

# 2011–2012 Graduate Handbook

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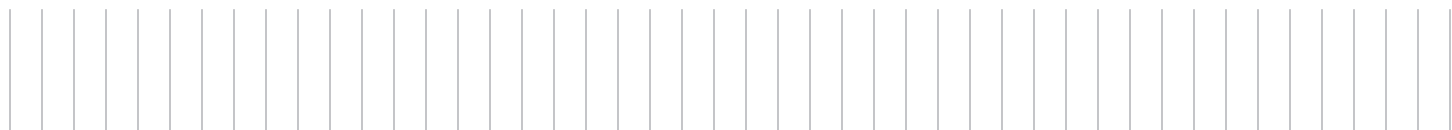
This guide, in conjunction with the University Graduate Bulletin, is intended to provide graduate students with a reference concerning admission requirements, graduate degree requirements, graduate committees, and required forms. Please consult the University Graduate Bulletin for academic regulations and procedures and student services.

Any questions you have about your graduate career in the FSU College of Criminology and Criminal Justice may be directed to the College’s Graduate Office:

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# Master's Program

## Master's Degree Options

The College of Criminology and Criminal Justice offers Master of Science (MS) and Master of Arts (MA) degrees.

### Master of Science

The general requirement (see exceptions below) for the MS degree includes 33 hours of course work. Of these, at least 24 hours must be taken within the College, and 21 of the 24 hours must be graded (not S/U). Students must earn at least a C (3.0) in each of the five required courses or they will have to be repeated. They also must earn an overall GPA of at least a 3.0 for their master's level work in order to graduate.

### Master of Arts

The MA degree includes the same credit and grade point average requirements as the Master of Science. However, these students must complete 6 semester hours in humanities courses (non-CCJ elective courses). They must also demonstrate proficiency in a foreign language, which may be accomplished in any of the following ways:

- four years of a single language in high school
- 12 semester hours of a single foreign language in a college or university with an earned average of 3.0 in those courses
- satisfactory performance on the Graduate School Foreign Language Test
- certification of proficiency by the appropriate FSU language department

### MS Degree in Computer Criminology

Students in this program will be admitted to and graduate from the Computer Science Department. The program is 33 graduate credit hours.

## Joint Degree Options

### Master of Public Administration and Master of Science in Criminology

FSU's School of Public Administration and College of Criminology and Criminal Justice offer a joint degree leading to the Master of

Public Administration and Master of Science in Criminology. The program is intended to prepare students for positions in public, private, and nonprofit organizations that require both criminology and management knowledge. The two- to two-and-a-half-year program consists of 66 credit hours including eight sets of requirements: basic methods, criminology core, administration core, criminology electives, administration electives, internship, professional paper, and general electives. Those interested in learning more about this option should contact the College's graduate coordinator.

### Master of Social Work and Master of Science in Criminology

There is also a joint degree program offered with the College of Social Work and College of Criminology and Criminal Justice. This program is 79 credit hours and leads to the Master of Social Work and Master of Science in Criminology degrees. This is an intensive program that takes two years to complete including studying full-time during the summer semesters. Students who are interested in being eligible for a clinical social work license in the state of Florida are required to take three additional social work graduate electives. Contact the graduate coordinator for more information.

## Degree Tracks

There are three regular degree tracks or options of study within the Criminology and Criminal Justice MA or MS degree programs: a course work-only option, an area paper option, and a thesis option.

**1. Course-Work-Only Option:** The course work-only option requires the completion of 33 credits of course work. Students electing this option are advised by the graduate coordinator or director of graduate studies, who are to be consulted by the students with regard to their course schedules and academic progress in the program.

*Note: Students choosing the course work-only option who later decide to continue*

*their studies may be admitted to the Ph.D. program on a provisional basis until they have completed the thesis or area paper. The paper must be completed in the first semester of study.*

**2. Area Paper Option:** This option requires the completion of 33 credits: 27 credits of course work and 6 credits of area paper. In pursuing this option, the student is required to nominate a master's directive committee, consisting of a major professor and two other faculty members. The dean must approve each of these faculty nominees. The committee supervises the preparation of the paper and must approve the paper's format, though it need not conform to the University's formal thesis guidelines. An oral defense of the paper is not a College requirement, though the student's committee may request it.

**3. Thesis Option:** The thesis option requires the successful completion of 24 semester hours of course work and 6 hours of thesis credits. **Unlike either of the other options, the minimum requirement for the thesis track is 30 credits.** Students choosing to complete a thesis must identify a major professor and supervisory committee, subject to the approval of the dean. This option also requires an oral thesis defense and thesis submission in a University approved format.

## Thesis and Area Paper Distinction

The committee structure and credit requirements differ for an area paper and a thesis. Typically, the area paper takes two semesters to complete and involves a high quality literature review and critique that is focused on one subject that the student is particularly interested in investigating. A thesis, on the other hand, is based on the manipulation and analysis of a particular body of data. In most cases the thesis requires two semesters to complete. When completing a thesis, it is not necessary that the student is the one who originally collected the data; secondary data analysis is typically done.

## Major Professor and Master's Supervisory Committee

The **major professor** plays a significant role in the life of a master's student. His/her role is to assist the student in selecting elective courses, direct the preparation of the thesis or master's paper, chair the master's supervisory committee, and provide general advice and counseling related to the student's pursuit of the degree.

Students who choose the area paper or thesis options should select a permanent major professor soon after entering the program. In most cases this should be done by the end of the first year in residence. They may choose anyone on the faculty who has been designated as having graduate faculty status by requesting that the faculty member serve in this capacity. If the faculty member agrees to serve, the student must notify the graduate coordinator of the appointment and seek the dean's approval. Those choosing the course work-only option for the degree will use the director of graduate studies as their faculty advisor throughout their tenure in the program.

The **master's supervisory committee** is composed of the major professor and two other faculty members holding graduate faculty status. Students are expected to choose their additional committee members with the assistance of their major professor. Once selected, the names are submitted to the dean for approval. The official form identifying the major professor and members of the advisory committee is included in this guide. For full-time students, this form should be submitted before the end of the third semester of residence.

