Introduction

This program document is designed to assist students who have been admitted to the criminal justice masters program. It describes all relevant policies, procedures and requirements and is intended to provide the masters student with a clear understanding of how to successfully make his or her way through the masters program.

The Effective Date of This Version Is Fall 2008

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CONTENTS

INTRODUCTION 2
PROGRAM SUMMARY 5
MASTERS CURRICULUM SHEET 6
THE MASTERS PROGRAM 7
GENERAL REQUIREMENTS 7
1. ENROLLMENT 9
2. COURSEWORK 19
3. FIELDWORK REQUIREMENT 21
4. GRADUATION 22
PROCEDURES FOR GRANTING AND DENYING DEGREES 23
OTHER CREDIT REQUIREMENTS 26

APPENDICES

APPENDIX A - M.A. PROCESS 28
APPENDIX B - COURSE DESCRIPTIONS 30
APPENDIX C – INDEPENDENT STUDY FORM 34
APPENDIX D – M.A. FIELDWORK PACKET 35
APPENDIX E – APPLICATION FOR DIPLOMA 46
Criminal Justice at Rutgers University

The School of Criminal Justice at Rutgers is committed to developing and applying criminological theories, professional knowledge and analytical and problem-solving techniques to the reduction of crime and its impact. Our work prevents crime and disorder, and promotes safety, security, justice, and their attendant values.

Since its establishment more than 30 years ago, The Rutgers School of Criminal Justice has become one of the country's premier criminal justice programs with very original research, expert faculty, and the ability to inform and contribute to public policy. These strengths create a unique learning environment where students can participate in sophisticated, multi-disciplinary research with some of the field’s leading academic minds.

During the past two decades the field of criminal justice has grown to recognize the interconnectedness of many of society's most pressing and urgent problems. Crime and punishment, safety and security, deviance, social disorder, and civil rights - these are some of the most significant challenges facing our society. Addressing these complexities crosses social, political and economic boundaries. We provide students with an inter-disciplinary education to increase understanding reduce crime and improve justice. We seek to ensure that our work inside the University contributes to these academic and practical goals locally, nationally, even globally.

Today, criminal justice researchers are addressing far-ranging topics such as terrorism and the impact of globalization on our safety and security; the implications of crime for a city that is undergoing economic revitalization; and the role that mental illness can and does play in incidents of family violence. The faculty at the Rutgers School of Criminal Justice come from a variety of disciplines and perspectives, and many of its members have performed partnerships with others within and outside the university, tapping into a tremendous pool of resources and expertise. These partnerships will be the key to finding long lasting, creative solutions to some of these complex issues.

Program Summary

The masters program in criminal justice requires students to complete a minimum of 30 credits towards the degree. All requirements for the Master of Arts degree should be completed within three (3) years of the first matriculation in the criminal justice program.

Coursework

Masters students take six required courses (18 credits). The required courses include Justice, Law and Policy, Problem Analysis, Planning & Evaluation, Foundations of Scholarship, Masters Project Seminar and Fieldwork. In addition to the required courses, students must take four elective courses (12 credits).

Field Work Requirement

Masters students must complete 3 credits of fieldwork to complete the degree. Students in this category will be referred to as “pre-service students” The fieldwork class must be taken in conjunction with the Masters Project Seminar class (27:202:553).

Students must complete 21 credits of course work prior to enrollment in the fieldwork course. Students should work with the fieldwork coordinator to identify an appropriate fieldwork placement.

Students currently working in the criminal justice field may substitute another 3-credit class for the field placement requirement. Students in this category will be referred to as “in-service students”. Students wishing to make a substitution may only do so with the permission of the fieldwork coordinator. A description of pre-service and in-service students is provided below.

Description of Pre- and In-service Students

Pre-service students is defined as students that have no substantial professional experience in criminal justice or other cognate fields. These students include those who have enrolled in the masters degree program shortly after earning a bachelors degree and students that have non-professional experience.

In-service students have some professional experience, normally in criminal justice. Most in-service students will be currently employed as criminal justice professionals. Since the principal purpose of an internship is to provide pre-professional experience for students, ideally bridging the academic and work environments, internships will not normally be required of in-service students.
THE MASTERS PROGRAM

General Requirements

Students are required to complete 27 credits in course work and a 3 credit fieldwork course for a total of at least 30 credits to earn the M.A. degree from the School of Criminal Justice. Students who are currently working in the Criminal Justice field may substitute another 3-credit class for the fieldwork requirement.

All requirements for the degree of Master of Arts should be completed within three (3) years of the first matriculation in the criminal justice M.A. program, which consists of the following three components:

1. Required Course Work (15 credits)
2. Required Fieldwork Experience (3 credits)
3. Elective Course Work (12 credits)

Students must complete at least 18 required credits. Students will have 12 credits of electives to create a concentration. Outside of the School of Criminal Justice, students can enroll in graduate concentrations with the Rutgers Business School and the Women’s Studies department.

