



GRADUATE HANDBOOK

2008-2009

Revised Summer 2008

Policies apply to those entering the graduate program Fall 2008. Students who entered their respective programs prior to Fall 2008 should consult the graduate handbook in effect for the year in which they started.

Graduate Student Handbook 2008 - 2009

The *Department of Political Science/Criminal Justice Program Graduate Handbook* was developed to use in conjunction with *Graduate School Policies and Procedures*. Students are governed by the rules and regulations in the academic year they begin graduate work. Students are responsible for familiarizing themselves and following the guidelines in both sources. The Department of Political Science/Criminal Justice Program will aid students in understanding the rules and regulations in both documents but ultimately, responsibility for compliance rests with each student. The Department provides all students with the *Department of Political Science/Criminal Justice Program Graduate Handbook* the semester they arrive, and the Graduate School sends *Graduate School Policies and Procedures* with the student admissions certificate.

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INTRODUCTION AND PROGRAM OVERVIEW

This handbook provides students with the information necessary to navigate through their graduate degree program at WSU. The policies and procedures in this handbook have been officially approved by our faculty and are consistent with Graduate School regulations. The following introduction provides an overview of our graduate program.

In 1982, the Criminal Justice Department was reorganized into the Criminal Justice Program and was housed within the Political Science Department. Henceforth, this department has been referred to as the Department of Political Science/Criminal Justice Program. The Criminal Justice Program at WSU is the second oldest program west of Mississippi. This university has granted approximately 240 M.A.s in Criminal Justice (prior to 1974, 93 degrees were given as the Police Science Department), and nearly 90 Ph.D.s in Political Science. The department has graduate programs on three different campuses: Pullman, Vancouver, and Spokane. The Pullman campus awards a M.A. in Criminal Justice and Ph.D. in Criminal Justice. The Vancouver campus grants a M.A. in Public Affairs with a Criminal Justice emphasis, independently from Pullman, and Spokane offers a M.A. in Criminal Justice. The M.A. in Criminal Justice in Spokane is an integral part of the WSU graduate program and, hence, is operated under the same policies as the M.A. in Criminal Justice on the Pullman campus. In an average year, there are approximately 75 students on the Pullman campus, 20 in Spokane, and 60 in Vancouver.

In recent years, our graduate program has gone through a great deal of exciting changes and growth. Responding to the growing number of applicants and the goal of a smaller, higher quality program, we have become increasingly selective. An energetic and active faculty maintains these performance standards in the classroom. With the competitive student body and academically active faculty we are enhancing an already strong national reputation.

The major aim of all of our graduate degree programs is to provide students with a broad and thorough training in the theories and methods of criminal justice so that they can be successful professionals in a variety of applied, educational, and scholarly settings. Our graduate programs are explicitly designed to respond to the realities of a highly competitive job market. In the last two decades, the department has placed nearly all Ph.D. graduates who have been on the market. In addition, M.A. students who complete our program are highly sought after in applied settings.

Faculty members have been selected through a highly competitive process and come from some of the top doctoral programs in the country. A general overview of the faculty and their interests may be found in Appendix A. Students should also browse through current faculty curricula vitae in the front office or on the department website (<http://www.libarts.wsu.edu/crimj/>). In addition to being highly active in their fields, faculty members work closely with graduate students in teaching, advising, research, and publication. Indeed, nearly all of our faculty members have co-authored publications with graduate students.

Currently, the department offers a Ph.D. in Political Science and, since 2004, a Ph.D. in Criminal Justice. We strive to maintain an atmosphere of collegiality, diversity of ideas, respect, and tolerance, and to prepare our students for the rigorous demands of a career in academia or another chosen profession.

GRADUATE PROGRAMS

Introduction

The Criminal Justice Program at Washington State University offers the M.A. in Criminal Justice (Pullman and Spokane) and the Ph.D. in Criminal Justice (Pullman). In addition, the department offers the Masters in Public Affairs (MPA in Vancouver), and the Ph.D. in Political Science (Pullman). The following descriptions in this section outline the department's requirements, options, and general expectations for normal progress toward your degree.

Please be advised that while faculty advisors, committees, and graduate staff members play consultative and/or oversight roles, students are responsible for following the policies and procedures that govern the completion of their degrees. Additional rules and policies applying to graduate students are contained in the annually published *Graduate School Policies and Procedures*. All graduate students should secure a copy of this from the Graduate School and read it with care. Further information may be found at:

<http://gradweb.gradsch.wsu.edu>.

General Program Requirements

Program Planning and Committee Formation

Students are responsible for planning their own graduate programs, with the advice of their committees, and for following departmental and Graduate School requirements. As soon as possible, and **no later than the end of the second semester in residence**, students should form a committee, composed of three *graduate* faculty, one of whom will serve as the chair (for M.A. student committees, three members must have taught in our graduate program). The committee chair will be the major advisor throughout the degree work at WSU. Students should meet with their entire committee to plan their program prior to filing the program statement with the graduate school (see below). In a student's first semester, the Criminal Justice Program Director will help students with course selection for that semester.

Program Statement and Departmental Checklist

All graduate students must submit a Program Statement to the Graduate School, preferably by **the beginning of their second semester in residence and no later than the semester before planned graduation**. Students should obtain these forms from our Graduate Secretary, Sisouvanh Keopanapay, who will help students fill them out correctly. These forms are also available on the department website (<http://libarts.wsu.edu/crimj>) or at the Graduate School website (<http://gradschool.wsu.edu/current-students/ProgMast.doc>) or (<http://gradschool.wsu.edu/currentstudents/ProgPhd.doc>).

All members of the student's committee must sign this program statement before it is submitted to the Graduate School. Once all committee signatures have been obtained, students should submit their statements to Sisouvanh Keopanapay. The Criminal Justice Program Director must also approve the program before it is sent to the Graduate School. Please note that some courses are not always offered on a regular basis. Thus, it is vital to check with members of the program committee and, if necessary, the Criminal Justice Program Director to anticipate when courses will be offered. Students

need to file a change of program form for any changes after their initial program is approved by the Graduate School (this is a Graduate School, not a Departmental requirement).

A Program Checklist is also available in Appendix B to help students keep track of their own progress through the program. The program checklist reflects the entire curriculum for each degree program. While this is not an official department or Graduate School document, it is a useful tool in program planning. Students should consult with their advisor in filling out the Program Statement and the Program Checklist. Be sure to fill out the appropriate forms for your degree.

Transfer Credits

In some cases the Graduate School allows students to transfer in credits from other accredited graduate programs. Professional degrees, such as JDs or MBAs, are not normally eligible for credit transfer. Transferred credits may not exceed half of the graded coursework reported on the program statement (or up to 17 credits). The department strongly advises students to minimize the number of transfer credits from other universities. Only in a few cases are M.A. students permitted to transfer in credits. The Graduate School must evaluate all transfer credits to determine whether they meet minimum standards. This approval process only occurs after the Program Statement is submitted to the Graduate School and often takes several months. The department must also approve all transfer credits, through the Criminal Justice Program Director and the student's Committee. Students should note that the Program Director and the Criminal Justice faculty will determine on a case-by-case basis whether courses taken at other institutions may serve as replacements for core courses (Pol S 503 or Crm J 504, 530, 540, 555).

Independent Readings Criteria

Students may arrange to conduct independent reading with individual faculty members (Crm J 600) for 1 to 3 ungraded graduate credit(s) — pass or fail. While the final grade for the course will only show up as a pass/fail, students may opt, after consultation with the instructor, to do the coursework for a grade. This final grade will be shown individually on departmental transcripts, but not in the overall GPA. Students may use independent readings to fulfill the following three purposes:

- 1) Pursuing Special Topics of Interest
- 2) Preparing for Ph.D. Preliminary Exams
- 3) Substitutes for Existing Course. This option does not apply for core courses (Pol S 503 or Crm J 504, 530, 540, 555). Reading courses may only be substituted for regularly offered seminars under extenuating circumstances, e.g. scheduling conflicts. Such reading courses must be for 3 credits and should be approved by all members of the student's committee.

Students must fill out the Independent readings forms, available in the front office, with the instructor and select the type of evaluation as well as purpose of the course. It should be noted that such courses place an additional, non-remunerated, burden on faculty and so should be considered only as an option of last resort by students.

Requirements for the M.A. in Criminal Justice

The M.A. degree in Criminal Justice is designed for those students who seek a terminal graduate degree or those whose career goals may include pursuing a Ph.D. degree either at WSU or at another academic institution. ***M.A. students must go through the regular application procedures to be considered for admission to the Ph.D. program.***

Hour Requirements

32 hours are required for the Master of Arts degree. Of those 32 hours: - 27

hours shall be graded graduate credit course work;

- 21 hours shall be graded Criminal Justice course work, no more than **six hours** of which shall be 300 or 400 level courses which provide graduate credit in their program statement to the graduate school;
- a minimum of five hours shall be in Criminal Justice 702;
- The M.A. candidate must be enrolled and in residence for a minimum of one academic year.