## Master's Requirements

Master's students must complete either 30 or 33 credits for the degree. These credits are composed of required ("core") courses and CCJ elective hours, and may include elective hours taken outside of the College.

### Required Courses\*

All students must complete each of the following five core courses with a letter grade of "C" or better. If a lower grade is earned in these courses, they must be retaken. *A required course may only be retaken once.* Students are required to maintain an overall 3.0 GPA. Students planning to continue on to the doctoral program must earn a grade of "B" (i.e., a *middle B*) or better in all required courses.

1. CCJ 5109 Theory in Criminology and Criminal Justice
2. CCJ 5285 Survey of Criminal Justice Theory and Research
3. CCJ 5606 Survey of Criminological Theories
4. CCJ 5705 Research Methods in Criminology\*\*
5. CCJ 5706 Applied Statistics in Criminology

\* All required courses must be taken on campus.

\*\*Students who enter the master's program without any prior work in research methods at the undergraduate level may also be required, or may choose, to enroll in a special preparatory course, CCJ 5704.

### CCJ Elective Courses

A total of at least 9 CCJ elective hours are needed to complete the 24 CCJ hours required for the degree. Students should select these from CCJ graduate offerings in consultation with their major professor. All master's students must complete at least **21 graded hours** in Criminology and Criminal Justice before earning their degree. Directed Independent Studies (DIS) courses, the master's area paper (6 credit hours), and the thesis (6

credit hours) are not graded (they are pass/fail courses), so students must be sure they have completed at least two graded courses in addition to the five core courses.

### Outside Elective Courses

The remaining required credit hours (either 6 or 9 depending on the chosen option) may be taken from graduate offerings in CCJ or in other departments. Students are encouraged to use this opportunity to take appropriate courses in one or more of the social or behavioral sciences, statistics, or another interest area. They should consult with their major professor when making these selections.

The outside courses can be used to meet requirements of the Master of Arts degree, which requires completion of at least 6 credits in humanities courses. Those enrolled in the dual degree program with Public Administration are expected to take outside courses in Public Administration. Those enrolled in the dual degree program with Social Work are expected to take courses in Social Work.

### Waiver of Core Courses

Transfer students who have completed equivalent work at another institution may petition the College's director of graduate studies for a waiver of one or more required courses. Other new students may feel that they already have command of the subject matter taught in a particular required course. Following a consultation with the director of graduate studies and the professor who normally teaches the course in question, those who have successfully completed equivalent courses may have them waived. Those who feel they already know the required materials may be asked to complete an exam on that material. Appropriate faculty will determine the adequacy of the responses and approve or deny the waiver.

*The University does not allow more than 6 credits to be transferred in from another graduate institution.*

### Substitution of Equivalent Courses Offered at FSU

Under exceptional circumstances the director of graduate studies may approve the substitution of an equivalent course offered in another FSU department for a CCJ core course. This is not encouraged and will not be approved if the sole reason for taking the course elsewhere is scheduling convenience. If this option is successfully pursued, the student should be aware that these credits do not count toward the 24 CCJ credits required for the master's degree.

### Electronic Submission of the Thesis

If a student chooses the thesis option within the master's degree program, the thesis must be submitted electronically. Copies of the Guidelines and Requirements for the Thesis, Treatise, and Dissertation Writers can be downloaded from the student GradSpace Web page on his/her Blackboard site.

### University Time Limits for Degree Completion

Florida State University requires that work toward the master's degree be completed within seven years of one's initial enrollment. Any work transferred from another school is included in the seven-year rule.

### Graduation

In addition to meeting all the master's requirements outlined on page 4-5, students must complete the following:

- Request a graduation check with the graduate coordinator during the semester preceding graduation to determine eligibility for the degree.
- Apply for graduation at the Office of the Registrar during the first two weeks of the last semester. (Those who apply for graduation but do not complete the necessary work during that semester must self-delete at the Registrar's Office and register again during the first two weeks of the semester in which they plan to graduate.)

The College of Criminology and Criminal Justice will clear master's students for graduation with only course work if they are a terminal master's student and do not intend to apply for the doctoral program. All other students must have a completed area paper or thesis before they will be cleared for graduation. This will not prohibit a student from being accepted provisionally into the doctoral program and continuing course work.

### Notes

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# Master's Coursework

## Master's Required Courses

- CCJ 5109 Theory in Criminology and Criminal Justice
- CCJ 5285 Survey of Criminal Justice Theory and Research
- CCJ 5606 Survey of Criminological Theories
- CCJ 5705 Research Methods in Criminology
- CCJ 5706 Applied Statistics in Criminology

## Electives

- CCJ 5016 Crimes of the Powerful
- CJJ 5020 Juvenile Justice
- CCJ 5028r Seminar in Criminal Justice
- CJE 5024 Police and Society
- CCJ 5029 The Political Economy of Crime and Justice
- CCJ 5050 Proseminar in Criminology
- CCJ 5320 Penology
- CJL 5420 Criminal Laws, Criminal Procedure, and Individual Rights
- CJL 5520 Structure and Process of the American Court System
- CCJ 5546 Prevention and Treatment of Crime and Delinquency
- CCJ 5607 History of Criminological Thought
- CCJ 5609 Conduct of Inquiry in Criminology and Criminal Justice
- CCJ 5625 Ecology of Crime
- CCJ 5636 Comparative Criminology and Criminal Justice
- CCJ 5669 Race, Ethnicity, Crime, and Social Justice
- CCJ 5672 Gender, Crime, and Justice
- CCJ 6109r Advanced Seminar in Criminological Theory
- CCJ 6665 Victimology
- CCJ 6708 Seminar in Crime Research
- CCJ 6920r Seminar in Theoretical Criminology

## Distance Learning Courses

- CCJ 5078 Computer Applications in Criminal Justice
- CCJ 5138 Science, Evidence, and the Law
- CCJ 5456 Criminal Justice Administration

## Master's Timeline

This timeline gives you a starting point for planning your graduate career. It is based on fall admission.