Masters students must complete 3 credits of fieldwork (internship) to complete the degree. The fieldwork class must be taken in conjunction with the Masters Project Seminar class (27:202:553). Both the Fieldwork and the Masters Project Seminar class should be taken in the last term of the program. The Masters Project Seminar class course is the capstone class for the M.A. program. Students will complete a research paper as a requirement for the seminar. The M.A. process is outlined in Appendix A.

Required Courses (Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>27:202:525</td>
<td>Justice, Law, and Policy</td>
<td>3</td>
</tr>
<tr>
<td>27:202:528</td>
<td>Problem Analysis</td>
<td>3</td>
</tr>
<tr>
<td>27:202:529</td>
<td>Planning &amp; Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>27:202:541</td>
<td>Foundations of Scholarship</td>
<td>3</td>
</tr>
<tr>
<td>27:202:553</td>
<td>Masters Project Seminar</td>
<td>3</td>
</tr>
<tr>
<td>27:202:556</td>
<td>Fieldwork</td>
<td>3*</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>18</td>
</tr>
</tbody>
</table>

Elective Courses (12 credits)

Students with work experience within the field of Criminal Justice may substitute the 3 credit fieldwork requirement for an elective. Please refer to the Description of Pre- and In-service Students.

Semester 1 (if entering in the Fall)

Foundations of Scholarship
Justice, Law and Policy
Problem Analysis
Elective Course

Semester 2

Planning and Evaluation
Elective Course
Elective Course

Semester 3

Masters Project Seminar
Fieldwork (if not employed in field) or Elective Course

NOTE: Elective courses should be used to create a concentration is a given area of the Criminal Justice discipline.

Required Courses (Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>27:202:525</td>
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<td>3</td>
</tr>
<tr>
<td>27:202:553</td>
<td>Masters Project Seminar</td>
<td>3</td>
</tr>
<tr>
<td>27:202:556</td>
<td>Fieldwork</td>
<td>3*</td>
</tr>
</tbody>
</table>

Total Credits = 30

NOTE: Students entering the program without a criminal justice or related undergraduate degree should enroll in Theories of Crime and Criminality 27:202:511 within the first two terms of the program.

*Must be taken together

**Students wishing to make a substitution may only do so with the permission of the fieldwork coordinator.
1. **ENROLLMENT**

**Requirements for Admission**

The minimum academic requirement for admission to the School of Criminal Justice is the completion of a program for a bachelor’s degree in a college or university accredited by the appropriate regional accrediting association. It is the policy of the school to admit those students who, in the opinion of the Admissions Committee, show promise of succeeding in the program of the school. Primary consideration is given to the applicant’s scholastic record, including the distribution and quality of work. Ordinarily, a grade average of B or better is expected. Additional evidence of potential for graduate study is demonstrated by letters of recommendation, applicable professional experience, and scores on the Graduate Record Examination. Applicants are advised that it may not be possible to admit all qualified candidates.

**Admission Procedure**

Prospective applicants may obtain an application from the Office of Graduate and Professional Admission, Rutgers, The State University of New Jersey, 249 University Avenue, Newark, NJ 07102-1896; or from the Graduate School-Newark Office of Graduate Admissions at Rutgers, The State University. Procedures and admission application are located at the Graduate School-Newark website at [http://gsn.newark.rutgers.edu/](http://gsn.newark.rutgers.edu/).

1a. **Admission Acknowledgement Form (AAF)**

In order to declare your intent to attend the School of Criminal Justice, you must return the Admission Acknowledgement Form that was provided in your Admissions packet. Be sure to confirm your residency status for tuition billing purposes on the AAF.

1b. **Conditions on Admission**

In order to secure your admission into the School of Criminal Justice, please review the ‘Conditions on Admission’ insert provided in your Admissions packet. Submit required documents by the deadlines as indicated to the Office of Graduate Admission, Rutgers University, 249 University Avenue, Newark, NJ 07102-1896.

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**Milestones to be completed by students:**

1. Begin Rutgers M.A. program
2. Complete M.A. Coursework
3. Complete Fieldwork Requirement

**Scholastic Standing**

Students admitted to the School of Criminal Justice are assumed to be above average students who possess the potential to deal successfully with all course requirements. The expected quality of performance is high in all academic matters, including written assignments and class participation.

In computing the academic average of a student, all grades for all courses taken in the program are included. In particular, if a student has taken a course more than once, each grade received shall be included in the calculation of the cumulative grade-point average (GPA).

Normally, grades received in courses from other schools or departments are not included in the cumulative grade-point average. However, grades received in courses from other schools or departments may be approved by the M.A. Scholastic Standing Committee for inclusion in the degree program and will be included in the cumulative GPA. To calculate the cumulative GPA the grade received in each course is multiplied by the credits, the sum of which is then divided by the total credits.

The M.A. Scholastic Standing Committee reviews each student’s academic record annually. A deficient student may be warned, placed on probation, or dropped from the school. A student may be considered deficient if one or more of the following occurs:

- Receipt of one or more grades of C, C+ or F;
- Failure to remove a grade of Incomplete within one year;
- Failure to complete a fieldwork requirement

If permitted to remain in school, the student may be instructed to follow any program recommended by the committee. Students who are warned or placed on probation will be requested to meet with the graduate program director to discuss their plans for academic progress.

