

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Division of Criminal Justice

GRADUATE HANDBOOK

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DISCLAIMER

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

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I. INTRODUCTION

A. California State University, Sacramento

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

Sacramento State 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 experience 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 continued to expand and develop. In the past ten years, the campus has increased its physical plant to include new classrooms and faculty and administrative 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 bookstore, a wellness and fitness center, and four high-rise parking structures. Associated Students, Inc., (ASI) 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

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) that same year. This was the first Commission on POST in the United States and served as a national model. The Police Science and Administration Program grew tremendously during the years between 1958 and 1975. This was primarily due to the new emphasis on higher education for law enforcement personnel by police administrators and sheriffs throughout California and beyond. This growth was supported by the number of veterans returning from military service who 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 to address the civil unrest and mounting rates of crime proliferating in the United States. Following the President's Commission, Congress passed the Omnibus Crime Control and Safe Streets Act of 1968, which provided for the establishment of the Law Enforcement Assistance Administration (LEAA).

A major finding of the Commission was that a way to improve the delivery of justice was to assist police officers, correctional officers, and other professionals in justice institutions to pursue higher education. To aid in this effort, LEAA created the Law Enforcement Education Program (LEEP), a

form of financial assistance that provided no-interest loans to pay the expenses of attending community colleges, universities, and law schools. If the grantee remained in law enforcement for at least five years after completing their education, the loan was forgiven.

During this time, there was no graduate program in Police Science and Administration, nor did the discipline of Criminal Justice exist. Students 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. 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 President's Commission was that the various institutions of justice generally worked independently of each other. There was little or no communication between institutions on how one unit affected another. This was a period when organizational theory stressed a systemic approach to management of organizations. The Commission defined the work of the police, courts, and corrections as "Law Enforcement", but changed this term to "The Criminal Justice System." The objective was to encourage justice administrators to view their organizations as a component of a larger arena of cooperation. In 1972, Sacramento State's Police Science and Administration program was changed to a Bachelor of Science in Criminal Justice and given Division status.

With this development, three concentrations were established: Law Enforcement and Management, Corrections, and Forensic Science. Later in the 1970s, a Master of Science in Criminal Justice was created. 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 technology and reliance on the natural sciences, the forensic science program was terminated. Later, the concentrations in Corrections and Law Enforcement Management were also 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 curriculum to meet their own scholastic and professional goals.

Since 1990 to present, the program has evolved to include a Graduate Writing Intensive course, which is CrJ 200: Research Methods in Criminal Justice. This change emerged out of campus-wide 'writing across the curriculum' efforts to encourage graduate programs to develop their own Writing Intensive courses, as research had shown greater improvement among students in discipline-based writing. Additionally, students are now required to take their core courses in their first year of the graduate program, as these courses serve as pre-requisites for other courses.

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

C. Curriculum Overview

The Master of Science program in Criminal Justice is designed to provide broad knowledge across the range of criminal justice topics. The program also provides an exceptional 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.

D. Program Objectives

Curriculum objectives are based on the philosophy that the professional criminal justice practitioner and educator aid the orderly development of society, contribute to the improvement of the quality of criminal justice services, and advance the criminal justice discipline. Upon completion of the Master of Science Degree in Criminal Justice, the graduate will:

1. Independently apply critical and original analysis to issues and research in the field of Criminal Justice.
2. Integrate knowledge to understand criminal justice problems and decision-making.
3. Conduct original, independent and/or critical research and evaluation on criminal justice topics.
4. Demonstrate competency, originality, and critical analysis in writing.
5. Critically assess and develop innovative approaches in pursuit of a just and effective criminal justice system.
6. Integrate knowledge of the field of Criminal Justice.

II. HOW TO BECOME A CRIMINAL JUSTICE GRADUATE STUDENT

The first step in learning about the Masters of Science in Criminal Justice is to review the material available on the following University websites:

1. Division of Criminal Justice
www.csus.edu/health-human-services/criminal-justice
2. Office of Graduate Studies
www.csus.edu/gradstudies

For additional information, prospective students may contact the Graduate Coordinator, Dr. Yvette Farmer, by e-mail at drfarmer@csus.edu or by telephone at (916) 278-5062.

