CCJS 300  Instructor: Dr. L. Brooks
Criminological and Criminal Justice  2133 LeFrak Hall
Research Methods  University of Maryland
                            College Park, MD 20742
                            301-405-4725

                            e-mail: LBROOKS1@UMD.EDU

SPRING 2016  OFFICE HOURS: MWF 8-8:50, 12-2
0101 MWF  9-9:50  TYD 2111  and by appointment
0201 MWF 11-11:50  TYD 2111

T.A.:  Mary Kittleman (9:00 TA) Office Hours:  M 10-11, W 3-5
       Claire Hebert (11:00 TA) Office Hours: TuTh 3:30-5
       Emily Edmunds (11:00 TA) Office Hours: TuTh 10:50-12:15
       TA Office: 0102 Morrill Hall (301-405-8608)

COURSE DESCRIPTION
This course will teach students how to actually conduct research in the criminal justice field. Students will learn about traditional social science methods used in our discipline and how to apply them to their own research. We will cover various research designs, sampling issues, ethical considerations, survey construction, interviewing, and basic functions with a computer software package, SPSS that are typically used in analyzing social science data. In this class, students will complete seven research projects that build on each other. These research projects introduce students to the various research techniques used in our field by having them actually conduct the research. These projects are designed to increase in difficulty and to allow the student to apply the knowledge learned in this class as they progress. In the course of these projects, students will: assess ethical issues in research, create a survey instrument, disseminate the survey, decide on and assess a sampling technique, analyze survey and other criminological data using descriptive analysis and inferential statistics, conduct a field observation study, develop hypotheses and present the justification for these hypotheses, select and transform variables, test hypotheses using criminological data, perform appropriate statistical tests, and develop conclusions and implications based on their research.

COURSE PREREQUISITES
The following courses must be taken before you may enroll in this class: CCJS 100, CCJS 105, and CCJS 200 (or an approved statistics course).

LEARNING OBJECTIVES
In the course of this class, students will:

1. demonstrate an ability to select, critically evaluate, and apply relevant areas of scholarship;
2. articulate the processes required to bring about a successful outcome from planning, modeling, and preparing, to critiquing, revising and perfecting;
3. recognize how an application of scholarship affects or is affected by political, social, cultural, economic or ethical dimensions;
4. produce original projects that reflects a body of knowledge relevant to the course;
5. effectively communicate the application of scholarship through written material

TEXT


You are also required to copy three SPSS data files onto a flashdrive before we begin the computer assignments. These files will be emailed to you after schedule adjustment period is over. You must use a PC (not a Mac) to copy these files. You will need to bring your flashdrive with you when you come to the first computer workshop. Instructions for copying the files are inside the syllabus. You will also need to have your flashdrive with you when you work on all computer assignments. Additionally, you will either need to put funds in a Terrapin Express account for printing in the BSOS Computer Lab or have a credit/ATM card to use during your session (approximately $4).

CANVAS

I will be using CANVAS to post the syllabus, grades, and some handouts. Go to http://www.elms.umd.edu/ and log in with your Directory ID (logon ID) and password to use this feature.

COURSE REQUIREMENTS

There are multiple requirements for this course. As noted above, there are seven research projects where students will do independent research utilizing social science data that will build on each other. These research projects make up 40% of the overall course grade. There will be also be three exams, each covering a specified portion of material and each worth 20% of the overall course grade. None of the exams are cumulative. The exams are designed to cover the vocabulary, content, and use of the statistical software that students must learn in order to conduct
Exams and all assignments are considered to be Major Scheduled Graded Events and therefore the University medical excuse policy which allows one student signed honor statement attesting to illness does not apply to them. Exams are primarily multiple choice with some true/false. Approximately 2/3 of the exam questions come from lecture and the remaining 1/3 come from the text book. Exams must be taken in the class you are registered for. Assignments must be turned in the class you are registered for. Bring a picture ID to each exam. Extra credit will come in the form of ten unannounced, open notes quizzes worth one point each. Since these quizzes are extra credit, there will be no makeups for them.

