CCJS 300   **Instructor**: Dr. L. Brooks
Criminological and Criminal Justice   2133 LeFrak Hall
    Research Methods   University of MD
                                           College Park, MD
                                              20742
                                           301-405-4725
                              e-mail: LBROOKS1@UMD.EDU

Fall 2022   **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

TAs
    9:00 Sarah Nam MWF 10-11
   11:00 Elliott Idol TuTh 11-12, Fri 12-1
         Dylan Sarubin TuTh 3:30-5
    0102 Morill Hall
    (301-405-8608)

MASK POLICY
    I will be following and enforcing whatever the University
mask policy is this semester. If **KN95** masks are required in
classrooms, I will strictly enforce this. You can get a **KN95**
mask at the Information Desk at the Stamp Union. Masks may be
momentarily removed for a sip of a drink but need to be in place
immediately after a sip is taken.

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 six research
projects and one optional extra credit research project 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

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

EMAIL POLICY

The University has decided that your official email to be used in all classes is your TERPMAIL email. Therefore, all of our communication must be through your TERPMAIL email account.

INCLUSIVE LEARNING ENVIRONMENT
Students should be respectful of their fellow peers and the instructors and at all times feel comfortable and safe in the classroom environment. A diverse exchange of ideas is an integral part of the learning process and is essential to intellectual growth. The classroom should be a space where diverse opinions are exchanged in a non-threatening and respectful manner. No student should ever be made
to feel marginalized in the classroom. If at any time you feel

uncomfortable or offended with something that is said or presented in the classroom, please notify the instructor immediately. Furthermore, UMD's official policy recognizes that name and gender identity are central to most individuals' sense of self and well-being, and it is important to establish mechanisms to acknowledge and support individuals' self-identification. To this end, we ask that students honor the name and pronouns that each of us go by.

ADDITIONAL REQUIREMENTS
You will also be copying 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. We will copy them together when we have our Computer Workshop in October so you will need to bring your flashdrive with you when you come to the computer workshop.

IN-PERSON LAB AND VIRTUAL LAB OPTIONS
There are two options this semester for running our SPSS programs with the exception of RP3 – in-person computer lab and the Virtual Lab. For RP3, we will meet as a class in the in-person lab in Lefrak in small groups during the Computer Workshop week in October. After that, you will have the option to use the Virtual Lab or the in-person labs on campus to complete the remaining research projects that use SPSS (RP4, RP6, Extra Credit RP). I will explain the Virtual Lab when I hand out RP4. If you are using the Virtual Lab, you will have to set it up on your own devices. The directions for connecting to the lab are in the Files section of ELMS and there are directions for both a PC and a MAC. If you run into difficulties with the Virtual Lab, there is an online form you can submit to let them know of issues: https://oacs.umd.edu/form/request-virtual-pc-lab-support You can also contact the OACS Help Desk at 301-405-1670 during business hours or email them OACSHELPDESK@UMD.EDU. The website for the actual lab that (also listed in the lab directions) is: HTTPS://BSOSLAB.UMD.EDU/RDWEB

If you are using the Virtual Lab, I strongly suggest you use the Virtual Lab during business hours Monday through Friday when OACS Support Staff are working. **DO NOT WAIT UNTIL THE DAY BEFORE OR THE DAY A PROJECT IS DUE to run your program.**

CANVAS
I will be using CANVAS to post the syllabus, grades, some handouts, and you will be submitting all research projects on ELMS as well. Go to http://www.elms.umd.edu/ and log in with your Directory ID (logon ID) and password to use this feature. In the

event you have difficulty with ELMS:

1. Contact the ELMS support desk at 301- 405-1500
2. Send me an email letting me know what has occurred (LBROOKS1@UMD.EDU)

COURSE REQUIREMENTS

There are multiple requirements for this course. As noted above, there are six required and one optional extra credit research projects where students will do independent research utilizing social science data that will build on each other. These required research projects make up 1/3 of the overall course grade and will be submitted **ONLINE**. There will be also be three **IN CLASS** exams, each covering a specified portion of material and they total the other 2/3 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 and will be in person. Assignments must be turned in ONLINE via ELMS**. Bring a picture ID to each exam.

You can earn extra credit by completing an Extra Credit Research Project (handed out and discussed in November-see syllabus. For the **Extra Credit Research Project**, I will be discussing this in two class periods and you can get a maximum of 10 raw points on this.

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)