A. Admission Requirements

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

1. A baccalaureate degree from an institution accredited by a regional accrediting association;
2. A minimum 3.0 GPA in the last 60 units attempted and a 3.0 GPA in the major field;
3. A score of 4.0 or more in the Analytical Writing Section of the [Graduate Record Examination \(GRE\)](#) General Test;
4. A letter outlining in some detail the applicant's **interests, goals, and expectations** in pursuing the MS in Criminal Justice; and
5. Three letters of recommendation from individuals who can evaluate the applicant's potential for graduate study.

The Statistics/Research Methods 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, student progress may be delayed.

The student must satisfy this requirement by the end of his/her 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. 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 satisfies this prerequisite.

Non-Criminal Justice Undergraduate 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 major) may be asked to remove their deficiencies 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.

No more than 15 units will be required to remove deficiencies, 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 March 1st in order to allow time for admission before registration begins. All prospective graduate students, including Sacramento State graduates, must file the following with the Office of Graduate Studies:

1. An [online application for admission](#);
2. One set of official transcripts from all colleges and universities attended, (**other than Sacramento State**); and
3. GRE test result on the Analytical Writing Section
4. Letter of Intent
5. Once a student applies to the program via CalStateApply, they will be given a link to provide to the individuals submitting recommendation letters on their behalf.

C. Processing the Completed Application

- Once the Office of Graduate Studies receives a completed application, official transcripts and the applicant pays the application fee, the application materials will be released to the Division.
- The Division will continue to monitor receipt of applicant materials (e.g., Statement of Purpose, GRE score, letters of recommendation, etc.) and once all of the application materials are submitted, the Division will begin the review process.

- Completed applications are reviewed and recommendations are made either to deny or to accept the applicant. An applicant may be accepted in one of two categories:
 - a. Classified Standing
 - b. Conditionally Classified Standing.
- Conditionally classified standing will indicate areas to be satisfied before classified standing is granted. Conditions must be met during the first semester after admission.
- Incomplete applications will be reviewed and denied admission.
- Admission recommendations will be forwarded to the Office of Graduate Studies for final disposition and student notification.

D. Important Recommendations for Student Preparation for Graduate Study

Students should review the following texts prior to being admitted to the Criminal Justice Graduate Program:

- The Graduate Handbook
- [Sacramento State Thesis/Project Templates and Guides](#)
- A current APA Style manual

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 B or higher grade in each course and a minimum GPA of 3.0.

Note: The required courses including CRJ 200: Research Methods in Criminal Justice must be completed during the 1st semester of enrollment. An outline of degree requirements follows.

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

1. Core Courses (12 units)

CRJ 200	Research Methods in Criminal Justice (3 units) Prerequisite: Undergraduate Statistics or Research Methods
CRJ 201	Advanced Research Methods and Data (3 units)
CRJ 255	Crime, Criminology & Criminal Justice (3 units)
CRJ 260	Management of Complex Justice Organizations (3 units)

2. Selectives (6 units)

Enroll in two of the following 3 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:

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.

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 289	Criminal Justice Systems of the Future
CRJ 295 *	Internship
CRJ 296	Experimental Offerings in Criminal justice
CRJ 299 *	Special Problems

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

4. 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)

Notes: Students enrolling in the Culminating Experience course (CRJ 500) who opt for the comprehensive examination will take the exam at the end of that 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 (after four months have passed). 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 second Culminating Experience course (CRJ 502) and may be eligible for three terms of continuous enrollment (provided students make sufficient progress each term).

Prior to submission of the final draft of the culminating experience (thesis and project options), each student will be required to orally defend his/her thesis or project. Participants will include the student, his/her thesis committee, and the Graduate Program Coordinator, and may be open to other interested observers.