Candidates for the masters degree must have a cumulative grade point average of 2.83. Only two courses with the grade of C or C+ are acceptable toward the masters degree. When a student’s cumulative grade point average falls below 2.83 for more than any two terms, the M.A. Scholastic Standing Committee recommends dismissal from the program for academic deficiency.
1c. Health and Immunizations

The Rutgers Student Health Service, located on the first floor of Blumenthal Hall at 249 University Avenue on the Newark campus, provides medical services for all full-time students. You can also access information online at [http://health.newark.rutgers.edu/](http://health.newark.rutgers.edu/).

Part-time students may become eligible by paying the student health fee, which includes the basic health insurance plan charge, to the Office of Student Health Insurance, Hurtado Health Center, Rutgers, The State University of New Jersey, 11 Bishop Place, New Brunswick, NJ 08901-1180. The health center is staffed by physicians, nurse practitioners and registered nurses, health educators, and other professional staff. A wide range of services is provided, including general primary care, gynecology, health education, alcohol and other drug counseling, mental health services, immunizations, allergy desensitizations, laboratory tests, physical examinations, and referrals to other providers. Surgical and critical medical conditions are referred to the student’s personal physician, the proper specialist, or an outside hospital for treatment.

Please refer to Rutgers Newark Health Services for required immunization information. The Immunization Form should be completed and submitted by January 5 if you are entering in the spring semester or by July 30 if you are entering in the fall. For your convenience, the immunization form can be downloaded at [http://health.rutgers.edu/Immunizations/grad_imm_rec.pdf](http://health.rutgers.edu/Immunizations/grad_imm_rec.pdf).

1d. Orientation

Orientation for the School of Criminal Justice is scheduled for the first day of class. All new students will receive an email invitation from the Office of Academic and Student Services. Orientation will begin at 9:00 a.m. in Room 572 in the Center for Law and Justice. The School of Criminal Justice strongly recommends all new students attend orientation. If you have any questions, call the Office of Academic and Student Services at 973/353-3029.

1e. Registration

Students’ can register online at [http://registrar.rutgers.edu/](http://registrar.rutgers.edu/) by following the Newark link or by calling 973/353-1999. From the web registration site you can link to the online Schedule of Classes. All first year students are required to register for classes with the Graduate Enrollment Coordinator. For your reference, the School of Criminal Justice course descriptions are provided in Appendix B. Please refer to the website for all other registration information.

1f. Academic Advisers

The graduate program director, who reviews and discusses each first-year student’s course selection during the fall and spring registration periods, advises all masters degree students. Before registering for courses each term, each first-year student’s registration card must be reviewed by the graduate program director. The M.A. Scholastic Standing Committee is responsible for reviewing annually each student’s academic progress.

1g. Student Support

The School of Criminal Justice seeks to offer financial support for newly entering and continuing masters students. The types of support, including source, amount, qualifications, restrictions, and deadlines are listed below.

**Awards and Scholarships**

**Ralph Johnson Bunche Distinguished Graduate Award.** Established in 1979, this distinguished graduate award is named after Ralph Johnson Bunche, the black American statesman, Nobel Peace Laureate, and recipient of an honorary Doctor of Laws from Rutgers in 1949. Bunche fellowships provide $14,000 plus tuition remission to exceptional, new, full-time students with backgrounds of substantial educational or cultural disadvantage. To apply, check the appropriate box on the graduate and professional school application form. Only those applicants receiving awards will be notified. The award is contingent upon acceptance to a graduate and professional school program and upon full-time enrollment. The application deadline for fall term awards is March 1, unless the program to which the student is applying has an earlier deadline.

**Educational Opportunity Fund (EOF).** New Jersey residents who are full-time students and who can demonstrate backgrounds of financial and academic hardship are eligible for EOF grants ranging from $200 to $2,650. Students who received EOF grants as undergraduates are presumed eligible if they fall below the maximum income parameters required for all recipients of this state grant. Graduate students who did not receive EOF grants as undergraduates, but feel that they come from backgrounds of financial hardship and wish to be considered, should write to the financial aid office for consideration. The grants are renewable for the duration of a student’s degree work. The student must demonstrate continued eligibility and provide evidence of satisfactory academic progress. In addition, students must complete the FAFSA form to be considered.
Inge Gambe Graduate Scholarship. Academic excellence and service to the Rutgers-Newark community are the criteria for this scholarship of $500 or more. For more information, contact the Office of the Dean, Graduate School-Newark, Rutgers, The State University of New Jersey, Newark, NJ 07102.

New Jersey State Grant. Full-time graduate students, who are classified as New Jersey residents for tuition purposes and who demonstrate financial need, are eligible to receive a New Jersey State Grant. Amounts vary from $200 to $2,650 per year. The money is dependent upon funds being available, and grants are renewable. EOF grant recipients are not eligible.

