

**Graduate Student Handbook for the
Master of Science in Criminal Justice (MS in CJ) Program**

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Introduction to the Program—Its Purpose and Goals:

The Master of Science in Criminal Justice (MSCJ) adheres to the philosophy that the administration of justice is a continuous, integrated process from prevention of crime through release from governmental involvement. The program seeks to provide the community with highly educated individuals who have both substantial awareness of the Criminal Justice System and the essential competencies required to perform a professional role within it. In order to achieve this goal, the program has the following student learning outcomes (SLOs):

SLO1: *Students will demonstrate knowledge on how to evaluate programs, policies, theories, and research related to the CJ system.*

SLO2: *Students will demonstrate knowledge on how to use key CJ concepts to administrate programs and lead others.*

SLO3: *Students will demonstrate knowledge on how to perform their own research related to the CJ system.*

Preparation for Graduate School in Criminal Justice:

Undergraduate Criminal Justice majors have the necessary preparation for the successful pursuit of graduate work in this discipline. Students lacking this preparation are required to make up deficiencies through additional undergraduate coursework. These deficiencies include courses in the following: an introductory course in Criminal Justice (CRJS 1500), a course in Criminology/Delinquency (CRJS 3735), an introductory course in social science statistics (STAT 2601 or CRJS 3710), and a course in research methodology (CRJS 3712). The assessment and determination of deficiencies are made by the Graduate Coordinator. It is expected that any deficiency will be removed within the first 12 (twelve) semester hours. Deficiency course credits **do not** apply to graduation requirements.

Overview of the Graduate School Process
1. Apply online for Admission to the M.S. in Criminal Justice Program either face to face or the online program, then get accepted. You will receive an email stating your acceptance or not into the program from the Graduate School.
2. Make an appointment to get advised by Dr. Christopher M. Bellas, the Graduate Coordinator, by scheduling an appointment with him. He can be reached by email at: cmbellas@ysu.edu
3. Take core courses first, when possible. Always maintain a G.P.A. of 3.0 or higher.
4. In the second year, choose between a graduate paper (non-thesis) or thesis option.
5. Select a major professor and two additional graduate committee members (3 members total)
6. Take elective courses. See list at the end of this handbook for electives outside the CJCS Dept. (30 semester hours for thesis option needed or 35 semester hours for graduate paper option).
7. Defend proposal for graduate paper or thesis one semester before the semester you wish to defend the final graduate paper or thesis.
8. Get Human Subjects Review approval (if thesis)
9. Complete Graduate Paper or Thesis
10. Defend Graduate Paper or Thesis
11. Follow Graduate School’s rules for graduation (and if student is doing a thesis, follow the Graduate School’s thesis rules too) and graduate.

Graduate Student Roles and Responsibilities

In addition to all of the resources listed in Appendix 1 involving graduate student roles and responsibilities, three general expectations guide proper CJ graduate student behavior: 1) be professional and academically honest in your approach to your coursework; 2) be active in CJCS Department matters; and 3) be involved in CJCS research and community service in ways that compliment and/or add to what you learn in the classroom. See Appendix 2 for a reading list of works a CJ graduate student should be familiar with after his/her MS experience.

Curriculum Components for the Traditional (Face to Face) Program:

The graduate curriculum in Criminal Justice consists of an in-depth analysis of the major substantive areas within the Criminal Justice System. This requirement is met by completing the following six (6) *core courses*:

1. CRJS 6910 Law & Criminal Justice
2. CRJS 6920 Criminal Justice Studies, Practices & Theories
3. CRJS 6925 Administration and Management Theory
4. CRJS 6942 Research and Statistics in Health and Human Services
5. CRJS 6970 Applied Police Management
6. CRJS 6980 Managing Correctional Operations

For more information see <https://catalog.ysu.edu/graduate/graduate-programs/master-science-criminal-justice/#degreerequirementstext>

For a detailed description of all CRJS graduate level courses, please visit:

<https://catalog.ysu.edu/graduate/graduate-programs/master-science-criminal-justice/#coursestext>

General Policies and Procedures:

Admission Process

The Graduate Coordinator reviews all applicants for admission into the Master's program. After this review, he/she notes any deficiencies and recommends the applicant's acceptance (as either *Regular*, *Provisional* or *Non-degree* student—see descriptions of each below) to the Dean of the Bitonte College of Health and Human Services (BCHHS). The combined recommendation is then forwarded to the Dean of the School of Graduate Studies, who makes the ultimate decision.

Regular Status

The Graduate Coordinator is guided by the following when evaluating an applicant for regular status admission to the program. Admission requirements include:

1. A bachelor's degree from an accredited college or university; **AND**
2. An undergraduate Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale **OR** if GPA is less than 3.0, a standardized test (GMAT, GRE) score at or higher than the 30th percentile. The LSAT may also serve as a standardized test for admission, with a score of 150 or higher.

Provisional Status

An applicant may be admitted to the program on provisional status if s/he fails to meet the policy stated above for regular status, yet has either of the following two requirements:

1. A GPA of 3.0 or higher on the last 30-40 semester hours of undergraduate coursework; **OR**
2. A satisfactory (30th percentile or higher) standardized test score on the GMAT, GRE, or a score of at least 150 on the LSAT.

Any student placed on provisional status must earn at least a 3.0 accumulative grade point average within the first 12 (twelve) semester hours of graduate course work or be separated from the program. If the student earns the minimum grade point average, it is the student's responsibility to notify the Graduate Coordinator, who will then review the student's file. If appropriate, the Graduate Coordinator will recommend a change in status to the Dean of the School of Graduate Studies and Research. A copy of the action will be placed in the student's file.

