receive NC grades for these units. Such students are then required to re-enroll for the thesis or project units before continuing their programs and may be held for additional program or degree requirements, which are current at the time of re-enrollment.

#### **G. Time Limit**

All requirements for the master's degree must be completed within the seven years immediately prior to the date of graduation. If coursework goes beyond seven years, the student may petition for currency in areas covered within expired courses. Contact the Graduate Coordinator for more information.

#### **IV. WRITING PROFICIENCY EXAMINATION REQUIREMENT**

To produce high caliber graduates within the California State University system, CSUS requires all entering graduate students to have demonstrated writing proficiency at the undergraduate level before they can be classified in any degree program. This requirement took effect Fall Semester, 1982.

Generally, applicants to the graduate program who obtained their bachelor's degree from a CSU institution have already fulfilled this requirement. However, those applicants who graduated from a "non-CSU" institution or who have completed undergraduate degree requirements prior to the imposition of the writing standard are required to demonstrate writing proficiency as an admission requirement.

Students should comply with the WPE requirement within the first semester at CSUS or before becoming fully classified in a graduate degree program. The writing requirement may be demonstrated by passing the CSUS Writing Proficiency Examination with a score of eight or better. Non-CSU graduates or CSU graduates before 1980 may request a waiver if one of five standards has been met:

1. possesses a Master's or Law degree;
2. published a paper or report;
3. achieved a grade of B- or better in an advanced composition course;
4. graduated with honors or above;
5. teaches or tutors English; and
6. received 4.0 or higher on the GRE Analytical Writing portion of the general exam.

A waiver form is available from the Office of Graduate Studies. Any graduate student in the program who has not satisfied this requirement cannot be advanced to candidacy. Hence, it is the responsibility of the student to satisfy this requirement long before the completion of all coursework and culminating requirements.

For details regarding application procedures for this examination or for alternatives for demonstrating writing proficiency, the student should contact the Office of Graduate Studies or the English Department, Writing Proficiency Examination Coordinator, at 916-278-6409.

## **V. CRIMINAL JUSTICE DIVISION GRADUATE COORDINATOR**

The Graduate Coordinator is the division's specialist in its graduate curriculum, graduate faculty, and the policies and regulations governing graduate study. The Division Graduate Coordinator shall, under the supervision of the Division Chair:

1. act as liaison with the Office of Graduate Studies to remain current on policies and procedures
2. supervise and coordinate the graduate program including signature authority with the department chair for all graduate program matters
3. serve as chair of the Graduate Committee
4. serve as chair of the Division Human Subjects Committee
5. facilitate the selection of Division Human Subjects Committee members and alternates by the Graduate Committee of the Division faculty
6. track all students in the graduate program, maintain an advising file on all graduate students, and supply information about graduate students as requested by the Dean of Graduate Studies or the Coordinator for the Office of Graduate Studies
7. lead marketing and recruitment efforts for the graduate program
8. serve as liaison with potential employers and academic professional organizations to assist students with career placement and development
9. supervise all graduate internships
10. provide initial graduate student advising
11. make recommendations to the Dean of Graduate Studies on the admission of graduate students
12. advise graduate students concerning their programs of study and other matters pertinent to graduate work, or assign other faculty to these duties
13. recommend action on the petitions of graduate students
14. review all final theses and projects and ensure materials meet university standards

15. participate as a member of the Graduate Council convened by the Dean of Graduate Studies
16. lead graduate program planning and curriculum development

## **VI. CRIMINAL JUSTICE INFORMATION SOURCES**

### **A. Division Bulletin Boards**

Bulletin Boards located outside the Division and the Graduate Coordinator's offices regularly provide students with important information. All students are encouraged to check the bulletin boards frequently in order to keep up with what is happening in the Division of Criminal Justice and in the Criminal Justice field in general.

On the bulletin boards students may find information about upcoming events such as committee meetings, student functions, professional institutes, workshops and meetings in the area, statewide and national conferences; notices regarding pre-enrollment and enrollment in courses; information about scholarship grants and other student aids; announcements of graduate programs and educational opportunities overseas; full-time job announcements, and notes for students who cannot be contacted by phone and or email.

### **B. Notification of Record / Contact Information Changes**

It is the students' responsibility to update their contact information on "My Sac State" of any changes in their primary and secondary addresses, telephone numbers, and e-mail addresses, or a change of name.