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

Criminal Justice graduate students may enroll in graduate courses from other University departments. There is a limit of 6 elective units, and these units must be approved by the Graduate Coordinator prior to enrollment. This privilege is extended when the student can demonstrate that these courses enhance 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 graduate program in Criminal Justice, the following procedures are enforced:

- The permission of the Graduate Coordinator must be obtained in advance of registering for the class
- A limit of 6 units or two classes is allowed
- 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
- Final approval/denial of the Petition for Exception form is determined by the Dean of Graduate Studies

G. Transfer of Non-Sacramento State Graduate Courses into a Student's Curriculum

In the event that a graduate student was enrolled in a graduate program at another university, credits can be transferred into the student's Sacramento State program, up to **a limit of 6 units**. On special occasions, substitution of required core courses can be made from other institutions if the course content adequately matches that of the required core course. Regardless, all such transfers require 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" who have not completed the statistics course requirement must satisfy this prerequisite in the first semester and enroll in CRJ 200 in the following fall semester. Students must complete the required core courses in the first year (two semesters) of their academic program.

I. Academic Advising

The Graduate Coordinator serves as the initial advisor to all students seeking admission to the program. Students should meet with this advisor as soon as possible after beginning the Graduate program. When the student files for Advancement to Candidacy (after completing 12 units of coursework), a chairperson is selected by the student in consultation with the Graduate Coordinator. The chair will 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, CrJ 500 or CrJ 501.**

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% of the graduate degree coursework and meet any special departmental requirements in the field in which they propose to take the degree; while earning a "B" or better in each course and maintaining a minimum of a 3.0 average; and be removed of any deficiencies in admissions requirements;
3. Satisfy the [Graduation Writing Assessment Requirement \(GWAR\)](#); and

4. [File an application for advancement to candidacy](#) for the Master's degree at the Office of Graduate Studies, River Front Center 215.
 - 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. Graduation with Distinction

In accordance with University policy, the Division of Criminal Justice may award its most meritorious graduates in the Master of Science program the designation of “graduation with distinction,” to be recognized by a certificate from the Division and designation on the student’s final transcript. Designation of distinction will be based on a student’s GPA (3.8 or higher), a unanimous vote to nominate the student for distinction by the student’s thesis, project or comprehensive examination committee, and by confirmation of this nomination by the Graduate Program Coordinator in consultation with the Division Chair, as well as the Dean of Graduate Studies. This document outlines both the standards and procedures that will be used to judge distinction on the culminating requirement.

1. For students completing **comprehensive exams** for their culminating requirement:
The decision on whether or not to nominate a student will be determined after the student has completed the comprehensive exam.
 - a. Upon completion of the comprehensive exam, members of the examination committee will judge the examination in each of the following categories:
 - i. Breadth and depth of Criminal Justice knowledge
 - ii. Evidence of independent, creative, and critical thinking
 - iii. Coherence and quality of analysis
 - b. Based on their assessment of the student’s performance in these categories, the members of the examination committee may unanimously agree that the overall exam rates comparably to the top 10% of graduating students from the Criminal Justice Program and choose to nominate the student for graduation with distinction.
 - c. If such a decision is made, the examination committee will be responsible for drawing up a letter outlining the exceptional qualities of the examination. This letter will be forwarded to the Graduate Program Coordinator.
 - d. The Graduate Program Coordinator in consultation with the Division Chair will review the nomination and determine whether the student’s record meets the Division standards for distinction.
 - e. The Graduate Program Coordinator will send formal written notification and documentation to the Dean of Graduate Studies of the nomination.

2. For students completing a **thesis or project** for the culminating requirement:
 - a. The decision as to whether or not to nominate a student for distinction will be determined after the student has successfully submitted his/her thesis/project to the Graduate Office.
 - b. Members of the thesis/project committee will judge the culminating requirement in each of the following categories:
 - i. Originality of research
 - ii. Mastery of content knowledge relevant to the thesis/project
 - iii. Analytical strength
 - iv. Fluidity of writing
 - c. Based on their assessment of the student's performance in these categories, if the members of the thesis/project committee unanimously agree that the thesis/project rates comparably to the top 10% of graduating students from the Criminal Justice Program, the committee may choose to nominate the student for graduation with distinction.
 - d. If such a decision is made, the student's Thesis Chair, in consultation with other thesis/project committee members, will be responsible for drawing up a letter outlining the exceptional qualities of the thesis/project. This letter will be forwarded to the Graduate Program Coordinator.
 - e. The Graduate Program Coordinator in consultation with the Division Chair will review the nomination and determine whether the student's record meets the Division standards for distinction.
 - f. The Graduate Program Coordinator will send formal written notification and documentation to the Dean of Graduate Studies of the nomination.