Masters Tuition Scholarships. These scholarships provide for the cost of tuition. A student seeking these scholarships should apply to the director of his or her graduate program. Applications should be in by March 1 for those students seeking consideration for awards in the ensuing academic year. The deadline is December 1 for vacancies that might occur in the succeeding spring term.

Loans (offered through the financial aid office)
To be considered for student loans, file the Free Application for Federal Student Aid (FAFSA), listing Rutgers University with our federal school code (002629). For more information about financial aid or to access a computerized scholarship search database, please visit our website at http://studentaid.rutgers.edu/. Please contact the Rutgers-Newark Office of Financial Aid at 973/353-5151 if you have questions.

Need-Based Loans
Federal Direct Student Loans, complete the Free Application for Federal Student Aid (FAFSA). If you are eligible for a loan, it is credited directly to your account for tuition, with a check for the balance drawn in your name. Eligibility: US citizen or eligible non-citizen, enrolled at least half-time (6 credits) per semester, have a social security number, not in default on prior loans nor owe refunds to federal grant programs, etc. You must attend an entrance interview and an exit interview. Since the U.S. Dept. Of Ed. is the lender, all loan repayments are sent directly to the D.O.E. rather than to several lenders.

Federal Direct Subsidized Stafford Loan, based on financial need. The federal govt. pays the interest on the loan while you are in school. Interest rate varies; maximum is 8.5%. Borrowers are charged an origination fee of 4%. Students may borrow $18,000 per yr, cumulatively, in both the Federal Direct Unsubsidized Stafford Loan and the Federal Direct Stafford Loan.

Federal Perkins Loans, (formerly NDSL) awarded on a limited basis to students who demonstrate need thru the FAFSA. Must be enrolled for a minimum of 6 credits and be citizens or permanent residents of the U.S. Interest at the rate of 5% simple begins nine months after the borrower ceases to be enrolled for a minimum of 6 credits. Maximum repayment period is ten years with monthly payments of at least $30 - $40. Default of repayment is permitted for certain kinds of federal service and cancellation of loans is permitted for certain public services. Must attend an entrance and an exit interview.

Non-need Based Federal Loan
Federal Direct Unsubsidized Stafford Loan, not based on financial need. All interest charges must be paid by the student. The interest rate and loan maximums are the same as for the Federal Perkins Loans.

Short-Term Loans
R.U. Emergency Short-term Loans. The university may be able to provide $300 - $600 in emergency loans, with an interest rate of 3 percent simple, to be repaid within the same term. Contact the Financial Aid Office.

1h. Housing
If you plan to live on campus, it is very important that you apply by the deadline. An offer of housing is NOT included with the offer of admission! All students are encouraged to visit the website at http://andromeda.rutgers.edu/~reslife/ for information on our facilities. Click on the Applications link to access a downloadable version of the housing application. International students in particular are advised to download the housing application from the web to expedite the application process. The office phone is 973/353-1037.

1i. Billing Information
The Cashier’s Office is responsible for the billing and collection of your tuition, fees, housing, and dining charges. Your term bill must be submitted with payment in full or arrangements must be made with the Cashier’s Office for partial payments by the due date to complete registration. If you register late, please be prepared to pay your term bill at registration. Students receiving fellowships and assistantships must bring their term bills to the School of Criminal Justice Dean’s Office to receive an RT100 Tuition Remission Card. For more information and current tuition rates please visit the Newark business office website at http://newarkbusinessoffice.rutgers.edu/. Questions can also be directed to the Cashier’s Office at 973/353-5423.
1j. Tuition

Rutgers University Expenses (2007 — 2008) for the School of Criminal Justice

* Rates are per Semester

<table>
<thead>
<tr>
<th>Full Time Students</th>
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<tbody>
<tr>
<td>Tuition - New Jersey Residents (12 credits or more)</td>
<td>$ 6,190.20</td>
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<tr>
<td>Tuition - Out of State Residents (12 credits or more)</td>
<td>$ 9,202.80</td>
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<tr>
<td>Campus Fee</td>
<td>$ 548.00</td>
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<tr>
<td>School Fee</td>
<td>$ 11.00</td>
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<td>University Apartments</td>
<td>$ 3,159.00</td>
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<table>
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<th>Meal Plans/Debit Cards:</th>
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<tr>
<td>Newark Scarlet Plan (150 Meals + $100)</td>
<td>$ 1,843.00</td>
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<tr>
<td>Newark Raider Plan (125 Meals + $150)</td>
<td>$ 1,834.00</td>
</tr>
<tr>
<td>Newark Platinum Plan (17 Meals Weekly + $100)</td>
<td>$ 1,895.00</td>
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<tr>
<td>Newark Silver Plan (10 Meals Weekly + $200)</td>
<td>$ 1,827.00</td>
</tr>
<tr>
<td>Newark Gold Plan (15 Meals Weekly + $150)</td>
<td>$ 1,895.00</td>
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<tr>
<td>Newark DEBIT PLAN ($225 min)</td>
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<tr>
<td>Newark DEBIT PLUS (80 + $400)</td>
<td>$ 1,575.00</td>
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<tr>
<td>Computer Fee *</td>
<td>$ 137.50</td>
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<tr>
<td>NJPIRG Fee 3</td>
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<table>
<thead>
<tr>
<th>Part Time Students</th>
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<tbody>
<tr>
<td>Tuition - per credit, NJ Residents</td>
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<td>Tuition - per credit, Out of State Residents</td>
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<td>Campus Fee 1</td>
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<tr>
<td>School Fee</td>
<td>$ 5.25</td>
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<td>Campus Housing - (If applicable, see rates above)</td>
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<tr>
<td>Meal Plan - (If applicable, see rates above)</td>
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<tr>
<td>NJPIRG Fee</td>
<td>$ 5.00</td>
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<tr>
<td>Matriculation Continued</td>
<td>$ 20.00</td>
</tr>
<tr>
<td>Computer Fee - (based on credit hours)</td>
<td>$55 - $137.50</td>
</tr>
</tbody>
</table>