### YEAR 1

#### Fall

- CCJ 5705 (or 5704\*) or CCJ 5706
- CCJ 5606 or CCJ 5109
- Elective

#### Spring

- CCJ 5706 or CCJ 5705
- CCJ 5109 or CCJ 5606
- Elective

### YEAR 2

#### Fall

- CCJ 5285
- Start area paper/thesis
- Elective

#### Spring

- Complete area paper/thesis
- Elective
- Elective

**\*Students with no prior coursework in research methods or statistics may want to take 5704 as preparation for 5705 and 5706, though 5704 is not required.**

## Notes

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## Master's Checklist

Course Work Only: 33 Credit Hours  
Area Paper Option: 33 Credit Hours  
Thesis Option: 30 Credit Hours

### Required Courses: 15 Hours\*

- CCJ 5109 Theory in Criminology and Criminal Justice
- CCJ 5285 Survey of Criminal Justice Theory and Research
- CCJ 5606 Survey of Criminological Theories
- CCJ 5705 Research Methods in Criminology
- CCJ 5706 Applied Statistics in Criminology

### CCJ Electives: 9 Hours

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### Graduate Electives

9 hours for 33-credit-hour program  
6 hours for 30-credit-hour program  
Additional criminology credits can be taken for electives.

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### Graduate Survey (Required)

Must complete and return exit survey prior to graduation.

24 criminology and criminal justice credit hours are required for the master's degree.  
21 of these credit hours must be graded hours (not pass/fail).

\*A grade of C or better must be earned in all required courses. Students are required to maintain an overall 3.0 GPA. Students planning to continue on to the doctoral program must earn a grade of "B" (i.e., a *middle* B) or better in all required courses.



# Graduate Funding

**The College** provides several forms of financial assistance to graduate students. Funding is competitive and is awarded to the top students.

Some graduate assistantships are created through grant-funded faculty research. These grants fluctuate each year and are dependent on the status of current projects. Some will end and not be re-funded; others may be continued for one or multiple years. New funds may also become available as faculty bring in new grants.

## Graduate Work Assignments

In most instances College-funded graduate assignments are regular teaching and research assistantships. Some students are assigned to teach their own undergraduate courses with faculty supervision. Others are appointed to assist professors in course delivery. Teaching assistants work with faculty members to develop course materials, run discussion sections, prepare and evaluate exams, and hold office hours. They occasionally are asked to prepare and deliver a class lecture.

Some graduate students are individually assigned to work in College offices, such as the undergraduate internship program. The internship office is staffed by one graduate assistant who facilitates student internship placements, monitors student progress, and evaluates student performance.

The College's Center for Criminology and Public Policy Research employs graduate students to work on large research projects. These students do a variety of tasks including data collection and analysis.

Other sources of graduate support are positions with the College's two journals: *Criminology and Public Policy*, and the *Journal of Drug Issues*. Graduate students serve as managing editors, copy editors, and editorial office assistants, which gives them the opportunity to participate in all aspects of the publishing process.

Some students work as research assistants to individual faculty and are assigned work on unfunded projects as well as on the preparation of grants for future funding.

All regular teaching and research assistantships call for a 13-hour-per-week commitment from the student. In addition, all funded students must take at least a 9-credit-hour load each semester to retain funding.\* Several research assistant positions call for a 20-hour work commitment, although additional compensation is paid to those students. International graduate students are required to take a minimum of 9 credit hours regardless of their funding status.

Summer monies may be available, though there is a limited supply. The College's summer budget allocation is made during the spring semester, providing short notice for summer funding opportunities. Students accepting summer appointments for Session A must register for 9 graduate credit hours. Students appointed for Summer Session B or C must register for 6 graduate credit hours.

## Funding Decisions

Each year the regular graduate funding decisions are made during the spring semester for the upcoming academic year (August–April). The College's Academic Committee makes these decisions on the basis of the available pool of financial support, teaching needs, and faculty requests for assistance. Once the funding decisions have been made, those who did not receive funding must wait for a full year to be reconsidered unless mid-year graduations or unanticipated new money affords additional opportunities.

When additional monies become available or an assistantship is relinquished during the year, the Academic Committee convenes to appoint a new assistant. Previously unfunded graduate students will be considered for the vacant position, and the Committee will choose the best-qualified person to fill it.

## Tuition Waivers

All funded students receive tuition waivers. Tuition waivers do not cover fees. Out-of-state students may receive a full waiver or the in-state value depending on the availability of these monies. Those funded students who entered the program as out-of-state residents may become eligible for state residency and

should apply for this status at the earliest opportunity.

Foreign students are urged to apply to the appropriate "linkage institute" for tuition waivers, if one exists for their country of origin. Students may check with the graduate coordinator to determine their eligibility for these waivers. Although not all student applicants are funded, it is worthwhile to apply for these funds.

## Performance Evaluations

Each year the Academic Committee evaluates every funded student's work performance. The committee may provide recommendations and, when called for, set specific target goals for students.

## Scholarships and Fellowships

In addition to teaching and research assistantships, the College and University offer a wide variety of scholarships and fellowships. To get the most current information about availability, qualifications, and award amounts, visit our Web site, [criminology.fsu.edu](http://criminology.fsu.edu), or call the College's graduate office, 850-644-7373.

\* Second year funded graduate students are required to take 12 credit hours per semester. During this year, the fall semester should include 3 hours of supervised teaching; the spring semester should include a 3-hour DIS in research.



# Doctoral Program

## Degree Program

The College offers the Doctor of Philosophy (Ph.D.) Degree.

## The Major Professor and the Doctoral Supervisory Committee

Students are encouraged to select a major professor and supervisory committee in their first year of full-time studies. The major professor must be selected, agree to serve, and then be formally approved and appointed by the College dean. It is important for a doctoral student to identify a major professor early.

**The major professor** plays a critical role in assisting a doctoral student with developing a program of study, selecting a dissertation topic, and completing the degree. Given the importance of these activities, it is imperative that students carefully choose their major professor. Students may consult the faculty pages of the College Web site to learn about faculty members' areas of interest and expertise.

The professor will serve as the principal advisor and mentor to students throughout their graduate experience and will play a vital role in the development and completion of the dissertation. The major professor must also perform an annual assessment of progress by the student towards a degree. The selection of a major professor is limited to faculty who hold graduate faculty status with the University. Updated lists of faculty with graduate faculty status are periodically posted on the College's Current Student Web site.