## **VII. APPENDICES**

Additional important information for students may be found in Appendices A-G.

- Appendix A Admission Requirements for Applicants with Non-CSU Criminal Justice Majors or Majors in Other Fields of Study
- Appendix B Procedure for Student Research Involving Human Subjects
- Appendix C Criminal Justice 295: Internship
- Appendix D Thesis/Project Definitions & Organizational Approaches for Each
- Appendix E Thesis / Project Proposal
- Appendix F University Policies
- Appendix G Organizations

## APPENDIX A

### **Admission Requirements for Applicants with Non-CSU Criminal Justice Majors or Majors in Other Fields of Study**

The minimum requirements for admission to the Criminal Justice Graduate Program are stated in the CSUS Catalog, Criminal Justice Division, and Graduate Program. Applicants are expected to have an undergraduate major in Criminal Justice.

In the event that an applicant does not have a degree with a major in Criminal Justice from a California State University or has an undergraduate major in another field of study from another accredited university, they must have adequate preparation for graduate study in Criminal Justice. The Graduate Program in Criminal Justice has established, as minimum standard, the following upper division CSUS courses for admission to the Graduate Program in Criminal Justice:

- Statistics
- Criminal Justice 100: Research Methods in Criminal Justice
- Criminal Justice 110: Crime and Punishment
- Criminal Justice 164: Criminal Justice Administration or Criminal Justice 163: Leadership in Criminal Justice

Students may also benefit by taking:

- Criminal Justice 175: The Structure and Function of the American Courts
- Criminal Justice 167: Police and Society or Criminal Justice 194: Contemporary Issues in Criminal Justice

Each course must be completed with a grade of B or better.

The Graduate Coordinator will evaluate each applicant's academic preparation on a case-by-case basis. Course work from other accredited institutions that approximate the foregoing upper division courses may be considered for substitution by the Graduate Coordinator.

## APPENDIX B

### Procedures for Student Research Involving Human Subjects

- A. Review the Committee for the Protection for Human Subjects (CPHS) manual on the Division of Criminal Justice Website.
- B. With guidance from a sponsoring faculty member (e.g., Thesis Chair), complete the Human Subject's application required by the University level Human Subjects Committee--Committee for the Protection of Human Subjects (CPHS). Be sure to include all related documents such as letters inviting participation in the study, consent forms, and data collection instruments. That application can be found at: <http://www.csus.edu/research/forms/HumSubApp.pdf>
- C. Once the sponsoring faculty member approves the application, submit three (3) copies to the Graduate Program Coordinator for distribution to the members of the Division level Human Subjects Committee.
- D. The application will be reviewed by members of the committee and then discussed to determine the level of risk to human subjects. Student researchers are invited to attend the discussion of their application.
- E. Students will be informed about any concerns identified in the discussion and the level of risk determined by committee members. If the proposed research falls into the 'Exempt' or 'No Risk' categories, the approval process is completed by the Division level Human Subjects Committee. If the proposed research falls into the 'Minimal Risk' or 'Risk' categories, the student must follow the approval process required by the CPHS. Students should allow more time for the approval process if their applications must be reviewed by the CPHS.
- F. Begin data collection only after being notified that the review process is completed. In the case of "No Risk" or "Minimal Risk" studies, you and your faculty sponsor will receive approval notification from the Chair of the Division's Human Subjects Committee. If applications are reviewed by the CPHS, you will receive approval notification from the Chair of that committee.
- G. In the event that data collection constitutes longer than one (1) calendar year after approval, the student needs to seek re-approval from the appropriate committees. This process should be initiated approximately six (6) weeks before the expiration date of the research protocol.

## Directions for Developing the Consent Form

1. Basic Information. To obtain informed consent, the investigator must:
  - a. Explain the procedures to be followed in the research project, and their purpose.
  - b. Describe any direct benefits to the participant;
  - c. Describe any discomforts or risks, which can reasonably be expected;
  - d. Where applicable, explain how medical assistance is available, if it should be needed;
  - e. Offer to answer any questions about the research procedures;
  - f. Explain that the subject is free to discontinue participation at any time;
  - g. Describe the extent to which confidentiality can be assured for information provided by the participant;
  - h. Explain whether any compensation is available for participation;
  - i. Identify the individuals who are responsible for the research, and explain how they may be contacted for answers to pertinent questions;
  - j. Explain any conditions, which determine whether a subject is eligible to participate in the project.
  