International Students are charged Health Fees: Basic $147.25, Major Medical $291.00 and a $100.00 Sevis Administration Fee for F1 and J1 visa holders.

Full time status achieved at 9.0 credits for Newark Graduate School and Graduate School of Criminal Justice, full time fees assessed.

NOTE: These tuition rates are for 2007/2008. Tuition may change from year to year. Please be sure to go to http://newarkbusinessoffice.rutgers.edu/ for the current tuition rates.

1k. Parking

NOTE: Parking rates and parking rules may change from time to time. Please go to http://nwkparking.rutgers.edu/ for the latest parking information.

Vehicle registration materials are mailed during the summer to registered students. Prompt processing by mail or via the website will eliminate the need to wait in line during the first weeks of the semester. Annual Parking Permits are sold to commuter students and are valid from September 1st through August 31st. The annual permit fee is $25 for the first vehicle, $15 for each additional vehicle (only one additional car allowed per household), and a daily parking fee of $3.00 (plus Tax). If you have any questions, please contact the Parking Office at http://nwkparking.rutgers.edu/ or at 973/353-5873.

Semester permits (prepaid parking permits that allow students to park with no daily fee) are available:

- **Fall or Spring semester parking permit** purchase (no daily rate required) $179 (plus Tax)
- **Summer parking permit** purchase (no daily rate required) $131 (plus Tax)
- **Fall and Spring semester parking permit** purchase (no daily rate required) $333 (plus Tax)

Resident Student Reserved Parking

Students residing in campus housing requiring twenty-four hour parking access may purchase reserved parking permits for use in Deck I, located at 200 University Avenue. Resident parking spaces are limited, and permits are sold on first-come, first-serve basis.

Resident Student Reserved Parking Fees

Residents may opt to purchase annual contract, academic year contract, or a single-term permit for the following fees:

- **Annual Contract (12 months)**
  - September 1 - August 31 $745.00
- **Academic Year (9 months)**
  - September 1 - May 31 $625.00
- **One Semester Only**
  - Fall or Spring $325.00
  - Summer only $205.00
1l. Bookstores

There are two bookstores located on campus. The Rutgers University Bookstore is located in Bradley Hall and can be accessed on-line at http://newark-rutgers.bncollege.com. For information, call 973/353-5377. The New Jersey Bookstore is located at 167 University Avenue. For information, call 973/624-5383.

1m. Photo Identification Cards

The Rutgers ID must be presented for security purposes, student activities, library services, athletic and computer center usage, registration, shuttle service, and as deemed necessary by other university departments. The Business Office processes ID cards for newly-admitted students after registration is completed. Thereafter, all photo ID business is transacted at the Photo ID/Permit Sales window on the 3rd floor of Blumenthal Hall. Initial ID cards are issued at no charge; $15 is currently charged for replacement ID’s. Contact the Business Office at 973/353-5873 or access information on-line at http://newarkbusinessoffice.rutgers.edu/.

1n. Student Services

The School of Criminal Justice Library

The Don M. Gottfredson Library of Criminal Justice at Rutgers University constitutes one of the finest special collections of crime and criminal justice materials in the world. Rutgers acquired the library collection of the National Council on Crime and Delinquency in 1984. Together with annual acquisitions averaging more than 3,000 titles during the past few years, the collection now consists of around 100,000 monographs, 7,000 dissertations, 2,500 bound periodicals, 225 subscriptions to journals and periodicals, and 20,000 documents on microfiche. The library routinely collects copies of research and statistical reports from many state, federal, and international criminal justice agencies. In addition, a significant number of foreign-language periodicals and books have been added to the library in recent years. The library has had a contractual agreement with Sage Publications by which additions to the collection are regularly abstracted, providing a subject access to the collection. A substantial portion of these new acquisitions is published quarterly in the paper edition of Criminal Justice Abstracts, the primary reference source for criminal justice studies. A more complete version of the library’s holdings is available through Illumina. For more information about the library and its services, contact Phyllis Schultze at pschultz@andromeda.rutgers.edu.