Once students have identified the faculty member they want to serve as their major professor, they should approach that person and ask if he/she is willing to assume that role. When a faculty member agrees to serve as major professor, students must contact the graduate coordinator and process the official paperwork. As students approach the end of their course work, they will prepare to undertake the College's comprehensive exams. The major professor must certify that the stu-

dent is prepared to take exams by providing written approval to the graduate coordinator several weeks before the exam is scheduled.

The major professor plays an important role in the appointment of the supervisory committee. He/she serves as the committee chair, coordinating the activities of the student and their mentors.

Although the College urges doctoral students to identify major professors during their first year in the program, students aren't required to remain with that person throughout their graduate career. If the relationship between the two persons does not work out or the student's interests change, the student may switch to another professor. A new major professor may be identified following the same procedures. The student should notify the original major professor of the decision.

**The Annual Doctoral Student Progress Report** must be filled out each Spring to document the student's progress towards the doctoral degree. The four-page form is included in the Appendix. Each student should complete the first three pages of this form no later than March 15, arrange an appointment with their major professor, and then review and (if necessary) revise or add to the form in the meeting with the major professor. The major professor then fills in the last page of the form, retains the final completed version, and supplies one copy each to the student and the Graduate Coordinator no later than March 31.

**The doctoral supervisory committee** plays several key roles in the successful completion of the doctoral degree:

- The committee works with the student to customize a study plan, identifying courses that help the student prepare for comprehensive exams. The committee has final say regarding course work. Students are expected to complete all identified courses.
- The committee oversees the preparation and approval of the prospectus and dissertation.

The committee consists of a chair (the dissertation director/major professor), and a minimum of three other members. Commit-

tees may be larger if necessary. Regardless of the total number of committee members, one member must be a representative-at-large selected from a unit outside the College. At least four members of the committee must have graduate faculty status and receive University approval. Members who do not have graduate faculty status may serve on the committee in addition to at least four other members who have graduate faculty status.

The student and major professor select members of the supervisory committee. The student should ask each potential member if he/she is willing to serve. If the professor agrees to do so, his/her name is submitted to the dean for approval.

All appointments of committee members must be reported to the dean on a form provided for this purpose (see appendix). It is the student's responsibility to see that these requirements have been met.

## Doctoral Requirements

The Doctor of Philosophy in Criminology and Criminal Justice is a research degree designed to train individuals as critical scholars. The degree is only granted to students who have accomplished the following:

1. mastered the body of knowledge in criminology and criminal justice
2. demonstrated a capacity to do original and independent investigation or creative work in the fields of criminology and criminal justice
3. demonstrated an ability to integrate their knowledge of criminology and criminal justice with the larger domains of knowledge and understanding

## University Residency

The University requires all doctoral students to establish residency before earning the degree. Residency is defined as the completion of a minimum of 24 graduate credit hours within any consecutive 12-month period.

The residency requirement ensures that doctoral students contribute to and benefit from the complete spectrum of educational, professional, and enrichment opportunities

## DOCTORAL PROGRAM

provided on campus. When establishing residency, the student is expected to interact with faculty and peers by regularly attending courses, conferences, colloquia or seminars and to use the library and other facilities provided for graduate education.

### Doctoral Credit Hours

There is not a fixed number of credit hours required for the Ph.D. The student's doctoral committee determines how many credits must be completed. That number varies depending on the student's prior education; mastery of research methods, statistics, theory, and a substantive area in the discipline; their level of preparation for the comprehensive exams; and the successful completion of the dissertation. Given these considerations, there may be considerable variation in the actual number of hours that doctoral students are required to finish. Many doctoral students complete 30 to 45 credit hours of actual course work.

### Required Courses

- CCJ 5109 Theory in Criminology and Criminal Justice
- CCJ 5285 Survey of Criminal Justice Theory and Research
- CCJ 5606 Survey of Criminological Theories
- CCJ 5705 Research Methods in Criminology
- CCJ 5706 Applied Statistics in Criminology
- CCJ 5740 Data Analysis in Criminology and Criminal Justice
- CCJ 5981r Prospectus Development
- CCJ 6065 Professional Development in Criminology
- At least two of the advanced research methods courses: CCJ 5707 Qualitative Methods in Criminology, CCJ 5709 Survey Research Methods in Criminology and Criminal Justice, and CCJ 6741r Advanced Data Analysis in Criminology and Criminal Justice. Any statistical analysis course offered under CCJ 5028r; Seminar in Criminal Justice, may be substituted for CCJ 6741r. SYA 5315, Qualitative Research Methods in Sociology, or SYA 6936r; Special Topics in Research Meth-

ods (when taught as a course in qualitative methods), may be used as a substitute for CCJ 5707.

In all required courses, students must earn a "B" or above or retake the course. The course may only be retaken once.

Students should recognize that this list of required courses represents a bare minimum of course work. It should not be regarded as sufficient for passing comprehensive exams or completing a dissertation.

### Residency Requirement

- Complete 24 graduate credit hours within a 12-month period.

### Dissertation

- Prospectus defense
- 24 dissertation hours
- Completed dissertation
- Successful dissertation defense

The doctoral curriculum is designed to be used flexibly so that programs of study can be tailored to suit the individual needs of each student. Students should not infer that only required courses are needed to pass the comprehensive examinations or to successfully complete a dissertation. Students should consult with their major professor regarding which elective courses (possibly including some from outside the College) would benefit them, and should also consider which courses would best prepare them for their post-doctoral careers.

### Comprehensive Exam Requirements

To be admitted to candidacy for the doctoral degree and begin work on a dissertation, students must first pass comprehensive exams in (1) Theory in Criminology and Criminal Justice and (2) Research Methods and Statistics. To take a comprehensive exam, students must first obtain the written or e-mailed approval of their major professor, certifying that they are prepared. The professor's approval must be submitted to the graduate coordinator at least two weeks before the exam.

