Course Description

Examines research and methodology specifically designed for criminal justice applications as tools to develop and implement basic research.

Course Textbook


Course Learning Outcomes

Upon completion of this course, students should be able to:

1. Relate the nature of scientific inquiry and the importance of research to the field of criminal justice.
2. Evaluate the key concepts associated with multiple methods of collecting, analyzing, interpreting, and reporting defensible research methods.
3. Assess how managers of criminal justice organizations use the managerial tool of basic quantitative statistical analyses.
4. Delineate ethical considerations when conducting criminal justice research.
5. Outline the major steps in empirical research in criminal justice.
6. Summarize the main processes of evaluation research.
7. Assess obstacles related to criminal justice research and government policy analysis.
8. Analyze the phases involved with writing a criminal justice research report.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. Study Guide: Each unit contains a Study Guide that provides students with the learning outcomes, unit lesson, required reading assignments, and supplemental resources.
2. Learning Outcomes: Each unit contains Learning Outcomes that specify the measurable skills and knowledge students should gain upon completion of the unit.
3. Unit Lesson: Each unit contains a Unit Lesson, which discusses lesson material.
4. Reading Assignments: Each unit contains Reading Assignments from one or more chapters from the textbook and/or outside resources.
5. Suggested Reading: Suggested Readings are listed in each unit’s study guide. Students are encouraged to read the resources listed if the opportunity arises, but they will not be tested on their knowledge of the Suggested Readings.
6. Learning Activities (Non-Graded): These non-graded Learning Activities are provided to aid students in their course of study.
7. Discussion Boards: Discussion Boards are part of all CSU term courses. More information and specifications can be found in the Student Resources link listed in the Course Menu bar.
8. Unit Assignments: Students are required to submit for grading Unit Assignments in Units I-VIII. Specific information and instructions regarding these assignments are provided below. Grading rubrics are included with each assignment. Specific information about accessing these rubrics is provided below.
9. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

10. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

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**CSU Online Library**

The CSU Online Library is available to support your courses and programs. The online library includes databases, journals, e-books, and research guides. These resources are always accessible and can be reached through the library webpage. To access the library, log into the myCSU Student Portal, and click on “CSU Online Library.” You can also access the CSU Online Library from the “My Library” button on the course menu for each course in Blackboard.

The CSU Online Library offers several reference services. E-mail (library@columbiasouthern.edu) and telephone (1.877.268.8046) assistance is available Monday – Thursday from 8 am to 5 pm and Friday from 8 am to 3 pm. The library’s chat reference service, *Ask a Librarian*, is available 24/7; look for the chat box on the online library page.

Librarians can help you develop your research plan or assist you in finding relevant, appropriate, and timely information. Reference requests can include customized keyword search strategies, links to articles, database help, and other services.

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**Unit Assignments**

**Unit I Scholarly Activity**

**Ethical Research in Criminal Justice**

Much of what is done in the field of criminal justice, whether knowingly or unknowingly, is impacted by some form of research. Conducting research in the field of criminal justice is important because it can help to inform best practices and serve as a form of checks and balances across various aspects of the criminal justice system. While research can be beneficial to the field of criminal justice, if the proper research methodologies and guidelines are not followed research can be harmful to participants and to the operational components in the field of criminal justice. In order to ensure the production of the least amount of harm associated with a research study, ethical guidelines have been established by the U.S. Department of Health and Human Services (DHHS). Many agencies, including criminal justice related agencies such as the U.S. Department of Justice, use the DHHS model policy on human research subjects to create their own human subjects policies.

For this assignment, complete the following:

1. explore empirical research in the field of criminal justice,
2. evaluate the importance of empirical research to the field justice, and
3. identify ethical considerations associated with conducting empirical research in the field of criminal justice.

To accomplish this task, imagine yourself as one of the following:

1. superior court judge
2. commander of the patrol division of a police department
3. chief juvenile probation officer,
4. deputy warden of treatment in a prison.