For the website regarding this policy, please visit: <https://catalog.ysu.edu/graduate/graduate-programs/master-science-criminal-justice/#text>

Initial Advisement

All graduate students are assigned to the Graduate Coordinator for academic advisement. The function of ongoing advisement is to:

1. Advise the student concerning deficiencies and assist the student in scheduling course work.
2. Advise the student as to which courses should be taken and in what sequence.
3. Advise the student on the thesis versus non-thesis option.
4. Help the student select a curriculum completion plan to compliment a student's career goal.

Selection of Major Professor and Committee:

Upon admission to the academic program, each student is guided by the Graduate Coordinator. The student during their second year composes a committee of three for either the graduate paper or thesis portion of the program. The student selects his/her major professor from among the CJ full-time Graduate Faculty (see Appendix 4 for a listing of CJ Graduate Faculty and their interests). The major professor serves as the chairperson of the student's committee. The student and the major professor select two other members of the committee, both of whom must be members of the Graduate Faculty at the University (one must be from CJ). A student who is going the thesis route is encouraged to select a faculty member outside the department as the third faculty member for his/her committee.

The student is responsible for filing a Committee Form with the Graduate Coordinator once committee membership is finalized. This Committee assists the student with preparing the thesis or graduate paper.

Change of Committee

If for any reason the student wishes to drop and/or add members of the student's graduate committee, the student may do so by submitting a new committee form with the appropriate changes. The form must be filed by the student and approved by the Graduate Coordinator.

Probation and Termination

If a student's overall graduate GPA falls below 3.0 on a 4.0 scale, the student will be placed on "probation." The Graduate School will notify the student and the Graduate Coordinator by e-mail of their placement on probation. A student on academic probation, must by the end of the next semester and/or completion of 12 (twelve) semester hours, bring the cumulative GPA to a 3.0. Failure to do so will result in an immediate recommendation for separation of the student from the graduate program.

A student who receives two grades of "C" in their core courses will be terminated from the program.

A student who is separated from the program due to academic deficiencies cannot re-enter the program for one academic year. At that time, the student must re-apply for admission to the Graduate School. If accepted, the student will be considered for provisional or non-degree status.

Grade of "Incomplete"

All policies regulating the assigning of an Incomplete are delineated in the graduate catalog. The Department adds a further stipulation concerning a grade of Incomplete. An Incomplete must be resolved by the deadline set forth by the University. If the student fails to complete the work requested, or to make additional arrangements within the time indicated (requesting an extension), the instructor will be expected to change the "I" to the appropriate letter grade.

Grade of "Progress"

The PR grade may be used for students in selected courses, such as CRJS 6999 Thesis or CRJS 6998 Graduate Paper. However, PR grades awarded in non-thesis courses will revert to a grade of F after one semester, not to include summer, beyond the normal ending date of a scheduled course. It is the student's responsibility to complete the course work within this time frame.

Student Grievances

If for any reason a student has a grievance concerning his/her program, courses, or instruction, the student should communicate with the person against whom one has the grievance, or in the case of grievances against the program, the Graduate Coordinator. If resolution of the grievance is not achieved, a formal grievance procedure is available to the student. Further information is available by contacting: the Graduate Coordinator, the Department Chairperson, or the Graduate School.

Graduation

At the beginning of the semester prior to the semester in which the student expects to receive a degree, the student must notify the major professor and the Graduate Coordinator of the student's intention to apply for graduation. An "Intent to Graduate" form is provided for this purpose by the Graduate School. Formal application for graduation must be completed online before 12:00 noon on the Saturday ending the first full week of the semester in which one wishes to graduate.

Policies Involving Independent Study Course (CRJS 6955), Readings Course (CRJS 6957), Criminal Justice Practicum (6995), and Special Topic courses.

The purpose of these courses is to allow the student to investigate, in depth, a substantive area not currently offered within a formalized graduate course. The following regulate the administration of such study:

1. A student interested in registering for these courses must notify both the Graduate Coordinator and the Department Chairperson by email. If necessary and/or requested, a faculty member will be assigned to work with the student, at the Department Chairperson's discretion.
2. It is the policy of the CJCS Department that no student shall engage in academic dishonesty by submitting the same work for CRJS 6955, CRJS 6957, CRJS 6995, thesis and or graduate paper. Whoever is the instructor of record for these courses and the major professor of a graduate paper or thesis, must verify the academic honesty and originality of the students' work.
3. **What is CRJS 6955 Independent Study?** CRJS 6955 Independent Study (IS) course is designed for students to do a project with a faculty member or under the direct supervision of a faculty member. Anything from grant work--proposal writing, data gathering, needs assessment, implementation of any sort to research work like literature review assembly, systematic review, instrument building, research proposal construction, focus group orchestration, interviewing, experiment conducting, observation or auditing of a course, or any other significant research work would meet such criteria. Also, the (IS) could be course development work from assessment to syllabi construction to considerable teaching material development. For CRJS 6955, Independent Study, the student contacts the Department Chairperson (who is to direct the study), to obtain initial approval of the topic. The chairperson has the option of assigning a faculty member to supervise this course. The student prepares an outline of the proposed project. The outline should provide an articulation of the problem or issue; a summation of the argument or authorities that the student will marshal in support of the solution to the problem or resolution of the issue, and a conclusion.
4. Prior to registration for CRJS 6955, the student must secure the approval from the Graduate Coordinator and the Department Chairperson.

5. The professor directing the study (if different from the Department Chairperson) will submit a grade for the student at the end of the semester.

What is CRJS 6957 Readings? The Readings course has many different possibilities. The first thing it can be is a course on a topic that the existing graduate curriculum does not cover. The Readings course sometimes is used when there is a scheduling issue (course cancellation) and a student cannot graduate if a certain course was not offered.

6. A graduate student can apply toward the degree a maximum of 6 semester hours of CRJS 6955 or CRJS 6957 when either course is repeated. If taking both courses, a maximum of 9 semester hours can be applied toward the degree.