2. Additional Information. When appropriate, the investigator should also:
  - a. Describe the approximate number of participants in the study;
  - b. Explain that the research procedures may involve unforeseeable risks;
  - c. Explain the circumstances in which the investigator would discontinue the subject's participation;
  - d. Explain any consequences of the subject deciding to withdraw his/her participation;
  - e. Describe any additional costs the subject might incur
  - f. Describe how any significant findings will be communicated to the subject.

## APPENDIX C

### CRIMINAL JUSTICE 295: INTERNSHIP

#### I. Introduction

- A. Catalog Description: 295. Internship.** Supervised graduate student placement in selected criminal justice agencies with emphasis upon research and evaluation project assignments. **Prerequisite:** classified graduate status. 3 units. Credit / No Credit

**Note:** Graduate students must apply for an internship with the Graduate Coordinator. Enrollment in an internship can be in the Fall or Spring semesters. None shall be allowed for the Winter Intercession.

In addition, classified graduate students wishing to enroll in an Internship may not enroll in CRJ-299: Special Problems. Students who have enrolled in CRJ-299 are bared from the Internship option.

#### B. The Purpose of the Graduate Internship

1. Obtain pragmatic experience with a federal, state, or local criminal justice agency in the linkage between theory and practice.
2. Apply their research and analytic skills in the working environment of a criminal justice agency and make a contribution to the goals and objectives of that agency.
3. Help forge the students' career decisions in a criminal justice agency and develop professional contacts for future employment opportunities.

#### II. Student Requirements

- A.** The student must seek the agency in which they wish to participate in an internship and obtain a letter from a person of authority in that agency that they will accept them as an intern.
- B.** Once accepted by an agency, the intern must submit a written description of the work to be done. Simple clerical work is not accepted. The internship must develop and expand the student's research and analytical skills.
- C.** The student will complete the Student Application and Insurance and Liability Waiver supplied by the Graduate Coordinator or Graduate Program Assistant.

- D.** The student will submit a proposal for a research paper. The topic, scope, and focus of the paper shall be agreed upon between the student and the Graduate Coordinator supervising the intern. The papers shall conform to a standard format consisting of:
- Title page with the student's name, title, course number, date, and faculty sponsor
  - Table of Contents
  - Body of the Paper
  - Appendices, if any
  - References
- E.** Research papers are due the week before finals week of each semester.
- F.** The internship consists of 120 hours. The intern must secure a letter from their supervisor at the agency in which they intern attesting to their completing a minimum of 120 hours of work.

### **III. Grading**

- A.** Internships are graded on a credit or no-credit basis. Failure to submit an adequate research paper within the time for submission or to meet the 120 hours requirement can constitute a no-credit grade.
- B.** A no-credit grade can also be given if the student does not meet the working requirement of the agency such as tardiness, unsatisfactory work product, and the like.

### **IV. Miscellaneous Student Responsibilities**

- A.** Students working as interns shall dress appropriate for the professional setting in which they are working.
- B.** Interns shall be well groomed and professional in their demeanor.
- C.** Interns shall not engage in any conduct that would bring the agency they are working with or the university into disrepute.
- D.** Because of the nature of the work of criminal justice agencies, Interns shall adhere to the strict code of confidentiality of the information that they work with or come into contact. This includes the improper use of agency equipment such as computers and electronic databases.

I have read and understand these rules and responsibilities and I agree to abide by them.

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Student Signature

Date

**CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
DIVISION OF CRIMINAL JUSTICE**

**Graduate Internship Program**

Student Application

This form is to be completed in full. Insert "Not Applicable" if a question does not apply to you. All answers must be accurate. Intentional falsification will result in removal from the program and may be cause for University discipline.

Term Entering \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Initial

Student ID Number: \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

In Case of an emergency contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

Driver's License & State of Issue: \_\_\_\_\_

Do you feel physically and emotionally fit to participate in the internship program?

Yes \_\_\_ No \_\_\_

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been adjudicated as a juvenile? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Please list any skills or abilities that might be helpful in the internship. (Examples include word processing, database management, etc.)