Students may not attempt any one com-

prehensive exam more than two times unless granted special permission for a third attempt by the dean of the College. Otherwise, students who fail an exam a second time will be dismissed from the program. Both comprehensive exams must be attempted within five years of admission to the graduate program if admitted with a bachelor's degree only or within three years of admission if admitted with a master's degree. If an exam is failed, the student must retake it in the next semester it is offered. If the student fails to meet these deadlines, he or she will be dismissed from the program. For students who formally withdraw from the University and are later readmitted, only semesters in which they were enrolled for course credit are counted towards these time limits. Thus, a student who was enrolled for 2 years, withdrew from the University and was absent 3 years before being readmitted has used up only 2 years towards the time limits, not 5. Under extraordinary circumstances, students may appeal for an exemption from these time limits from the dean of the College.

Students must also take and pass a dissertation Prospectus Development course under the supervision of their major professor. This is a Directed Individual Study course (CCJ 5981r) titled "Prospectus Development," graded on a satisfactory/unsatisfactory basis.

Students are admitted to candidacy upon passing both the Theory and Methods comprehensive exams, and they may take dissertation hours at the same time as the Prospectus Development course.

### Exam Administration and Grading

The exams will each be created and graded by a faculty committee. The Theory and Methods Exams will each be graded by a standing College exam committee, the Comprehensive Exam in Theory Committee and the Comprehensive Exam in Methods and Statistics Committee, respectively. These committees will typically be composed of five College faculty members, appointed annually by the dean.

The Theory and Methods Exam will be

offered in the Fall and Spring semesters. They are generally scheduled in early November and in late March to early April. The exam dates vary depending on dates for national professional conferences.

There is generally about a two-week turnaround time between exam completion and the results announcement. The results will ordinarily be communicated orally to the student by the major professor and later in writing from the dean. The chair of each exam committee will certify the exam results in a letter or e-mail to the dean, with a copy to the graduate coordinator. Exam results are reported to the Office of the Registrar for the student's permanent record.

### **Theory and Methods Exam Conditions**

Each student will take exams alone, typically in a College office. Students may not bring books, notes, computers, computer files, or any other study aids into the exam room. They may bring pens, pencils, and blank sheets of paper. Food and drinks also are permitted in the exam room. Exams last eight hours. Although it is expected that most students will type their answers on a computer using word processing software, accommodations can be made for those who find this difficult. Accommodations for physical or learning disabilities that have been certified by the FSU Student Disability Resource Center will also be made if the accommodations are approved in advance by the relevant exam committee.

When a student takes possession of the exam at the start of the exam period, the student is considered to have made an attempt at taking the exam, regardless of whether he or she completes the exam, hands in any answers, or remains for the full exam period. At that point, the exam can have one of only two outcomes for the student: Pass or Fail. However, should extraordinary circumstances beyond the student's control arise during the exam period, the relevant exam committee may take these circumstances into account, and decide that the student's efforts did not constitute an attempt that would count against the student.

### **Admission to Candidacy**

Following completion of the comprehensive exams, an Admission to Candidacy form is sent to the Registrar's Office and the student becomes a candidate for the doctoral degree. At this stage, the student is eligible to register for dissertation credit hours (at least 24 dissertation credit hours are required).

The University requires a minimum period of six months between admission to candidacy and granting of the degree. However, it is extremely rare for a student to complete a dissertation within such a short time frame. Most students take a year or longer to complete a dissertation.

### **Prospectus Defense**

After being admitted to candidacy, students focus primarily on their dissertation. The major professor and supervisory committee assume major roles in helping students define an acceptable project and follow through on its completion. The College requires that doctoral candidates prepare a dissertation prospectus that will enable the committee to determine if the project is acceptable.

The prospectus defense is a special meeting of the doctoral student and doctoral committee members. During this session, the group strives to reach consensus regarding the proposal and study methodology. If the prospectus is approved, the student may move ahead with the study as described, subject to any changes the committee may request. Once the student has satisfactorily defended the prospectus, the dissertation director, committee members, and dean will sign the Prospectus Defense Form, which will be put in the student's file. Students may not proceed with dissertation research until the prospectus has been approved by the committee.

The student's committee members determine the exact parameters of the prospectus. Generally, the prospectus includes a problem statement and introduction, a literature review, and the research methods to be used.

### **Dissertation and Dissertation Defense**

Doctoral students are required to complete at least 24 dissertation credits while

working on a dissertation. Students are expected to register for several credits during each semester in which they are completing work associated with the dissertation. Until the dissertation is completed, students must register for at least 2 dissertation credits each semester, even after they have completed the University minimum of 24 credits.

Generally, the candidate works most closely with his/her dissertation advisor/major professor, although regular contact is expected with other committee members as well. Once the dissertation is judged acceptable by the major professor, the student schedules a formal dissertation defense date. The University requires that the student provide all participating faculty members with a copy of the dissertation at least four weeks before the scheduled defense date. The student will need to fill out the appropriate paperwork with the Graduate School for their defense announcement at least two weeks prior to the dissertation defense. The defense is open to anyone in the University, and students should expect that some strangers might be present.

The final version of the dissertation that is approved by the supervisory committee must be submitted electronically to the university manuscript clearance advisor in The Graduate School within 60 days of the defense date or the student must be re-examined. A manuscript processing fee is charged.

Doctoral theses must be presented in an acceptable form before they will receive clearance from the University. The submission process and formatting requirements for electronic theses and dissertations (ETDs) are outlined in the Guidelines and Requirements for Theses, Treatises, and Dissertations. All students must submit their thesis, treatise, or dissertation electronically. For more information on ETDs at FSU, visit the FSU Library's Electronic Thesis and Dissertation Web site at [etds.fsu.edu](http://etds.fsu.edu). University deadlines for submission of the final document are established for each academic semester and must be met or graduation will be delayed.

## University Time Limits

The University has established that the requirements for the doctoral degree be completed within five calendar years of the date the student achieved candidacy (this occurs after the successful completion of the required comprehensive exams). In the event that this does not occur, the student will be required to retake comprehensive exams. Under exceptional circumstances, the College may petition the dean of the Graduate School for a short extension of the time limit without requiring the student to retake the exams.

## Electronic Submission of the Dissertation

The dissertation must be submitted electronically. All dissertations will be published by microfilm under the plan provided by University Microfilms International (UMI), and the abstracts will be published and distributed in *Dissertation Abstracts International* (DAI). A charge is paid by the candidate at the Office of Student Financial Services for payment to UMI. Microfilming does not preclude later publication. If a dissertation writer so desires, copyright may be obtained through UMI by indicating choice of copyright on the first page of the agreement form, signing the copyright line on the back of the agreement form, and paying a fee to the Office of Student Financial Services.