Also, imagine that you live and work in “Normal City.” This city has all the amenities that one could desire in a large city and all of the peace and quiet that one could desire in a small town. The beach, countryside, and local attractions are all within a reasonable driving distance. All the schools range in various levels of specialization, accreditation, and extracurricular activities. Housing and property values fall within the average range of any city anywhere else. Crime rates are comparable to those found in any other city that would have similar amenities, attractions, and opportunities.

Using the role that you have chosen and the background information about Normal City, complete the following tasks in each section:

**Section 1: Conducting Empirical Research in Criminal Justice**

1. Identify the role you have chosen.
2. Identify a topic that empirical research could be used to explore in your chosen role.
3. Based on the topic you selected, develop a research question and/or hypothesis you want to empirically explore.
4. Identify whether your research focus will be pure research or applied research.
5. Identify whether your research design will be qualitative research or quantitative research.

Section 2: Importance of Empirical Research in Criminal Justice
1. Discuss why conducting empirical research on the research question you developed is important to the field of criminal justice.

Section 3: Ethics & Empirical Research
1. For the topic that you selected, explore the related ethical issues by addressing the following questions:
   a. What procedures need to be avoided to reduce the amount of harm (i.e., conducting unethical research) experienced by respondents during this research? How would you honor the commitments made to respondents and respect reciprocity?
   b. What steps would you need to take to ensure that you were objective and professional in conducting the research and reporting research results?
   c. What measures would you need to take to ensure that the respondents’ confidentiality and privacy were protected?
2. Further explore ethical considerations related to conducting empirical research in the field of criminal justice by responding to the following tasks:
   a. Discuss how a research study related to your chosen topic could involve the collaboration of a local college or university and/or a local community organization.
   b. Discuss the role of the institutional review board regarding evaluating whether or not your study protects human subjects.

Section 4: Conclusion
1. Based on your discussions about empirical research in the field of criminal justice, the importance of empirical research to the field of criminal justice, and ethical considerations related to conducting empirical research in the field of criminal justice, what guidance would you give your agency to ensure that the research study was ethically conducted from start to finish?

The assignment will need to be a minimum of three double-spaced typed pages, not counting the title page. Be sure to use the first three subject headings identified above and to address each bullet point under the subject headings, and then your conclusion. Under each subject heading, your responses may be in paragraph form or provided as bullet points. Ensure you have a title page.

Be sure to cite, in APA format, any source used to influence your response. Therefore, your reference list should at least include a citation from the textbook as you are required to apply the concepts discussed in the textbook to the assignment.

Information about accessing the Grading Rubric for this assignment is provided below.

**Unit II Project**

**Research Topic, Question/Hypothesis, and Design**

In the field of criminal justice, there is always the need for the development of evidence-based strategies, programs, and policies. The evidence that is used to influence changes in the field of criminal justice is extracted from the findings of criminal justice research studies that are conducted by social science researchers, such as yourself. Therefore, there is a continual need to conduct criminal justice research that examines current issues in the field. You are tasked with developing a research study that explores a current issue in the field of criminal justice. You will detail your study in a research report covering the major steps outlined below, and the final report will be submitted at the end of the course.

The research report consists of four parts:
1. Part 1 – Research topic, research questions, and research design
2. Part 2 – Literature review
3. Part 3 – Research methodology
4. Part 4 – Discussion and conclusion

You then have the opportunity to tie all four parts together in a rough draft and make final revisions before presenting your research report for the course’s final project.
Part 1A: Research Topic
First, you will need to identify a criminal justice related topic that you want to explore throughout all of the assignments associated with the final research report. Second, provide a brief discussion about why you chose your topic and why researching that topic is important to the field of criminal justice. Third, to assist you in determining the type of research that has already been done on your topic and to give you a head start on Part 2 of your research report, you will need to include a list of five scholarly sources related to your topic.

Note: You are not required to summarize the sources here, but the references must be cited in APA format.