I certify that the above information is true and correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**California State University, Sacramento  
Criminal Justice Division**

**Internship Program**

**Insurance and Liability Waiver**

1. No Criminal Justice agency assumes liability for any injury or illness the student might sustain while enrolled in the internship program.
2. Internship students will enroll in the Student Health Insurance Program OR obtain similar health coverage with another Health Insurance Organization.

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I certify that I have read the above information and that I have enrolled in the Student Health Insurance Program or a private health program of equal or greater coverage. I waive the right to file a claim against the California State University, Sacramento or any Criminal Justice or other agency for any illnesses or injuries sustained while participating in the Graduate Internship Program.

Student's Name (Printed) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Student ID Number \_\_\_\_\_

Insurance Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Policy Number \_\_\_\_\_

## APPENDIX D

### Thesis/Project Definitions & Organizational Approaches for Each

Students often have a difficult time differentiating between a Thesis and a Project as well as identifying the specific purposes and components of each. Before delineating the different purposes and specific processes for completing each, it might be more worthwhile to discuss the issue of which path is more appropriate for whom. Though either path will take students to their final destination, students should consider seriously their educational and career objectives following completion of our program. In other words, are you considering going to a doctoral program? Working as a research analyst in an agency? Or, are you planning to return to your agency upon completing the Masters degree or work in the field in some capacity where a project would be relevant and appropriate and could be implemented? Before embarking on the next intellectual quest, students should seriously consider these questions themselves and, perhaps, in consultation with their advisor and/or the Graduate Coordinator. Both paths are equally difficult and meritorious; what differs is the objectives and specific processes, which you can read about below. The following discussion will illuminate the similarities and differences between the Master's Thesis and the Project.

#### The Master's Thesis

Typically, a Master's Thesis demonstrates research competence, either quantitatively or qualitatively. The process involves a number of steps, each of which is addressed collectively or individually in distinct chapters. As a general guideline, these steps include defining a research problem and stating a clear and concise research question; reviewing relevant literature and drawing a plausible hypothesis; identifying the best methodology to employ; conducting the data analysis; and then drawing likely conclusions. The nuts and bolts of most research endeavors will likely fit this basic template, though it is fine if a particular thesis has additional chapters, particularly if an innovative theoretical perspective is being used.

Fine tuning this process through either a quantitative or qualitative approach is not dramatically different. The unique research issue is usually found in the researcher's definition of the reasonable research question and then using whatever strategy best suits both the question and the researcher's ability to obtain analyzable data on which to draw conclusions. Case studies, program evaluations, comprehensive literature reviews involving innovative theoretical analyses or syntheses are also researchable endeavors on which to base a thesis. A key element in any thesis is the satisfaction of some intellectual curiosity and systematic investigation, which makes a contribution to the literature, existing field, and/or discipline.

## The Project

The Project, on the other hand, is intended to be a practical demonstration of some agency, department, division, section, organization or consortium's specific operation or need. In addition, the Project may also provide curricular development in the context of a new course for a criminal justice academic program or an agency providing educational services to at-risk and/or criminal youth and adults, for example. Generally, the Project involves an audience-focused product. Upon successful completion of the Project, the student, or someone else, should be able to take it and be able to implement its objectives in an appropriate context. Though the Project may include analysis of issues relevant to the overall implementation and objectives, its primary goals include informing an audience of the Project's concerns, illustrating a problem, and implementing a curriculum, program, strategy, and/or method. The project focuses on a practitioner audience. Some sample questions the student researcher should keep in mind during the project's development may include the following: How did some police department implement their community policing strategy? Given need and responsibility, how did some organization realign their staff or develop a new program to fill a demonstrated gap in services? How did some agency fulfill its stated mission objectives to its service needing clients? Assessment rather than analysis are more suited to a project framework. To that end, the student researcher will develop a plan of action that can be implemented sometime in the future.

Thinking about the area that stimulates your curiosity, conceptualizing those thoughts into a problem, visiting the library's collections, as well as examining legitimate online sources, should all be included in the culminating experience. Consultation with an advisor and identifying a supportive review committee are also critical to completion of either culminating experience.

## Guidelines for Organizing the Master's Thesis

### Chapter 1: Introduction

- Statement of the Problem
  - Brief historical background of the issue(s)
  - Purpose of and significance of the study
  - Clear and concise research question

### Chapter 2: Literature Review

- Discuss and critique research and theoretical works, which support importance of study and / or suggest research methods.
- Organize literature into subsections according to some logical scheme. This organization includes, for example, major variables and/or themes emerging within and throughout the literature.
- Summary (Identify major themes in literature, consistent findings, controversies, gaps, etc. which support why you need to do your study or why you are doing your study in your particular way).
- Draw a plausible hypothesis from theory that is consistent with the literature reviewed.