## Some General Advice to Students: Collaboration Is Critical to Your Success

Learning at the College is a collaborative enterprise in which students can benefit from fellow students as well as from faculty. For this reason, students should develop study relationships with their fellow students, perhaps participating in study groups in which the collective wisdom of the group produces benefits for each individual member that they otherwise would not enjoy. Even students who are naturally shy should try to overcome this to develop relationships with a study partner or group.

Furthermore, in the doctoral program we emphasize learning by doing. Students engage in the research process as well as mastering existing research-based knowledge through reading and lectures. In this light, doctoral students are advised to develop relationships with faculty members fairly early on in their careers here, with a view toward collaborating on research with one or more faculty members. Students will have opportunities for research linked with their thesis, area paper, or dissertation, and in some cases research done in connection with employment as a research assistant. Students should, however, also consider other research, perhaps on topics of their own choosing, that could be done collaboratively with faculty or other graduate students. They need not wait for a faculty invitation, but can initiate a meeting to discuss a proposed project. Students can identify faculty members likely to be amenable to potential project by going to the College web site and reading faculty vitae and descriptions of their research interests. The sooner these relationships are established, the better. Doctoral students planning on academic careers need publications to compete for good jobs, and those with publications beyond those generated from their dissertations are in a better position than those without.

## Graduate Student Association

The Florida State University College of Criminology and Criminal Justice Graduate Student Association (GSA) represents students pursuing a graduate degree within the College. The goal of the Association is to promote cooperation and understanding between the graduate students, the faculty, and the administration of the College. Additionally, the GSA strives to enhance academic opportunities and secure resources for graduate students.

## Mentoring

Every doctoral student assigned to teach his/her own undergraduate course has a faculty mentor. The primary function of the mentor is to be a source of guidance and problem solving for the student. There are regular meetings throughout the semester where all graduate student teachers meet as a group with the chair of the Mentoring Committee and selected professors to discuss and analyze the progress of their courses and to discuss common challenges.

## Professional Associations

Graduate students, especially doctoral students, are strongly urged to join one or both of the principle professional associations to which most active scholars in our field belong: the American Society of Criminology (ASC) and the Academy of Criminal Justice Sciences (ACJS). Joining such an association is an important part of becoming a scholar and communicating with one's fellow scholars. As their names suggest, ASC is more oriented to those whose interests focus primarily on criminology, theory, explanation of criminal behavior, and so on, while ACJS is more oriented to criminal justice issues and is more practitioner-oriented. Membership in the associations bring many benefits, including subscriptions to professional journals (*Criminology* and *Criminology and Public Policy* for ASC, *Justice Quarterly* and the *Journal of Criminal Justice Education* for ACJS) as well as the right to present papers at their annual meetings. Students may join ASC by going to their Web site: [asc41.com](http://asc41.com) and may join ACJS by going to [acjs.org/signup](http://acjs.org/signup).





# Doctoral Timeline

**The doctoral timelines are advisory,** and major professors may advise their students to deviate from these recommendations. The items marked “required” are mandatory deadlines. The timelines give you a starting point for planning your graduate career. It is based on fall admission.

## Entering without Master’s

### YEAR 1

#### Fall

- CCJ 5705 (or 5704\*) or 5706
- CCJ 5606 or CCJ 5109
- Elective

#### Spring

- CCJ 5705 or 5706
- CCJ 5109 or CCJ 5606
- Elective

### YEAR 2

#### Fall

- CCJ 5740
- CCJ 5285
- Start area paper/thesis

#### Spring

- Complete area paper/thesis
- CCJ 6741 or 5707
- Elective

### YEAR 3

#### Fall

- CCJ 5709
- Electives

#### Spring

- CCJ 6065
- Prepare for comps
- Submit ASC presentation abstract
- Prepare article for journal submission

### YEAR 4

- Take and pass comps (recommended)
- Submit article to journal

### YEAR 5

- Required to have passed comps by end of spring
- Complete prospectus
- Submit 2nd article to journal
- Submit 2nd ASC presentation abstract

### YEAR 6

- Complete dissertation

## Entering with Master’s

### YEAR 1

#### Fall

- CCJ 5740
- Elective
- Elective

#### Spring

- CCJ 6741 or 5707
- Elective
- Elective

### YEAR 2

#### Fall

- CCJ 5709
- Elective
- Elective

#### Spring

- CCJ 6065
- Electives
- Submit ASC presentation abstract

### YEAR 3

#### Fall

- Prepare article for journal submission
- Electives
- Prepare for comps

#### Spring

- Electives
- Take and pass comps (recommended)

### YEAR 4

- Required to have passed comps by end of spring
- Complete prospectus
- Submit 2nd article to journal
- Submit 2nd ASC presentation abstract

### YEAR 5

- Complete dissertation

**\*Students with no prior coursework in research methods or statistics may want to take 5704 as preparation for 5705 and 5706, though 5704 is not required.**



# Doctoral Coursework

## Doctoral Required Courses

CCJ 5109	Theory in Criminology and Criminal Justice
CCJ 5285	Survey of Criminal Justice Theory and Research
CCJ 5606	Survey of Criminological Theories
CCJ 5705	Research Methods in Criminology
CCJ 5706	Applied Statistics in Criminology
CCJ 5740	Data Analysis in Criminology and Criminal Justice
CCJ 5981r	Prospectus Development
CCJ 6065	Professional Development in Criminology

At least two of the following advanced research methods courses:

CCJ 5707	Qualitative Methods in Criminology
CCJ 5709	Survey Research Methods in Criminology and Criminal Justice
CCJ 6741	Advanced Data Analysis in Criminology and Criminal Justice