L. Other Sources of Information

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

Financial Aid: Contact the Student Service Center, Lassen Hall 1000, (916) 278-1000

Transcripts: order online at <https://www.csus.edu/registrar/transcripts/>

University Housing Services: housing@csus.edu or (916) 278-6655

International Student and Scholar Services: <https://www.csus.edu/ipge/iss/>

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: www.csus.edu/gradstudies/, (916)278-6470, River Front Center 215

GRE Information: <https://www.ets.org/gre/>

M. Required Forms

Required forms can be found online at www.csus.edu/gradstudies/CurrentStudents/forms.html

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.

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.

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.

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.

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.

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.

Protection of Human Subjects: Students who plan to complete a thesis or project, which involves the use of human subjects, must complete the following steps in the order listed here: (1) Answer the Study Design Questions and submit those answers to the Criminal Justice Research Review Committee, and (2) Upon receipt of feedback from the Criminal Justice Research Review Committee, complete the University IRB Application for the assessment of risk within the research study (see Appendix B for more information).

II. GUIDELINES AND PROCEDURES FOR SPECIAL COURSES

Important Policy: Students are not allowed to enroll in both CRJ 295 and CRJ 299, only one or the other. The prerequisites are a minimum of 15 units completed and a GPA of 3.25 or better.

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

Individual projects or directed reading can earn CRJ 299 credit.

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, not the practice of that agency.

Prerequisite: classified graduate status. Graded Credit / No Credit for 3 units.

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

C. Prerequisites for CRJ 299 and CRJ 295

- Students must submit a 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 completed 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 completed for CRJ 299 is contained in the description in the University's Course Catalog under Special Problems and shall not supplement the work expected CRJ 500, CRJ 501, and CRJ 502 Culminating Experience courses.

III. GUIDELINES AND PROCEDURES FOR CULMINATING REQUIREMENT

A. Options Plan

There are three options available 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 spanning the field of Criminal Justice. Questions require critical and independent thinking, organizing, evaluating and analyzing information, and demonstrating clear writing skills. The responses provide evidence of the breadth and depth of knowledge gained while completing the Master of Science degree in Criminal Justice.
2. **Plan B. Thesis:** A 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 and/or recommendation. The finished product must provide evidence of originality, critical and independent thinking, organization and format, clarity of purpose, and accurate and thorough documentation (see Appendix D). Prior to submission of the final draft of the culminating experience (thesis option), students will be required to orally defend their research. Participants will include the student, thesis committee, and Graduate Program Coordinator, and may be open to other interested observers.
3. **Plan C. Project:** A project is a significant manuscript appropriate to the fine and applied arts or professional fields. It must evidence originality and independent thinking, appropriate form and organization, and a rationale. It must include an abstract that outlines the project's significance, objectives, methodology, and conclusion/ recommendation (see Appendix D for additional information). An oral defense of the project is required. Participants will include the student, project committee chair, and Graduate Program Coordinator, and may be open to other interested observers.

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 contribution 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 contribution 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; an organizational/agency handbook; or a professional article of publishable quality.

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

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

A maximum of six units may be earned by each graduate student who elects to complete a thesis or project (Crj 501 (3.0 units) and Crj 502 (3.0 units)).

