

**RADFORD UNIVERSITY**

College of Humanities and Behavioral Sciences  
Department of Criminal Justice

# GRADUATE STUDENT MANUAL

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(Revised for Fall 2022)

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

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# INTRODUCTION

Welcome to the Graduate Program in Criminal Justice at Radford University! The Department of Criminal Justice would like to extend our congratulations to you for being selected to continue your education with us. Graduate level study involves advanced education and mastery of the specialized and ever-changing field of criminal justice. This includes, but is not limited to, criminal justice policy and practice, diversity and ethics in justice administration, behavioral elements of crime, as well as research methods and quantitative analysis. The program is designed to prepare students for leadership positions in the field of criminal justice as well as provide a strong foundation for

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# MISSION, GOALS, AND LEARNING OUTCOMES

## Graduate Program Mission

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

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

# CRIMINAL JUSTICE FACULTY

Dr. Riane Bolin  
Associate Professor and Department Chair  
Ph.D. in











## ORIENTATION

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

## ACADEMIC ADVISING

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

# CRIMINAL JUSTICE GRADUATE CURRICULA

Graduate

## Important Limitations

At least 80% of your credit hours must be from courses with a CRJU prefix. Also, at least 80% of your credit hours must be in 600 level (or higher) courses. Total CRJU credit hours must be at least 20. Total credit hours must be at least 60.





## Time Limit

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

## Criminal Justice Course Descriptions

CRJ 590. Seminar (3 credit hours)

*Prerequisite: Graduate standing for students taking the course*

CRJU



# COURSE SCHEDULES

## General Scheduling Information

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

<u>Fall</u>	CRJ600 Survey of Criminal Justice
<u>Semesters</u>	CRJ655 Constitutional Law and the Criminal Justice System
	CRJ671 Quantitative Methods in Criminal Justice Research
<u>Spring</u>	CRJ670 Criminal Justice Research Methods
<u>Semesters</u>	CRJ675 Studies in Criminological Theory
	CRJ691 Public Policy and Criminal Justice

## Tentative Sample Schedules and Advice

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

Full-time graduate students are required to take CRJ600 and CRJ655 during the fall semester of their initial enrollment and CRJ670 and CRJ675 during the spring semester of their initial enrollment. Part-time students are required to take CRJ600, CRJ670, CRJ671 and CRJ675 prior to taking other courses during the semester these courses are offered. Departures from this policy must be approved by the Graduate Coordinator. The following schedule is required for full-time graduate students:

Fall, 1<sup>st</sup> Year: CRJ600, CRJ655, CRJU elective  
Spring, 1<sup>st</sup> Year: CRJ670, CRJ675, CRJU elective

Fall, 2<sup>nd</sup> Year: CRJ671, CRJU Elective (or CRJU 699, if MA), CRJU Elective  
Spring, 2<sup>nd</sup> Year: CRJ691, CRJU Elective, CRJU Elective (or CRJ699, if MA)

This general scheduling advice is provided to all students:

Register at your assigned time; do not wait until the beginning of the semester to sign up for classes.

If you need a required course to graduate and it is full, please contact the department chair (Dr. Eric Williams at [ejwilliams1@radford.edu](mailto:ejwilliams1@radford.edu)

CRJ670 is a prerequisite to CRJ671; plan accordingly.

CRJ691 should be taken toward the end of your program.

Consider a graduate internship or directed study to round out your graduate degree plan.

## Criminal Justice Graduate Internship Program

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

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

## Directed Studies

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



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# MASTER OF SCIENCE PORTFOLIO

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

## Portfolio

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

### *Format*

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

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

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

### *Reflection Paper*

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



your critical thinking skills. The reflection paper provides the opportunity for you to apply critically the substance and method of the completed curriculum to a criminal justice problem of interest and public concern with 0.000m [(y)-4.5 (o)-6.6 (u)2.2a.6 (n)2.2004 Tw 03.2 ( w)-3.4 (it)-2.,(e)-3.1 (-3.1 (s)-1-3(t)]TJ 0 Tc 0j

### *Grading*

Upon receipt of the portfolio, the Graduate Coordinator will convene a faculty committee. The faculty committee will consist of three graduate status faculty. The committee will review the portfolio, focusing specifically on the reflection piece.

MASTER OF ARTS  
THESIS AND ORAL DEFENSE

and Research





# GRADUATE ASSISTANTSHIP PROGRAM

## Program Description

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

## Appointment of Graduate Assistants

### *Application and Selection*

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

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

## *Appointments*

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



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

Specific program objectives include:

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

### *Graduate Assistant Responsibilities*

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

### *Graduate Assistants as Professionals*

As a graduate student and employee of Radford University, you are expected to act in a professional manner when carrying out departmental and academic duties.

It is the responsibility of the faculty member to clearly communicate the expected duties and assignments to be completed by the GA during the semester. Faculty are expected to review and discuss GA policies of the University and Criminal Justice Department if the need arises. Faculty should provide ongoing training for any complex task assigned. Faculty are expected to m-0.7 (e)4.9 2.vT-9 2.4g

# GRADUATE TEACHING ASSISTANT POLICY

## Introduction



# TITLE X

Radford University is committed to providing an environment that emphasizes the dignity and worth of every member of its community and is free from harassment and discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, gender expression, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law. Per anw8.8 ( a.2 (re)- 1 ( p)2a7.9 (n)i)( an)2on, pr7g Td.g T

# GRIEVANCES

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

A grade appeals process is available in which students may appeal course grades. This process is described in the *Graduate Catalog* (<http://catalog.radford.edu/index.php>) and is documented on the College of Graduate Studies and Research webpage (<http://www.radford.edu/content/dam/colleges/cgps/PDF/gradeappeal.pdf>).

A graduate student grievance procedure is available; the criminal justice graduate program follows the grievance procedure outlined in the *Graduate Catalog* (<http://catalog.radford.edu/index.php>). This process is designed for claims other than course grades or sexual harassment.

Students with disabilities may appeal decisions, actions, services, etc., pertaining to reasonable accommodations for their disability, related to coursework. Students should work through the Center for Accessibility Services (<http://www.radford.edu/content/cas/home.html>) on all matters pertaining to disability.

The *Radford University Personnel Information Manual* ([https://www.radford.edu/content/dam/departments/administrative/Provost/Personnel\\_Information\\_Manual.pdf](https://www.radford.edu/content/dam/departments/administrative/Provost/Personnel_Information_Manual.pdf)) contains information on complaint procedures regarding violations of the Radford University nondiscrimination clause, reasonable accommodations for disability (outside or coursework-related issues), and sexual harassment.

# CHECKLIST



## ADDITIONAL RESOURCES

The information provided in this manual is meant to serve as a guide as you pursue your master's degree in