Part 1B: Research Question
Developing a research question is one of the most important parts of the research study. Your research question is what dictates the type of methodology that will be used in the study. There are certain research questions that lend themselves to pure (basic) versus applied research. There are certain research questions that lend themselves to qualitative versus quantitative research. Therefore, it is imperative that you establish the research question prior to conducting a study. This is important as you are formulating your steps to solve the problem in your empirical research. It should also be noted here that if one is asking qualitative type research questions, answers might not result. Instead, additional questions or sub-questions may result, which is an acceptable result.

Note: You are not discouraged from using either type of question. Instead, you are reminded as discussed in the textbook that various types of questions exist and that the type of question you use will impact your methodology. This is why it is imperative that you identify the type of research question you want to ask at the beginning of your study.

For this part of the assignment, you are tasked with developing a research question. Based on your research question, you will need to generate at least one hypothesis or at least one sub-question that is associated with your research question.

Keep in mind that the research question needs to be connected to the topic that you identified in Part 1A of the assignment, and it needs to be a question that you want to explore throughout the other parts of this assignment and subsequent assignments related to the final research report.

Part 1C: Research design
You will need to decide whether your research will use an experimental design, a quasi-experimental design, or a preexperimental design. Provide a discussion that explains how your research falls into the experimental design that you chose. While you do not need to go into specifics about the methodology that you will utilize for your research study, you do need to be able to discuss to what extent your design will or will not incorporate equivalents, observation, treatment, and time.

All three parts of the assignment allow you to begin formulating your research design steps as you are building your research report. The three parts of the assignment should be submitted as one document. The assignment must be at least two double-spaced typed pages.

Be sure to cite in APA format any source used to influence your response. Therefore, your reference list should at least include a citation of the textbook since you are required to apply the concepts discussed in the textbook for each part of this project.

You can find resources to assist you in completing Part 1A of the assignment from the CSU Success Center. You can find resources to assist you in completing Parts 1B and 1C of the assignment in the textbook.

Information about accessing the Grading Rubric for this assignment is provided below.

Unit III Literature Review

Part 2: Literature Review
The literature review is the part of the research report in which researchers evaluate the methods and findings of existing research related to that topic, determine what is already known about the topic and how what is known relates to what they are interested in, find support for their chosen methodologies and/or find ideas for drafting a methodology, and identify gaps in the literature that suggest that the research being conducted by the researcher will forever advance the knowledge in the field.

To prepare your literature review, you need to complete the following tasks:
1. Use the CSU Online Library to find at least five scholarly sources that are related to your topic. The sources should be no more than five years old. You are allowed to use the same five sources that you identified in the Unit II assignment, Part 1A.
   a. When using the CSU Online Library there are various databases that allow you to check a box that says you only want “peer-reviewed” sources. You will need to make sure you check this box to ensure that the sources you identify for your literature review are scholarly peer-reviewed sources.
   b. If there is no research available on your topic, contact your instructor about how you should proceed in finding research for your literature review.
2. Begin your literature review with a very brief discussion of your research topic and related questions and/or hypothesis.
3. Briefly summarize a) research focus, b) research methodology, and c) key findings of the scholarly sources that you identified for use in your literature review.
4. Critically evaluate the findings of each study in relation to your research topic, questions, and/or hypothesis. This can include comparing and contrasting each study’s findings, a discussion of the weaknesses of the study’s methodologies, and identification of the needs for future study as a result of the study’s findings. The critical evaluation of the studies in relation to your research topic, questions, and/or hypothesis can either come at the end of each summary of the scholarly sources or it can come at the end of the literature review after all of the summaries of the scholarly sources have been provided. Note: The main purpose of the literature review is to:
   a. discuss the available research related to your topic and
   b. identify how that research relates to your topic and informs the methodology that you will use to conduct your study. Both of these elements must be present in the literature review. Thus, while you are not required to provide your research methodology in this assignment, the literature review should allow for an easy transition into your research methodology that you will present in Part 3 of the research report.
5. Cite all your sources in APA format, both in-text and in the reference list.
6. Ensure the assignment is a minimum of two double-spaced pages.

To give you an idea of what is expected for this assignment, an example of an excerpt of a literature review is provided below.