The graduate student will comply with the following procedural rules:

1. Declare his/her intention to register for CRJ 501 with the Graduate Coordinator at least one semester in advance of official course registration. This notice must be given so that CRJ 501 can be included in the following year's schedule of classes and so that an accurate record is kept on the CRJ 501 workloads of the graduate faculty.
2. Indicate their culminating preference on the Advancement to Candidacy (ATC) form, which can be completed after the student has earned 12 units and must be completed by October 1st if they plan to enroll in Crj 501 during the following Spring semester.
3. Identification of a Chair for culminating experience. Faculty members are expected 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, the student must also obtain a second reader. In the case of a project, only a Chair is needed. The Chair must be a member of the full-time faculty. A second reader can be from another academic unit at Sacramento State, or from outside the CSU system, with approval from the Graduate Coordinator. 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 at least 18 units of Criminal Justice courses before being permitted to register for CRJ 500 or CRJ 501.
5. Registration for thesis/project can be accomplished 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

- Both-thesis and project committees shall be comprised of two Sacramento State faculty members, at least one of which must be from the Division of Criminal Justice. Thesis or project chairperson must be full-time tenured or tenure track faculty and have a Ph.D. or equivalent (i.e., D.P.A., Ed.D.). Full-time tenured or tenure-track faculty with a J.D. may serve as a second reader. Signatures of the committee member(s) must appear on the

approval page to be included with each thesis or project. The thesis or project 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 Sacramento State Guide for Thesis / Project Format](#) from the Office of Graduate Studies website.

D. Procedures for Conducting Research Involving Human Subjects

The Division of Criminal Justice's Research Review Committee examines the student's study design first and then the University IRB Committee reviews the student's application for risk.

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.
2. The student researcher shall submit answers to the study design questions and submit data collection forms. Students must work with their thesis Chair who will advise and review all responses before approving the work for submission to the Division's Research Review Committee.
3. Students must complete appropriate human subjects certification available through the university's IRB submission system and stay updated on their certification. Please note the supporting faculty member must also complete certification and be up to date with such certification.
4. Once the Division's Research Review Committee has completed its review, the Graduate Coordinator will communicate the feedback with the student and the student's thesis advisor. The student, in consultation with their thesis advisor, then will submit their application to the University's IRB for its review and approval of the potential risk, if any, to human subjects.

Guidelines for preparation of the above documentation and further information regarding criteria for the protection of human subjects may be found in the [Guidance and Procedures for the Protection of Human Subjects Institutional Review Board \(IRB\)](#) adopted by the University in 1982. 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 his/her 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 completed during that semester, the student must register for Continuous Enrollment through the College of Continuing Education (CRJ 599) and pay the associated fee stated on the registration form.

The form for Continuous Enrollment is available online (see page 12 for link information). Students are allowed two consecutive semesters of CRJ 599 to complete the culminating experience. Students who do not finish the thesis or project within two consecutive years (four semesters) receive an NC grade for CrJ 502. These students will be required to re-enroll in CrJ 502 before continuing their program and may be held for additional program or degree requirements, which are current at the time of re-enrollment.

G. Time Limit and Petition for Currency (seven-year deadline)

Graduate students have seven years from initial enrollment on, inclusive of the semester in which they took the earliest courses counted toward their degrees, to complete all requirements for a Master's degree. The end of this seven-year period is determined by adding 14 semesters to the term of the oldest course listed on the Advancement to Candidacy form. For example, if a student began his/her coursework in Fall 2014, his/her seven-year deadline would be Spring 2021. Use the [Deadline Calculator](#) on the Office of Graduate Studies website to determine Seven Year Deadline. If a student exceeds his/her seven-year limit, only those courses that are older than seven years are out of currency, and thus expired.

Should this happen, the graduate student may repeat the expired course(s) or request an exception to the seven-year deadline using the Currency Petition form. The form must be signed by the Division Chair and Graduate Coordinator, declaring that the student has been tested and is current in the course content. Currency may be extended to out-of-date courses for one semester only. In requesting currency, students must petition for currency and attach a copy of the documentation used to establish currency in course content. The Dean of Graduate Studies must approve the petition. If approved, the Office of Graduate Studies (OGS) will then regard the student as current in the material for the expired course(s), and effectively retain degree credit for these courses. The Graduate Council has recommended that the Dean of Graduate Studies approve only one semester currency for up to a maximum of six units.