Criminal Justice Practicum (CRJS 6995)

The purpose of this course is to allow the student to gain supervised experience in a Criminal Justice setting. Students may complete the Ohio Peace Officer Training Academy at YSU for up to 6 credits for this course, *only after* the student has been formally admitted to the graduate program in Criminal Justice. The following policies regulate the administration of this course.

1. If for supervised experience in a Criminal Justice setting:
 - a. Must obtain approval from the Graduate Coordinator & Department Chair.
 - b. Must complete the undergraduate forms that are used in the internship program.
 - c. Must secure a site to complete field experience and have that site approved by the Graduate Coordinator and the Department Chairperson.
2. If for Ohio Peace Officer Training Academy at YSU:
 - a. Must obtain approval from the Graduate Coordinator and Department Chairperson.
 - b. Must complete all required paperwork for the Academy course one month prior to the beginning of the class (see Academy Secretary for proper forms)
 - d. **Must register for 6 hours of CRJS 6995 Practicum** and pay tuition for those credit hours.

Graduate Paper (non-thesis) or Thesis:

One seeking the M.S. degree in Criminal Justice chooses between writing a graduate paper or thesis. In brief, the graduate paper is a critical assessment of the literature on a specified topic. A thesis is a demonstration of independent thinking relative to a specified topic with original research (real data) produced to illustrate it. The program distinction between the two is as follows.

1. **Graduate paper (non-thesis)** option. A minimum of 35 (thirty-five) semester hours of credit is required of which no more than 12 (twelve) semester hours may be taken at the 5000 level. Credit for the graduate paper is 2 (two) semester hours.
2. **Thesis** option. A minimum of 30 (thirty) semester hours of credit is required of which no more than 9 (nine) semester hours may be taken at the 5000 level. Credit for the thesis does not exceed 6 (six) semester hours.

Graduate Paper (non-thesis)

The purpose of the graduate paper is to allow the faculty an opportunity to evaluate the student's:

1. Conceptual ability
2. Familiarity with the literature in the field
3. Ability to critically assess pertinent literature and research and
4. Ability to communicate effectively

The graduate paper is a literature review with critical assessment on a topic within the student's interest and should not be written until the majority of the student's course work is completed.

For this reason, the student may not enroll in the Graduate Paper Course until at least 27 semester hours of the graduate work has been completed. Only students selecting the non-thesis option are required to write the graduate paper. See Appendix 5 for more details on the graduate paper. **Students should defend the graduate paper proposal one semester prior to the semester they wish to graduate.**

Thesis

1. A thesis is empirical, historical, legal or theoretical in nature. The decision on the nature and content of the thesis is made in consultation with the student's major professor. In short, a thesis is a graduate paper with data used to answer the problem specified (see Appendix 6).

2. Thesis and Oral Defense of Thesis:

All theses submitted as partial fulfillment of the requirements of the master's degree must conform to the format and style of the American Psychological Association (APA). It is the responsibility of the student to insure that their work follows the APA latest edition. Here is the link to the 7th edition of the APA <https://apastyle.apa.org/products/publication-manual-7th-edition>

3. Policies Governing Thesis

a. In the developmental stages of the thesis, the student works cooperatively with the major professor. Working initially under one person's direction reduces the confusion of conflicting demands and styles. Upon the approval of the initial drafts of the thesis by the major professor, the student will schedule a proposal defense with his/her committee. Here the student will supply a copy for the other two members of the committee so that they may make comments at the proposal defense. The committee members should supply the Committee Chair and the student, written formative feedback within one week of the proposal defense on the student's written proposal. Similarly, minutes of the proposal defense will be distributed within a week of the defense to the thesis/grad paper committee to reflect what changes, if any, need to be addressed by the student in the proposal for the final thesis or graduate paper.

b. Students should defend the thesis proposal one semester prior to the semester they wish to graduate.

c. Once tentative agreements about the thesis are reached by the committee, -- this is done at a proposal defense--, the student, in conjunction with his/her committee,

will eventually schedule a final oral defense when the student has provided quality work.

- d. The public (YSU Faculty, students, and other instructional parties) and Criminal Justice Faculty are invited to the student's oral defense. The committee, in a closed meeting, vote on the acceptability of the thesis and defense.
- e. The final decision to accept or reject the thesis is determined by the Major Professor with advice from the committee.
- f. It is the responsibility of the major professor to assign a grade for the thesis. It is felt that if a thesis was adequately written and defended, a grade of "B" should be assigned. If the student's defense and thesis were exceptional, then a grade of "A" should be assigned. Finally, if the student either fails the defense or does not write an adequate thesis, the grade of "PR" should be assigned. The student is allowed two opportunities to defend a thesis. If the student fails the defense for a second time, the student is separated from the graduate program.
- g. The thesis face sheet displays signatures of the following individuals: 1) the major professor and committee, 2) the Graduate Dean.
- h. The student will provide the Graduate School an electronic copy of his/her thesis for Ohio link. Students are strongly encouraged to attend an informational session from the Graduate School on the process of electronically uploading the thesis to Ohio link. Watch for emails regarding when these sessions are to be held.
- i. See Appendices 6 for more help with respect to theses.

Assistantships:

There are two types of assistantships: teaching and non-teaching. A teaching assistantship may involve teaching up to two (2) sections of one (1) course. A graduate assistantship (non-teaching) will consist of providing CJ faculty/staff assistance primarily in the areas of service and scholarship. Graduate assistantships are the most available in the Department. The number of assistantships allocated to the department is at the discretion of the BCHHS Dean.