Exam I, II, III (50 pts each)

Research Projects:
RP#1 Ethical Issues (10 pts)
RP#2 Survey Construction (10 pts)
RP#3 Analysis with Descriptive Statistics (10 pts)
RP#4 Sampling and Survey Research (15 pts)
RP#5 Field Research (10 pts)
RP#6 Analysis with Tests of Independence (20 pts)
RP#7 Research with Inferential Statistics (25 pts)

Final Grades: 97-100% = A+  77-79% = C+
93-96   A  73-76     C
90-92   A-  70-72   C-
87-89   B+  67-69   D+
83-86   B   63-66   D
80-82   B-  60-62   D-
<60     F

Attendance will taken on the days that RP#6 and RP#7 are handed out and discussed. You must be present on those days or have an excused absence in order to get help from myself or the TA on these assignments.

Copying SPSS DATA FILES
You will need to copy the three SPSS data files that we will use this semester. I will email them to you after schedule adjustment is over. This needs to be completed before the first Computer Workshop. You must use a PC to copy these files. Once you get the email from me, use the following steps to copy the files:

1. Connect your flash/jumpdrive
2. Right click on CA1.DAT
3. Choose “Save Link As” or “Save Target As” Do not use the “download attachment” option that pops up.
4. Make sure CA1.DAT is selected and then choose the source in the “save in” box (your flashdrive). **NOT PUT THESE FILES IN A SUBDIRECTORY. MAKE SURE CA1.DAT IS THE EXACT NAME LISTED. IF IT IS NOT THE EXACT NAME, CORRECT IT. DO NOT OPEN THESE FILES.**

5. Click “SAVE”

6. Repeat the process for the OFFICER.DAT and COP.DAT files as well.

**MAKEUP POLICY**

I have a very strict policy regarding makeup exams or assignments. These will only be given in cases of excused absences and official documentation is required. **Exams and computer assignments are considered to be Major Scheduled Graded Events and therefore the University medical excuse policy which allows one student signed honor statement attesting to illness does not apply to them.** Excused absences are: illness with a doctor's note, death in the immediate family, required school activities, and required court appearance. **I will not accept a Health Center honor statement to verify an illness.** If you go to the Health Center and a doctor will not write you a note, you will need to get a copy of your medical record from them to verify your illness. By law, you are entitled to get a copy of this and it is your responsibility to do so. I must be notified in person or by phone PRIOR to missing an exam or assignment for me to consider giving you a makeup. If you have a problem on the day of an exam or on a day when an assignment is due, call me and I can advise you what to do. **If you know in advance that you will be absent for an exam or an assignment due date with an approved absence, you will be expected to take the exam or turn in the assignment prior to the exam/assignment due date.**

**DISABILITY SUPPORT**

I will make every effort to accommodate students who are registered with the Disability Support Services (DSS) Office and who provide me with a University of Maryland DSS Accommodation form which has been updated for the Spring 2016 semester. This form must be presented to me no later than February 5, 2016. I am not able to accommodate students who are not registered with DSS or who do not provide me with documentation that has not been reviewed by DSS after February 6, 2015. DSS students who are requesting to take their exams at the DSS Center need to provide me with a testing form for each exam that must be turned in to me no later than 1 week prior to each exam. The student is expected to take the exam at the same time as the rest of the class.

**ASSIGNMENTS**
All assignments are due during the class you are registered for and they must be in on time. **Assignments are considered to be Major Scheduled Graded Events and therefore the University medical excuse policy which allows one student signed honor statement attesting to illness does not apply to them. Assignments may NOT be submitted via e-mail without prior permission.** Assignments may always be turned in early and can be submitted in my mailbox or under my door ONLY if they are turned in prior to the actual due date. **If you are turning in your assignment on the day it is due, it must be turned in at the classroom.** Assignments may NOT be submitted via e-mail without prior permission. Because of the many students I have and the multiple assignments I give, I do not accept late assignments unless you have an excused absence (see above Makeup Policy). **AN ASSIGNMENT TURNED IN MORE THAN TEN MINUTES AFTER THE BEGINNING OF CLASS IS CONSIDERED LATE AND WILL NOT BE ACCEPTED.** All assignments are due at the very beginning of class.

**RELIGIOUS OBSERVANCES**

If you are unable to take the any exams due to a religious observance, you will need to discuss this with me by February 5, 2016.

**USE OF TECHNOLOGY**

In this class, students will be allowed to use their personal computers to take class notes. If a student is found to be using personal technology devices in any way that is not related to taking class notes, the student will lose the privilege of using any personal technology device for the duration of the semester.