Note: There are many ways to structure a literature review. Additional examples can be found in the scholarly sources you review and from the CSU Success Center.

Literature Review Example:

"Conducting research on special populations such as prison inmates continues to be a topic that is widely discussed among social science researchers in the field of criminal justice. The discussions around this topic center on two main issues: 1) what type of research is ethically appropriate, and 2) what entity should be responsible for ensuring that ethical protections are adhered to. Wilfred (2015) interviewed the commissioner of corrections and directors of institutional research from 20 states. The purpose of the study was to determine whether or not there was agreement between practitioners and academics in the field of criminal justice about how research should be conducted on prison inmates. Findings suggest that there is general agreement that research should be conducted, but there is very little agreement about how the research should be conducted.

ADDITIONAL SOURCES WOULD BE SUMMARIZED IN A SIMILAR MANNER. Research has demonstrated that there is general consensus that researching prison inmates is possible and that it should be done ethically. However, much of the available research on conducting research on prison inmates did not identify any consistency about which entity should be responsible for making sure that the ethical protections are not violated when conducting research on prison inmates. In addition, there is very little research that includes the voices of prison inmates regarding conducting print research on prison inmates. This study is designed to further explore what types of ethical research are appropriate on prison inmates and who should enforce those ethical protections. This study differs from existing studies on this topic in that prison inmates will be asked those questions…(Wilfred, 2015).

Reference


Note: This example briefly highlighted the research topic, briefly summarized the scholarly sources, provided a critical evaluation, and ended with a discussion of how the existing research in the field is related to the study that the researcher writing the literature review will conduct."
Information about accessing the Grading Rubric for this assignment is provided below.

Unit IV Project

Part 3: Research Methodology

For this assignment, you will complete a research methodology that is the part of the research report in which you thoroughly and specifically discuss the methods that you will use to evaluate your research questions and/or hypotheses. It is in the methodology that the researcher is able to present his or her study design so it is clear to the reader how the data will be collected to allow the researcher to explore his or her topic as discussed in the previous sections of the research report.

To prepare your research methodology, complete the following tasks:

1. Begin your research methodology with a very brief discussion of your research focus and a list of your related questions and/or hypothesis.
2. Discuss the main variables that will be explored in your study. Be sure to specify how those variables will be measured.
   a. For example, if you were interested in studying the relationship between sex and illegal drug use, you would need to make sure to specify what information you want to collect for each variable. For sex, you could choose to measure it as having the attributes of a male or female. For illegal drug use, you could choose to measure it by looking at the number of times someone was arrested for possession of illegal drugs. You could further distinguish that by only looking at the amount of drugs that someone was arrested with and determining based on the weight, whether it was considered possession for personal consumption or distribution. This is just a brief example of how the variables could be measured. There are a variety of other ways in which these two variables could be measured. Thus, you can see why it is important to not only identify the variables but also specify how the variables will be measured.
3. Present your research methodology. You need to ensure that the specific steps you will follow to explore your research questions and/or hypotheses are clear to the reader. Avoid the use of general statements and direct quotes from the textbook about what should be included in the research methodology. Your task is to discuss in your own words what you would specifically do to study your research topic. What steps would you engage in to ensure that your proposed study properly explores the research questions and/or hypotheses that you developed? In your methodology, you need to discuss the following concepts:
   a. Research design
      i. Note: Remember to refer back to Unit II Assignment, Part 1C where you discussed your research design.
      ii. Include a discussion of the methodological approach (i.e., qualitative, quantitative, or mixed method).
      iii. Include a discussion of how threats to internal and external validity are addressed.
   b. Participant selection process
   c. Include a discussion of the participant characteristics and related ethical considerations.
   d. Data collection process
      i. Include a discussion or an example of the data collection techniques (e.g., surveys, case studies, participant observation, unobtrusive measures, and secondary data).
      ii. Include a discussion of the step-by-step procedures you will follow to collect the data from your study participants using your data collection technique.
      iii. You will be formulating your data collection techniques but not actually collecting the data.
   e. Protection of human subjects
      i. Include a brief discussion about how your research study’s methodology will ensure human subject(s) protections (e.g., minimal harm to participants, consent, and confidentiality). Such statements may address the submission of your study protocol to an institutional review board (IRB), or a U.S. Department of Health and Human Services (DHHS) review, or compliance with National Institute of Justice (NIJ) human subject requirements.
   f. Study timeline
      i. Include a brief sketch of the anticipated timeline associated with conducting your study from the IRB review to the completion of data collection.
4. Cite all your sources in APA format, both in-text and in the reference list.
5. Ensure the research methodology is a minimum of four double-spaced pages.