     Total Points: 225

I reserve the right to adjust policies/assignments/points if emergency health conditions dictate it or we move online.

```
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 be taken on the days that RP#6 and the Extra Credit Research Project 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. In general, it is expected that you must attend class on the days I hand out and discuss assignments in order to get assistance from myself or the TAs. You will also need to get the assignment handouts in class and they will not be available online or via email.

Copying SPSS DATA FILES (we will do this together in RP3 workshop)
        You will need to copy the three SPSS data files that we will use this semester. They are found under the files section on ELMS. **You must use a PC to copy these files.** We will use the following steps to copy the files:

1. Connect your flash/jumpdrive
2. Right click on CA1.DAT (must be exactly **on the name** CA1.DAT – not to the right of it)
3. Choose "Save Target As" or "Save Link As"
4. Choose your flashdrive as the place to save to
5. 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.**
6. Click "SAVE"
7. 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 Research Projects 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.

For exams, I must be notified by email or by phone PRIOR to missing an exam (must notify me before the exam begins in class) for me to consider giving you a makeup exam, even if this means you have to use your cell data to email me. Makeup exams may be a different style than the regular exam. If you have a problem on the day of an exam, call or email me. If you know in advance that you will be absent for an exam with an approved absence, you will be expected to take the exam prior to your absence and prior to the regularly scheduled exam.

For the Research Projects, I must be notified PRIOR to the start of class on the day the Research Project is due for me to consider an extension, even if this means you are using cell data to contact me. Given that you have a lot of time for each Research Project and they are submitted online, I do not anticipate giving extensions on these projects. Do the projects early to avoid any potential issues. **If you are traveling for athletic events or other approved absences on the day a Research Project is due, you will need to submit it before you go.**

ACCESSIBILITY AND DISABILITY SUPPORT
I will make every effort to accommodate students who are registered with the Accessibility and Disability Support Services (ADS) Office and who provide me with a University of Maryland ADS Accommodation form which has been updated for the Fall 2022 semester. This form must be presented to me no later than September 12, 2022.   I am not able to accommodate students who are not registered with ADS or who do not provide me with documentation that has not been reviewed by ADS after September 12, 2022. ADS students who are requesting to take their exams at the ADS 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.

RESEARCH PROJECTS
All research projects are **due via ELMS by the very beginning of the class you are registered for (either MWF 9:00 or 11:00)** and they must be in on time. **I do not accept late assignments** and they are due to be submitted by the beginning of class (9:00 or 11:00) online on the day they are due. **I will lock the submission at 10 minutes after the hour and no submissions will be accepted after that time (e.g. 9:10 or 11:10 depending on which section you are registered for). This is a firm deadline with no exceptions.** You

can always submit assignments early but never late. **Only one submission is permitted for each Research Project.** Make sure you include all necessary attachments before you click submit. If you accidently submit prematurely, you can add an attachment in the comments section of your submission. Once a research project is submitted via ELMS, it is considered turned in and no changes can be made. **You will need to check that your submissions and attachments actually posted and can be viewed in ELMS. I will not give credit after the fact if the submission did not submit or cannot be viewed in ELMS.**

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 12, 2022.

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 2022 courses in November. 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

DATE	TOPIC	READING
08/29 M	Introduction	-
08/31 W	The Process of Research	Ch. 1
09/02 F	" "	-
09/05 M	**NO CLASS**	-
09/07 W	Process/Ethics	-
09/09 F	Ethics	Ch. 2
09/12 M	" "	-
09/14 W	" " **GET RP1**	-
09/16 F	Hypothesis Testing	Ch. 3
09/19 M	Research Design	-
09/21 W	Research Design/Experiments	p. 86-88
09/23 F	Experiments/Sampling **RP1 DUE***	p. 98-109
09/26 M	Sampling/Questionnaire Construction	p. 111-117
09/28 W	Questionnaire Construction **GET RP2**	-
09/30 F	**EXAM I in class**	-
10/03 M	Coding	Ch. 12
10/05 W	SPSS	-
10/07 F	Measures of Central Tendency **RP2 DUE***	p.117-123,127-130
10/10 M	Computer Workshop Group 1 in lab **GET RP3**	-
10/12 W	Computer Workshop Group 2 in lab **GET RP3**	-
10/14 F	Computer Workshop Group 3 in lab **GET RP3**	-
10/17 M	**GET RP4**/Virtual Lab	-
10/19 W	Mail, Telephone, and Interviews	p. 132-146
10/21 F	Field Research	Ch. 7
10/24 M	" " **RP3 DUE***, **GET RP5**	-
10/26 W	Unobtrusive Measures	Ch. 8
10/28 F	" "	-
10/31 M	UCR **RP4 DUE***	p. 86-97
11/02 W	" "	-
11/04 F	**EXAM II in class***	-
11/07 M	**GET RP6 PART I-ATTENDANCE REQUIRED FOR HELP**	-
11/09 W	**GET RP6 PART II-ATTENDANCE REQUIRED FOR HELP**-**RP5 DUE***	
11/11 F	Self Reports	p. 123-127
11/14 M	Victimization	p. 146-158
11/16 W	**GET EXTRA CREDIT PART I-ATTENDANCE REQUIRED FOR HELP**	
11/18 F	**GET EXTRA CREDT PART II-ATTENDANCE REQUIRED FOR HELP**	
11/21 M	Victimization	-
11/23 W	**NO CLASSES**	-
11/25 F	**NO CLASSES**	-
11/28 M	Scales	Ch. 10
11/30 W	Prediction **RP6 DUE***	-
12/02 F	Prediction	-
12/05 M	Reliability & Validity	Ch. 9
12/07 W	Evaluation Research **EXTRA CREDIT DUE***	Ch. 11
12/09 F	Paper Presentation	-

12/12 M   Proposal Writing

*All Research Projects are submitted on ELMS

Final EXAM (EXAM III):
       0101 (9:00 class) Saturday, 12/17/22 8-10 AM*
       0201 (11:00 class) Friday, 12/16/22 8-10 AM*

       *A**ll exams are in class and in the regular classroom.**