Policies Related to Graduate Assistantships (see also the Graduate School link at: <https://ysu.edu/academics/college-graduate-studies/assistantships-and-fellowships>)

1. Applications for assistantship should be received by March 17 for the next academic year so that the CJCS Department Graduate Affairs Committee can begin reviewing applications in order to begin announcing their recommendations for assistantship selections by the end of Spring semester.
2. All assistantship contracts are for one academic year. Graduate Assistants may apply for a second year.
3. The dollar amount for each assistantship is set by the Graduate School for the year and is subject to taxes.
4. Graduate Assistants must carry 18 (eighteen) semester hours for a regular academic year and not less than 9 semester hours in any one semester without specific approval from the Graduate Dean.
5. Graduate Assistants may not accept any other full-time, or significant employment at the University or elsewhere during the period of service to the Department, without permission of the Graduate Dean.

6. Graduate Assistants will be required to fulfill a 20-hour work week for their assistantship duties.
7. All assistantships are governed by University and Graduate School policies and they take precedence over any policies stated in this handbook.

Face to Face Curriculum for Master's in Criminal Justice

General Core Courses:
6910. <i>Law and Criminal Justice</i> . A historical analysis of the evolution of criminal law as a social control. An overview of substantive criminal law and criminal procedural law in the United States. 3 s.h.
6920. <i>Criminal Justice Studies, Practices, and Theories</i> . A critical analysis of the field of criminal justice studies including: crime statistics, crime causation, the criminal justice process, and the agencies involved.
6925. <i>Administration and Management Theory</i> . Administration and management theory as applied to criminal justice agencies. Includes the functions of the executive, the nature of authority and leadership. Organizational communication and theories of employee motivation. 3 s.h.
6942. <i>Research and Statistics in Health and Human Services</i> . A consolidated statistical and research course in Human Services to design and use qualitative and quantitative research: use and interpret descriptive and inferential statistics, and evaluate the research of others.
6970. <i>Applied Police Management</i> . Systemic examinations of the principles and practices related to the management of police organizations. Examples will reflect problems of the urban and suburban environments, relationships with political entities, & internal control. 3 s.h.
6980. <i>Managing Correctional Operations</i> . Historical review of corrections in the United States. Modern theories of correctional administration and organization in both facilities and community settings. Special focus on: financial operations, contagious illnesses, security, staff management, corruption, programming, architecture, hostage situations and community concern. 3 s.h.

Other Criminal Justice Courses Routinely Offered:
6915. <i>Advanced Criminology</i> . A comprehensive analysis of the causes of crime from the interdisciplinary perspective. Major criminological theories are discussed in light of contemporary empirical research. Prereq: CRJS 3735. 3 s.h.
6940. <i>Statistical Techniques in Health and Human Services</i> . A consideration of the courses of statistical information in the human resource systems and the limits of such data, with primary emphasis upon multivariate statistics and their application to the field. 3 s.h.
6945. <i>Research Methods in Health and Human Services</i> . An analysis of the design and execution of both quantitative and qualitative research in the human services: the development of research designs most useful to human service research problems. Prereq: CRJS 6942 Research and Statistics in Health and Human Services. 3 s.h.
6950. <i>Selected Topics Seminar in Criminal Justice</i> . Addresses specific topics relating to the crime problem and the criminal justice process. Topics may vary from semester to semester and will be announced prior to enrollment. This course is repeatable provided it is on different topics. 3 s.h.

6955. <i>Independent Study</i> . Study under the personal supervision of a graduate faculty member with the approval of the Graduate Coordinator and Department Chair. 1-3 s.h. May be repeated once.
6957. <i>Readings in Criminal Justice</i> . Extensive reading assignments in the student's interest area under the supervision of a graduate faculty member. Enrollment in this course must have the written approval of the Graduate Coordinator and Department Chair. 1-4 s.h.
6960. <i>Program Planning and Evaluation</i> . A systematic review and evaluation of human services programs, with special attention to the posing of questions in context; questions relating to the selections of design, method, and process of summative evaluation and assessing the effectiveness of programs. 3 s.h.
6975. <i>Applied Police Correction Management</i> . Systematic examinations of the principles and practices of criminal justice organizations and the historical contexts of their implementation. Readings emphasize best practices, legal standards, and interdisciplinary cooperation affecting law enforcement and corrections, especially as they affect financial management, human resources, community relations, homeland security, and the treatment of vulnerable populations. 3 s.h.
6985. <i>Grant Writing</i> . Insight into the methods, strategies, and techniques of grant writing, with emphasis on the proposal components and exploration of funding sources. Each student will exhibit competence in planning, developing, and evaluating a proposal as well as creating a draft of a grant proposal based on an actual Request for Proposals. 3 s.h.
6990. <i>Criminal Justice Public Policy Seminar</i> . Types of policy and how policies are formulated are covered. The evaluation of policy, with attention to what constitutes good public policy. Special attention is given to the impact of crime control policies, particularly crime legislation and current laws. 3 s.h.
6995. <i>Criminal Justice Practicum</i> . Supervised experience in an applied criminal justice setting. Prereq: Majority of core and track courses and recommendation of students' committee, and approval of the Graduate Coordinator. Permit required from the Department Chair. YSU Peace Officer Training Academy may be accepted for this class. 3-6 s.h.
6998. <i>Graduate Paper</i> . Graduate level research and a comparable paper under the supervision of the student's major professor. 2 s.h.
6999. <i>Research and Thesis</i> . 1-6 s.h.

Acceptable Undergraduate Courses for Graduate Credit (Swing Courses), as long as the course was not taken as part of the undergraduate CRJS degree.		
5802.	Correctional Law and Liability	3 s.h.
5820.	Advanced Legal Research	3 s.h.
5825.	Criminal Procedure and Constitutional Issues	3 s.h.
FSCI 5814 Practice and Ethics in Forensic Science		3 s.h.
5831.	Violence in America	3 s.h.
5840.	Critical Incidents and Homeland Security	3 s.h.
5841.	Terrorism and Counter Surveillance	3 s.h.
5865.	Gathering & Using Info in CJ	3 s.h.
5875.	The Juvenile Justice System	3 s.h.