### Chapter 3: Methods

- Discuss the research design of the study. Is it exploratory, descriptive, explanatory, or evaluative?
- If data are being collected, discuss the sample, sampling techniques, and data collection strategy
- If relevant, primarily to theses requiring analyses, discuss the relevant variables including the independent and dependent variables
- Discuss the strengths and limitations of your research methodology design and approach

**Note:** Your CRJ-200: Research Methods Seminar textbook and notes will be indispensable for this chapter.

#### Chapter 4: Analysis of Findings

- Describe the analysis conducted
- Present findings from the analysis (may be narrative or a combination of text and tables)

#### Chapter 5: Summary, Conclusions, and Recommendations

- Overview of study. (Include brief restatement of the Problem, the Theoretical Framework, Research Questions/Hypothesis, and Methodology)
- Summarize important findings and relate to other research or written works
- Implications for Theory Building
- Implications for Research
- Implications for Practice

#### Appendices

#### References

**Note:** These are general guidelines—you need to work with your Chair and thesis committee members for specific requirements that pertain to your thesis.

## Guidelines for Organizing the Project

### Chapter 1: Problem Statement

- Purpose of the project
  - Rationale - significance / need: who will benefit from results of project?
- Definition of terms employed in the project that are not commonly used or understood by the casual reader

### Chapter 2: Literature Review

- Discuss and critique research and theoretical works, which support importance of project.
- Organize literature into subsections according to some logical scheme. This organization includes, for example, themes emerging within and throughout the literature.
- Summary (Identify major themes in literature, consistent findings, controversies, gaps, etc. which support why you need to do your project).

### Chapter 3: Project Process

- State the intent of project and what was done.
- Relate the total process for completing the project, i.e., conception of the idea, persuading others of the project value, development of project materials, implementation of specific objectives, etc. This chapter should assist someone else in implementing your process.
- Number of people / cases involved in project.
- Discussion of specific products for project, i.e., a criminal justice curriculum complete with learning objectives, content outlines, teaching strategies, learning aids, and evaluation methods. Copyright is available and protection of rights to the product should be discussed with your advisor.

#### Chapter 4: Conclusions and Recommendations

- Summary of effectiveness or ineffectiveness of project in meeting intended objectives. All projects should have some form of "evaluation" of project quality.
- Limitations of project: what would you do differently?
- Relate project experience to findings from literature review.
- Implications for criminal justice practice and research.

#### Appendices

This is where you will place the actual product you develop (e.g., handbook for an agency; curricular plan; training manual; proposal for an agency; etc.)

#### References

## **APPENDIX E**

### **Thesis/Project Proposal**

#### **Introduction**

Students should try to decide upon a general thesis/project topic early in their graduate experience. The topic should be general in nature and as the student progresses through the program the topic should become more specific. The student's ideas about a thesis / project should be discussed with their graduate advisor as soon as practical for further refinement.

#### **The Thesis / Project Committee Structure**

Once the student has decided upon a thesis/project topic and has discussed the topic with their graduate advisor, they should compose a thesis / project proposal.

If the student decides to pursue a thesis, they will need to find a member of the graduate faculty to serve as their thesis chair. Thereafter, their chair and the student should agree upon a second reader. The second reader must be a person knowledgeable about the topic and can be a professor of another CSUS school or another university. It should be noted, however, that the thesis chair has the final decision as to who should serve as the second reader. In the event the student decides to pursue a project, they need only a project chair and no second reader. The Graduate Coordinator will be the third reader on the thesis or second reader on the project for content as well as format.

### **The Thesis/Project Proposal**

The thesis/project proposal should be a scholarly work of sufficient length to address the following:

1. A general statement of the topic of the thesis/project;
2. Why the topic is timely, important, and how it will contribute to the field of criminal justice;
3. A brief introductory review of the relevant literature associated with the thesis/project that demonstrates the student's understanding of the field of study they have chosen;
4. In the event that the student elects to do a thesis, describe whether or not the study will employ a quantitative or qualitative analysis with a brief description of the methodology to be used; and
5. A statement that the student understands that in the event their study will involve the collection of data from individuals either in the form of surveys, questionnaires, or interviews, that they understand the Human Subjects requirement of the division and university.