Course Requirements

Criminal justice required core courses (15 credits):

- Crm J 530 – Criminal Justice: Processes and Institutions (3 credits) - Crm J 555 – Seminar in the Nature of Crime (3 credits) - Pol S 503 – Research Design (3 credits)
- Crm J/Pol S 504 – Quantitative Methods (3 credits)
- Crm J 540 – Seminar in Criminal Justice Research and Evaluation (3 credits)

Required area courses (6 credits):

- Select Two Courses in One of the Following Three Areas
 - Policing (such as Crm J 570)
 - Corrections (such as Crm J 541)
 - Courts (such as Crm J 560)

Other required courses (11 credits)

- Select One Political Science Course (3 credits)
- Select any 500-level Criminal Justice elective (3 credits) - Criminal Justice 702 (5 credits)

Statistics Course: Students who have not previously taken a course in statistics may want to consider taking a lower-level course prior to taking POLS/CRMJ 504 (recommended courses include CrmJ 321, Soc 321, Soc 421, Psych 311, or their equivalent).

Master's Thesis/Essay

In addition to the course requirements, each master's degree student choosing the Thesis Option is required to prepare a thesis acceptable to his/her advisory committee and the Graduate School. The major purpose of this requirement is to give the student directed experience in conducting research in the field of criminal justice. If a student is considering applying to a Ph.D. program at any point in the future, the Thesis Option is strongly advised. The Non-Thesis Option may be selected if the student and all members of his/her committee consider it preferable. A non-thesis M.A. degree is normally understood to be a terminal degree.

Thesis Option

Under the Thesis Option, students are required to complete a master's thesis for the purpose of demonstrating advanced research skills in preparation for the pursuit of the doctoral degree. Students are asked to formulate and analyze an original research question. Completion of the Master's Thesis consists of writing and defending both the thesis prospectus and the final thesis.

Writing and Defending the Prospectus

In the final semester of a student's coursework or after a student has successfully completed all required graded credit hours in the Program, they must write and defend a Thesis Prospectus. This stage of the process is "chair-loaded" – meaning, most of your work will be done with your committee chair. This stage involves four major steps:

1. **Prospectus:** The actual format of the prospectus should be developed in consultation with your committee chair. It should, however, include:

- A clearly defined, original research question
- A brief review of the literature
- A brief methodology section describing your sources of information and method of analysis
- Completion of Human Subjects Review to Institutional Review Board (students will work with their chair on the IRB approval process.)
- Institutional Review Board Training (students must receive certificate.)
- References
-

2. **Submission:** Students must first submit their completed prospectus to the chair of their committee.

Once the chair is comfortable with the quality of the prospectus, the student will submit it to the full committee for their review. At that time, the student, in consultation with the chair and other committee members will set a date for the "prospectus defense." All committee members must have received the completed prospectus at least 15 working days (i.e., 3 weeks) prior to the defense.

3. **Defense:** At the defense, the student will formally defend the prospectus for approval of the full committee. If the prospectus is satisfactory, the student will proceed to the next stage. If unsatisfactory, the student will have to repeat this process.

4. **Timeline:** Students should defend their prospectus the semester before they plan to write and defend the thesis (excluding Summer session). The Prospectus Defense and the Thesis Defense cannot be completed in the same semester. Students should have the first draft of their prospectus completed and should have scheduled their prospectus defense by the end of the eighth week of the semester. Defenses are not allowed during the final week of the semester.

Writing and Defending the Thesis

As with the prospectus defense, this stage of the process is “chair-loaded.” Students will work primarily with their committee chair during the early stages of writing the thesis. Thesis preparation and defense must take place during the first 13 weeks of Fall or Spring semester. Please check the schedule on the Graduate School Web Site for the final date schedule for the semester in which you plan to defend (<http://www.gradschool.wsu.edu/current-students/>). The Master's Essay must be AT LEAST 40-50 pages in length and must meet the format requirements for a thesis as set forth by the Graduate School (<http://www.gradschool.wsu.edu/current-students/DIGITALDISSERTATIONSANDTHESESGUIDELINES.pdf>). This stage involves four major steps.

1. First Draft: During the first several weeks of the semester, students must set a tentative date for their Thesis Defense and then begin writing the thesis. Initial drafts must be submitted to the committee chair for his/her feedback, and revisions should be made in accordance with the suggestions. It will be up to the chair of the committee to determine if a draft qualifies as a Preliminary Final Draft that is ready to be submitted to the full committee.
2. Submission to Committee: Once the committee chair approves the Preliminary Final Draft, the student will submit the draft to the full committee. If all members of the committee agree that the draft is ready to be defended, the student, in consultation with the chair and other committee members, will set a date for the Thesis Defense. All committee members must have received the completed thesis at least 15 working days (i.e., 3 weeks) prior to the defense. If these guidelines are not respected by the student, the other members of the committee are under no obligation to attend the defense date. Also, students should check the university established deadlines on when to file the degree application, schedule the final (oral) exam, and hold the final exam.

Oral defenses are not allowed during the final week of the semester. As faculty are on contract only during the Academic year and are generally not available during the summer, all members of the committee must approve any proposed Summer defenses prior to the commencement of the Summer session.

A Final Examination will not be scheduled until all members of a student's committee have deemed the essay ready to defend. Per the Graduate School :

- *The Final Examination Scheduling Form is to be completed by the **Thesis** Committee indicating that a dissertation/**thesis**, suitable in format for submission to the Library, has been given preliminary approval.*

*The Graduate School schedules the student's examination upon receipt of the completed "Final Examination Scheduling Form." The signed scheduling form must be submitted to the Graduate School at least 10 working days prior to the examination date. **A copy of the dissertation/thesis must accompany the scheduling form for a preliminary check.** This copy is immediately returned to the student. **This check does not constitute final acceptance!** If you have questions concerning acceptability of format for final acceptance, please contact the Dissertation/**Thesis** Acceptance Clerk.*

3. Thesis Defense: When the master's thesis has been accepted by the thesis committee, the student will present him- or herself for an oral examination. At the defense, the student will formally defend the prospectus for approval of the full committee. The oral examination must be scheduled in advance by the student in consultation with the committee. It will be conducted in accordance with the *Policies and Procedures of the Graduate School* and will center primarily on the thesis.

4. Final Committee Recommendations after the Defense: Students who successfully pass the oral defense of the thesis have two weeks after the defense date to incorporate the committee's final recommendations. The student must then obtain the signature of each committee member indicating their final approval. If the changes are not made, the committee will invalidate the decision to pass the student. Students who fail the oral defense must start the process from the beginning. The student is required to provide the department with a hardbound copy of his/her thesis once the degree is completed.

Use of Human Subjects

Federal and university policies require that all projects conducted by faculty, staff, and students using human subjects must be reviewed and approved by the Institutional Review Board *prior* to initiating any portion of the project. Students using research tools such as surveys, questionnaires, existing data, etc. to gather information for their thesis must have approval from their committee chair and Chair of the Department of Political Science & Criminal Justice prior to submitting their project to the IRB for approval. Students should consult with their committee chair for assistance in completing this requirement.

Non-Thesis Option

The Non-Thesis Option is generally considered to be a terminal degree. Students should only elect to take this option if they have no future plans to pursue a Ph.D. Under the Non-Thesis Option, students are required to write a Master's Essay, which will be developed in cooperation with the student's program committee. The work for this essay should be roughly equivalent to the work for a three credit graduate seminar.

Guidelines for the M.A. Essay

The Master's Essay has four goals and will be judged by how well they are achieved:

1. It shows an in-depth, detailed and nuanced understanding of a specific issue, topic or question in the field;
2. It shows an awareness of the theoretical issues and arguments raised and discussed in the literature on the subject;
3. The ideas, concepts and arguments advanced in the paper are expressed with precision and rigor;
4. The paper enlarges our understanding of the issue and topic.

The Master's Essay should strive to be equivalent in content, sophistication and technical expertise to a publishable paper in a respected scholarly journal. It can be on any subject in Criminal Justice, and there are no limitations or preferences for a particular theoretical or methodological approach. The Master's Essay must be AT LEAST 40-50 pages in length and must meet the format requirements for a thesis as set forth by the Graduate School (<http://www.gradschool.wsu.edu/current-students/DIGITALDISSERTATIONSANDTHESESGUIDELINES.pdf>).

To achieve the goals specified above, at a minimum, the Master's Essay must have a(n):

1. Introduction and Statement of the Problem: The Master's Essay must have a clearly and precisely stated question, thesis, and argument. The first few pages should make it clear what the paper is about and how the subject will be approached and analyzed.
2. Literature Review: The Master's Essay must have an extensive literature review of the subject.
 - The literature review shows that you have immersed yourself in the subject, have read extensively about it, and have drawn your ideas, concepts, and arguments from a variety of sources.
 - The length of the literature review will vary by subject. If you do a theoretical Master's Essay or one based on secondary sources, the review will have to be quite extensive since your argument refashions existing thoughts and theorizing. If you are doing an empirical project, the literature review should incorporate the important relevant thinking and studies which influence the design of your research, your hypothesizing and theory development, and the likely analysis of your data.
 - The main purpose of the literature review is to show the reader that you know the subject and that you can place your thinking into ongoing theorizing and research in the subject area.
3. Discussion: This section states and justifies the body of your description, analysis, and argument in a precise, readable and rigorous manner.
4. Conclusion: The conclusion summarizes your argument and shows how your work enhances our theoretical understanding of the subject.