Other Libraries

Apart from the Don M. Gottfredson Library, students in the School of Criminal Justice are served by Newark campus libraries: the John Cotton Dana Library and the Law School Library. The John Cotton Dana Library is located in the center of the campus plaza. The Dana Library has a collection of some 700,000 volumes (including approximately 250,000 federal and state publications), as well as some 792,034 pieces of microform and 15,951 audiovisual items. Subscriptions to more than 3,160 periodicals and other serials currently are maintained. Students have access to the range of Rutgers University Libraries - a network of 26 libraries across the campuses. There is a robust Interlibrary Loan Service. There are many electronic databases which may be accessed from the libraries website (www.libraries.rutgers.edu), and further information about the Libraries is available on this site.

Computer Center

Rutgers University Computing Services (RUCS) provides computing, networking, and information services in support of instructional, research, and administrative activities by the Rutgers community. All RUCS facilities and Coordinated Instructional Facilities (CIF) are fully networked and are available to the entire Rutgers community. Each matriculated student is provided with a computing account to access communication, computing, and information services. Some of the services include access to electronic mail through the Internet, access to online library catalogs (including Rutgers’ own IRIS catalog), access to the developing Campus Wide Information Service, word processing, spread sheeting, desktop publishing, graphics, and access to national and local electronic discussion groups. A computer laboratory reserved for the use of students in the School of Criminal Justice provides them with access to specialized software, RUNet servers, and the Internet. Students use the laboratory for introductory and advanced course work, independent research projects, and their master’s essays and dissertations. Specialized software, including that for mapping, qualitative data management, and statistical analysis, allows students to keep up with current developments in criminology and criminal justice. For more information regarding Computing Services, Counseling Center

A staff of clinical psychologists and other mental health professionals is available to work confidentially with students experiencing personal problems or difficulty coping with the stresses of university life. Appointments to see a counselor located in Blumenthal Hall may be made by calling 973/353-5805.
International Student and Scholar Services

The Office of International Student and Scholar Services, located at Conklin Hall, 175 University Ave, assists nonimmigrant international students with all matters of special concern to them, and serves as a referral source to other university offices, academic departments, and outside agencies. The office provides direct support for employment, immigration, personal concerns, and other matters. For more information, call 973/353-1427.

Other Services

For your convenience, the following offices are open 8:30 a.m. - 6:30 p.m. (Monday -Thursday) for the first two weeks of each semester: Office of Admission, Registrar, Financial Aid, Business Office, Parking, and Photo ID Services. All offices are located in Blumenthal Hall. During the academic year, all of the above offices with the exception of Admissions remain open until 6:30 p.m. every Wednesday.

10. Disabled Students

Students with disabilities should contact Nelitha Wilson-Michael at nmichael@andromeda.rutgers.edu or at 973/353-5881. Nelitha’s office is in the Robeson Campus Center, Room 234.

1p. University Code of Conduct

All members of the Rutgers University community are expected to behave in an ethical and moral fashion. In addition, all members of the Rutgers University community are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation. For more information regarding the University’s code of conduct, please visit http://polcomp.rutgers.edu/judaff/ucsc.shtml.

2. COURSE WORK

Overview

As stated above thirty (30) credits are required to complete the degree. Eighteen (18) are required coursework credits and twelve (12) are elective coursework credits. Students with no previous exposure in an area are advised to discuss their situation with the graduate program director.

The course work is to be taken among the university’s offerings. Only graduate level courses may be included. A total of 12 credits may be taken outside of the School of Criminal Justice, but within Rutgers, The State University of New Jersey, in such related areas as alcohol studies, business administration, computer science, law, political science, public administration, psychology, social work, and sociology. Any course selections outside the School of Criminal Justice must be approved by a member of the M.A. Scholastic Standing Committee.

Purpose

The coursework is designed to provide students with a foundation of knowledge of the issues within the field of criminal justice. Students are encouraged to explore various classes within the curriculum that support their interests.

2a. Required Classes

*Students are required to take the following classes (18 credits)*:

- Justice, Law, and Policy
- Problem Analysis
- Planning & Evaluation
- Foundations of Scholarship
- Masters Project Seminar
- Fieldwork*

* Students with work experience within the field of Criminal Justice may substitute the 3 credit fieldwork requirement for an elective. Please refer to the Description of Pre- and In-service Students.
2b. Elective Coursework
In addition, students are required to take four elective courses (12 credits). Course offerings are listed in the Current Schedule of Classes.

2c. Course Descriptions
For your reference, the list and description of courses offered by the School of Criminal Justice is located in Appendix B.

2d. Current Schedule of Classes
The current schedule of classes is located at http://www.rutgers-newark.rutgers.edu/rscj/students/masters.html

2e. Transfer of Credits
At least 24 of the 30 credits required for graduation must be taken at Rutgers. A student who has taken graduate credits elsewhere but who has not applied them to another graduate degree may, after the successful completion of 12 credits, petition the M.A. Scholastic Standing Committee to accept 6 equivalent credits toward the degree requirements. The following requirements must be met:

- Courses must be related to the study of criminal justice;
- The student must have earned a grade of B or better in the course;
- Courses may not include work for a thesis, independent study or research;
- Only graduate level courses will be accepted for transfer; and,
- The credits will not have been used towards another degree.

