



Class times: Asynchronous

*The Professor will announce certain dates for Zoom Meetings to go over materials when needed. This will especially be relevant during our work with SPSS. The instructor will meet via Zoom with students when requested.*

### **Prerequisites**

CCJS100 and CCJS105; and (PSYC200, CCJS200, ECON321, BMGT230, or SOCY201).

Dr. Tom Alexander

[talexand@umd.edu](mailto:talexand@umd.edu)

### **Course Description**

This course is an introduction to the formulation of research questions covering crime and justice, research designs, data collection, and interpretation and reporting in criminological and justice-system settings. This course will teach students the basic elements of 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 the computer software package SPSS that is typically used in analyzing social science data. In this class, students will complete five 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: (1) assess ethical issues in research, (2) create a survey instrument, (3) disseminate the survey, (4) decide on and assess a sampling technique, (5) analyze survey and other criminological data using descriptive analysis and inferential statistics, (6) conduct a field observation study, (7) develop hypotheses and present the justification for these hypotheses, (8) select and transform variables, (9) test hypotheses using criminological data, (10) perform appropriate statistical tests, and (11) develop conclusions and implications based on their research.

### **Learning Outcomes**

After successfully completing this course, the student will be able to:

-Demonstrate competency in written communication.

- Demonstrate competency in oral communication.
- Demonstrate competency in critical analysis.
- Demonstrate competency in critical reasoning.
- Demonstrate an understanding of how crime and criminal justice are products of political, economic, and social structures and examine how they intersect with systems of oppression

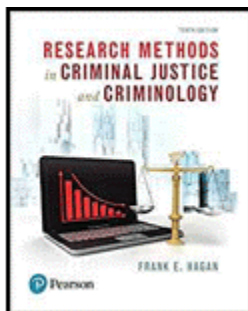
### **Learning Objectives**

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 reflect a body of knowledge relevant to the course;
5. Effectively communicate the application of scholarship through written material

### **Required Textbook:**

Hagan, Frank E., (2017), *Research Methods in Criminal Justice and Criminology*, (10<sup>th</sup> ed.). Pearson.  
 ISBN10: 013455891X      ISBN 13: 9780134558912



### **Recommended but not required for a better understanding of SPSS**

Elliott, Alan C. and Woodward, Wayne A. *Quick Guide to IBM SPSS*, (3<sup>rd</sup> ed.) Thousand Oaks, CA: Sage.



Other readings will be discussed and provided throughout the course.

### Campus Policies

It is our shared responsibility to know and abide by the University of Maryland's policies that relate to all courses, which include topics like:

- Academic integrity
- Student and instructor conduct
- Accessibility and accommodations
- Attendance and excused absences
- Grades and appeals
- Copyright and intellectual property

Please visit [Office of Undergraduate Studies : University of Maryland](#) for the Office of Undergraduate Studies' full list of campus-wide policies and follow up with me if you have questions.

### Activities, Learning Assessments, & Expectations for Students

### **ELMS/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. Please check ELMS regularly for updates and related course materials.

### **Course Communication**

Primary Communications will be through email (ELMS). Please use the subject line "CCJS300" whenever you send an email, which will increase the probability of me not considering it junk mail. The professor will mainly rely on email in order to communicate with students. The student may also use Outlook if any difficulty arises with ELMS. Please check your email regularly.

I will primarily rely on ELMS for sending time-sensitive information to students (e.g., ELMS announcement). Here is a link with some helpful guidance on writing professional emails.

## UMD PSYC E-News: What You Write Matters: Advice on Email Etiquette for Everyone

**Course Requirements:** There are multiple requirements for this course, described below. The Professor reserves the right to add assignments as needed throughout the semester. Exams and any Final Paper/Exam 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.

### **Grading Schema**

|                                       |                  |
|---------------------------------------|------------------|
| Exams (Mid-term (100) and Final (70)) | 170 points total |
| Research Projects                     | 85 points total  |
| Weekly Chapter Essay Assignments      | 20 points total  |
| TOTAL Points                          | 275 points total |

### **Research projects**

1. Ethical Issues (RP 1) (10 points)
2. Survey Construction (RP2) (10 points)
3. Analysis with Descriptive Statistics/Write up of sampling technique (RP3) (20 pts)
4. Analysis with Tests of Independence (RP4) (20 pts)
5. Analysis with Tests of Inferential Statistics (RP5) (25 pts)

**\*\*NOTE- Research Projects must be submitted as a word document. I will not accept pdf submissions. Failure to adhere to this requirement results in a zero. Also, Research Projects are due by the date and time unless prior arrangements are made with the Professor.**

**Class Participation:** Class participation is an important part of this class. This class is asynchronous and participation is measured by turning in your assignments on time and attending any Zoom meetings that are required throughout the semester.

**Religious Observances:** Please refer to the Online Catalog Policy on Religious Observance. Please remember that accommodations are not made for travel to and from the religious observance.