One way to judge how well you are doing is to think ahead to the oral defense of your Master's Essay. Ask yourself, suppose someone were to challenge this statement of mine, or objected to my argument, how would and how could I respond? One of the jobs of the committee is to point out strengths and weaknesses of the Master's Essay before you get to the oral defense stage, so that you are prepared.

Defending the Master's Essay

Work on the M.A. essay should be roughly equivalent to the work for a 3 credit graduate seminar. Normally, the student works with the chair of her/his committee to produce a Preliminary Final Draft. Students should formally meet with their chair to discuss the plan for the essay and to receive formal approval. This meeting must occur in the semester prior to the final defense and planned completion. Only after the chair has approved the working draft may the student submit the essay to the other members of the committee, remembering that the other members must have the essay at least 15 working days prior to the defense date. The oral examination will feature a defense of the Master's Essay and can also cover the entirety of the candidate's program.

- If all members of the committee agree that the draft is ready to be defended, the student, in consultation with the chair and other committee members, will set a date for the Final Oral Defense. All committee members must sign-off on the defense date and must have received the completed essay at least 15 working days (i.e., 3 weeks) prior to the defense. If these guidelines are not respected by the student, the other members of the committee are under no obligation to attend the defense date. Also, students should check the university established deadlines on when to file the degree application, schedule the final (oral) exam, and hold the final exam.
Oral defenses are NOT allowed during the final week of the semester. As faculty are on contract only during the Academic year and are generally not available during the summer, all

members of the committee must approve any proposed Summer defenses prior to the commencement of the Summer session.

A Final Examination will not be scheduled until all members of a student's committee have deemed the essay ready to defend. Per the Graduate School:

*The Final Examination Scheduling Form is to be completed by the **Thesis** Committee indicating that a dissertation/**thesis**, suitable in format for submission to the Library, has been given preliminary approval.*

*The Graduate School schedules the student's examination upon receipt of the completed "Final Examination Scheduling Form." The signed scheduling form must be submitted to the Graduate School at least 10 working days prior to the examination date. **A copy of the dissertation/thesis must accompany the scheduling form for a preliminary check.** This copy is immediately returned to the student. **This check does not constitute final acceptance!** If you have questions concerning acceptability of format for final acceptance, please contact the Dissertation/**Thesis** Acceptance Clerk.*

When the master's essay has been accepted by the student's committee, the student will present him- or herself for an oral examination. At the defense, the student will formally defend the prospectus for approval of the full committee. Students who successfully pass the oral defense have two weeks after the defense date to incorporate the committee's final recommendations. The student must then obtain the signature of each committee member indicating their final approval. If the changes are not made, the committee will invalidate the decision to pass the student. Students who fail the oral defense must start the process from the beginning. The student is required to provide the department with a copy of his/her essay once the degree is completed.

Deadlines for Degree Completion

It is critical that you keep the required deadlines for the completion of necessary paperwork and timely submission of drafts in mind as you write your Master's Thesis or Essay. If you don't file the appropriate paperwork with the university on time, you will not get your hard-earned degree when you want it. See Appendix C for a proposed timetable for completion of the M.A. Degree, including coursework and thesis/essay requirements.

All of these deadlines mean you **have to plan ahead and keep thinking about what's next.** The sooner you start doing this, the smoother events will flow to their desired conclusion. Keep very close track of the required dates and deadlines on the Graduate School Website that are appropriate for the semester in which you wish to graduate. Following is a recommended plan of study for the completion of the M.A. in Criminal Justice.

Recommended Plan of Study – M.A. Criminal Justice

Timing	Course Requirements	Master's Thesis/Essay
Year One – 1 st Semester	Crm J 530 Pol S 503 One area course or elective	
Year One – 2 nd Semester	Crm J 555 Crm J 504 One area course or elective	Select a Committee File Program Statement Planning for Master's Thesis/Essay
Year Two – 1 st Semester	Crm J 540 Remaining area courses or electives	Write Thesis Prospectus Thesis Prospectus Defense
Year Two – 2 nd Semester	Crm J 702	Write Thesis/Essay Thesis/Essay Final Defense

Requirements for the Ph.D. in Criminal Justice

A student aspiring to the Ph.D. should expect to spend three to four years, depending on the individual, in study and research beyond the M.A. degree, of which at least two years must be enrolled at Washington State University, and at least two consecutive semesters must be spent in residence as a graduate student in Criminal Justice. This degree program is designed for the student entering the graduate program with a M.A. Students currently enrolled in the M.A. program at WSU must submit a regular application to the Ph.D. program. As of Fall 2004, the Department offers separate Ph.D.s in Political Science and Criminal Justice; however, students are able to take courses in both disciplines as part of their approved programs and there is no prohibition upon faculty from one discipline serving on Ph.D. committees of students in the other.

Program Development and Committee Process

Primary responsibility for developing a doctoral program rests with the student and the doctoral committee. The primary criterion in the selection of the chair of a student's committee will normally be the student's expressed interest in a particular field of Criminal Justice as the probable area of major concentration. It will then be the program committee chair's responsibility, by or before mid-term of the student's third semester of residence at Washington State University, to suggest other members of the program committee.

No later than the student's third semester in residence, the student and his/her committee should develop a specific program in Criminal Justice. It is the joint responsibility of the student and the program committee chairperson to see that these things are done and to have the results placed on record with the Graduate School. [Also, see Appendix B for a program checklist for the Ph.D.] Students who by the end of the third semester equivalent of full time enrollment in residence have failed to form a committee and file a program statement (in the case of the Ph.D.) shall normally be denied continuance in any assistantship or other kind of departmental employment, such as work with the Division of Governmental Studies and Services, Extended Degree Program courses, grant projects or related activities.

All changes in an approved Ph.D. program must be made on forms supplied by the Graduate School or from the Graduate Secretary in the department office. Such changes require the approval of the program committee chairperson (at later stages, of the dissertation committee chairperson) and the other members of the program or dissertation committee. Final approval also requires the signature of the chairperson of the Department of Political Science/Criminal Justice Program or the Criminal Justice Program Director acting on the Chair's behalf and the dean of the Graduate School.

A common oversight is failure by students and their advisors to file a dissertation title as a "change of program" where the program originally indicated only the intended general area of the dissertation. Such changes should be officially recorded as soon as the title has become specific and has the approval of the thesis committee. ***Please provide the Graduate Secretary with a copy of all documents submitted or for any changes requested.*** Any later alterations in a formally approved and recorded title must also be treated as a program change and made part of the official record by processing the usual forms.

At the end of her/his fourth semester, the student should take preliminary examinations. After successful passage of the preliminary examination the student is admitted to candidacy (ABD status).

Normally, the last year of graduate study is devoted entirely to the preparation and defense of the dissertation.

Hour Requirements

- 72 hours minimum total credits
- 34 hours minimum from graded courses
- 20 hours minimum 800-level research credits
- 9 hours maximum of non-graduate courses
- courses for audit may not be used for the program of study

It should be noted that the fairly limited number of hours required by the graduate school does not take into account the courses that are required as part of the Ph.D. program in Criminal Justice; thus students typically take rather more than the minimum 34 hours that the graduate school imposes as the minimum graded graduate credit.

Course Requirements

Criminal justice required core courses (9 credits):

- Crm J 530 – Criminal Justice: Process and Institutions - Crm J 555 – Seminar in the Nature of Crime
- Pol S 514 or Pol S 540 – Seminar in Public Policy or Public Administration

Criminal justice required research/methods courses (12 credits):

- Crm J 540/PS 541 - Seminar in Research Evaluation
- Crm J XXX – Research and Writing for Graduate Students
- Two courses (6 credits) in Advanced Methodology selected from a variety of courses already offered throughout the university
 - Crm J XXX – Advanced Quantitative Methods II (POLS 503 and CRMJ 504 or equivalent as prerequisite)
 - PSYCH 511 – Analysis of Variance and Experimental Design
 - Psych 512 – Correlation, Regression and Quasi-Experimental Design
 - Psych 514 – Psychometrics
 - Psych 515 – Multilevel and Synthesized Data
 - Psych 516 – Applied Structural Equation Modeling with Current Software
 - Soc 522 – Advanced Sociological Methodology
 - Soc 523 – Qualitative Methods Practicum
 - Stat 510 – Topics in Probability and Statistics

Criminal Justice Electives (24 credits): Courses may be selected from the following list.