Graduate Programs have the option of refusing to reestablish currency for such courses and instead require that the student take replacement courses, or the Program may opt to declassify the student for lack of sufficient progress toward the degree. Petitions for currency are reviewed and determined on a case-by-case basis. If a student wishes to petition such courses for currency, s/he can provide the following as evidence of currency in the particular course and subject matter:

1. A report that the student was involved in from the student's employer that demonstrates currency and knowledge of the subject matter.
2. A grade of B or better on a current examination in the subject matter. Please note: The Division of Criminal Justice does not furnish examinations. Examinations may come from a course taken at another university during one's absence from Sacramento State.

Petitions for Currency must be submitted to the Graduate Coordinator no later than the semester prior to the expiration of said courses. The Graduate Coordinator will then present the Petition for Currency to the Graduate Committee, which will then determine whether or not the documentation provided by the student meets the minimum standards for currency.

If the Petition for Currency fails to meet these standards, the Graduate Coordinator will recommend to the student that they complete replacement courses the following semester, provided that the Office of Graduate Studies approves a one semester extension. Students must then develop a Plan of Completion with their thesis/project advisor. Students must petition the Office of Graduate Studies for a one-semester extension to complete their replacement course(s) and, if necessary, the thesis/projects. Upon sufficient evidence of ability to complete identified replacement courses and the thesis/project, if necessary, the Graduate Coordinator will recommend the extension. This recommendation will be submitted to the Office of Graduate Studies, along with the Plan of Completion. Granting of the extension is determined by the Dean of Graduate Studies.

IV. GRADUATION WRITING ASSESSMENT REQUIREMENT (GWAR)

To ensure the caliber of graduates within the California State University (CSU) system, Sacramento State requires all entering graduate students to have demonstrated writing proficiency during their first semester. This requirement took effect Fall Semester, 1982.

According to the Sac State Writing Program website, "[t]he Graduate GWAR is a CSU wide requirement that should be completed by graduate students before advancing to candidacy. The purpose of the GWAR is for students to demonstrate their proficiency at writing in an academic setting at a graduate-level." <https://www.csus.edu/undergraduate-studies/writing-program/graduate-gwar.html> Students in the Criminal Justice Graduate Program satisfy the graduate GWAR by obtaining a B grade or higher in CrJ 200: Research Methods in Criminal Justice, which is a WI identified course.

V. DIVISION OF CRIMINAL JUSTICE GRADUATE COORDINATOR

The Graduate Coordinator is the Division's authority 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 graduate education policies and procedures

2. Supervise and coordinate the graduate program including possessing signature authority with the Division's Chair for all graduate program matters
3. Serve as Chair of the Graduate Committee
4. Serve as chair of the Division Research Review Committee
5. Facilitate the selection of Division Research Review Committee members and alternates by the Graduate Committee of the Division faculty
6. Track all graduate program students, 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 final drafts of 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. Notification of Record / Contact Information Changes

It is the students' responsibility to update their contact information on *MySacState* of any changes in their primary and secondary addresses, telephone numbers, and e-mail addresses, or 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

Suggested Areas of Knowledge 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 Sacramento State catalog, Division of Criminal Justice, and Graduate Program. Applicants are expected to have an undergraduate major in Criminal Justice, or allied discipline.

In the event that an applicant does not have a degree with a major in Criminal Justice from a California State University (CSU) or has an undergraduate major in another field of study from another accredited university, the following courses are recommended as preparation for study in the Graduate Program in Criminal Justice:

- STAT 1 Introduction to Statistics **OR**
STAT 50 Introduction to Probability and Statistics **OR**
PSYC 9 Introductory Statistics for Psychology
- CRJ 101 Introduction to Criminal Justice Research Methods
- CRJ 102 Crime and Punishment
- CRJ 160 Justice & Public Safety Administration

Students are also encouraged to take:

- CRJ 121 The Structure and Function of the American Courts
- CRJ 141 Police and Society **OR**
CRJ 130 Fundamentals of Correction

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

Phase 1: Study Design

1. Students must complete and submit answers to study design questions available on the CrJ website.
2. The Research Review Committee will read and evaluate student answers; the Committee will provide suggestions to improve answers to the student and their Chair for consideration prior to Phase 2.

