

CJ 699: Capstone Experience

Sec. 101, Fall 2017

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COURSE DESCRIPTION: A culminating experience where students will apply knowledge and skills learned in their program of study to create, in collaboration with an agency or organization in the field, an original, scholarly work that addresses a current issue of concern.

Prerequisites: CJ 601, CJ 604, CJ 655, CJ 656

CJ 699 meets on Wednesdays from 4:00-6:20 pm in SH 418 and will be taught as a blended course. A blended course is where 50% of the content is delivered in the classroom and 50% of the content is delivered online. This course will include web-based activities, a student-centered learning approach, and frequent feedback loops to enhance learning.

SUGGESTED TEXTS

Allen, J. M., & Sawhney, R. (2010). *Administration and management in criminal justice: A service quality approach*. Thousand Oaks, CA: Sage.

American Psychological Association [APA] (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC.

Bachman, R. & Schutt, R.K. (2017). *The practice of research in criminology and criminal justice* (6th ed). Thousand Oaks, CA: Sage. (plus a statistics book)

Hedrick, T.E., Bickman, L., & Rog, D. J. (1993). *Applied research design: A practical guide*. Newbury Park, England: Sage.

Robson, C. (2011). *Real world research* (3rd ed.). Hoboken, NJ: Wiley.

COMPUTER REQUIREMENTS

Students must have a computer or access to one, as well as access to the Internet to send and receive email messages. If you are using an email account other than your Marshall email account, (i.e., hotmail, yahoo, aol, etc.) you must set your Marshall email account to forward to

your other account. Also, students are responsible for knowing the University Computing Services' Acceptable Use Policy.

In addition, because this is a blended course, students will be required to have access to Blackboard in order to complete the necessary discussions and assignments. Make certain that you use a computer that is compatible for completing any online course requirements (I recommend an Internet connection that is fast and secure; no iPads or laptops).

STUDENT LEARNING OUTCOMES FOR THE CRIMINAL JUSTICE & CRIMINOLOGY PROGRAM

Upon completion of the Master of Science degree in criminal justice, and in part emphasized and reinforced through this course, graduate students will be able to:

1. *analyze* and *critique* contemporary criminal justice issues using effective written communication skills with APA citations and information from scholarly sources;
2. *evaluate* theoretical perspectives, empirical findings, and trends and *identify* relevant public policy implications;
3. *demonstrate* scientific literacy by applying research findings to real-world problems within the justice system; and
4. *interpret* descriptive and inferential statistical data.

COURSE LEARNING OBJECTIVES MATRIX

Course Learning Objectives	How Each Objective is Practiced in this Course	How Each Objective is Evaluated in this Course
a. Demonstrate fluency with the current scholarly literature and trends in criminal justice theory, research, and practice;	In-class exercises; library research, concept paper, class discussions	Concept paper; capstone paper
b. Design an applied project related to a current issue, problem area, or criminal justice organization, utilizing the scientific method;	Concept paper; in-class exercises; class discussions	Concept paper, IRB application and abstract, capstone paper
c. Generate and analyze research data using the appropriate methods for analysis;	Draft of the research paper; in-class exercises; class discussions	Capstone paper
d. Produce and describe research methodology, findings, as well as the implications of a research project through both a written product and an oral presentation; and	Draft of the capstone paper; concept paper, in-class exercises; class discussions	Capstone paper; presentation
e. Develop policy implications for a "real-world" issue or criminal justice organization that is involved in the administration of justice.	Draft of the capstone paper; concept paper, in-class exercises; class discussions	Capstone paper

COURSE REQUIREMENTS AND DETERMINATION OF GRADES

Each student learning outcome is assessed in the following manner:

Grading Scale:

90% & Above = A	80%-89% = B	70%-79% = C	60%-69% = D	59% & Below = F
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<u>Course Requirements:</u>	Score(s)	Weighted %	Weighted % Ave.
Assignments and drafts (15%)		X .15	
Capstone paper (60%)		X .60	+
Capstone presentation (25%)		X .25	+
Grand Total =			

Calculating and checking your class grade:

Please note that course grades are calculated using weighted percentages (not total points earned) as shown above. You can always monitor your current course grade by logging into the MU Online section of our course.

ASSIGNMENTS AND DRAFTS (15%)

A few writing assignments will be administered throughout the course in order to build the skills necessary for your capstone paper (i.e., progress reports, IRB documents, concept paper, etc.). These assignments will strengthen your writing abilities and afford you the opportunity to practice using research concepts as well as proper citations based on the APA publication manual. Unless told otherwise, papers must be typed and double-spaced. Page numbers are a must! Standard margins and fonts should be used.

CAPSTONE PAPER (60%)

As stated in the course description, the graduate capstone experience for students seeking a master's degree in criminal justice involves an intensive culminating project where students will apply knowledge and skills learned to create, in collaboration with an agency or organization in the field (if feasible), an original, scholarly work that addresses a current issue of concern. More details can be found in the Graduate Capstone Handbook.

CAPSTONE PRESENTATION (25%)

All students must give a formal presentation describing their capstone project to their respective comprehensive assessment committee. The presentation must highlight the purpose, goals/objectives, methodology, outcomes and/or results, and policy. In addition, the presentation must include a description of the major challenges and barriers inherent in this project and how these issues were resolved (these can be addressed in the limitations section).