- ~ Crm J 505 - Comparative Criminal Justice Systems
- ~ Crm J 541 - Seminar in Corrections
- ~ Crm J 560 – Prosecution and Adjudication
- ~ Crm J 570 - The Police and Society
- ~ Crm J 572 - Seminar in Comparative Policing
- ~ Crm J 580 - Women and the Criminal Justice System
- ~ Crm J 591 - Seminar in the Administration of Criminal Justice (may be taken only twice)
- ~ Crm J 592 - Pro-seminar in Administration, Justice, and Applied Policy Studies (may be taken only twice)

~ Additional electives may be taken in Political Science or other departments with the approval of the student's program committee. Examples include:

- Pol S 516 – Seminar in Law and Courts
- Pol S 543 – Topics in Public Administration and Policy
- Psych 468 – Addictive Behavior across the Demographic Spectrum
- Psych 551 – Group and Interpersonal Processes
- Soc 524 – Sociology and Public Policy
- Soc 555 – Sociology of Gender
- Soc 556 – Sociology of Aging and the Life Course
- Soc 568 – Adolescent Deviance

Preliminary Examination Requirements

The Ph.D. aspirant becomes eligible to attempt qualifying ("preliminary") examinations when he or she is in the process of completing the final courses included in his or her Ph.D. program. Only after a student has successfully passed "prelims" does he or she formally become a "candidate for the Ph.D." (or ABD, "All But Dissertation").

Structure and Administration

The exam structure reflects a mutually agreed philosophy that the purpose of preliminary exams is to demonstrate breadth of knowledge (in contrast to the dissertation, which demonstrates specialized knowledge).

Students are required to take three preliminary exams:

- Exam 1: Criminal Justice Core Exam –all students will be required to take the Criminal Justice Core Exam, which covers the Criminal Justice field as a whole. This exam will be designed to cover all material presented in the core courses for the PhD program. There will be three sections to the exam: Criminological Theory, Processes and Institutions, and Methods/Statistics. Within each section, students will choose one question from two or three options.
- Exam 2: Area Exam – this exam represents an institutional or theoretical subfield of Criminal Justice. Students will pick from one of four areas: Criminological Theory, Policing, Courts, or Corrections and will be required to answer one or more questions in that area.
- Exam 3: Applied Policy and Methods Exam – given that we have a general applied research and policy focus in the PhD program, the final exam will address this component. Students will be given a number of questions from which they will choose to answer one or more (as specified on the exam). The questions may focus on one of the four broad areas described above or may cross over one or more areas (as well as including more specialized issues, such as race, gender, comparative, etc.). The goal of this exam is for students to integrate substantive and applied research knowledge.

Preliminary exams will be administered twice per year on or about the fourth week of classes. Students will be asked to "register" for prelims by the first week of the semester in which they plan to take the exam. Exams will be taken over the course of three days (M/W/F of one week), and students will have up to eight hours each day to complete the examinations. Exam 1 will be given on the first testing day, Exam 2 will be given on the second testing day, and Exam 3 will be given on the final testing day. One room with computers will be reserved for all students taking the preliminary exams each semester. Computers will be disconnected from the network, and all preliminary exams will be

closed book, closed notes. No outside materials (e.g., flash drives, etc.) are allowed during the administration of the exam.

One faculty member will be selected to proctor the exams each semester, and responsibility for proctoring will rotate among the faculty each semester. All faculty members will submit potential exam questions to the faculty member selected to proctor the exam. That individual will select the final questions to appear on the exam for that semester. Grading of exams will be anonymous. All students taking the exams will be assigned an exam number, and exams will only be identified by number during grading.

All faculty members will read all questions for all students and will vote on pass/fail on each exam (i.e., day 1, day 2, and day 3). Students must receive 70% passing votes to pass the written exam. [Example: if 10 faculty members are grading and there are three days, a student can score a maximum of 30 points and must score at least 21 points to pass the written exam.] Students who pass the written exam will not be required to orally defend; instead, they will meet with their dissertation committee and plan the dissertation proposal process. Students who do not pass the written exam will be notified in writing by the CJ Program Director and will be required to take an oral defense within two weeks of the written exam. Students who fail the written exam will receive feedback only on which exam(s) they failed. No other comments will be provided by either the Program Director or by other faculty. At the time of voting, a 3-person committee will be selected for each student failing the written exam. This committee will conduct the oral exam and should consist of faculty members who failed the individual on particular questions and area experts. Students who fail the oral exam will be allowed to retake the full preliminary exam (all three days) one additional time, subject to the same rules stated above. Students who fail the exam a second time will be dismissed from the program.

Preparing for Preliminary Exams

The purpose of preliminary exams is to demonstrate breadth of knowledge, and it is not designed to reward mere memorization of facts. The student should bear in mind that when a student "sits" for prelims he or she is seeking to be recognized as a peer of the examiners.

There is no "set" or "magic" way to prepare for prelims. A solid course background is, of course, an indispensable asset. The successful student will also have read substantially beyond course requirements, will have consulted faculty teaching in these fields regarding appropriate reading lists and preparation strategies, and will be thoroughly informed regarding relevant methodology. Reading lists for each of the four major areas are available on the Criminal Justice Program website.

The maximum period of time in which to complete both written and oral examinations is 30 days (Graduate School regulation). Under existing University policy, students cannot take any such examinations (prelim or final) unless they are registered for credit and have paid the fees entailed by such registration for the school term in which the examination is scheduled.

Dissertation Requirements

The next requirement for the Ph.D. candidate beyond the prelims is preparation, under the guidance of a dissertation committee, of a dissertation presenting the results of a thorough and systematic investigation of a significant problem related to one of the specialty areas of the candidate. The dissertation committee will normally be composed of the chairperson and two other members of the

Graduate Faculty. The subject matter of the dissertation will, of course, have an important bearing on the committee's composition.

Dissertation Prospectus Defense

Students must present, and orally defend, a dissertation prospectus, usually in the semester following successful passage of the preliminary exams. This defense does not need to be scheduled with the Graduate School. The objectives of the proposal are to identify the research topic, and to demonstrate that a feasible and appropriate research strategy has been developed. Although the specific content of the prospectus defense is left to the discretion of the student's committee, this generally involves the first three chapters of the dissertation (introduction, literature review, and methods). A dissertation prospectus should be a clear statement and presentation of the research problem to be examined after prelims. The prospectus presents the student's preliminary work on the problem, not just a statement of that problem, as well as a discussion of the feasibility and significance of the project.

Normally, the student works with the chair of her/his committee to produce a final draft. Only after the chair has approved the working draft may the student submit the essay to the other members of the committee, remembering that the other members must have the essay **at least 15 work days** prior to the defense date. All committee members must sign-off on the defense date. If these guidelines are not respected by the student, the other members of the committee are not obliged to attend the defense. The prospectus must be submitted to the student's committee, revised in accordance with committee criticisms, and acceptable to the committee before the final oral exam is scheduled. Further revisions may be required after the successful completion of the oral exam.

Final Oral Examination of Dissertation

The last requirement is the final oral examination of the dissertation, which under existing Graduate School policies cannot be scheduled until the dissertation is ready for presentation to the Graduate School and for deposit in the University library. The final oral examination usually centers on the dissertation, but, as Graduate School regulations indicate, the student must be prepared to meet questions relating to any of the work he or she has done for the degree.

Under existing University policy, students cannot take any such examinations (preliminary or final) unless they are registered for credit and have paid the fees entailed by such registration for the school term in which the examination is scheduled. Normally such examinations can be scheduled only for times when the University is in session. "A minimum of four months must elapse between the successful completion of a preliminary examination and the scheduling of a final examination" (Graduate School Policies and Procedures Manual, at www.gradweb.gradsch.wsu.edu/Publications.html). Current Graduate School regulations stipulate that "In all cases, the requirements for the degree should be completed within three years of the date of the satisfactory completion of the preliminary examination." Upon completion of the dissertation, a final bound copy must be submitted to the Graduate School and the Department of Political Science/Criminal Justice Program conforming to Graduate School requirements as follows: Following a passed oral examination, the 100% rag bond manuscript and one copy of the thesis or dissertation must be signed in black ink by all committee members and the manuscript returned to the Graduate School within 5 working days for final acceptance. Specific steps for final acceptance are given to graduate students at the time they receive the Thesis Acceptance/Final Examination scheduling form. (Graduate School Policies and Procedures Manual, at www.gradweb.gradsch.wsu.edu/Publications.html)

Students should be in regular contact with their committee chair with regards to their completion schedule for the dissertation. Students cannot expect committees to suddenly schedule a defense if they produce the entire manuscript unexpectedly. The student should have an agreed completion schedule with the Chair and should be submitting chapters regularly. The other committee members must be given **ample** time (at least 15 working days) to read over the final version, only **after** the chair has approved the dissertation. Please remember, that this process takes time. Be aware that all committee members must sign-off on a defense date.

Teaching and/or Research Requirement

In addition to the course requirements, each student in the Ph.D. program is required to have formal teaching and/or research experience in an institution of higher learning before receiving the Ph.D. degree. Serving as a Teaching Assistant in the Political Science Department/Criminal Justice Program satisfies this teaching requirement. Collecting original data also fulfills this requirement.