Note: Students may take any course at the 5000 and/or 6000 level from the social sciences to use as electives. Courses from other disciplines need approval by the graduate coordinator. It is, however, essential to adhere to the following regarding elective options:

1. The selection of elective course work is not the sole prerogative of the student and must be done in consultation with the graduate coordinator.
2. Not more than 9 semester hours in the thesis option or 12 semester hours in the non-thesis option of a student's total course work for the M.S. degree may be taken from course offerings at the 5000 level. None can be taken below the 5000 level if the hours are to count toward the M.S. degree.

Students are strongly encouraged to take courses outside of the department for electives. Most students in the field of Criminal Justice find Social Work and/or Counseling to be most appropriate to their field.

Graduate Level Classes Outside of CRJS Requiring No Prerequisite

Other Graduate Level Courses Outside of Criminal Justice	
Course descriptions found at https://catalog.ysu.edu/courses/phlt/ https://catalog.ysu.edu/courses/psyc/ https://catalog.ysu.edu/courses/hhs/	
PHLT 5810	Agents of Mass Casualty
PHLT 5812	Crisis Management in Public Health
HHS 6918	Program Planning & Evaluation
HHS 6959	Foundation and Planning
PSYC 6907	Psychology of Adjustment
PSYC 7000	Psychopharmacology

Master of Science in Education – Counseling	
Course descriptions found at https://catalog.ysu.edu/graduate/graduate-programs/master-science-education-counseling/#coursestext	
COUN 6902	Theory and Foundation of Addictions Counseling
COUN 6903	Addictions Counseling: Treatment and Intervention
COUN 6904	Crisis Counseling
COUN 6905	Cultural/Ethnic Issues Relating to Youth and Families
COUN 6910	Human Development and Family Systems Counseling
COUN 6911	International Area Study: Project Learning Around the World
COUN 6912	Multilevel Tier Interventions Across General Education and Special Education Programming
COUN 6930	College Counseling and Student Mental Health
COUN 6961	Orientation and Ethical Issues in School Counseling
COUN 6962	Counseling Theory
COUN 6963	Occupational and Educational Information in Guidance
COUN 6964	Appraisal Techniques in Counseling
COUN 6968	Research in Counseling
COUN 6969	Administration of Personnel and Guidance Services
COUN 6970	Counseling and Social Services in the Schools

COUN 6971	Human Relations for the Classroom
COUN 6972	Career Counseling
COUN 6974	Case Studies in School Guidance and Field Experience in Community Social Agencies
COUN 6975	Counselor Consultation and Prevention
COUN 6976	Social and Cultural Issues in Counseling
COUN 6977	College Admission Counseling
COUN 6980	Diagnosis of Mental Disorders
COUN 6982	Educational Leadership in Primary and Intervention Strategies
COUN 6991	Family Systems
COUN 7004	Practicum in Student Affairs and College Counseling
COUN 7006	Guidance in the Classroom
COUN 7008	Assessment for Educational Decision Making
COUN 7017	Group Procedures in Counseling
COUN 7018	Diagnosis and Treatment of Children and Adolescents
COUN 7019	School Counseling Program Development
COUN 7021	Legal and Ethical Issues in Student Affairs
COUN 7023	Life Span and College Student Development
COUN 7026	Orientation and Functions of Student Affairs
COUN 7028	Advanced Counseling Theory and Treatment Seminar
COUN 7029	Professional Issues in Student Affairs
COUN 7036	Consultation and Educational Approaches to Prevention
COUN 7038	Counseling with Couples
COUN 7039	Administration and Supervision of Mental Health Services
COUN 7042	Administration and Organization in Higher Education
COUN 7044	Leadership and Administration in Student Affairs
COUN 7046	Assessment in Student Affairs Practice
COUN 7509	Family Systems Within an Educational Context
Master of Social Work	
Course descriptions found at https://catalog.ysu.edu/graduate/graduate-programs/master-social-work/#coursestext	
SCWK 6900	Human Behavior and the Social Environment 1
SCWK 6901	Oppression and Cultural Competence
SCWK 6902	Social Welfare Policy and Program Analysis
SCWK 6903	Social Work Foundation Practice 1
SCWK 7004	Practice Evaluation
SCWK 7006	Social Work in Aging
SCWK 7007	Social Work in Child and Family Settings
SCWK 7008	Social Work and the DSM

Appendix 1: How to Apply to YSU's Master of Science in Criminal Justice Program

1. Please visit www.ysu.edu
2. Find “*Admissions*” at the top of the page.
3. Scroll down to “*Graduate Admissions*”
4. Then “*first time students*” (unless you are being readmitted, then choose that link).
5. Then “*apply now*”

From there you will create an account and complete the graduate application.

Appendix 2: YSU Graduate Student Policies, Roles, and Responsibilities

The YSU Code of Student Rights, Responsibilities, and Conduct is found at:
<https://ysu.edu/student-conduct/code-of-conduct>.

The YSU Graduate Catalog is found at: <https://catalog.ysu.edu/graduate>.

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Lastly, other important information on all things related to YSU graduate studies is found at:
<https://ysu.edu/academics/college-graduate-studies>

Appendix 3: How to Comply with Human Subjects Review

ALL students who are completing the thesis option MUST, no matter what, complete a Human Subjects Review form and complete the CITI Program training. The CITI training comes with a certificate of completion that is required to be submitted to YSU. All of the information can be found at:

<https://about.citiprogram.org/en/homepage/> - CITI training homepage

Please consult your thesis advisor to know which form to complete.