Students are expected to prepare the presentation using MS PowerPoint or other presentation software and may use additional handouts or visual aids as appropriate. It is imperative that students practice their presentation to ensure that it is fluid and within the appropriate time frame. Presentations should be 25-30 minutes in length. Each presentation will be followed by a question and answer session. More details can be found in the Graduate Capstone Handbook.

ADDITIONAL POLICIES

Attendance:

At the graduate level, students are expected to participate in class discussions on a regular basis, as it is at best, one of the most valuable avenues for learning in the classroom. Thus, students are expected to make a significant contribution by asking pertinent questions, making insightful observations, and sharing information. In order to participate, you must be present in class. If you miss a class for a valid reason (i.e., death or illness of an immediate family member, pre-approved university sponsored activity, athletics, academic activities, short-term military obligation, jury duty/court appointment, and/or religious holiday (see MU Undergraduate Catalog), you will need to present some form of documentation to me to be excused. Please note that if you miss three consecutive days you will need to obtain documentation from the Dean of Student Affairs, MSC 2W38.

Missed assignments:

If you miss class when an assignment was due, the work must be completed the next day you return to class, along with documentation verifying the excuse. For example, if a student misses class on Monday due to illness and returns to class on Wednesday, the student **MUST** submit the assignment with an attached copy of a doctor's note.

Deadlines and Penalties for Online Assignments:

You must adhere to the dates listed for completion of assignments. Once a due date has expired online, the item will no longer be accessible and you will receive a zero. While there is some flexibility in completing some of the online activities, it is imperative that you complete everything by the due date. Most of the assignments will become **UNAVAILABLE** after 11:59pm.

Emails and Teacher-Student Correspondence:

If you have any questions about the course material or assignments you may email me, visit me during my office hours, or schedule an appointment. Under most circumstances, I will get back to you within 24 hours (normally between the hours of 8:30 AM and 4:30 PM EST Monday through Friday). However, there may be times when my response is delayed during weekends or when I am out of town at an academic conference.

Feedback Loop:

Because some of the course material will be administered online, I will respond to any submitted materials that require me to do so within 24 hours after it was due. Please keep in mind that lengthier documents (i.e., papers) may not be returned to you as quickly.

Plagiarism:

For students (major or non-majors; undergraduates and graduates) who plagiarize a paper that is less than 10 pages in length, a letter grade of zero will be issued for that assignment. When a student plagiarizes a major research paper, report, legal paper, etc., that is 10 pages or more in length, a failing grade will be issued to the student for the course, the student will be charged with plagiarism, and referred to the Office of Academic Affairs. It should be noted that students are entitled to an appeals process. The protocol for doing so is described under the heading

"Academic Dishonesty Policy" and the subheading "Appeals Process" in the MU Undergraduate/Graduate Catalog.

University Policies:

By enrolling in this course, you agree to the following University Policies: Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ and Sexual Harassment. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies" or you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802.

TENTATIVE COURSE SCHEDULE

Date	Course Assignments	Items Due
Week 1: 8/23	In class-Review course syllabus and capstone requirements; Discuss project plans/status; Review about writing the literature review	Submit draft reference page (APA)
Week 2: 8/30	In-class-Review research concepts, concept paper, MOU (if appropriate), timeline, and IRB as needed	Bring draft literature review to class; Secure permission with agency (if applicable)
Week 3: 9/6	In class-Review research concepts and IRB, review writing the literature review, and methods section, as needed	Bring docs to class to work on (concept paper, MOU, timeline, IRB, & literature review); Submit concept paper by the end of class
Week 4: 9/13	In class-Prepare/polish IRB documents; Begin data collection set up	Bring docs to class to work on; Submit draft IRB docs by end of class
Week 5: 9/20	In class-Review writing the introduction; Address data collection concerns	Revise IRB docs in class; Submit final IRB docs
Week 6: 9/27	Out of class-Work on data collection, literature review, and methods section; Prepare first progress report	Submit draft introduction and literature review online
Week 7: 10/4	Out of class-Work on project and data collection as needed	Submit progress report #1 online
Week 8: 10/11	Out of class-Work on project and data collection as needed	
Week 9: 10/18	In-class-Review data analysis strategies and presenting results using tables, etc.	Submit draft methods section online
Week 10: 10/25	Out of class-Work on project and data collection as needed; Prepare second progress report	
Week 11: 11/1	Out of class-Work on project and data analysis as needed	Submit progress report #2 online and first draft online
Week 12: 11/8	In class-Review draft, address final questions	Bring final draft to class
Week 13: 11/15	Out of class-Prepare paper for submission	Submit capstone paper online by 11:59pm, 11/17
Week 14: 11/22	THANKSGIVING BREAK	
Week 15: 11/29	In class-presentation practice and overview (may need to do this over a two-day period)	Bring draft presentation to class
Week 16: 12/6	Presentations to committee members-TBA-Dec. 4-8	Submit presentation online by 11:59pm (12/6)
Week 17: 12/13	In-class-Celebrate and submit approved paper to the agency (if necessary), send appropriate letter of thanks	Close IRBNet