Deadlines for Degree Completion

It is critical that you keep the required deadlines for the completion of necessary paperwork and timely submission of drafts in mind as you write your Master's Thesis or Essay. If you don't file the appropriate paperwork with the university on time, you will not get your hard-earned degree when you want it. All of these deadlines mean you **have to plan ahead and keep thinking about what's next**. The sooner you start doing this, the smoother events will flow to their desired conclusion. Keep very close track of the required dates and deadlines on the Graduate School Website that are appropriate for the semester in which you wish to graduate. Following is a recommended plan of study for the completion of the Ph.D. in Criminal Justice.

Recommended Plan of Study – Ph.D. Criminal Justice

Timing	Course Requirements	Other Degree Requirements
Year One – ^{1st} Semester	Crj J 530 One methods/statistics course One elective	
Year One – ^{2nd} Semester	Crj J 555 One methods/statistics course One elective	Select a Committee File Program Statement
Year Two – ^{1st} Semester	Required courses and electives	Prepare for Preliminary Exams
Year Two – ^{2nd} Semester	Remaining required courses and electives	Register and Take Preliminary Exams
Year Three – ^{1st} Semester	Crj J 702	Write Dissertation Prospectus Dissertation Prospectus Defense
Year Three – ^{2nd} Semester	Crj J 702	Write Dissertation Dissertation Final Defense

ADMINISTRATION OF GRADUATE STUDIES

The Criminal Justice faculty is responsible for oversight of the graduate program, acts on student requests and petitions, and proposes changes in the graduate program. Generally, proposals for policy changes in the graduate curriculum must be approved by a vote of the faculty.

The Criminal Justice Program Director interprets University and Departmental rules and regulations; advises Criminal Justice students until they have advanced to form a program committee; acts as a counsel and an advocate for graduate students when individuals come forward with issues; organizes the first-year student orientation; organizes the orientation for Teaching Assistants and Graduate Instructors; updates the graduate handbook each year; coordinates the admissions process; coordinates the allocation of teaching assistantships; facilitates the distribution of soft-funding to graduate students; coordinates the assignment of TAs to classes; coordinates faculty supervision of graduate students teaching independent sections; and evaluates and informs students who are academically deficient.

The Graduate Secretary is responsible for the administrative details of the graduate program, maintaining graduate files and providing students with information concerning the program, fields, forms, examinations on file, placement information, access to handbooks and generating official letters to graduate students.

The Administrative Manager is the direct assistant to the department Chair; processes all payroll documents (academic and temporary appointments); maintains personnel files; handles all confidential materials; supervises staff; is responsible for all departmental and grant budgets; is responsible for all planning, coordinating, organizing and controlling of administrative services to the department and college; provides assistance to the Chair for all organizational and managerial services in relation to branch campus activities, DGSS activities, the Criminal Justice Program and Director; assists with all scholarship awards; assists with departmental honorary activities; and, perhaps most importantly, maintains and directs professional representation of the Department to all walk-ins and callers on and off campus.

The Department Chair (Dr. Steven Stehr) is assigned the administrative responsibility for the department and serves as the direct supervisor of departmental faculty and staff. The Chair acts as the liaison between the department and other parts of the University, most particularly the Dean.

ANNUAL EVALUATION OF ACADEMIC RECORD

In compliance with Graduate School policies, at the end of each academic year the Criminal Justice Program Director will evaluate Criminal Justice student files. Once the deficient students are identified, the chair of the committee will be consulted on whether students should receive a letter of notification. If students do not have any academic deficiencies, they will receive a letter that states that they are making satisfactory progress in the program. The first deficient letter a student receives serves as an initial warning and has no impact on the evaluation of student performance, if the deficiency is resolved. More than anything else, this letter serves as a heads-up for student and faculty alike. A second warning letter is much more serious, in that it is a result of the student's failure

to resolve the deficiency in her/his record. If the student still has not resolved the deficiency in a reasonable amount of time and after consultation with the Chair of the Committee, the Criminal Justice Program Director, and the Chair of the Department, he or she may be dropped from the program. All letters will be sent to students and placed in their graduate files.

See Appendix C for the evaluation form which is completed each year by the Criminal Justice Program Director for each student in the graduate program. Please review it carefully. Your progress will be considered unsatisfactory if you fail to file a program statement in a timely manner, accumulate or fail to remove "incompletes" from your transcript, fail to complete your M.A. thesis/essay or dissertation in a timely manner, fail preliminary examinations, fail to enroll or complete required coursework, or receive a grade below B-. In addition, any graduate student who fails to maintain a cumulative grade point average of 3.0 or higher for all course work subsequent to admission to the Graduate School will be dropped from the University.

FUNDING OPPORTUNITIES

Types of Funding

The department has three types of funding for graduate students: hard funding, soft funding and adjunct instructor salaries. There may also be funding opportunities outside of the department.

Hard-funding

Hard funding consists of permanent teaching assistantships which pay a monthly salary for the academic year and normally have tuition waivers. Assistantships are awarded competitively on the basis of merit. All students who are eligible and who wish to compete for an assistantship are asked to complete an application by February 1st for the following academic year (application available in Appendix D). TA appointments are made on a yearly basis. Students may receive an assistantship for up to four years if pursuing both the M.A. and Ph.D. degrees; students pursuing only the Ph.D. degree may receive hard-funded assistance for up to three years.

Soft-funding

The second type of departmental funding comes largely from grants obtained by faculty and usually consists of research positions. Last year, approximately two thirds of our graduate students who were not on TA appointment were employed by WSU, often working on research for faculty. For the most part, these jobs pay an hourly salary and do not include a tuition waiver. Under some circumstances, students who are employed for at least 20 hours a week may be eligible for an out-of-state tuition waiver. For many of these positions, students must be "work study eligible". This program enables the department to fund more graduate students because for every dollar we put in we get three work study dollars to support employment. (See Lisa Janowski regarding the procedures for applying for work study.) Often, these job opportunities extend into the summer. You must file federal and state forms with the financial aid office to be work study eligible and should do so as soon as possible if you do not have hard-funding. The deadline for these forms is usually March 1st. Unfortunately, nonAmerican citizens are not eligible for work study.

Faculty Grants within the Department. Work study eligible students will often be employed before those who are not; however, the final hiring decision is made by the individual faculty member on whose project you will be working. If you are interested in these, you need to submit a research profile to the Graduate Coordinator, providing information in the following four areas: 1) Work study eligibility; 2) Research Experience -- areas of interest and/or expertise and knowledge of and experience in research methods, e.g., quantitative -- statistics, SPSS, surveys, etc. and/or qualitative -- content analysis, literature reviews, language capabilities; 3) Computer skills -- please be as specific as possible; and 4) if employed, how many hours, for how long, and how many more additional hours per week could you take on. These profiles will be used in final hiring decisions.

Research Positions in the Division of Governmental Studies and Services (DGSS). Our department has an applied research unit, directed by Professor Nicholas P. Lovrich and associate director Michael Gaffney. This unit pursues and administers contracts to conduct a variety of research projects in Washington State. Each year, DGSS employs a number of graduate students to work on research. This work is generally paid on an hourly basis. Students who work in DGSS are normally work study eligible. If you are interested, you should apply for work study eligibility with the financial aid office and then submit a curriculum vitae to Ruth Self in DGSS (Johnson Tower 701).

Adjunct Instructor Positions

The third type of funding, adjunct teaching, is limited and irregular. It is most common to have adjunct teaching opportunities for graduate students in the summer; however, faculty members are the first to be assigned summer classes to teach. Students who have had a significant record in teaching, who have at least an M.A., if not an ABD, and who are not already on a teaching assistantship should inform the Criminal Justice Program Director of their expertise in teaching. The Chair of the Department makes all decisions on adjunct teaching in consultation with the Graduate Coordinator, the Criminal Justice Program Director, and/or pertinent faculty. Adjunct instructors are generally paid at the rate of \$3000 per 3 hour course. No tuition waivers are involved.

Employment Opportunities Outside of the Department

There are also various opportunities for employment outside of the Department. Some examples include:

- Social and Economic Sciences Research Center--This research unit often employs graduate students.
- The Foley Institute for Public Policy and Public Service--The Institute sometimes employs graduate students.
- Graduate Professional Student Association--Employs graduate students regularly.
- Campus Student and Hourly Employment Office--Ads are posted on a board in French Administration 126.
- Writing Center--Our students have worked as writing tutors. Interested Criminal Justice students should see the Criminal Justice Program Director.
- Extended Degree Programs--Graders and instructors are needed. Interested Criminal Justice students should see the Criminal Justice Program Director.

Teaching Assistantship Awards, Assignment, and Duties

Research Assistant Contracts

Students receiving departmental soft-funding will fill out an R.A. contract with the faculty member for whom they are working. These contracts will be distributed to the faculty member in charge in the beginning of the semester.

Disqualification from Eligibility for Departmental Funding

Graduate students shall not be given departmental aid in the Fall semester if they are carrying a grade of "I" for any course other than 600, 702, or 800 received in a non-contiguous semester. Also, students who by the end of the third semester equivalent of full time enrollment in residence have failed to form a committee and file a program (in the case of the Ph.D.) shall normally be denied continuance in any assistantship or other kind of departmental employment, such as work with the Division of Governmental Studies and Services.