Information about accessing the Grading Rubric for this assignment is provided below.
Unit V Project

Part 4: Discussion and Conclusion

The discussion and conclusion is the part of the research report in which researchers discuss their study findings, study limitations, related implications, and the importance of the research to the field of criminal justice.

To prepare your discussion and conclusion, complete the following tasks:

1. Discussion
   a. Provide an in-depth discussion of the findings that could have resulted if you actually conducted your proposed study.
      i. Remember to return to your research questions and/or hypotheses as well as findings from the studies you discussed in your literature review to assist you in developing this section of the research report.
   b. Provide a discussion about any conclusions that can be drawn from the anticipated findings.
      i. You are in essence being asked to discuss whether or not you think that you would have found support for your hypotheses, answers to your research questions, or additional research questions.
   c. Provide a discussion about any study limitations that are associated with your proposed study’s research methodology.
      i. Remember that your study’s limitations would have been considered during the development of your research methodology.

2. Conclusion
   a. Provide a discussion about the potential impact of the results of your study on the field of criminal justice (e.g., practices and policies).
      i. Include a discussion about how managers in criminal justice agencies would be able to use your study’s findings as managerial tools for working with criminal justice personnel.
   b. Provide a discussion about future research possibilities that are related to your proposed study.

3. Cite all your sources in APA format, both in-text and in the reference list.

4. Ensure the research methodology is a minimum of two double-spaced pages.

Remember that you can return to the studies you discussed in your literature review to assist you in developing the discussion and conclusion section of the research report. There you will find varying examples of discussion and conclusion sections of research reports.

Note: This part of the assignment requires that you use your knowledge of the existing research in the field, the understanding of your proposed study design, and your intellectual creativity to discuss some potential findings that could result if you had actually conducted the study. Based on that discussion, you are able to provide a conclusion that identifies areas in need of additional research and discusses the significance of your proposed study to the field of criminal justice. This is the part of the research project where your empirically inspired opinions should be discussed. There should be very few direct quotes that appear in this portion of the research report. If possible, no direct quotes should appear in this section of the research report. Thus, this portion of the research report should be dominated by your voice.

Information about accessing the Grading Rubric for this assignment is provided below.

Unit VI Research Report

Rough Draft

You have been compiling the four parts of the research report:

1. Part 1 – Research topic, research questions, and research design
2. Part 2 – Literature review
3. Part 3 – Research methodology
4. Part 4 – Discussion and conclusion

You now have the opportunity to tie all four parts together in a rough draft and to make final revisions before presenting your research report for the course’s final project.

For this assignment, you will prepare a rough draft of the research report. The rough draft incorporates Parts 1 through 4 of the research report.
To prepare your rough draft, complete the following tasks:

1. Prepare an introduction which synthesizes Parts 1A and 1B of the research report.
   a. This section of the rough draft should be a fluid discussion of your topic, research questions, and/or hypothesis.
   b. Remember that Part 1C was incorporated into Part 3 of the research report and should not be discussed here.
   c. Remember to incorporate any suggested changes you received in feedback from your instructor for Parts 1A and 1B in the Unit II assignment into the rough draft.
2. Add Parts 2 through 4 of your research report to the rough draft.
   a. Remember to incorporate any suggested changes you received in your instructor’s feedback for Parts 2 through 4 of the research report into the rough draft.
3. Incorporate appropriate transitions between each part of the research report.
4. Prepare a reference list that includes APA style references for all the sources cited in-text in each section of the research report rough draft (i.e., Introduction, Parts 1-4).
5. Prepare an abstract (150 words or less) that briefly addresses the following:
   a. what topic you are studying,
   b. why you are conducting your study,
   c. how you plan to conduct your study,
   d. what you would expect to find if you conducted your study, and
   e. how your research could impact the field of criminal justice.
6. Prepare a title page that includes the title of your research report, your name, and the name of your institution.
7. Order the rough draft as follows:
   a. Title Page
   b. Abstract
   c. Introduction
   d. Literature Review
   e. Methodology
   f. Discussion and Conclusion
   g. References
8. Ensure your rough draft is a minimum of six double-spaced pages (not counting title and reference pages).

Remember that you can return to the studies you discussed in your literature review to assist you in developing the abstract and introduction to your research report and the transitions between each part of your research report. There you will find varying examples of abstracts, introductions, and transitions used in research reports.

Information about accessing the Grading Rubric for this assignment is provided below.

**Unit VII Scholarly Activity**

**Criminal Justice Managers – Research and Policy Analysis**

Research is conducted in the field of criminal justice on a daily basis. The expectation is that the findings from research studies will be helpful in developing related policies, practices, and programs in the field of criminal justice. However, it is not always clear whether research findings are actually used in the criminal justice field to impact policies, practices, and programs. To further explore this phenomenon, you are required to complete this scholarly activity that focuses on the evaluation research process and the use of research findings by criminal justice managers as managerial tools. To meet the objectives of the scholarly activity, complete the following tasks:

**Section 1: Evaluation Research**

1. Provide a brief summary of the steps in evaluation research used in the field of criminal justice.
2. Provide a brief discussion about the distinctions between the types of evaluation research.
3. Briefly discuss the type of evaluation research that would be most appropriate for evaluating a criminal justice program in your community.

**Section 2: Managerial Tools**

1. Visit the website of a criminal justice agency in your community (e.g., local police department, county sheriff’s office) and review the agency’s organizational structure. Familiarize yourself with the managerial positions at the agency, and read any related job descriptions, if available.
2. Imagine that you are preparing to conduct an informational interview with an employee that holds a managerial position in the criminal justice agency you selected. In your informational interview, you are going to ask questions about his or her awareness and use of evaluation research by criminal justice personnel serving in management positions in the agency.
3. Using your knowledge of the evaluation research process and the types of evaluation research, develop a list of at least five questions you would ask at the informational interview.
   a. Be sure to write at least one question that addresses whether the manager uses evaluation research as a managerial tool; if so, in what capacity are those evaluation research managerial tools utilized, and if not, why.
   b. Be sure to ask at least one question that addresses the extent to which the manager uses statistical analyses (which could be used to generate the findings related to evaluate the research) as a managerial tool.
4. Using information on the agency’s website, record how you think the employee in a managerial position at the criminal justice agency would respond to your questions.
5. Note: You are not required to conduct an actual informational interview, but you are required to generate questions that could be asked during an informational interview and to think critically about how an interviewee might respond to the questions you developed.

Section 3: Application and Implications
1. Discuss the extent to which what you learned from the textbook supports and/or refutes what you learned from developing and responding to your informational interview questions about the use of evaluation research by criminal justice managers in the agency.
2. Based with your research on the agency website and your responses to your informational interview questions, discuss whether you think any changes should be made regarding how the managers of the criminal justice agency use evaluation research.
3. Discuss what your findings suggest about the usefulness and future need of evaluation research in the field of criminal justice.

Each section of the scholarly activity must be clearly labeled using the following section headings:
- Evaluation Research
- Managerial Tools
- Application and Implications

Each section of the scholarly activity listed above should be a minimum of 200 words. Your entire scholarly activity should be at least three pages.

Be sure to cite, in APA format, any source used to influence your response. You are required to apply the concepts discussed in the textbook to the tasks in the scholarly activity. Therefore, your reference list should at least include a citation of the textbook.