## Electives

CCJ 5016	Crimes of the Powerful
CJJ 5020	Juvenile Justice
CCJ 5028r	Seminar in Criminal Justice
CJE 5024	Police and Society
CCJ 5029	Political Economy of Crime and Justice
CCJ 5050	Proseminar in Criminology
CCJ 5320	Penology
CCJ 5420	Criminal Laws, Criminal Procedure, and Individual Rights
CJL 5520	Structure and Process of the American Court System
CCJ 5546	Prevention and Treatment of Crime and Delinquency
CCJ 5607	History of Criminological Thought
CCJ 5625	Ecology of Crime
CCJ 5636	Comparative Criminology and Criminal Justice
CCJ 5669	Race, Ethnicity, Crime, and Social Justice
CCJ 5672	Gender, Crime, and Justice
CCJ 6109r	Advanced Seminar in Criminological Theory
CCJ 6665	Victimology
CCJ 6708	Seminar in Crime Research
CCJ 6920r	Seminar in Theoretical Criminology

## Distance Learning Courses

CCJ 5078	Computer Applications in Criminal Justice
CCJ 5138	Science, Evidence, and the Law
CCJ 5456	Criminal Justice Administration

## Ph.D. Checklist

### Required Courses\*

- CCJ 5109 Theory in Criminology and Criminal Justice
- CCJ 5285 Survey of Criminal Justice Theory and Research
- CCJ 5606 Survey of Criminological Theories
- CCJ 5705 Research Methods in Criminology
- CCJ 5706 Applied Statistics in Criminology
- CCJ 5740 Data Analysis in Criminology and Criminal Justice
- CCJ 5981r: Prospectus Development
- CCJ 6065: Professional Development in Criminology

At least two of the following advanced research methods courses:

- CCJ 5707 Qualitative Methods in Criminology
- CCJ 5709 Survey Research Methods in Criminology and Criminal Justice
- CCJ 6741r Advanced Data Analysis in Criminology and Criminal Justice

### Residency Requirement

- Complete 24-graduate-credit hours within a 12-month period

### Comprehensive Exams

- Pass Comprehensive Theory Exam
- Pass Comprehensive Research Methods and Statistics Exam

### Dissertation

- Prospectus defense
- 24 dissertation hours
- Dissertation and dissertation defense

### Exit Survey (Required)

- Must fill out exit survey prior to graduation

# 2011–2012 Faculty

**Bill Bales, Associate Professor**

Ph.D. Florida State University.

Sentencing, assessing the effectiveness and consequences of punishment strategies, evaluation of correctional practices and programs, community reentry.

**Eric Baumer, Allen E. Liska Professor of Criminology**

Ph.D. University of Albany.

Temporal and spacial crime patterns, community influences on attitudes and behavior, sociology of punishment, comparative criminology.

**Kevin Beaver, Associate Professor**

Ph.D. University of Cincinnati.

Biosocial criminology, genetic/biological correlates of offending, life-course/developmental criminology, stability of violent behaviors.

**Tom Blomberg, Dean, Sheldon L. Messinger Professor of Criminology**

Ph.D. Univ. of California at Berkeley.

Delinquency, education, and crime desistance, penology and social control, victim services, criminological research and public policy.

**Ted Chiricos, William Julius Wilson Professor of Criminology**

Ph.D. University of Massachusetts.

Social threat and social control, criminal sentencing, labeling effects, immigration.

**Billy Close, Assistant Professor**

Ph.D. Florida State University.

Race and justice, the political economy of crime and social control, popular perceptions of crime and punishment, media representation of crime and its consequences, sociological and criminological theory.

**Bill Doerner, Professor**

Ph.D. University of Tennessee.

Ecology of crime, corrections, law enforcement, victimology.

**Marc Gertz, Professor**

Ph.D. University of Connecticut.

Public opinion and the criminal justice system, organization politics and the courts, comparative courts, interest groups, voting behavior.

**Carter Hay, Associate Professor**

Ph.D. The University of Texas at Austin.

Family- and parenting-related causes of adolescent crime, development of self-control and its implications for crime, effects of family and community poverty on crime, role of the family and community in affecting desistance from crime and prisoner reentry, link between public opinion and public policy in relation to the expanded use of incarceration.

**Gary Kleck, David J. Bordua Professor of Criminology**

Ph.D. University of Illinois at Urbana.

Gun control, crime control, violence.

**Dan Maier-Katkin, Professor**

J.D. Columbia University.

Infanticide, law and society, juvenile justice, international human rights, crimes against humanity, criminal law.

**Dan Mears, Professor**

Ph.D. The University of Texas at Austin.

Crime and delinquency, juvenile and criminal justice, crime theory, public policy and opinion, domestic violence, immigration, mental health, religion, sentencing, corrections and re-entry.

**Sonja Siennick, Assistant Professor**

Ph.D. Pennsylvania State University.

Crime and deviance, the life course, quantitative methods.

**Eric Stewart, Associate Professor**

Ph.D. Iowa State University.

Social processes and crime, neighborhood context and police behavior, recidivism among women offenders.

**Brian Stults, Assistant Professor**

Ph.D. University at Albany (SUNY).

Race and crime, neighborhoods and crime, residential segregation.

**Gordon Waldo, Professor**

Ph.D. Ohio State University.

Research methods, law and social control, corrections, delinquency, juvenile justice.

**Patricia Warren, Assistant Professor**

Ph.D. North Carolina State University.

Racial profiling, race and class inequalities, disparities in criminal justice processing, crime and social control.

APPENDIX

# Prospectus Defense Approval Form

Student Name \_\_\_\_\_

FSU ID \_\_\_\_\_

Defense Date \_\_\_\_\_

Prospectus Title \_\_\_\_\_

Dissertation Committee Members

Printed	Signature	Approval
		(Major Professor) Yes <input type="checkbox"/> No <input type="checkbox"/>
		(Member) Yes <input type="checkbox"/> No <input type="checkbox"/>
		(Member) Yes <input type="checkbox"/> No <input type="checkbox"/>
		(Member)* Yes <input type="checkbox"/> No <input type="checkbox"/>
		(University Representative) Yes <input type="checkbox"/> No <input type="checkbox"/>

\*Per university requirements four committee members are required. An additional member may be added if needed. This is optional.

**A P P E N D I X**

# Master's Thesis or Area Paper Committee

Thesis                       Area Paper                      (Please Check One)

The major professor and supervisory committee must be members of the graduate faculty with master's directive status and their appointment must be approved by the dean. The committee shall consist of three members of the graduate faculty.