Criteria for Teaching Assistant Awards

The awarding of teaching assistantships is a very competitive process. There are two types of TAs: support and independent section TAs. Support TA positions assist a faculty member teaching a large course, usually over 40. Independent section TAs teach their own class. These TAs must have at least an M.A. and significant professional experience. See the next section for more on the specific expectations for both types of TAs.

The following criteria (not necessarily in order of rank) are used in awarding TAs:

1. Grades – This typically includes overall GPA, but may also focus on grades in more recent years (especially for students whose education covers more years than usual or for students whose grades show substantial change over time) and on grades in the degree area.
2. GRE Scores.
3. Letters of Recommendation for Students Applying to our Program – New students who are interested in receiving a teaching assistantship should encourage their referees to speak to their potential classroom strengths.
4. Faculty Evaluations of Current Students – Each Ph.D. student will be evaluated in writing by the Chair of her/his committee in terms of their performance in the program. Faculty evaluations of TAs will also be used.
5. Relevant Course Background – Students who have had a substantial amount of course work in criminal justice are more likely to receive funding, other things being equal, than are students with little or no relevant course work.
6. Field Distribution Concerns – We try to maintain some degree of balance in the overall distribution of TA slots to the distribution of TA support needs for courses and to provide some spread of support across Ph.D. fields. We need grading help in a number of fields and if we are particularly shorthanded in a field, a graduate student with some background in that field will have an advantage in competing for funding relative to a student with little or no background in that field.

7. Work Performance – Current TAs who have performed well on the job are more likely to be continued than are TAs who do not perform well.
8. Special Concerns – Some of the TA slots include instructional duties, including teaching independent sections and leading sections of large classes. For these slots, previous TA or teaching experience is important (particularly for independent sections). In addition, a record of excellent performance in relevant courses is also important, especially for the independent sections. Some effort is also made to assess potential for effective performance in the classroom.

Procedures for Application

The deadline for application for departmental teaching assistantships is February 1st each year for the following academic year. Current students must submit an application to the Graduate Secretary to indicate their interest (See Appendix D for the application). This application should include: a narrative of progress, a description of academic achievement in courses at WSU (with grades), a summary of research (conference papers, collaborative work with faculty, research grants, etc.), and a concise statement of goals for the next year in the program. Applicants should also include an updated C.V. During March, the full-time Faculty members of the Criminal Justice Program will examine each student's record and will rank all of the students according to the above criteria. These rankings will be used as a guide to award teaching assistantships and, to a certain degree, other departmental aid. It is important to note, that these rankings are fluid and changing and are only an instrument for better decision making. Because of this, these rankings are confidential.

Assignment of TAs to Courses

1. The Criminal Justice Program Director will be responsible for preparing initial TA teaching assignments, meeting with both faculty and students in the semester prior to the work semester. Independent section assignments for the SPRING semester will be discussed in **December**; assignments for the FALL semester will be discussed in **May**. Instructional support TA assignments cannot be made until final enrollments are known, the Friday before the first day of classes for each semester.
2. Teaching assignments for each semester will be made and submitted for faculty approval before the first week of the relevant semester.
3. Appeals of TA assignments should be directed to the Department Chair who shall have final determination of the matter.
4. Both support and independent section TAs are expected to work 20 hours per week for a half-time appointment, 10 hours for a ¼ time appointment. If students are working more than this, the Criminal Justice Program Director should be contacted. Under no circumstances should students on a TA appointment accept any other remunerated employment, such as grading DDP courses, working on research grants, etc. Violation of this rule constitutes a violation of Graduate School, University, and State regulations, and will result in the possible loss of the assistantship and tuition waiver.
5. WSU Criminal Justice graduate students should not evaluate other graduate students in this program, under normal circumstances.
6. A one-day orientation will be given each Fall for all TAs. Attendance is mandatory.

Evaluation of TA Performance

1. All Criminal Justice students who are performing TA work for the department, either as assistants in classes or having independent responsibilities, will be entitled to systematic feedback from advisory and supervising faculty, both during and at the end of any given term. The evaluation of TA work will be based on the completion of agreed upon TA responsibilities. Evaluation criteria will be specified in an agreement and should include expectations concerning: a) grading; b) attending lectures; c) office hours; and d) guest lecturing. Any changes in TA responsibilities will require consultation and agreement between faculty advisor and TA.
2. Each TA will have a faculty supervisor. In the case where the student is assisting in a course, the faculty supervisors will be the course instructor. During the first week of a given term, both the advisor and the assigned TA will meet to discuss TA responsibilities. At this time, the TA and the advisor will agree, in writing, (on the Advisor/TA Agreement Form) to these duties. Any changes in TA responsibilities will require consultation and agreement between faculty and TA.
3. For TAs teaching independent sections, prior to the first departmental meeting of the semester, the department Chair will nominate individual faculty members for advisory duties for TAs teaching independent sections. The faculty supervisor and the graduate instructor will sign a TA Agreement Form. The graduate student will see to it that all educational materials relating to their teaching responsibilities are made available to the advisor. The advisor and the student will discuss the minimum teaching expectations and the criteria for evaluation of teaching performance. The advisor will review the student's teaching materials and will arrange times when he/she can observe the student's classroom/discussion group and/or advising performances. When the TA is involved primarily in grading, these opportunities are recognized to be limited. In these cases, faculty are encouraged to have their grading TA present for at least one lecture and/or have primary responsibility for conducting review/study sessions. At the mid-point of the semester, the student and his/her advisor will meet for an informal session where course progress and teacher development skills should be discussed. This meeting is to be viewed as an informal, "mid-course correction" and not one which results in any official report. Based on whatever form of feedback the advisor has developed for the assessment of the student's performance, the advisor should give the student a good sense of her/his performance of responsibilities. Suggestions for change or alteration of performance should be a feature of this discussion as well. Students are encouraged to ask faculty for additional help in improving their performance.
4. After the semester is over, the advisor will issue a report on the student's performance of her/his duties and a general evaluation of their potential as classroom instructors. This report will be shared with the student, the student will sign the report to acknowledge having read it and it shall be placed in her/his graduate file. The student has the right, and will be given the opportunity, to comment on the semester report if he/she wishes. These rejoinder comments will be shared with the advisor and placed in the student's file as well.
5. It should be remembered that TA appointments qualify the student to be an employee of both the university and the state. Students are expected to uphold the standards of professional conduct that is implied by this status. In particular, students should be familiar with policies regarding inappropriate workplace conduct, amorous relationships, and respect for undergraduate students. Unsatisfactory performance of TA responsibilities could result in a discontinuation of funding as determined by Departmental Chair in consultation with the Graduate Coordinator and other relevant faculty.

HONORS AND AWARDS

Alpha Phi Sigma

Alpha Phi Sigma (~~~) is the National Criminal Justice Honor Society. The organization was founded at WSU by Dr. V. A. Leonard in 1942. In addition to the Alpha chapter at WSU, there are now over 360 chapters at universities across the country. Both undergraduate and graduate students are eligible for membership in the organization. Interested students may obtain an application in the main office on the 8th floor or see the chapter faculty advisor. Graduate students must have completed four courses in their graduate program and must maintain a 3.4 GPA. Members of Alpha Phi Sigma are also eligible for awards and scholarships. See the national organization website for criteria (<http://www.alphaphisigma.org/>).

Departmental/Program Awards

The Department of Political Science/Criminal Justice Program presents annual awards, scholarships, and fellowships for outstanding performance by graduate students. Some fellowships are available through the Foley Institute. Be sure to consult the department/program website for updated information about these opportunities. These awards are presented to outstanding students generally on the basis of adequate progress to the respective degree as well as outstanding performance in coursework and in professional development (e.g., involvement in research activities, presenting at regional and national conferences, publishing, etc.).

FACILITIES AND RESOURCES FOR GRADUATE STUDENTS

Office Space. All students on appointment as TAs, and often RAs, are entitled to office space. Those students possessing desk space are entitled to building keys.

Seventh Floor Computer/Commons Room. There are several networked personal computers located in Johnson Tower 712. These are available for use by any graduate student enrolled at WSU. Users will need to obtain a login account for access to these machines. Access to this room is by keyless entry. The number will be given to all students in the beginning of the year. This room is also the commons room for our Graduate Program. Because it has a dual purpose—computer room and commons room—everyone needs to be understanding of the needs of students to talk and their need to work. Students will also find updated program information and Graduate Student Association announcements in this room. On the second floor of Wilson Hall (right next to Johnson Tower), there is the Social Science Terminal Laboratory with 20 terminals and a high speed printer.

Mailboxes. Students on appointment will receive their mail in the slots outside of their offices. Students not on appointment will receive their mail in individual boxes located in 712. Students should make a habit of regularly visiting their mailboxes as it is the only reliable way of getting important

information to the student. Phone calls for graduate students are received in the main office where messages will be taken.