Information about accessing the Grading Rubric for this assignment is provided below.

Unit VIII Research Report

In the field of criminal justice, there is always the need for the development of evidence-based strategies, programs, policies. The evidence that is used to influence changes in the field of criminal justice is extracted from the findings of criminal justice research studies conducted by social science researchers such as yourself. Therefore, there is a continual need to conduct criminal justice research that examines current issues in the field. You are tasked with developing a research study that explores a current issue in the field of criminal justice. Your detailed study research report can now be submitted.

The research report consists of four parts:
1. Part 1 – This includes your research topic, research questions, and research design.
2. Part 2 – This includes your literature review.
3. Part 3 – This includes your research methodology.
4. Part 4 – This includes your discussion and conclusion.

You had the opportunity to tie all for parts together in a rough draft and make final revisions before presenting your research report for the course’s final project. For this assignment, you will prepare your research report for final submission to the instructor. The assignment should incorporate Parts 1-4 of the research report.

To prepare your research report, complete the following tasks:
1. Incorporate any suggested changes from the feedback you received from the instructor for the rough draft of the research report you submitted in Unit VI.
2. Ensure the sections of the research report are ordered as follows:
   a. Title Page
   b. Abstract
   c. Introduction
   d. Literature Review
   e. Methodology
   f. Discussion and Conclusion
   g. References
3. Ensure the research report is a minimum of six double-spaced, typed pages.

Information about accessing the Grading Rubric for this assignment is provided below.

**APA Guidelines**

The application of the APA writing style shall be practical, functional, and appropriate to each academic level, with the primary purpose being the documentation (citation) of sources. CSU requires that students use APA style for certain papers and projects. Students should always carefully read and follow assignment directions and review the associated grading rubric when available. Students can find CSU’s Citation Guide by clicking [here](#). This document includes examples and sample papers and provides information on how to contact the CSU Success Center.

**Grading Rubrics**

This course utilizes analytic grading rubrics as tools for your professor in assigning grades for all learning activities. Each rubric serves as a guide that communicates the expectations of the learning activity and describes the criteria for each level of achievement. In addition, a rubric is a reference tool that lists evaluation criteria and can help you organize your efforts to meet the requirements of that learning activity. It is imperative for you to familiarize yourself with these rubrics because these are the primary tools your professor uses for assessing learning activities.

Rubric categories include: (1) Discussion Board, (2) Assessment (Written Response), and (3) Assignment. However, it is possible that not all of the listed rubric types will be used in a single course (e.g., some courses may not have Assessments).

The Discussion Board rubric can be found within Unit I’s Discussion Board submission instructions.

The Assessment (Written Response) rubric can be found embedded in a link within the directions for each Unit Assessment. However, these rubrics will only be used when written-response questions appear within the Assessment.

Each Assignment type (e.g., article critique, case study, research paper) will have its own rubric. The Assignment rubrics are built into Blackboard, allowing students to review them prior to beginning the Assignment and again once the Assignment has been scored. This rubric can be accessed via the Assignment link located within the unit where it is to be submitted. Students may also access the rubric through the course menu by selecting “Tools” and then “My Grades.”

Again, it is vitally important for you to become familiar with these rubrics because their application to your Discussion Boards, Assessments, and Assignments is the method by which your instructor assigns all grades.

**Communication Forums**

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

[Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums](#).
Ask the Professor

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

Student Break Room

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Discussion Boards (8 @ 2%)</td>
<td>16%</td>
</tr>
<tr>
<td>Scholarly Activities (2 @ 12%)</td>
<td>24%</td>
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<td>Projects (3 @ 10%)</td>
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<td>Research Reports (2 @ 10%)</td>
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<td>Unit III Literature Review</td>
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<td><strong>Total</strong></td>
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Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
### MCJ 5532, Research Methods in Criminal Justice Administration  
#### Course Schedule

