Instructor: Dr. Allen  
E-mail Address: Jennifer.allen@ung.edu  
Office Location: 347 Hansford Hall  
Office Phone #: 706-867-2853  
Office Hours: Tuesdays and Wednesdays 9:00 a.m. – 12:00 p.m.  
Prerequisites: CRJU 7001, CRJU 7002, CRJU 7003, CRJU 7005, CRJU 7010  
Co-requisites: None  

Course Description:  
A capstone course designed to strengthen the analysis and comparison of various theories and methodological models as they pertain to criminal justice issues in a global society. Emphasis is on critical examination of current trends and research in criminal justice as well as design and implementation of criminal justice research. Students should enroll in the capstone course during their last semester of enrollment.  

Required Text:  

Course Objectives:  
After completion of this course, students should be able to:  
- Write a graduate capstone research paper similar to a condensed thesis  
- Complete a comprehensive literature review  
- Demonstrate an ability to develop a methodology with appropriate methods  
- Identify conclusions that may result from a research study in criminal justice  

Methods of Instruction: Desire 2 Learn (D2L)  

Evaluation Methods:  
- Students will be evaluated on the following tasks that result in a completed graduate capstone paper of publishable quality:  
  - Title Page – Include name, title of project, Faculty Advisor’s name, and project’s time frame. (10 points)  
  - Abstract – Provide an overview of the paper. The abstract should not exceed 300 words. (20 points)  
  - Introduction – A brief overview of the paper including a summary of the background leading to the research question or purpose of the paper. (20 points)  
  - Purpose Statement or Research Question(s) – If more than one purpose or question is applicable, limit the description to one brief paragraph each. (25 points)  
  - Literature Review – Identify and review literature and previous research applicable to the paper topic. This section should include a synthesis and discussion of the reviewed
literature to identify strengths, weaknesses, trends, opportunities, etc. The review should provide the basis for the paper. (40 points)

- **Methods** – Describe the methodology utilized in the development of the paper. This might include the design, setting, participants, intervention, and main outcome measures of the Capstone Project, or it might provide details regarding sampling, measurement, data collection, and analysis of research. Survey/Interview instruments should be included. (40 points)

- **Discussion and Conclusion** – Discuss, in detail, the possible results. Place the results in the context of the existing base of knowledge on the topic, and discuss limitations. Provide discrete conclusions supported by evidence. Express any further study or effort implied by the conclusions, and give equal attention to positive and negative conclusions. (30 points)

- **References** – Properly and consistently cite references in a APA format. (15 points)

- **Appendices** – Support materials may include IRB application, survey/interview instruments, data analysis coding sheets, or others. (25 points)

All projects should include a completed IRB application/explanation, even if they qualify for an exemption. You do not need IRB approval so please don’t submit the IRB to the University - only provide a completed application to the instructor with the final project.

Feedback from the instructor on submitted assignments should be addressed and/or incorporated into the final project submission.

All assignments are due by 5:00 p.m. on the Saturday of the week assigned.

**Grading Scale:**
The following point system will be used in the course –

- **A** = 90% - 100%
- **B** = 80% - 89%
- **C** = 70% - 79%
- **D** = 60% - 69%
- **F** = 59% or less points

**General Expectations:**

- **Absence/Attendance Policy** - In order to be counted as present during a given week, you must complete the assignments due. The term "week" is defined as 8:00 a.m. ET Monday through 5:00 p.m. ET Saturday. If you are absent one week, you will receive a zero for all assignments not completed that week. Attendance will be monitored by review of completion of the assignments each week and by log in tracking. Additionally, attendance will be monitored during the roll verification period – August 22-28. Students are required to log in to the course during roll verification or they will be dropped from the class.
Attendance is required to successfully pass the course. You are responsible for all material, assignments, and announcements made during the course. Ignorance of an announcement made in class is not an acceptable excuse for failure to meet a course requirement.

• Make-up Assignments - There are no makeup opportunities for required work in the course.

Incompletes/Course Withdrawals - Grades of "incomplete" are also discouraged and will only be given in cases of emergency or illness and will require documented evidence of such reasons. Course withdrawals with a “W” or “WF” will be determined according to University policy.

Not participating in the course, enrolling late in the course, not understanding the technology used in the course, not having a computer, not having internet access, failing to submit an assignment in the proper format, and forgetting to turn in assignments are not considered crises and will not be used as reasons for the instructor to provide makeup work, assignment extensions or incompletes to a student. It is the student's responsibility to complete all assignments by the dates and times provided.

• Classroom Participation Policy – students are expected to participate in the course through discussion boards and writing assignments.

• Individual vs. Collaborative Work Policy – unless a specific assignment calls for collaboration between students, all work submitted for grades should be the original and individual work of the student submitting the assignment.

Supplemental Syllabus:
Students are expected to refer to the Supplemental Syllabus for the following information:

• Academic Exchange
• Academic Integrity Policy
• Academic Success Plan Program
• Class Evaluations
• Course Grades and Withdrawal Process
• Disruptive Behavior Policy
• Inclement Weather
• Smoking Policy
Students with Disabilities

If you need this document in another format, please email Dr. Jennifer Allen at jennifer.allen@ung.edu or phone 706-867-2853.

Tentative Course Schedule (may be subject to change as the semester progresses):

- Week of August 17-22 - Read Syllabus, Become Familiar with the Course, Begin discussion of research topics, Read Chapters 1, 2 and 10
- August 17-21 – Add/Drop Period
- August 22-29 – Roll Verification – Students are required to log in to the class during this period
- August 24-29 - Begin topic consideration for paper - Discuss with Instructor - Narrow topic
- August 31-September 5 – Submission of Title Page and Abstract by 5:00 p.m. – Read Chapters 3 and 4
- September 7 - No Class
- September 8-12 – Develop Introduction Section and Purpose Statement/Research Questions – Read Chapter 5
- September 14-19 – Finish and Submit Introduction Section and Purpose Statement/Research Questions by 5:00 p.m.
- September 21 - 26 – Work on Literature Review and modifications to assignments already submitted – Read Chapter 6
- September 28 - October 3 - Continue working on Literature Review and modifications to assignments already submitted
- October 5 - 10 - Finish and Submit the Literature Review and begin work on Methods Section of the project by 5:00 p.m. - Read Chapters 7 and 8
- October 12 - Long Session Withdrawal Deadline with a grade of "W"
- October 12 - 17 - Continue working on Methods Section
- October 19-24 – Finish and Submit Methods Section by 5:00 p.m.
- October 26 - 31 – Begin Discussion Section of the project – Read Chapter 9
- November 2 - 7 - Continue working on Discussion Section of the project
- November 9 - 14 - Finish and Submit Discussion Section of the project by 5:00 p.m.
- November 16 - 21 – Begin finalizing references and appendices, incorporate modifications from Instructor Feedback and prepare final changes to the project
- November 23-28 - No Classes
- November 30 - December 5 - Submit Full Project including References, Appendices, modifications from Instructor Feedback, and final changes to the project
- December 5 - Final Project Due by 5:00 p.m.

*The instructor will make every effort to follow the syllabus as printed. However, reasons beyond the instructor's control may occur and cause some deviation from the printed syllabus. The syllabus may be subject to change without prior notice. Students will be notified immediately of any changes to the schedule and/or syllabus.

*Please remember that I am available for discussion throughout this course. Any issues or concerns that may arise should be brought to my attention promptly.