Appendix 4: Universities with Extensive Current Reading Lists for Criminal Justice Graduate Students

-**The University of Delaware**- for Graduate students, sections are broken up by topics and each link provides a list of suggested readings: <https://sites.udel.edu/scj-gc/comprehensive-exams/>

-**Seattle University**- for Criminal Justice Graduate students, sections are broken up into different topics and types of articles including books, Journal articles, and reports:
<https://www.seattleu.edu/artsci/criminal-graduate/master-of-arts-in-criminal-justice/comprehensive-reading-list/>

-**University of Nebraska Omaha**- School of criminology and Criminal Justice reading list:
https://www.unomaha.edu/college-of-public-affairs-and-community-service/criminology-and-criminal-justice/_files/documents/sccj-criminal-justice-comprehensive-exam-reading-list-aug2020.pdf

- **Washington State University**
<https://s3.wp.wsu.edu/uploads/sites/208/2014/09/PhD-Comprehensive-Exam-Reading-List-reading-criminology.pdf>

Appendix 5: National/Standard Graduate School Admission Tests (GRE, MAT)

Graduate Record Examination (GRE)

1. The GRE consists of three sections:

Verbal: 30 questions (30 minutes) that tests your ability to analyze and evaluate written material and synthesize information obtained from it.

Quantitative: 28 questions (45 minutes) that measures your basic mathematical skills and your understanding of elementary mathematical concepts, as well as your ability to reason quantitatively and solve problems in a quantitative setting.

Analytical: 35 questions (60 minutes) that measure your ability to understand structural sets of relationships, deduce new information from sets of relationships, analyze and evaluate arguments, identify central issues and hypotheses, draw sound inferences, and identify plausible causal explanations.

2. Cost of the GRE is anywhere from \$120.00-205.00

A. Testing sites are throughout the country and online (in the Mahoning Valley area call 330-652-1886).

B. For more info go to <http://www.gre.org>

Miller Analogies Exam (MAT)

1. The MAT consists of about 120 questions, takes about 60 minutes to complete, and is used primarily for graduate school admissions.

2. The exam aims to measure an individual's logical and analytical reasoning through the use of partial analogies. As of the fall of 2004, the exam became computerized; test-takers can now opt to take it as a Computer-Based Test (CBT), although the pen-and-paper exam still exists. Unlike analogies found on the GRE and the SAT, the MAT's analogies demand a broad knowledge of Western culture, testing subjects such as science, music, literature, philosophy, and history. Thus, exemplary success on the MAT requires more than a nuanced and cultivated vocabulary.

3. Cost for the MAT is about \$70.00 – (cost varies by testing center)

• For more info go to <http://www.milleranalogies.com>

Appendix 6: Criminal Justice Faculty and Their Interests

Christopher M. Bellas, Ph.D., Associate Professor & Graduate Coordinator
Capital punishment; court process; law; jury decision-making; criminology & victimization.

Gordon G. Frissora, Ph.D., Associate Professor
Social structure; stratification; administration of justice; research methods and statistics; police administration; personnel management; American studies; computer forensics; computer crime.

John M. Hazy, Ph.D., Professor and Department Acting Chair
Methodology (assessment, research, and statistics); teaching; drugs and crime; community health; life course issues; bioterrorism preparedness.

Monica Merrill, Ph.D. Assistant Professor & CJ Partnership Coordinator
Criminology, victimization, social inequality, women and crime.

Christian C. Onwudiwe, Ph.D., Assistant Professor
Comparative studies in criminal justice and political science; foreign policy of major powers; international crime.

Richard L. Rogers, Ph.D., Associate Professor & Undergraduate Coordinator
Social problems and criminology; organizational and economic sociology; statistics and research methods; social history; Anglo-American religious movements; ecological analysis.

Patricia B. Wagner, J.D., Associate Professor
Criminal law and procedure; court structure and administration

Appendix 7: Graduate Paper Information Guide (4 parts)

I. Graduate Paper Definition

- a) A **Graduate Paper** is a showcase of a student's ability to do two things: 1) review and critique the literature on a topic of her/his choosing that is significant to our field and 2) present constructive recommendations based on an analysis of the literature that can direct future attempts to address the topic.

II. Process for Completing a Graduate Paper

1) choose between a Graduate Paper or a Thesis (can occur any time in your graduate student career, the sooner the better though so you can plan accordingly)

2) think of 1-3 ideas for a Graduate Paper

3) select a committee (choose your advisor first and then with that person the other 2 members knowing that the advisor must be a full-time CJCS graduate faculty member and the other 2 faculty may be part-time or even outside of CJCS—note a form is involved for this step).

4) create a proposal (base the proposal on the info from the next section, III)

5) defend your proposal in front of your committee

6) complete your graduate paper

7) defend your graduate paper in front of your committee

8) give the Graduate Coordinator an electronic copy of your defended graduate paper

III. Expectations for Content in Creating Proposal for a Graduate Paper

Graduate Paper proposal is five to ten double-spaced typed pages plus references and appendices. It adheres to the nine items below.

1. **Title page:** make a meaningful and enticing title of your graduate paper, identify that this is a proposal, your name, the committee members, and date of defense
2. **Abstract** (one paragraph): Write this after you have completed the other parts of the proposal. The abstract consists of five to seven sentences (150 words) in order to state the general problem under investigation, associate the problem with some conceptual, theoretical, or policy issue, pose your proposed “findings”, and introduce the benefits of the study.
3. **Introduction** (1 page): Write a paragraph on each of the following topics: a general statement of the topic area; indicate why the topic was selected (justify to or sell the reader on your topic selection); describe the research question; provide an overview of the theory used; and why this study is important. Include a short paragraph about contributions of this graduate paper makes. Remember that the introduction should describe the parts of the proposal to follow, and therefore, should be the most general statement in the proposal.
4. **Literature review** (2-3 pages): The goal of your literature review is to situate your work within previous work and important conceptual issues (models, policies). Do not survey the literature; rather, you should identify the major chunks you need to cover from your conceptual model. Remember to write thematically by making the topical sentences to each paragraph the key idea, and to use each paragraph to set up your hypotheses.
5. **Methodology** (1 page): Specify how you’ll find the literature on the problem specified including, but not limited to: what key words will you use in your searching, where you will search for the literature, what will be your inclusion and exclusion criteria, and what themes do you expect to find in the literature.
6. **Contributions** (1 page): How does your study add to or expand upon previous research, the literature you summarized, the conceptual issue, and/or the previous methods used to study this topic. More than one contribution usually exists for each piece of research.
7. **Discussion** (1 page): Identify possible problems or weaknesses you see in your proposed study and your plans to overcome them. Mention alternative plans to handle problems you anticipate.
8. **References** (at least 15): use APA format and remember that each citation must be used (i.e. paraphrased or quoted from) in the body of the proposal. Recent and classic sources should be used to showcase a diversity of approaches to the topic.
9. **Appendices:** Use one appendix to display your theoretical model and add an appendix for any tables/visuals that relate to your topic that you feel are helpful in order to frame or justify your topic. The bottom line is that the more you give your committee to read before the proposal defense, the more feedback you can get.

