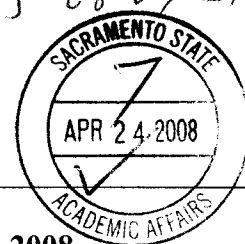




SACRAMENTO  
STATE

# Course Change Proposal Form A

CrJ 08-09 #15



|                                                                                                                                                                               |                                                                                                                                                                                 |                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Academic Group (College):</b><br><b>Health &amp; Human Services</b>                                                                                                        | <b>Academic Organization (Department):</b><br><b>Criminal Justice</b>                                                                                                           | <b>Date:</b><br><b>March 14, 2008</b>                                                                                  |
| <b>Type of Course Proposal:</b><br>New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Deletion <input type="checkbox"/>                                  | <b>Department Chair:</b><br><b>William Vizzard</b>                                                                                                                              | <b>Submitted by:</b><br><b>Sue Cote Escobar</b>                                                                        |
| <b>Does this course fulfill a requirement for single-subject or multiple subject credential students? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b> | <b>For Catalog Copy: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b><br><b>CCE: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b> | <b>Semester Effective:</b><br><b>Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/>, 20_08__</b> |

|                                                                                                           |     |
|-----------------------------------------------------------------------------------------------------------|-----|
| <b>This course replaces experimental course Subject Area (prefix) and Catalog Number (course number):</b> | N/A |
| <b>This Catalog Number (course number) is being replaced:</b>                                             | N/A |

**Change from:**

|                                                              |               |               |
|--------------------------------------------------------------|---------------|---------------|
| <b>Subject Area (prefix) &amp; Catalog No. (course no.):</b> | <b>Title:</b> | <b>Units:</b> |
|--------------------------------------------------------------|---------------|---------------|

**Change to:**

|                                                                         |                                                                     |                    |
|-------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------|
| <b>Subject Area (prefix) &amp; Catalog No. (course no.):</b><br>CrJ 501 | <b>Title:</b><br>Culminating Experience: Thesis/Project Development | <b>Units:</b><br>3 |
|-------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------|

**JUSTIFICATION:**

CrJ currently requires Master's students to complete a 3 unit Culminating Experience course with a thesis or project requirement (the current CrJ 500). CrJ 500 will now become a class that provides a Comprehensive Examination option for students. The students wishing to complete a thesis or project will be required to take a two class sequence: CrJ 501 – Thesis/Project Development and CrJ 502 – Culminating Experience: Thesis or Project. After reviewing other CrJ Master's programs in the CSU system, we realized that we required fewer thesis units than other comparable programs. Currently CrJ 299 – Special Problems – is being used to augment CrJ 500, which was not its intended purpose. Therefore, the new course, CrJ 501 will allow students to do this preliminary thesis/project work, while CrJ 299 can still exist as originally designed: to allow students to investigate a topic that is not currently being offered in the curriculum.

**NEW COURSE DESCRIPTION:** (Not to exceed 80 words, and language should conform to catalog copy. See <http://www.csus.edu/acaf/univmanual/crspsl.htm> - Guidelines for Catalog Course Description)

This course provides students with an opportunity to develop a foundation for their culminating experience. Throughout the course, students will complete the initial components of their project or thesis including the Statement of the Problem, Literature Review, and Human Subjects application. Students are expected to read assigned materials and engage in weekly discussions about their progress and experience with other students, the instructor, and their advisor (as needed).

**Note:**

**Prerequisite:**  
Enforced at Registration: Yes  No  Advancement to candidacy

**Corequisite:**  
Enforced at Registration: Yes  No

**CAN (California Articulation Number):** N/A

**Graded:** Letter  Credit/No Credit  **Instructor Approval Required?** Yes  No

**Course Classification (e.g., lecture, lab, seminar, discussion):**  
Seminar C-05 **Title for SIS+/CMS (not more than 30 characters)**  
Culm Exp: Thesis/Project Dev

**Cross Listed?** Yes  No  **If yes, do they meet together and fulfill the same requirement, and what is the other course.**

**How Many Times Can This Course be Taken for Credit?** 1

**Can the course be taken for Credit more than once during the same term?** Yes  No

**FOR NEW COURSE PROPOSALS OR SUBSTANTIVE CHANGES ONLY:**

**Description of the Expected Learning Outcomes:** Describe outcomes using the following format: "Students will be able to: 1), 2), etc." See the example at <http://www.csus.edu/acaf/example.htm>

**Course Objectives**

**By the end of the course, students will:**

**Objective 1: Develop a general understanding of the process of completing a thesis or project.**

**Objective 2: Complete a draft of the Statement of the Problem for the project or thesis.**

**Objective 3: Complete a draft of the Literature Review for the project or thesis.**

**Objective 4: Complete a draft of the project overview or methodological plan in outline form and related data collection instruments.**

**Objective 5: Complete and submit a Human Subjects Application form.**

**\*\*Attach a list of the required/recommended course readings and activities [Note: it is understood that these are updated and modified as needed by the instructor(s).] This attachment should be forwarded only to your Dean's office, not Academic Affairs.**

**Assessment Strategies:** A description of the assessment strategies (e.g., portfolios, examinations, performances, pre-and post-tests, conferences with students, student papers) which will be used by the instructor to determine the extent to which students have achieved the learning outcomes noted above:

**Course Requirements**

Each student will be required to complete the following components of the project or thesis: 1) Statement of the Problem; 2) Literature Review; 3) outline of the Project Overview (project) or Methodological Plan (thesis); 4) development of data collection instruments; and 5) the Human Subjects application.