Please return the signed, completed form to the Criminology and Criminal Justice Graduate Office. If there are any changes to the composition of the committee, they must be approved by the dean and a new form is to be filed with the Graduate Office.

Student \_\_\_\_\_

Major Professor \_\_\_\_\_ Date \_\_\_\_\_

Committee Member \_\_\_\_\_ Date \_\_\_\_\_

Committee Member \_\_\_\_\_ Date \_\_\_\_\_

**A P P E N D I X**

# Doctoral Dissertation Committee

The major professor and supervisory committee must be members of the graduate faculty with doctoral directive status. Their appointment must be approved by the dean. The committee shall consist of a minimum of three members of the graduate faculty; one of who must be a representative-at-large of the graduate faculty drawn from outside the student's department.

Please return the signed, completed form to the Criminology and Criminal Justice Graduate Office. If there is a committee member change, a new form must be resubmitted with the dean's approval.

Student	
Major Professor	Date
Committee Member	Date
Committee Member	Date
Representative-at-Large	Date
Dean	Date

**A P P E N D I X**

# Declaration of Major Professor

The major professor must be members of the graduate faculty.

Please return the signed, completed form to the Criminology and Criminal Justice Graduate Office. To change your major professor, a new form must be resubmitted with the signature of the new professor.

Student Name

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Student Signature

Date

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Major Professor

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Major Professor Signature

Date

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Previous Major Professor (if any)

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**A P P E N D I X**

# Annual Doctoral Student Progress Report

General Information:

Student's Name: \_\_\_\_\_ Major Professor: \_\_\_\_\_

Semester/Year student began at FSU: \_\_\_\_\_ Current FSU Graduate GPA: \_\_\_\_\_

Degree currently working on (check only one): \_\_\_\_\_ Master's: \_\_\_\_\_ Ph. D.: \_\_\_\_\_

Recent Coursework:

List each course recently taken, grade earned, and courses in which you are now enrolled:

	Course	Grade
Fall 2010:	_____	_____
	_____	_____
	_____	_____
	_____	_____

Spring 2011:	_____	_____
	_____	_____
	_____	_____
	_____	_____

Master's Degree Work:

Status of Master's Thesis or Area Paper –

Completed (date): \_\_\_\_\_ Not completed (expected date): \_\_\_\_\_

Master's Thesis/Area Paper Committee members (if not completed yet):

_____	Chair
_____	Member
_____	Member

**A P P E N D I X**

# Annual Doctoral Student Progress Report Continued

Ph. D. Course Requirements:

For each of the following requirements, circle whichever one of these codes best describes your status:

1. Have not taken the course yet
2. Currently enrolled in the course, for the first time
3. Have taken course before, received grade below a middle B, and currently retaking it
4. Have taken course before, received grade below a middle B, have not retaken it.
5. Have taken course before, received grade below a middle B, retook it and received a B or better the second time
6. Took the course once and received a middle B or better
7. Requirement was waived due to work completed elsewhere

CCJ 5109	Theory in Criminology and Criminal Justice	1	2	3	4	5	6	7
CCJ 5285	Survey of Criminal Justice Theory and Research	1	2	3	4	5	6	7
CCJ 5606	Survey of Criminological Theories	1	2	3	4	5	6	7
CCJ 5705	Research Methods in Criminology	1	2	3	4	5	6	7
CCJ 5706	Applied Statistics in Criminology	1	2	3	4	5	6	7
CCJ 5740	Data Analysis in Criminology and Criminal Justice	1	2	3	4	5	6	7
CCJ 5981r	Prospectus Development	1	2	3	4	5	6	7
CCJ 6065	Professional Development in Criminology	1	2	3	4	5	6	7

Advanced Research Methods (must take at least two):

CCJ 5707	Qualitative Methods in Criminology	1	2	3	4	5	6	7
CCJ 5709	Survey Research Methods in Criminology and CJ	1	2	3	4	5	6	7
CCJ 6741r	Advanced Data Analysis in Criminology and CJ	1	2	3	4	5	6	7

Comprehensive Exam Status:

For each of the exams, circle one of these codes that best describes your status:

1. Passed exam the first (and only) time you took it
2. Failed exam first time, passed it the second time
3. Failed exam first time, have not yet retaken it (semester you plan to retake it: \_\_\_\_\_)
4. Have not taken exam yet (semester you plan to take it: \_\_\_\_\_)

Comprehensive Exam in Theory:	1	2	3	4
Comprehensive Exam in Methods and Statistics:	1	2	3	4

Dissertation:

Dissertation Committee members:

_____	Major Professor
_____	Committee Member
_____	Committee Member
_____	Outside Member

Dissertation Prospectus Status: Approved (date): \_\_\_\_\_

If not approved, expected date of approval: \_\_\_\_\_

**A P P E N D I X**

# Annual Doctoral Student Progress Report Continued

Dissertation Status – Please briefly describe the status of work on your dissertation (if not yet begun, you need only write “Not yet begun.”)

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Other Accomplishments:

Please list all publications, presentations at scholarly meetings, or manuscripts completed during the last year that you intend to submit for publication. Also, list any honors or awards you have received this year.

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Assistantships: Check the terms you were funded, note the name of supervisor and briefly describe your duties for each:

(a) Fall 2010 - Supervisor:

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Duties:

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(b) Spring 2011 - Supervisor:

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Duties:

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**A P P E N D I X**

# Annual Doctoral Student Progress Report Continued

Major Professor's Comments:

Is this student making satisfactory progress towards a doctorate degree?

Yes \_\_\_\_\_ No \_\_\_\_\_

What problems, if any, is this student having in making progress towards the degree?

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Student comments:

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Student's signature

Date:

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Major Professor's signature

Date:

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NOTE: Each student should complete the first three pages of this form no later than March 15, arrange an appointment with their major professor, and then review and (if necessary) revise or add to the form in the meeting with the major professor. The major professor should complete the form, retain the final completed version, and supply one copy each to the student and the Graduate Coordinator no later than March 31. (The latter will make copies for the Dean of the College, and the Director of Graduate Studies, and record on the University's graduate tracking system that the annual review has been performed.)