IV: Expectations for Content in Creating Final Version of Graduate Paper

Title Page: make the title enticing yet reflective of what it is that follows, identify that this is a Graduate Paper, your name, the committee members, and date of defense (real or anticipated)

Chapter 1 - Introduction

1. Start with some statistics or something that will catch the reader's attention.
2. Define your terms and state the problem you will address as an open-ended question.
3. State why the problem chosen is worthy of study and why you picked it—specify its importance.
4. Write a summary of the chapter and briefly explain to the reader what will be presented in the next chapter.

Chapter 2 - Literature Review

1. Describe studies that have been done that relate to what you are proposing and how you selected the studies in your reference list that you reviewed.
2. Explain the theory that guided/was formed by your work—use a conceptual model to show it.
3. State your research questions and/or hypotheses at the end of this chapter.
4. Write a summary of the chapter and briefly explain to the reader what will be presented in the next chapter.

Chapter 3 - Methodology

1. Open with your research questions and/or core hypothesis.
2. Explain how you obtained your literature (key terms, search strategy, and inclusion/exclusion criteria for arriving at the 25+ sources).
3. Explain what your expectations/hypotheses were concerning the literature.
4. Write a summary of the chapter and briefly explain to the reader what will be presented in the next chapter.

Chapter 4 - Findings

1. Present what you found relative to your research question(s) and/or each of your hypotheses.
2. Write a summary of the chapter and briefly explain to the reader what will be presented in the next chapter.

Chapter 5 - Conclusion

1. Summarize your major findings.
2. State any caveats or limitations with your research.
3. State how you would do things differently if you had to do it over again.
4. Specify recommendations for future research and/or policy/theory implications.
5. Write a summary of the chapter.

References: include at least 25 sources that are used throughout the paper (use APA format--
<http://citationmachine.net>, <http://bibme.org>, <http://www.apastyle.org>, and
<https://owl.english.purdue.edu/owl/resource/560/05/>)

Appendices: include whatever is important, yet not critical here, optional

Appendix 8: Thesis Info (4 parts) for Criminal Justice

I. Thesis Definition

A **Thesis** is a showcase of a student's ability to do three things:

- 1) review and critique the literature on a topic of her/his choosing that is significant to our field;
- 2) gather and statistically analyze a dataset* relative to the student's chosen topic; and
- 3) present constructive recommendations based on a review of the literature and the analysis of data gathered that can direct future attempts to address the topic.

*Note: In exceptional cases, instead of a statistical analysis of a dataset, a Thesis could be done that specifies a detailed research/grant proposal or is a thorough investigation and critique of a specific policy or theory that greatly impacts the field/discipline.

II. Process for Completing a Thesis

- 1) think of 1-3 ideas for a Thesis (for examples go to <http://etd.ohiolink.edu>)
- 2) select a committee (choose your advisor first and then with that person the other 2 members knowing that the advisor must be a full-time graduate faculty member and the other 2 faculty may be part-time or even outside of CJ—note a form is involved for this step)
- 3) register for 1-6 hours of CRJS 6999 Thesis (can occur any time in your graduate student career, though these hours are best taken after your committee is selected and close to the end of your student career when most required coursework is completed)
- 4) create a proposal (base the proposal on the info from the next section, III)
- 5) defend your proposal in front of your committee
- 6) obtain YSU Institutional Review Board (IRB) or Human Subjects Review Committee (HSRC) approval (special forms are needed, see “IRB/HSRC” info)
- 7) complete your thesis
- 8) defend your thesis in front of your committee
- 9) get formal approval from the Dean of the College of Graduate Studies (Dr. Sal Sanders)
- 10) follow all College of Graduate Studies guidelines and deadlines for completion

III. Expectations for Content in Creating Proposals for Theses

Thesis proposals are five to ten double-spaced typed pages plus references and appendices. They adhere to the nine items below.

1. **Title page:** title of thesis, identification that this is a proposal, degree program name, your name, committee members, and date of defense (anticipated or real)
2. **Abstract:** To be written after you have completed #3-9 and consists of approximately five to seven sentences. Using a sentence each, state the problem under investigation in open-ended question format, link the problem with some conceptual or practical issue, identify the research design, describe the potential sample/population, name the primary variables, and intro the benefits of the study.
3. **Introduction** (1 page): Write a paragraph on each of the following: a general statement of the topic area; indicate why the topic was selected; describe the problem (i.e. state the question); provide an overview of the theory—your hypotheses and their rationale that apply; describe the method to be used. In short, justify to or “sell” the audience on why your topic is being selected over all others. Include a short paragraph about contributions this thesis makes. Describe the remaining parts of the proposal to follow in the most general ways.
4. **Literature review and Theory** (2-3 pages): The goal of your literature review (at least 15 references) is to provide context and justify your conceptual issues/theories or policies. This lit review is not exhaustive. It merely begins to validate your problem selection. Identify the major chunks you will cover in the final thesis chapter 2. Remember to write thematically by making the topical sentences to each paragraph the key idea, and to use each paragraph to set up your hypotheses. Include a conceptual model of the theory you plan to use or develop.
5. **Methodology** (1-2 pages): Write paragraphs which cover the following topics: research design; sample/population and how cases will be selected; independent and dependent variables with their conceptual and operational definitions; hypotheses (if not named elsewhere); types of statistical analyses you plan to use and what each will tell you; issues of validity and reliability. This section may include lists of variables and definitions and may refer the reader to appendices. If a survey is going to be used, include a draft of the items that will be in it.
6. **Contributions** (1 page): Describe how your thesis builds on prior work, the literature summarized, the conceptual issues, and/or the previous methods used to study this topic. More than one contribution usually exists for each piece of research.
7. **Discussion** (1 page): Identify possible problems or limitations that you see in your proposed research and your plans to overcome them. Describe alternatives and concerns that you have.