In applying for transfer credit, a student must obtain an official transcript of the grades to be transferred and complete a transfer credit form, which is available in the Office of Academic and Student Services. The transfer credit form and the official transcript should be submitted to the M.A. Scholastic Standing Committee for approval. When the transfer is approved, the Registrar’s Office will record the transfer of the credits on the student’s transcript.

2f. Independent Study
A student must complete 12 credits of course work prior to enrollment in an independent study. A masters degree student may accumulate no more than 6 credits in independent study, toward the degree. Each student must attain the approval of a faculty member who agrees to supervise the independent study. This should be done in the term prior to enrollment in the course. The student must complete an application provided in “Appendix C” and available in the Office of Academic and Student Services that describes his or her proposed independent study for the term. The student and supervising faculty member must sign this form. Once completed, the form should be returned to the Office of Academic and Student Services. The student will not be permitted to enroll in an independent study course without a completed and approved application submitted to the Office of Academic and Student Services.

This form must be signed by the student and the supervising faculty member. Once completed, the form should be returned to the Dean’s office. The student is not permitted to enroll in a fieldwork or an independent study course without a completed and approved application submitted to the Dean’s office.

3. FIELDWORK REQUIREMENT
Overview
Masters students must complete 3 credits of fieldwork (internship) to complete the degree. The Fieldwork class must be taken in conjunction with the Masters Project Seminar class (27:202:553). Both the Fieldwork and the Masters Project Seminar class should be taken in the same term of the program.

Students registering for the Fieldwork course should be aware of the following rules and procedures. A student must complete 21 credits of course work prior to enrollment in the Fieldwork course. Students should work with the fieldwork coordinator to identify an appropriate fieldwork placement.

During the term prior to enrollment in the course, each student must obtain the approval of a faculty member who agrees to supervise the fieldwork experience. The student must complete an application (available in the Office of Academic and Student Services) that describes his or her course work for the term. The student and the supervising faculty member must sign this form. Once completed, the form should be returned to the Office of Academic and Student Services. The student is not permitted to enroll in the fieldwork course without a completed and approved application submitted to the Office of Academic and Student Services.
Students currently working in the criminal justice field may substitute another 3-credit class for the field placement requirement. Students wishing to make a substitution may only do so with the permission of the graduate program director.

**Purpose**

The purpose of the Fieldwork internship is to provide pre-professional experience for students to bridge the academic and work environments.

**3a. M.A. Fieldwork Packet**

For your reference, the M.A. Fieldwork Packet is provided in Appendix D.

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**4. GRADUATION**

It is the responsibility of the student to complete all requirements for graduation by the scheduled dates listed. Degrees are conferred by the University and diplomas awarded once a year at the annual spring commencement, only after a formal application has been filed with the Registrar (see below) and upon recommendation of the faculty. However, students who file the applications and meet all other requirements for the degree by the announced October of January dates will have a diploma dated for the respective month, although they will not receive it until the following spring. Students may, therefore, request a temporary certificate of completion by submitting a written request to the Office of the Dean of the Graduate School-Newark.

**4a. Application for Diploma**

The two-part form entitled Graduate Diploma Application, obtainable from the Registrar or School of Criminal Justice, must be completed and submitted by the degree candidate in accordance with the calendar below:

<table>
<thead>
<tr>
<th>For Diplomas Dated</th>
<th>Filing Deadline Date</th>
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<tbody>
<tr>
<td>October</td>
<td>August 1st</td>
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<tr>
<td>January</td>
<td>November 1st</td>
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<tr>
<td>May</td>
<td>March 1st</td>
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</table>

**Commencement deadline** — Commencement occurs in May. In order to receive your degree, students must file the application on or before March 15th of a given year. Although you can be certified as having earned the degree before that time, you cannot receive your official diploma until commencement.

If the candidate does not complete all requirements in time for the diploma date specified, the student must file another application. In addition, the diploma is withheld from any student who is under financial obligation to the university. For your reference, the Graduate Diploma Application form is provided in Appendix E and can also be accessed at the Newark Registrar’s homepage, [http://registrar.rutgers.edu/NW/NWINDEX.HTM](http://registrar.rutgers.edu/NW/NWINDEX.HTM) under printable forms.

**4b. Commencement**

Commencement information is provided at [http://www.newark.rutgers.edu/rscj/students/comencement.shtml](http://www.newark.rutgers.edu/rscj/students/comencement.shtml).

**Procedures for Granting or Denying Degrees**

The M.A. Scholastic Standing Committee takes the following into consideration in its decision to grant or deny degrees:

All requirements for the degree of Master of Arts should be completed within three (3) years of the first matriculation in the criminal justice M.A. program. Candidates for the master’s degree must maintain a cumulative grade point average of 2.83. Only two courses with the grade of C or C+ are acceptable toward the master’s degree. When a student’s cumulative grade-point average falls below 2.83 for more than any two terms, the M.A. Scholastic Standing Committee recommends dismissal from the program for academic deficiency.