By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

**Unit I**  
**Criminal Justice Research Methods and Ethics**

| Review:      | □ Unit Study Guide  
|             | □ **Learning Activities (Non-Graded):** See Study Guide |
| Read:        | □ Chapter 1: Introduction to Criminal Justice Research Methods: Theory and Method  
|             | □ Chapter 2: Ethics in Criminal Justice Research  
|             | □ **Suggested Reading:** See Study Guide |
| Discuss:     | □ **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)  
|             | □ **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time) |
| Submit:      | □ **Scholarly Activity** by Tuesday, 11:59 p.m. (Central Time) |

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<th>Notes/Goals:</th>
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**Unit II**  
**Criminal Justice Research Design and Sampling**

| Review:      | □ Unit Study Guide  
|             | □ **Learning Activities (Non-Graded):** See Study Guide |
| Read:        | □ Chapter 3: Research Design: The Experimental Model and Its Variations  
|             | □ Chapter 4: The Uniform Crime Reports and Sampling  
|             | □ **Suggested Reading:** See Study Guide |
| Discuss:     | □ **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)  
|             | □ **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time) |
| Submit:      | □ **Project** by Tuesday, 11:59 p.m. (Central Time) |

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<th>Notes/Goals:</th>
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<tr>
<td>Unit III</td>
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| **Review:** | □ Unit Study Guide  
□ **Learning Activities (Non-Graded):** See Study Guide |
| **Read:** | □ Chapter 5: Survey Research: Questionnaires  
□ Chapter 6: Survey Research: Interviews and Telephone Surveys  
□ **Suggested Reading:** See Study Guide |
| **Discuss:** | □ **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)  
□ **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time) |
| **Submit:** | □ **Literature Review** by Tuesday, 11:59 p.m. (Central Time) |
| Notes/Goals: | |

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<th>Unit IV</th>
<th>Observations and Case Studies</th>
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</table>
| **Review:** | □ Unit Study Guide  
□ **Learning Activities (Non-Graded):** See Study Guide |
| **Read:** | □ Chapter 7: Participant Observation and Case Studies  
□ **Suggested Reading:** See Study Guide |
| **Discuss:** | □ **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)  
□ **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time) |
| **Submit:** | □ **Project** by Tuesday, 11:59 p.m. (Central Time) |
| Notes/Goals: | |
## Course Schedule

### Unit V: Unobtrusive Measures and Secondary Analysis

**Review:**
- Unit Study Guide
- Learning Activities (Non-Graded): See Study Guide

**Read:**
- Chapter 8: Unobtrusive Measures, Secondary Analysis, and the Uses of Official Statistics
- Suggested Reading: See Study Guide

**Discuss:**
- Discussion Board Response: Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
- Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time)

**Submit:**
- Project by Tuesday, 11:59 p.m. (Central Time)

### Notes/Goals:

### Unit VI: Validity, Reliability and Scaling

**Review:**
- Unit Study Guide
- Learning Activities (Non-Graded): See Study Guide

**Read:**
- Chapter 9: Validity, Reliability and Triangulated Strategies
- Chapter 10: Scaling and Index Construction
- Suggested Reading: See Study Guide

**Discuss:**
- Discussion Board Response: Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
- Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time)

**Submit:**
- Research Report by Tuesday, 11:59 p.m. (Central Time)

### Notes/Goals:
## Unit VII: Policy Analysis, Evaluation and Data Management

**Review:**
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- Chapter 11: Policy Analysis and Evaluation Research
- Chapter 12: Data Management: Coding, Tabulation, and Simple Data Presentation
- **Suggested Reading:** See Study Guide

**Discuss:**
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
- **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time)

**Submit:**
- **Scholarly Activity** by Tuesday, 11:59 p.m. (Central Time)

**Notes/Goals:**

## Unit VIII: Data Analysis and Reporting

**Review:**
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- Appendix A: How To Write the Research Report
- **Suggested Reading:** See Study Guide

**Discuss:**
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
- **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time)

**Submit:**
- **Research Report** by Tuesday, 11:59 p.m. (Central Time)

**Notes/Goals:**