Photocopying Machine. Graduate students have at their disposal their own copying machine in the seventh floor computer room. TAs will receive a copy number for their instructional copies. Students may not use this photocopy number for their own copies. All graduate students may obtain a copy number from the office staff, and will be charged for all copies made on this machine *in advance*. This machine is shared with DGSS. Because there is a separate copy machine for graduate students, the 8th floor copy machine may not be used by graduate students.

Graduate Bulletin Board. Located outside of 701 Johnson Tower, information on this board relates directly to graduate student interests. Topics include funding opportunities, job opportunities, seminars, etc. Students should regularly consult this board.

E-Mail Accounts. All students should sign-up for an e-mail account with Information Technology.

DIVISION OF GOVERNMENTAL STUDIES & SERVICES

The Division of Governmental Studies and Services (DGSS) is a subunit of the department which was created in 1964 to serve as the primary contact point between public agencies interested in applied research and departmental faculty and graduate students capable of providing such assistance. WSU is a land grant university, and as such it has an obligation to extend disciplinary knowledge to the practical tasks of governance in our state; the department meets this university mission in major part through the activities of DGSS. Over the course of the past three decades DGSS has conducted applied research for a variety of federal, state, and local government agencies and for several foundations and comparable extramural funding institutions.

Graduate students may become involved in DGSS in several ways. Each academic year several graduate students who are not appointed to teaching assistantships work as researchers on projects funded by contracts with government agencies. Other graduate students seek out the assistance of DGSS to help with data collection for doctoral committee-approved projects requiring the collection of original data. Yet other graduate students make use of the datasets accumulated by DGSS in its applied research work to perform secondary analysis, either for preparing course papers, for M.A. or doctoral theses, or for developing professional publications.

DGSS has a particularly close relationship with local governments through the Program for Local Government Education (PLGE). This program brings into partnership DGSS, WSU Cooperative Extension, the Association of Washington Cities, and the Washington Association of County Officials for the development of applied research pertinent to the needs of local government officials. The department maintains a position funded by Cooperative Extension for a "Local Government Specialist," and this faculty member involves graduate students interested in state and local government in their PLGE work.

APPENDIX A: DEPARTMENTAL GRADUATE FACULTY 2008-09

Criminal Justice Faculty

JEFFREY BOUFFARD, Associate Professor and Criminal Justice Program Director (Ph.D., University of Maryland)

Years at WSU: Fall 2006 – present

Areas of Research Interest: Correctional Rehabilitation, Community Corrections, Crime & Delinquency, Prevention & Criminological Theory

LEANA BOUFFARD, Assistant Professor (Ph.D., University of Maryland)

Years at WSU: Fall 2006- present

Areas of Research Interest: Criminological Theory, Violence against Women, Quantitative Methods

DAVID BRODY, Associate Professor (WSU-Spokane), (Ph.D., University of New York, Albany; J.D. University of Arizona)

Years at WSU: Fall 1997 - present

Areas of Research Interest: Criminal Law, Criminal Procedure, Criminal Court Systems

LAURIE DRAPELA, Associate Professor (WSU-Vancouver), (Ph.D., University of Texas)

Years at WSU: Fall 2001 - present

Areas of Research Interest: Deviance and Delinquency, Drug Policies

MICHAEL ERP, Instructor and Director of Washington State Institute of Community Oriented Policing (WSU-Spokane), (M.A., Washington State University)

Years at WSU: Adjunct-1993-94 (WSU-Pullman) Instructor/Director-Fall 1994-present (WSU-Spokane)

Areas of Research Interest: Community Development, Strategic Planning, Community Oriented Policing

ZACHARY HAYS, Assistant Professor (Ph.D., Pennsylvania State University)

Years at WSU: Fall 2008 – present

Areas of Research Interest: Policing and Law Enforcement (especially police use of force), Criminological Theory, Communities and Crime, Social Stratification

FAITH LUTZE, Associate Professor (Ph.D., Pennsylvania State University)

Years at WSU: Fall 1995 – present

Areas of Research Interest: Criminology, Corrections, Women and Criminal Justice

OTWIN MARENIN, Professor (Ph.D., University of California, Los Angeles)

Years at WSU: 1979-1983, Summer 1991- present (Note: on sabbatical Fall 2008 and Spring 2009) Areas

of Research Interest: Comparative Criminal Justice, Transnational Policing, Criminal Justice in Native American Communities

MATTHEW NOBLES, Assistant Professor (Ph.D., University of Florida) Years

at WSU: Fall 2008 – present

Areas of Research Interest: Interpersonal Violence, Gun Policy, GIS & Spatial Analysis, Quantitative Methods & Criminological Theory

BRYAN VILA, Professor (WSU-Spokane), (Ph.D., University of California – Davis)

Years at WSU: Fall 2005 – present

Areas of Research Interest: Policing, Theories of Crime & Crime Control, Research Methods, Capital Punishment, GIS & Street Gang Crime

DARRYL WOOD, Assistant Professor (WSU- Vancouver), (Ph.D., Simon Fraser University, Canada)

Years at WSU: Fall 2007 – present

Areas of Research Interest: Victimology, Alcohol & Violence, American Indian/Alaska Native Crime & Criminal Justice Issues, Rural Crime & Criminal Justice, Restorative Justice

Political Science Faculty

ANDREW APPLETON, Associate Professor (Ph.D., New York University)

Years at WSU: 1989-90, Fall 1994 - present

Areas of Research Interest: Comparative Politics, Political Parties and Participation

DANA BAKER, Assistant Professor (WSU – Vancouver), (Ph.D., University of Texas – Austin)

Years at WSU: Fall 2005 – present

Areas of Research Interest: Disability Policy, Health Policy, Agenda Setting, Issue Definition, Human & Civil Rights

CORNELL CLAYTON, Professor and Graduate Director (D.Phil., Oxford University) Years

at WSU: Fall 1992 - present

Areas of Research Interest: Law and Courts, American Politics, Normative Theory

MARTHA COTTAM, Professor (Ph.D., University of California, Los Angeles)

Years at WSU: 1981-82, Fall 1991 - present

Areas of Research Interest: International Relations, Comparative Politics, Political Psychology, Political Violence

LANCE T. LELOUP, Professor (Ph.D., Ohio State University)

Years at WSU: Fall 1996 - present

Areas of Research Interest: Public Policy, Budgetary Politics, American Institutions, Eastern Europe

CAROLYN LONG, Associate Professor and Director, Masters of Public Affairs Program, (WSU- Vancouver), (Ph.D., Rutgers University)

Years at WSU: Fall 1995 - present

Areas of Research Interest: Public Law, American Institutions

NICHOLAS P. LOVRICH, Claudius O. Johnson Distinguished Professor and Director, DGSS (Ph.D., University of California, Los Angeles)

Years at WSU: Fall 1977 - present

Areas of Research Interest: Public Administration, Public Policy

AMY G. MAZUR, Professor (Ph.D., New York University)

Years at WSU: 1990-91, Fall 1994 - present

Areas of Research Interest: Comparative Public Policy, Women and Politics, Comparative Politics

CLAIR METELTS, Assistant Professor (Ph.D., Northwestern University)

Years at WSU: 2007 – present

Areas of Research Interest: Comparative Politics, International Political Economy, Politics of Developing Nations

DAVID NICE, Professor (Ph.D., University of Michigan)

Years at WSU: Fall 1988 - present

Areas of Research Interest: American Institutions, Public Policy, State and Local Government

MITCHELL PICKERILL, Associate Professor (Ph.D., University of Wisconsin) Years

at WSU: Fall 2000 - present

Areas of Research Interest: Public Law, The Judiciary

THOMAS PRESTON, Associate Professor (Ph.D., Ohio State University)

Years at WSU: Fall 1995 - present

Areas of Research Interest: International Relations, American Foreign Policy, International Security Issues, Political Psychology

TRAVIS RIDOUT, Assistant Professor (Ph.D., University of Wisconsin)

Years at WSU: Fall 2003 - present

Areas of Research Interest: American Politics, Political Behavior, Methodology

STEVEN STEHR, Associate Professor and Chair (Ph.D., University of California, Berkeley) Years

at WSU: Spring 1994 - present

Areas of Research Interest: Public Administration, Public Policy

MARK STEPHAN, Associate Professor (WSU-Vancouver), (Ph.D., Princeton University) Years

at WSU: Fall 2001 - present

Areas of Research Interest: Environmental Policy, Grass Roots Political Movements, and State/Civil Society Relations

PAUL THIERS, Associate Professor (WSU-Vancouver), (Ph.D., University of Oregon) Years at

WSU: Fall 1999 - present

Areas of Research Interest: Comparative Politics, Chinese Politics, Political Development

ED WEBER, Professor, Director of the Foley Institute (Ph.D., University of Wisconsin, Madison)

Years at WSU: Fall 1996 - present

Areas of Research Interest: Public Administration, Public Policy, Environmental Politics

APPENDIX B: Program Checklists

NAME

CRIMINAL JUSTICE M.A. PROGRAM CHECKLIST

1. Committee Formation - Three faculty; Committee should be formed no later than the second week of the student's second semester.