**ACADEMIC INTEGRITY**

Academic dishonesty of any form will absolutely NOT be tolerated. Academic dishonesty encompasses the traditional behavior such as cheating on exams and assignments, giving false statements, etc., but also includes activities such as possessing and/or reviewing previous semester's exams and computer assignments. Additionally, students will be asked to write the University approved Honor Pledge on each exam and computer assignment. The University of Maryland, College Park has a nationally Recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. For more information on the Code of Academic Integrity or the Student Honor Council, please visit
CLASSROOM CODE OF CONDUCT

The success of this class is dependent not only on my abilities and talents as an instructor to communicate new and complicated ideas, but also on our ability as a class to work together to create an environment conducive to learning. As a Department and University, we expect the faculty and students to be prepared for class and to be actively engaged in the classroom activities. Unfortunately, disruptive behaviors in the classroom cheat other students out of opportunities to learn. The University of Maryland’s Code of Academic Integrity defines classroom disruption as “behavior a reasonable person would view as substantially or repeatedly interfering with the conduct of a class.” Examples would include coming late to class, repeatedly leaving and entering the classroom without authorization, making loud or distracting noises, and persisting in speaking without being recognized. As the instructor of this class, I also find the following distracting: reading outside material, sleeping, side conversations, text messaging and using laptops for non-academic functions (IM, e-mail, surfing, etc.). I also request that you turn cell phones/pagers on vibrate or silent during class.

Students are expected to treat each other with respect. Disruptive behavior of any kind will not be tolerated. Students who are unable to show civility with one another, the teaching assistants, or me will be subject to referral to the Office of Student Conduct or to Campus Police. You are expected to adhere to the Code of Student Conduct.

COPYRIGHT

The lectures I deliver in this class and the course materials I create and distribute are protected by federal copyright law as my original works. My lectures are recorded or delivered from written lectures in order to ensure copyright protection. You are permitted to take notes of my lectures and to use course materials for your use in this course. You may not record, reproduce, or distribute my lectures/notes for any commercial purpose without my written consent. Persons who sell or distribute copies or modified copies of my course materials, possess commercial copies of my notes (i.e. Terpnotes), or assist another person or entity in selling or distributing those materials may be considered in violation of the University Code of Student Conduct, Part 9(k).

COURSE EVALUATION

Your feedback about this course is very important to me and therefore we will do several forms of evaluation throughout this
semester. One way is to fill out the online evaluation at the end of the semester. CourseEvalUM will be open for students to complete their evaluations for Spring 2016 courses in April. Students can go directly to the website (www.courseevalum.umd.edu) to complete their evaluations. Students who complete evaluations for all of their courses in the previous semester (excluding summer), can access the posted results via Testudo's CourseEvalUM Reporting link for any course on campus that has at least a 70% response rate.

**SCHEDULE AND READING LIST**

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<td>The Process of Research</td>
<td>Ch. 1</td>
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<td>01/29 F</td>
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<td>02/03 W</td>
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<td>02/05 F</td>
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<td>02/08 M</td>
<td>Ethics/Hypothesis Testing</td>
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<td>02/10 W</td>
<td>Hypothesis/Research Design</td>
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<td>02/12 F</td>
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<tr>
<td>02/15 M</td>
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<td>03/14 M</td>
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<td>GET RP#4</td>
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<td>03/25 F</td>
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<td>GET RP#6 PART I ATTENDANCE REQUIRED</td>
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<td>04/11 M</td>
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04/15 F  Victimization  p. 166-180
04/18 M  GET RP#7 PART I ATTENDANCE REQUIRED  -
04/20 W  GET RP#7 PART II ATTENDANCE REQUIRED  -
04/22 F  Victimization/Scales  Ch. 10
04/25 M  Scales/Prediction  -
04/27 W  Prediction RP#6 DUE  -
04/29 F  Reliability & Validity  Ch. 9
05/02 M  Evaluation Research  Ch. 11
05/04 W  Evaluation Research RP#7 DUE  -
05/06 F  Paper Writing  -
05/09 M  Proposal Writing  -

Finals:  0101 (9:00 class) Monday, May 16, 2016 8-10AM
        0201 (11:00 class) Saturday, May 14, 2016 8-10AM

        All exams are in the regular classroom.