8. **References:** List at least 15 academic sources in APA style that you refer to throughout the body of the proposal. Recent and classic sources are to be included. The content of these references should begin to justify your problem selection and showcase a diversity of approaches on the topic. The final version of your thesis will have several more references than your proposal contains.

9. **Appendices:** Include appendices on materials such as the conceptual model, research questions, data collection instrument, lists of variables/items to be measured, skeleton tables for the analyses, timeline, and budget if applicable. The more you give reviewers to read before the proposal defense, the more targeted substantive feedback you will get.

IV: Expectations for Content in Creating Final Versions of Theses

Front Matter: Title Page, Signature Page, Abstract—write it after all chapters are written, Table of Contents, List of Tables, Acknowledgments (use YSU’s Graduate Studies template)

Chapter 1 - Introduction

1. Start with some statistics or something that will catch the reader’s attention.
2. Define your terms and the problem the thesis will address as an open-ended question.
3. State why the problem chosen is worthy of study and why you picked it—specify its importance.
4. Write a summary of the chapter and briefly explain to the reader what will be presented in the next chapter.

Chapter 2 - Literature Review and Theory

1. Describe studies that have been done that relate to what you are proposing and describe how you searched/located the studies that you presented.
2. Explain the theory that guided or was formed by your research and include a conceptual model.
3. State your research questions and/or conceptual hypotheses (not with variables).
4. Write a summary of the chapter and briefly explain to the reader what will be presented in the next chapter.

Chapter 3 - Methodology

1. Open with your research questions and/or core hypotheses.
2. Explain the design you used to obtain your data.
3. Explain how you selected your data and provide a profile of the data used.
4. Explain who your population and/or sample are, what measures you used, and what statistical analyses you did with your data.
5. Write a summary of the chapter and briefly explain to the reader what will be presented in the next chapter.

Chapter 4 - Results

1. Present what you found relative to your research question(s) and/or each of your hypotheses.
2. Write a summary of the chapter and briefly explain to the reader what will be presented in the next chapter.

Chapter 5 - Conclusion

1. Summarize your major findings.
2. State any caveats or limitations (reliability and validity issues) with your research.
3. State how you would do things differently if you had the study to do over again.
4. Specify recommendations for future research and/or policy implications.
5. Write a summary of the chapter and highlight the benefits of this thesis.

Reference List: APA style of at least 25 sources (<http://www.APASTyle.org>, <http://www.bibme.org>, <http://www.citationmachine.net>, and <https://owl.english.purdue.edu/owl/resource/560/05/>)

Appendices

1. Include whatever is important, yet not critical here
2. Include a copy of the data collection instrument(s) if applicable

3. Include a letter from YSU's Institutional Review Board/Human Subjects Review Committee (IRB) approving the research as well your Citi-certification of IRB training, go to <https://about.citiprogram.org/en/homepage/> - CITI homepage

***Go to the College of Graduate Studies website for other thesis information including deadlines,**

<https://ysu.edu/academics/college-graduate-studies/current-students/thesis>

Appendix 9: Online Master of Science in Criminal Justice Program

Youngstown State University



Online Graduate (Masters in Science, MS) Program in Criminal Justice

Program Description and Cost: The online (completely web-based, no face-to-face) Master of Science in Criminal Justice with a Criminal Justice Management and Program Planning track focuses on developing the fundamental critical thinking skills used for leadership, organizational evaluation, and academic research. The program specifically targets individuals seeking an evidence-based approach to criminal justice management or are preparing for graduate study at the doctoral level. The program requires two courses a semester which affords students the opportunity to participate in a quality, yet flexible program while working full or part time. Enrollment in summer courses is highly recommended.

Web address: <https://cms.ysu.edu/administrative-offices/distance-education/online-master-science-criminal-justice-management-program>

Admission Requirements:

Regular Admission: a GPA of 3.0 or higher on a 4.0 scale or a satisfactory standardized test (i.e. GRE, MAT) score (30th percentile or higher). The LSAT will also be accepted.

Provisional Admission: meet one of the following two criteria: a GPA of 3.0 or higher in the last 30-40 hours of coursework or a satisfactory standardized test score (30th percentile or higher)

Curriculum for the online CJ Master's Degree:

- a. Make sure there are no deficiencies in CJ coursework (see prior information at the beginning of this handbook regarding deficiencies).
- b. Take all core courses below:

A law/policy course	CRJS 6910 or CRJS 6990
A theory course.....	CRJS 6915 or CRJS 6920
Management theory.....	CRJS 6925
Statistics/methods	CRJS 6940 and 6945 (or CRJS 6942 by itself)
Policing-Corrections...	CRJS 6975

- c. Thesis or graduate paper
- d. Electives

*A description of all Criminal Justice graduate courses can be found at:

<https://catalog.ysu.edu/graduate/graduate-programs/master-science-criminal-justice/#coursestext>