Chair:

Member:

Member:

Date Completed:

2. Initial Committee Meeting - Once formed, the committee should meet the fourth week of student's second semester to determine a) Courses for program statement; b) Essay Topic; c) If human subjects approval is necessary (If so, file human subjects approval forms with OGRD, Forms available in JT 801).

Date Completed:

3. Filing Program Statement- By fifth week of second semester; Program statements must be filed the semester before oral exam.

Date Completed:

ProAram Checklist: (32 total; 27 graded; 21 graded s.h. in Crim J; no more than 6 hours of 400 level classes; 5 s.h. of Crim J 702.)

Crim J 530	Two Courses in Policing, Courts, or Corrections
Crim J 555	
Pol S 503	One 500-level Crim J Elective
Crim J 504	One Pol S Course
Crim J 540	Five Crim J 702 Credits

4. Completion of Degree - Dates to look for by the tenth week of classes (Check in JT 801);

Deadlines are set b the universi and va from semester to semester.

Application for Degree	
Last Date to Apply for Degree:	Date Filed:
Oral Exam naton	
Last Date to Schedule:	Date Filed:
Last Date to Take Exam:	Exam Date:

5. If intending to apply to Ph.D. program, submit updated application in JT 801 by March 10th. The updated application should include 3 letters of recommendation from WSU Faculty and a Statement of Intent (1-2 page, double-spaced essay on why you are pursuing a Ph.D. in Criminal Justice). If the admissions committee decides to admit you, this will be pending successful completion of the M.A. requirements.

	,
Writing Course	,
	,
Crim J 540	Twenty Crim J 800 Credits

3. Completion of Degree – Dates to look for by the tenth week of classes (Check in JT 801); Deadlines are set by the university and vary from semester to semester.

Preliminary Exams

Areas:

Register for Exams:

Application for Degree

Last Date to Apply for Degree:

Date Filed:

Oral Examination

Prospectus Defense Date:

Last Date to Schedule Final Exam:

Date Filed:

Last Date to Take Exam:

Exam Date:

Appendix C: Student Evaluation Conducted by the Criminal Justice Program Director

Student's Name _____ Date _____

Committee Chair _____

SATISFACTORY PROGRESS - We are pleased to find that you are making satisfactory progress in your program of study. Congratulations on a successful year.

PROGRAM STATEMENT - You still have not completed a program statement. This is required of all graduate students and must be submitted to and approved by the Graduate School no later than the semester before graduation. The Department expects program statements to be completed by the second semester for M.A. students and by the third semester for Ph.D. students, in graduate school. You also need to submit a departmental checklist to Sisouvarh Keopanapay.

INCOMPLETE (1st warning) - Your transcript indicates that you have an incomplete on your record from this academic year. Please remember that the Department's policy holds that incompletes must be removed by the end of the semester following the term when the incomplete was assigned (or summer for incompletes earned in the spring term). Incompletes not removed by this deadline will be turned into an "F" by the instructor of that course. No graduate student shall be given departmental aid starting in the Fall semester if they are carrying a grade of "I" for any course other than 600, 702, or 800 received in a non-contiguous semester. Students receiving one grade below B- in any course included in his/ her program statement will result in an evaluation of his/ her file by the Criminal Justice Program Director and the Department Chair to determine if the student should be dropped from the program.

INCOMPLETE (2nd warning) - As you know, you have left an incomplete on your record for more than two semesters. The Department's policy holds that incompletes must be removed by the end of the semester following the term when the incomplete was assigned (or summer for incompletes earned in the spring term). Incompletes not removed by this deadline will be turned into an "F" by the instructor of the course. No graduate student shall be given departmental aid starting in the Fall semester if they are carrying a grade of "I" for any course other than 600, 702, or 800 received in a non-contiguous semester. Students receiving one grade below B- in any course included in his/ her program statement will result in an evaluation of his/ her file by the Criminal Justice Program Director and the Department Chair to determine if the student should be terminated.

M.A. Thesis/ Essay or Dissertation - The Department encourages a timely completion of the final written project for the M.A. and Ph.D. It is important that you consult with your committee to determine the cause(s) of the delay in your progress. Please note that after three years have elapsed following your Ph.D. preliminary exams, you will need to ask the department for a one year extension. You are allowed two one year extensions, the second extension must be approved by the graduate faculty. After the second extension, the Graduate School may ask you to retake your preliminary exams.

FAILED EXAMS - As you know, you did not pass your Ph.D. preliminary exams/ M.A. thesis/ essay defense. You should be working with your committee to plan your next step.

NON-ENROLLMENT - You still have not completed your coursework for your degree and were not enrolled in any classes this past year. Please be aware that the Graduate School allows students four years of non enrollment before the student is asked to submit a new application for that degree.

GRADE BELOW B- - You have received at least one grade below a B-. Our departmental policy is that students receiving one grade below B- in any course included in his/ her program statement will result in an evaluation of his/ her file by the Criminal Justice Program Director and the Department Chair to determine if the student should be terminated. Please contact the Program Director at your earliest convenience.

Appendix D: Application for Departmental Funding

Graduate Student Funding Application for the 2008-09 Academic Year

Name:

Student ID #

Circle One: Pol S or Crm J

1. Please identify the type(s) of funding you are interested in being considered for and provide a statement regarding how receiving funding will assist you in your graduate studies.

Research Assistantship _____ Teaching Assistantship

DDP Grader _____ Adjunct Teaching _____ Other (please specify)

2. What year did you enter the program? _____

3. Are you currently...

on a departmental assistantship (TA/ RA)?

If yes, how many years total of departmental funding have you had prior to this year?

on an assistantship outside the department (e.g., within the Graduate school, etc.)? on a university fellowship?

working in the department on a grant?

on any other kind of soft/ hard funding?

If yes, describe: _____

4. Please provide information on your academic accomplishments: Grade

point average in your undergraduate program:

Grade point average in your Master's program: _____

5. Total GRE Score: _____

6. If you are on a PhD track (if not, skip to #7):

Have you taken your matriculation exam (Pol S only)? Yes _____ No _____

Have you taken your preliminary exam? Yes _____ No _____

7. Please provide information on your accomplishments as a researcher/ scholar:

Are any of your scholarly articles or papers published or submitted for publication?

Yes _____ No _____ (if yes, attach reference only)

Have you made any professional presentations?

Yes _____ No _____ (if yes, attach reference only)

Have you won any awards or received other recognition for your scholarly activities?

Yes _____ No _____ (if yes, describe)

8. Are there additional accomplishments or factors you would like to call to the attention of the funding committee?

9. Please list/ discuss your previous teaching experience (e.g., courses, number of students, role-independent instructor/ teaching assistant).

10. Please list the courses that you are interested in teaching or being a teaching assistant for specify which courses you feel competent/ comfortable teaching independently.

Note: Along with this application, please also submit your vita and program of study form. First year graduate student, submitting program of study is strongly encouraged but not required. All required information must be submitted to Sisouvanh (801 Johnson Tower) by February 15th.

APPENDIX E: Quick Information Page

Please note that this information can be found in the various guides that have been sent to you from the Graduate School, International Programs, and the Department. You should have the following guides from the Graduate School: Guide to Graduate Study, Graduate Study Bulletin, Graduate School Policies and Procedures, and a Guide to Life in Pullman. From the Department you should have received summary descriptions of our degree programs and the departmental handbook when you arrive in August. Obtaining these guides and reading them over carefully will contribute greatly to your success in our program and to your life in Pullman during your graduate work. Additional useful phone numbers, email addresses, and web pages are provided below.

Department of Political Science and Criminal Justice Program: (509) 335-2544

<http://libarts.wsu.edu/polisci/>

<http://libarts.wsu.edu/crimi/>

Faculty Administration:

Chair, Associate Professor, Steven Stehr 335-2544/stehr@wsu.edu

Criminal Justice Program Director, Associate Professor, Jeff Bouffard 335-0942

jbouffard@wsu.edu

Office Staff:

Lisa Janowski, Administrative Manager, 335-8336 / janowski@wsu.edu Sisouvanh

Keopanapay, Program Support Supervisor, 335-2545 / siskeo@wsu.edu M'Linda

Holmgren, Secretary Senior, 335-2544 / Holmgren@wsu.edu

Division of Governmental Studies and Services:

Director, Professor Nicholas P. Lovrich 335-4811/ faclovri@wsu.edu

Assistant Director, Michael Gaffney, 335-4611/ mjgaffney@wsu.edu

Program Support Supervisor, Ruth Self 335-4811/ self@mail.wsu.edu

Program Assistant, Heidi Lee 335-3329 / leeh@wsu.edu Finance Budget

Coordinator, Julie Lusby 335-4796 / julieal@wsu.edu

Graduate School 335-3536 / gradsch@mail.wsu.edu / <http://www.wsu.edu:8080/~gradsch/>

Benefits Office 335-4589

Student Health and Wellness Center 335-3575

Graduate and Professional Student Association 335-9545

On-Campus Housing Office 335-4577

Financial Aid Office 335-9711

International Programs Office 335-4508; <http://www.ip.wsu.edu/iss.htm/>