### **Disability Support**

I will make every effort to accommodate students who are registered with the Disability Support Service (DSS) Office and who provide me with a University of Maryland DSS Accommodation form. Only written DSS documentation of the accommodation will be considered. I am not able to accommodate students who are not registered with DSS or who provide me with documentation which has not been reviewed and approved by UM's DSS Office.

Please see <https://shadygrove.usmd.edu/student-affairs/macklin/dss> for further information on disability support.

**Final Letter Grades** are determined in the following manner:

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

Grades will be posted in ELMS as soon as possible after the exam or paper's due date. They can be viewed in ELMS and will review class exams in class. Subjective work will be returned to the student as an attachment in ELMS after the paper is graded.

Keep in mind, that grades are not given, but earned. Your grade is determined by your performance on the learning assessments in the course and is assigned individually. If earning a particular grade is important to you, please speak with me at the beginning of the semester so that I can offer some helpful suggestions for achieving your goal.

All assessment scores will be posted on the course ELMS page. If you would like to review any of your grades (including the exams), or have questions about how something was scored, please email me to schedule a time for us to discuss this matter.

### **Make-Up Policy**

Opportunities to make-up missed in-class work will only be given in cases of excused absences and official documentation is required. **Exams and research projects are considered to be Major Scheduled Graded Events and therefore the new 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. If 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 or email **PRIOR** to missing an **in-class assignment** for me to consider giving you a makeup. **If you know you will not be in class for in-class work or a date a project is due for an excused reason it is your responsibility to turn in the work PRIOR to the due date.**

### **Code of Conduct**

Students are expected to treat each other with respect and this includes on-line. Disruptive behavior of any kind will not be tolerated. Students who are unable to demonstrate civility with one another or me will be subject to referral to the Office of Student Conduct or to Campus Security. You are expected to adhere to the Code of Student Conduct.

Students must provide the instructor, in writing, a request for a make-up exam for an exam date on the syllabus you are unable to make due to a specific religious observance (specify). Please refer to the Online Catalog Policy on Religious Observance. Please remember that accommodations are not made for travel to and from the religious observance.

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 project. 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: <http://www.studenthonorcouncil.umd.edu/whatis.html> (Links to an external site.) (Links to an external site.)[Links to an external site.](#)

Since exams are taken online and not proctored, students will sign an academic pledge that must be submitted the day the exam is taken. No outside help of any kind (including books and notes) is allowed.

### **Grade Disputes**

If you have questions or concerns about your grade(s) and believe the professor should review them, you must submit a written request over email to the professor that describes your concern in detail. This request must be submitted within one week of the day that grades for the relevant assignment are disseminated.

### **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**

I take your course evaluation very seriously. Each semester, I revise my syllabus, course assignments and exam questions based on the feedback I receive on the course evaluation. I am not only interested in the scores that you give this class but I am also very interested in the specific comments you have about this course. I want to encourage each student in this class to evaluate not only my class but all of your classes. One important campus-wide evaluation is the online evaluation at the end of the semester. I will announce the dates the evaluations are available during our semester. Students can go directly to the website ([www.courseevalum.umd.edu](http://www.courseevalum.umd.edu) (Links to an external site.) to complete their evaluations.

**Academic Deadlines:** See <https://registrar.umd.edu/calendars/standard-registration-dates-deadlines>  
**Schedule adjustments:** <http://registrar.umd.edu/current/registration/ScheduleAdjustment.html>

Also see <https://registrar.umd.edu/calendars/standard-registration-dates-deadlines>

for important dates.

### Get Some Help!

You are expected to take personal responsibility for your own learning. This includes acknowledging when your performance does not match your goals and doing something about it. Everyone can benefit from some expert guidance on time management, note taking, and exam preparation, so I encourage you to consider visiting the USG Center for Academic Success (<https://shadygrove.umd.edu/student-services/center-for-academic-success> ([Links to an external site.](#)) [Links to an external site.](#) when needed.

Everything is free because you have already paid for it, and **everyone needs help**... all you have to do is ask for it.

### Names/Pronouns and Self Identifications

The University of Maryland recognizes the importance of a diverse student body, and we are committed to fostering equitable classroom and online environments. I invite you, if you wish, to tell us how you want to be referred to both in terms of your name and your pronouns (he/him, she/her, they/them, etc.). The pronouns someone indicates are not necessarily indicative of their gender identity. Visit [trans.umd.edu](https://trans.umd.edu) to learn more.

Additionally, how you identify in terms of your gender, race, class, sexuality, religion, and dis/ability, among all aspects of your identity, is your choice whether to disclose (e.g., should it come up in classroom conversation about our experiences and perspectives) and should be self-identified, not presumed or imposed. I will do my best to address and refer to all students accordingly, and I ask you to do the same for all of your fellow Terps.