Phase 2: Assessment of Risk

1. Review the information on the [University's website on human subjects review](#).
2. With guidance from a sponsoring faculty member (e.g., Thesis Chair), complete the Human Subjects application required by the University-level Human Subjects Committee. Be sure to include all related documents such as letters inviting participation in the study, consent forms, and data collection instruments.
3. Applicants will be informed about any methodological and/or research design concerns identified in the Committee's discussion. The student must continue the approval process required by the University IRB.
4. Data collection can only begin after the review process is completed. The University IRB will communicate approval notification with the student and thesis advisor.
5. In the event that data collection continues longer than one (1) calendar year after approval, the student must secure re-approval from the University IRB. This process should be initiated at least 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 to the participant;
 - d. Where applicable, explain how medical or psychological 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 will be assured for information provided by the participant;
 - h. Explain whether any compensation will be available for participation;
 - i. Identify the individuals who are responsible for the research, and explain how they may be contacted;
 - j. Explain any conditions that determine whether or not 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

CRJ 295 Internship

A. Introduction

1. Catalog Description:

CRJ 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 barred from the Internship option.**

2. The Purpose of the Graduate Internship

- a. Obtain pragmatic experience with a federal, state, or local criminal justice agency in the linkage between theory and practice.
- b. Apply research and analytic skills in the working environment of a criminal justice agency and contribute to the goals and objectives of that agency.
- c. Improve students' career options in a criminal justice agency and develop professional contacts for future employment opportunities.

B. Student Requirements

1. The student must contact the agency in which s/he wish to participate in an internship and obtain a letter from in agency of authority accept once.
2. 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 and support.
3. The student will complete the Student Application and Insurance and Liability Waiver supplied by the Graduate Coordinator or Graduate Program Assistant.

4. 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. The paper 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
5. Research papers are due the week before finals week of that semester.
6. The internship will consist of no fewer than 120 hours. The intern must secure a letter from his/her agency supervisor, attesting to the intern's completion of those hours.

C. Grading

1. Internships are graded on a credit/no-credit basis. Failure to submit a completed research paper within the time for submission or to meet the 120-hour requirement may result in a no-credit grade.
2. A no-credit grade can also be earned if the student does not meet the agency working requirements, such as tardiness, unsatisfactory work product, or other unsatisfactory behavior.

D. Miscellaneous Student Responsibilities

1. Students working as interns shall dress appropriate for the professional setting in which they are working.
2. Interns shall be well-groomed and behave in a professional manner.
3. Interns shall not engage in any conduct that would bring the agency in which they are working, or the University, into disrepute.
4. Because of the nature of the work of criminal justice agencies, interns shall adhere to a strict code of confidentiality regarding the information with which they work or come in 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.

Student Signature

Date

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Division of Criminal Justice

Graduate Internship Program Application

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

Term Entering: _____ Date: _____

Name _____
Last First Initial

Student ID Number _____

Local Address _____
Street

City State Zip

Permanent Address _____
(if different from above) Street

City State Zip

Phones _____
Cell Work Home

Emergency Contact: _____
Name

Relationship Phone

Anticipated
Graduation Date _____

Driver's License _____
State of Issue Number

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?

Yes

No

If **yes**, please explain:

Have you ever been adjudicated as a juvenile?

Yes

No

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
Division of Criminal Justice

Graduate 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.

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 Contact Information

Policy Number

APPENDIX D

Thesis/Project Definitions & Organizational Approaches for Each

Students should consider seriously their educational and career objectives following completion of this 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 Master’s 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 challenging and meritorious; what differs are the objectives and processes.