Students will also be required to discuss reading materials, present their work, engage in peer reviews of student work, and provide specific feedback on student work.

**For whom is this course being developed?**

Majors in the Dept  Majors of other Depts \_\_\_ Minors in the Dept \_\_\_ General Education \_\_\_ Other \_\_\_

Is this course required in a degree program (major, minor, graduate degree, certificate)? Yes \_\_\_ No

If yes, identify program(s):

Does the proposed change or addition cause a significant increase in the use of College or University resources (lab room, computer facilities, faculty, etc.)? Yes \_\_\_ No

If yes, attach a description of resources needed and verify that resources are available.

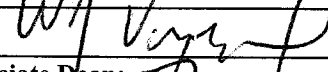
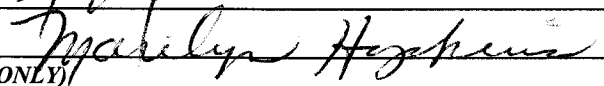
Indicate which department or programs will be affected by the proposed course (if any). \_\_\_\_\_

*The Department Chair's signature below indicates that affected programs have been sent a copy of this proposal form.*

**Approvals:** If proposed change, new course or deletion is approved, sign and date below. If not approved, forward without signing to the next reviewing authority, and attach an explanatory memorandum to the original copy.

**Signatures:**

**Date**

|                                                                                                                      |         |
|----------------------------------------------------------------------------------------------------------------------|---------|
| Department Chair:                 | 4/16/08 |
| College Dean or Associate Dean:  | 4/23/08 |
| CPSP (for school personnel courses ONLY)                                                                             |         |
| Associate Vice President and Dean for Academic Programs                                                              |         |

**Distribution:** Academic Affairs (original), Department Chair and College Dean. Dean's office to send original after approval to Academic Affairs, at mail zip 6016. An electronic copy must also be sent.

## **Criminal Justice 501: Thesis/Project Course**

**California State University, Sacramento  
Division of Criminal Justice  
Fall, 2008**

**Instructor:** Dr. Yvette Farmer  
**Office:** Alpine Hall, Room 103  
**Telephone:** (916) 278-5062  
**E-mail Address:** drfarmer@csus.edu

### **Course Description**

This course is designed to provide students with an opportunity to develop a foundation for their culminating experience. Throughout the course, students will complete the initial components of their project or thesis including the Statement of the Problem, Literature Review, and Human Subjects application. Students are expected to read assigned materials and engage in weekly discussions about their progress and experience with other students, the instructor, and their advisor (as needed). Pre-requisite: Advancement to Candidacy.

| <b>Course Objectives</b>                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Objective 1:</b> Develop a general understanding of the process of completing a thesis or project.                                        |
| <b>Objective 2:</b> Complete a draft of the Statement of the Problem for the project or thesis.                                              |
| <b>Objective 3:</b> Complete a draft of the Literature Review for the project or thesis.                                                     |
| <b>Objective 4:</b> Complete a draft of the project overview or methodological plan in outline form and related data collection instruments. |
| <b>Objective 5:</b> Complete and submit a Human Subjects Application form.                                                                   |

### **Course Requirements**

This course meets Thursdays from 7:00 p.m. to 9:50 pm. Attendance is expected as the material discussed in class should enhance your understanding of the culminating experience. Credit for in-class activities, such as discussions, will only be given if students are present and participating in those activities.

Each student will be required to complete the following components of the project or thesis: 1) Statement of the Problem; 2) Literature Review; 3) outline of the Project Overview (project) or Methodological Plan (thesis); 4) development of data collection instruments; and 5) the Human Subjects application.

Students will also be required to facilitate discussions, participate in the discussion of reading materials, present their work, engage in peer reviews of student work, and

provide specific feedback on student work.

*Any assignment that is not turned in at the time that it is due (see syllabus schedule) will be considered late. Late work will NOT receive full credit.*

### **Required Readings**

- 📖 Becker, H. (2007) *Writing for Social Scientists: How to start and finish your thesis, book, or article*. Chicago: University of Chicago Press.
- 📖 Galvan, J. (2006). *Writing Literature Reviews: A Guide for Students of the Social and Behavioral Sciences*. Los Angeles: Pyrczak.
- 📖 Ogden, E. (1993). *Completing your doctoral dissertation or master's thesis in two semesters or less*. Lancaster, PA: Technomic Publishing Company.
- 📖 Peters, R. (1997). *Getting what you came for: the smart student's guide to earning a Master's or a Ph.D.* New York: Noonday Press.
- 📖 Van Wageningen, R. (1991). *Writing a thesis: Substance and Style*. Englewood Cliffs, New Jersey: Prentice Hall.
- 📖 Additional readings will be assigned by your instructor.

