

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

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Fall 2019                               OFFICE HOURS:MWF 8-8:50,MW 12-2  
0101 MWF 9-9:50                       LEF 2166 and by appointment  
0201 MWF 11-11:50 LEF 2166

TA

<sup>S</sup> KellyAnn Bock Tu 2:30-4:30, Th 2:30-3:30

Annie Tracey MWF 10-10:50

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:

demonstrate an ability to select, critically evaluate, and apply relevant areas of scholarship;

articulate the processes required to bring about a successful outcome from planning, modeling, and preparing, to critiquing, revising and perfecting;

recognize how an application of scholarship affects or is affected by political, social, cultural, economic or ethical dimensions;

produce original projects that reflects a body of knowledge relevant to the course;

effectively communicate the application of scholarship through written material

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Hagan, Frank E. Research Methods in Criminal Justice & Criminology. 2018. Pearson. TENTH EDITION. ISBN 978013558912

#### UMD COURSE RELATED POLICIES WEBSITE

The University has created a UMD Course Related Policies website:

<http://www.ugst.umd.edu/courserelatedpolicies.html>

#### ADDITIONAL REQUIREMENTS

You are also required to copy three SPSS data files onto a flashdrive before we begin the computer assignments. These files are found on ELMS in the files section. You must use a PC (not a Mac) to copy these files. I am happy to copy these files for you as well during my office hours. 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, WEPA account, or have a credit card/ATM (service charge 40 cents per transaction) to print in the BSOS lab. You will spend 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 research. 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		

80-82

B-

60-62

D

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 that you notified me in advance of 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. Again, they are found under the files section on ELMS. This needs to be completed before the first Computer Workshop. You must use a PC to copy these files. I am happy to copy them for you as well if you come into my office during office hours with your flashdrive. Use the following steps to copy the files:

Connect your flash/jumpdrive

Right click on CA1.DAT

Choose ``Save Target As``

Choose your flashdrive as the place to save to

In the ``file name box``, make sure CA1 is typed (if not, change it so it says CA1) and make sure the ``save as type`` say DAT in the box. Make sure you save it on your flashdrive. DO NOT PUT THESE FILES IN A SUBDIRECTORY. DO NOT OPEN THESE FILES.

Click ``SAVE``

Repeat the process for the COP.DAT and OFFICER.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 Fall 2019 semester. This form must be presented to me no later than September 9, 2019.

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 September 9, 2019. DSS students who are requesting to take their exams at the DSS Center need to provide me with the link to the testing form for each exam and I must receive this 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 or to be present in class on a required attendance day due to a religious observance, you will need to discuss this with me by September 9, 2019.

## 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 <http://www.studenthonorcouncil.umd.edu/whatis.html>

## 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 Fall 2019 courses in November.

Students can go directly to the website

([www.courseevalum.umd.edu](http://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

DATE	TOPIC	READING
08/26 M	Introduction	
08/28 W	The Process of Research	
Ch. 1		
08/30 F	" "	-
09/02 M	HOLIDAY- NO CLASS	-
09/04 W	Ethics	Ch. 2
09/06 F	" "	-
09/09 M	" " GET RP#1	-
09/11 W	Ethics/Hypothesis Testing	Ch. 3
09/13 F	Hypothesis/Research Design	-
09/16 M	Research Design	-
09/18 W	Experiments RP#1 DUE	p. 86-88

09/20	F	Sampling/Questionnaires	p. 98-109
09/23	M	Questionnaires GET RP#2	p. 111-117
09/25	W	EXAM I	-
09/27	F	Coding	Ch. 12
09/30	M	SPSS	-
10/02	W	Measures Central Tend./MTI RP2 DUE	p.117-123, 127-130
10/04	F	Computer Workshop in lab GET RP#3	-
10/07	M	Computer Workshop in lab GET RP#3	-
10/09	W	Computer Workshop in lab GET RP#3	-
10/11	F	GET RP#4	-
10/14	M	Mail, Telephone, Interviews	p. 132-146
10/16	W	Field Research	Ch. 7
10/18	F	Field Research GET RP#5	-
10/21	M	Unobtrusive Measures RP#3 DUE	Ch. 8
10/23	W	Unobtrusive Measures	-
10/25	F	UCR RP#4 DUE	p. 86-97
10/28	M	UCR RP#5 DUE	-
10/30	W	EXAM II	-
11/01	F	GET RP#6 PART I Attendance Required	-
11/04	M	GET RP#6 PART II Attendance Required	-
11/06	W	Self Report	p. 123-127
11/08	F	Victimization	p. 146-158
11/11	M	GET RP#7 PART I ATTENDANCE REQUIRED	-
11/13	W	GET RP#7 PART II ATTENDANCE REQUIRED	-
11/15	F	Victimization	-
11/18	M	Victimization RP#6 DUE	-
11/20	W	Scales	Ch. 10
11/22	F	Prediction	-
11/25	M	Prediction	-
11/27	W	NO CLASSES- THANKSGIVING	-
11/29	F	NO CLASSES - THANKSGIVING	-
12/02	M	Reliability & Validity	Ch. 9
12/04	W	Evaluation Research RP#7 DUE	Ch. 11
12/06	F	Paper Presentation	-
		-	
12/09	M	Proposal Writing	-

**Finals: 0101 (9:00 class) Saturday, December 14, 2019 8-10AM**  
**0201 (11:00 class) Friday, December 13, 2019 8-10AM**

**All exams are in the regular classroom.**