The Master’s Thesis

A Master’s thesis demonstrates quantitative, qualitative, or mixed methods research as well as excellence in writing. The process involves a number of steps, each of which is addressed collectively or individually in distinct chapters. 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 data analysis; and drawing likely conclusions. The “nuts and bolts” of most research endeavors will fit this basic template, although it is fine if a particular thesis has additional chapters, particularly if an innovative theoretical perspective is being explored.

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 research question asked and the researcher’s ability to obtain analyzable data from which to draw conclusions. Case studies, program evaluations, and 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 process 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, the student, or someone else, should be able to take it and 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 may include: How did a given police department implement its community policing strategy? Given need and responsibility, how did some organization realign its staff or develop a new program to fill a demonstrated gap in services? How

did an agency fulfill its stated mission objectives to its service needing clients? Assessment, rather than analysis, is 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 intellectual curiosity, conceptualizing those thoughts into a problem, visiting the library's collections, as well 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

- Introduction to the problem, question or puzzle the thesis will be addressing
- 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 a gap in utilizing specific 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 or controversial findings, gaps, etc. which support why you need to do your study or why you are doing your study in your particular way).
- Draw plausible hypotheses 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 resources (texts, lectures and discussions) and notes will be indispensable for developing 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. It is essential 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, if relevant. (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.
- Describe the total process for completing the project, i.e., conception of the idea, persuading the reader of the project value, development of project materials, implementation of specific objectives, etc. This chapter could be considered a standard operating procedure or manual, which should assist someone else and implement your process.
- Number of people/cases/hierarchy 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 end product developed (e.g., handbook for an agency; curricular plan; training manual; proposal for an agency; etc.)

Reference Pages

APPENDIX E

Suggested Guidelines for a Thesis/Project Proposal

Introduction

General thesis/project topic should be identified early in the graduate program experience. The topic should be general in nature and, as the student progresses through the program, become more specific. The student's ideas about a thesis/project should be discussed with their advisor as soon as practical for further refinement. It is key to be involved and motivated.

The Thesis/Project Committee Structure

Once the student has decided upon a thesis/project topic and has discussed the topic with the student's graduate advisor, it is suggested that the student construct a thesis/project proposal.

If pursuing a thesis, the student will need to find a member of the graduate faculty to serve as thesis chair. The chair and the student should agree upon a second reader. The second reader should be a person knowledgeable about the topic, and may be a professor at another institution. 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, only a project chair is required.

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 introduction of the relevant literature associated with the thesis/project, demonstrating understanding of the research topic area.
4. Thesis proposals should describe whether or not the study will employ a quantitative or qualitative analysis with a brief description of the methodology to be used.
5. A statement acknowledging 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 will be required.

Suggested Committee Review Process

Once the student has prepared a thesis/project proposal that addresses the above points, it is his/her responsibility to coordinate with the Chair of his/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 thesis/project proposal completed. The purpose of the review is to offer advice and recommendations to the student. Once the Committee is 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 displaying the suggested format.

Sample Outline for 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 research 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., see the University Catalog and refer to the Campus Information and Policies tab.

The Division of Criminal Justice expects all graduate students to follow the University policy on Academic Honesty.

For additional information regarding university policies, please consult with the Graduate Program Coordinator.

APPENDIX G

Organizations

Sacramento State Alumni Association, Criminal Justice Chapter

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

Criminal Justice Honor Society (Alpha Phi Sigma)

The Division of Criminal Justice is a member of the only international honor society in Criminal Justice, Alpha Phi Sigma. The purpose of the Division's Chapter is to acknowledge the achievement of superior scholarship, to recognize the development of leadership qualities, to foster professional standards, to encourage and support research and other creative work in criminal justice, and to strengthen the commitment of individuals to the ideals and purposes of the professional association of criminal justice. Student membership is open to baccalaureate and Master's 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 (Lambda Alpha Epsilon)

The Sigma Chi Chapter of LAE was chartered on November 5, 1982. The mission of LAE 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 criminal justice by recognized colleges and universities; to promote research projects in the field of criminal justice; to promote a better understanding of the public of the aims of 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.