These readings may be contained in packet that also includes examples of data collection instruments and the most current Human Subjects application.

### **Recommended Readings**

- 📖 Babbie, E. (2007) *The Practice of Social Research* (11<sup>th</sup> Edition). Belmont, CA: Thomson Wadsworth.
- 📖 Cote, S. (Ed.) (2002). *Criminological Theories :Bridging the Past to the Future*. Thousand Oaks, CA: Sage.
- 📖 Johnson, W., Rettig, R., Scott, G., & Garrison, S. (1999) *The Criminal Justice Student Writer's Manual*. Upper Saddle River, NJ: Prentice Hall.
- 📖 Kraska, P. (2004). *Theorizing Criminal Justice: Eight Essential Orientations*. Long Grove, IL: Waveland Press Inc.
- 📖 Robbins, S. (2003). *Organizational Behavior* (10th Edition). Upper Saddle River, NJ: Prentice Hall.
- 📖 Silverman, D. (2005) *Doing Qualitative Research: A Practical Handbook*. London: Sage.

## **Behavioral Expectations**

I believe that one of the most important ways to learn about research methods is through interaction in an environment of mutual respect. It is our responsibility to create such an environment and you must do your part as follows:

- be punctual—arriving late is disruptive to other students as well as to your instructor
- turn off cell phones, pagers, and wrist watch alarms in consideration of others
- be prepared to learn—asking relevant questions may help you and other students learn.

Make sure that your behavior is consistent with CSUS policy – you are advised to review CSUS policies on academic dishonesty, possession of firearms, etc. in your effort to engage in appropriate classroom behavior.

## Academic Dishonesty

The following reflects the University policy on academic dishonesty. That policy indicates that academic dishonesty refers to both cheating and plagiarism and includes (but may not be limited to) the following behaviors:

### Cheating

1. Copying, in part or in whole, from another's test or other evaluation instrument;
2. Using crib notes, "cheat sheets," or any other device, including electronic devices, in aid of writing the exam not permitted by the instructor;
3. Submitting work previously graded in another course unless doing so has been approved by the course instructor or by department policy;
4. Submitting work simultaneously presented in more than one course, unless doing so has been approved by the respective course instructors or by the department policies of the respective departments;
5. Altering or interfering with grading or grading instructions;
6. Sitting for an examination by a surrogate, or as a surrogate; and
7. Any other act committed by a student in the course of his or her academic work that defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

### *Plagiarism*

1. The act of incorporating into one's own work the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work without giving appropriate credit thereby representing the product as entirely one's own. Examples include not

only word-for-word copying, but also the "mosaic" (i.e., interspersing a few of one's own words while, in essence, copying another's work), the paraphrase (i.e., rewriting another's work while still using the other's fundamental idea or theory); fabrication (i.e., inventing or counterfeiting sources), ghost writing (i.e., submitting another's work as your own) and failure to include quotation marks on material that is otherwise acknowledged; and

2. Representing as one's own another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings, sculptures, or similar works.

*Students who engage in cheating or plagiarism will receive zero points for the exam or assignment and be referred to university authorities for further disciplinary action.*

## **Grades**

Credit for this course will be earned upon completion of the following requirements:

- A. Statement of the Problem
- B. Literature Review
- C. Project Overview or Methodological Plan Outline
- D. Data Collection Instruments
- E. Human Subjects Application
- F. In-class Activities (e.g., discussions, peer review sessions, etc.)

Your instructor will be evaluating each student in terms of the amount of effort put into the completion of these requirements as well as the quality of the work completed.

## **Students with Special Concerns**

Students with disabilities or specific concerns that affect their academic performances are strongly encouraged to see the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired.

| <u>Week</u> | <u>Topic</u>                                                                      |
|-------------|-----------------------------------------------------------------------------------|
| 1           | Introduction to course and completing a Thesis/Project                            |
| 2           | Statement of the Problem                                                          |
| 3           | Statement of the Problem (draft due) – Peer Review Session                        |
| 4           | Statement of the Problem <i>Due</i><br>Literature Review                          |
| 5           | Literature Review                                                                 |
| 6           | Literature Review (draft due) – Peer Review Session                               |
| 7           | Literature Review <i>Due</i><br>Project Overview or Methodological Plan Outline   |
| 8           | Project Overview or Methodological Plan Outline                                   |
| 9           | Project Overview or Methodological Plan Outline (draft due) – Peer Review Session |
| 10          | Project Overview or Methodological Plan <i>Due</i><br>Data Collection Instruments |
| 11          | Data Collection Instruments                                                       |
| 12          | Data Collection Instruments (draft due) – Peer Review Session                     |
| 13          | Data Collection Instruments <i>Due</i><br>Human Subjects Application              |
| 14          | Human Subjects Application (draft due) – Peer Review Session                      |
| 15          | Human Subjects Application <i>Due</i>                                             |