### **Committee Review Process**

Once the student has prepared a thesis/project proposal that addresses the foregoing points, it is his or her responsibility to coordinate with the Chair of his or her thesis/project to complete a review of the proposal by a committee consisting of the thesis/project Chair, the second reader (thesis only), and the Graduate Coordinator, who will serve in the capacity of a reader for content as well as format. It is the student's responsibility to have this proposal for a thesis/project completed and prepared for a presentation before the afore-mentioned committee. The purpose of the review is to offer advice and recommendations to the student regarding their proposed study. Once the panel feels comfortable with the student's proposal, the Chair will sign the student's proposal and forward it to the Graduate Coordinator to be included in the student's file.

A sample approval sheet is provided for your use that displays the suggested format.

## THESIS / PROJECT PROPOSAL

**Student:**

**Chair:**

**Committee Members:**

1. A general statement of the topic of the thesis / project
2. Explanation of why the topic is timely, important, and how it will contribute to the field of criminal justice
3. A brief introductory review of the relevant literature associated with the topic with a statement about the direction of future literature review
4. In the event that the student elects to do a thesis, describe whether or not the study will employ a quantitative or qualitative analysis with a brief description of the methodology to be used.
5. In the event the study will involve the collection of data from individuals either in the form of surveys, questionnaires, or interviews, what are the implications for review by the division's Human Subjects Committee

I certify that I \_\_\_\_\_ (Committee Chair) have explained the implications of Culminating Experience: Thesis/Project Development (CRJ-501), Culminating Experience: Thesis or Project (CRJ 502), and Continuous Enrollment (CRJ-599) and approve this proposal.

Signature of Chair: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX F

### UNIVERSITY POLICIES

For questions about adding/dropping courses, leaves of absence, etc., consult the University Catalog at the following website:

<http://aaweb.csus.edu/catalog/default.html>

#### *Academic Honesty Policy and Procedures*

The Division of Criminal Justice expects all graduate students to follow the University policy on Academic Honesty. For specific information on the University Academic Honesty policy and procedures, please visit the following website:

<http://www.csus.edu/umannual/AcademicHonestyPolicyandProcedures.htm>

## **APPENDIX G**

### **ORGANIZATIONS**

#### **CSUS Alumni Association, Criminal Justice Chapter**

The Criminal Justice Division encourages all graduates to join the Criminal Justice Chapter of the Alumni Association. The Criminal Justice Chapter organizes a variety of continuing education, social, and fund raising activities to benefit the Criminal Justice Division students, academic programs, and alumni. Membership information can be obtained from the Division office or the University office of Alumni Affairs.

#### **Associated Students, Inc. (ASI)**

Students in the Criminal Justice Division are eligible to run for ASI Senator representing the College of Health and Human Services. If the College's Senator is not from Criminal Justice, the Division's Criminal Justice Association elects a representative to function as a liaison with the ASI Senator.

#### **Criminal Justice Honor Society (APS)**

The CSUS Criminal Justice Division is a member of the only international honor society in Criminal Justice, Alpha Phi Sigma. The purpose of the Division's Chapter is to recognize the achievement of superior scholarship, to recognize the development of leadership qualities, to foster high professional standards, to encourage and support research and other creative work in criminal justice, and to strengthen commitment on the part of individuals to the ideals and purposes of the profession of Criminal Justice. Student membership is open to baccalaureate students who have a GPA of 3.0 or higher and are nominated by faculty for membership. Membership nominations are limited to 4th and 5th semester students during Spring Semester. Membership is limited and based on GPA and service to the community and the Division, College, and/or University. Additional information is available from the Chapter President or Faculty Advisor.

#### **Criminal Justice Association (LAE)**

The Sigma Chi Chapter of LAE was chartered on November 5, 1982. The mission of LEA is to promote greater fraternal relationship among graduates of technical and professional police schools; to promote higher standards of educational attainment among peace officers; to promote the institution of courses of police science by recognized colleges and universities; to promote research projects in the field of police science; to promote a better understanding the public of the aims of peace officers associations; to promote the selection of

properly trained personnel for law enforcement positions; and, to promote standard modern methods in the field of law enforcement.