This class is asynchronous. Class attendance and participation is recorded through your weekly essay responses. I will meet via Zoom with any student who has questions or issues. I reserve the right to make changes to the syllabus as needed but will inform the class when I need to do so.

| Date             | Topic                    | Activity          |
|------------------|--------------------------|-------------------|
| <b>Week 1</b>    |                          |                   |
| August 31- Sep 6 | Review of the Syllabus   | ELMS              |
|                  | Introduction to Research | Chapter 1 - Hagan |
| <b>Week 2</b>    |                          |                   |
| Sep 7- Sep 13    | Ethics                   | Chapter 2 - Hagan |
| Labor Day- Sep 7 |                          |                   |
| <b>Week 3</b>    |                          |                   |
| Sep 14- Sep 20   | Research Design          | Chapter 3 – Hagan |

|                                                                |                                                     |                                                                         |
|----------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------------------|
| <b>Week 4</b>                                                  | The Uniform Crime Reports and Sampling              | Chapter 4 – Hagan<br>Instructor notes                                   |
| Sep 21- Sep 27                                                 | Conceptualization & Measurement                     | Chapter 9- Hagan<br>Instructor's Notes                                  |
|                                                                |                                                     | <b>Research Project (RP1) is due by 11:59 pm on Feb 20<sup>th</sup></b> |
| <b>Week 5</b>                                                  |                                                     |                                                                         |
| Sep 28-Oct 4                                                   | Survey Research                                     | Chapter 5 – Hagan                                                       |
| <b>Week 6</b>                                                  |                                                     |                                                                         |
| Oct 5-Oct 11                                                   | Survey Research<br>Review RP 2 requirements         | Chapter 6 – Hagan                                                       |
| <b>Week 7</b>                                                  |                                                     |                                                                         |
| Oct 12-18                                                      | <b>Exam 1- Online</b>                               | Exam covers Chapters 1,2,3,4,9, and Instructor Notes                    |
| Fall Break Oct 12-13                                           | <b>Time to be announced</b>                         |                                                                         |
| <b>Week 8</b>                                                  |                                                     |                                                                         |
| Oct 19-25                                                      | READ AHEAD                                          | PREPARE FOR SPSS                                                        |
| **Note this week students will be given remote access to SPSS. |                                                     |                                                                         |
| <b>Week 9</b>                                                  | Data Analysis: A User's Guide to Statistics         | Chapter 13 – Hagan                                                      |
| Oct 26-Nov 1                                                   | Measures of Central Tendency\Measures of Dispersion | <b>Research Project (RP2) is due by 12:00 pm on Nov 2nd</b>             |
| <b>Week 10</b>                                                 |                                                     |                                                                         |
| Nov 2-8                                                        | SPSS Introduction                                   | Instructor's Materials                                                  |
| <b>Week 11</b>                                                 | Tests of Independence                               | Chapter 13- Hagan                                                       |
| Nov 9-15                                                       | Chi Square                                          |                                                                         |

|                |                                              |                                                              |
|----------------|----------------------------------------------|--------------------------------------------------------------|
| <b>Week 12</b> | Inferential Statistics and Tests of Variance | Chapter 13- Hagan                                            |
| Nov 16-22      | T-test and Correlations                      | Instructor's Materials                                       |
|                |                                              | <b>Research Project (RP3) is due by 11:59 pm on Nov 16th</b> |

|                        |                                                     |                        |
|------------------------|-----------------------------------------------------|------------------------|
| <b>Week 13</b>         | Inferential Statistics and Tests of Variance cont'd | Chapter 13- Hagan      |
| Nov 23-29              | T-test and Correlations                             | Instructor's Materials |
| Thanksgiving Nov 25-29 |                                                     |                        |

|                |                                    |                                                            |
|----------------|------------------------------------|------------------------------------------------------------|
| <b>Week 14</b> | Summarizing and Reporting Research | Instructor's Notes                                         |
| Nov 30-Dec 6   |                                    | <b>Research Project (RP4) is due by 11:59 pm on Nov 30</b> |

|                                  |                                          |                                                                                                                                                                                              |
|----------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Week 15</b>                   | <b>Exam 2- Online</b>                    | Exam covers Course Posted materials (Instructor materials) and Chapters 5, 6,13 from the Hagan text as well as instructor's notes from Chapter 16 in Bachman and Schutt which I will supply. |
| Dec 7-13                         | Instructor will designate date and time. | *Bachman, R. D., & Schutt, R. K. (2018). <i>The practice of research in criminology and criminal justice</i> (7th ed.). Thousand Oaks, CA: Sage.                                             |
| (last day Dec 11 <sup>th</sup> ) |                                          | ISBN-13: 978-1544339122                                                                                                                                                                      |

**In place of a Final Exam, the final Research Project (RP 5) is due via submission on a future date determined by the University as our class Final Exam date. It will be posted when the University posts same. It will be one of the days Dec 14-21.**