Students are not called to participate in the annual discussions of their work by the M.A. Scholastic Standing Committee, nor are they called to participate in meetings called by the M.A. Examination Committee to discuss their work. Students may be asked to discuss their progress toward their degree with the graduate program director. A student may be asked, or may request, to speak on his or her behalf at a meeting of the M.A. Scholastic Standing Committee at which the student’s dismissal will be determined, and may be assisted in his or her presentation by a member of the Rutgers University community.
Academic Probation

Only six credits bearing the grade of C or C+ will be counted toward the criminal justice masters degree.

When a student receives a grade of C or C+ in any course, the M.A. Scholastic Standing Committee shall notify the student in writing. When a student receives a second grade of C or C+, the student shall again be notified in writing that a further grade of C or C+ shall result in the student being placed on academic probation and shall inform the student that if their grade point average falls below a 2.83 for the next semesters, the M.A. Committee will recommend dismissal from the program to the dean and the faculty.

When a student receives a grade “F” the M.A. Scholastic Standing Committee shall inform the student in writing that they are on academic probation and if their grade point average falls below the minimal 2.83 the Committee shall recommend dismissal from the program to the dean and the faculty. The M.A. Committee, in its annual review of individual student progress, will take into account performance in course work, field placement and the capstone class. At the time of the annual review, the student will be notified in writing, of any deficiencies. Unless the student’s specified deficiencies are corrected to the satisfaction of the Committee by the time of the next review, termination from the program could be recommended.

Termination of Studies

Students may be required to terminate their graduate studies and withdraw from the School of Criminal Justice if they fail to meet the minimum requirements of the program and the School of Criminal Justice. Each student must satisfy requirements established at the time of admission in question. Non-adherence to the schedule of time limits for degrees may constitute a basis for termination. (All requirements for the degree of Master of Arts should be completed within three (3) years of the first matriculation in the criminal justice M.A. program.)

The School of Criminal Justice will notify the student in writing of the M.A. Scholastic Standing Committee’s concern about the student’s performance. Such a warning will specify the source of the concern, the applicable school rules, and the proposed action. Warnings will specify when and on what basis a recommendation for academic dismissal will be considered by the Committee. A probationary period of one term would be normal.

Following the probationary period, a student who fails to meet the provisions of the warning may be considered by the M.A. Scholastic Standing Committee for dismissal. The student may be asked or may request to speak on his or her behalf at a meeting of the Committee and may be assisted in his or her presentation by a member of the Rutgers University community.

If the Committee’s decision is to dismiss, such decision shall be in writing, shall specify the reasons for the dismissal, and shall include all warnings communicated to the student.

Appeal of a Decision to Terminate Studies

Appeal from a M.A. Scholastic Standing Committee decision to terminate may be made to the Dean of the School of Criminal Justice. Such appeal shall be in writing, shall be made within ten school days of receipt of the Committee’s decision and shall state the grounds for the appeal. The grounds for appeal are: 1) technical error; 2) new information; 3) extenuating circumstances.

The Dean of the School of Criminal Justice, whose decision is final, shall render a decision within ten school days of the appeal. For purposes of these procedures, “school day” is any day classes are in session, excluding summer session.

Student Grade Complaint

Student complaints about grades shall, where possible, be handled within the structure of the graduate degree program.

In the first instance, the student should confer informally with the instructor who recorded the grade in question. Such conference shall take place within ten school days of notification of the grade. If the matter is not resolved between the student and the instructor, the student should, within ten school days, take the issue to the Chair of the M.A. Scholastic Standing Committee of the School of Criminal Justice for review and mediation. The Chair, within ten days after notification of the dispute, shall consult with all parties and propose a resolution. If this is unsuccessful, the matter shall be referred to the full Committee. This committee shall render a decision within fifteen school days. In arriving at a decision, the committee may consult with whomever it chooses and may, in extraordinary cases, ask third parties from among faculty to review the grade in question.

Appeal of a Committee decision may be made to the Dean of School of Criminal Justice. Such appeal shall be writing, shall be made within ten school days of the receipt of the Committee’s decision, and shall state the grounds for appeal. The grounds for appeal are: 1) technical error; 2) new information; 3) extenuating circumstances.

The Dean of the School of Criminal Justice, whose decision is final, shall render a decision within ten school days of the appeal. For purposes of these procedures, “school day” is any day classes are in session, excluding summer session.
Other Credit Requirements

A total of 12 credits may be taken outside the School of Criminal Justice but within Rutgers University in such related areas as alcohol studies, computer science, law, management, political science, public administration, psychology, social work, and sociology.

Criminal Justice master’s students may take any courses offered by another graduate division of the University by consulting with the graduate program director and entering the necessary registration information on the graduate course request card in accordance with the instructions of the Registrar. Once the graduate program director authorizes the intra-institutional graduate courses, no additional permission is required. Students who take courses in other units of Rutgers University are subject to the rules and regulations of that unit.

The average full-time credit load per semester is 9 credits. A load of 15 credits or more per term requires approval from the graduate program director.

The student must continue in registration from the time of admission until the time the degree is conferred, unless the Dean approves absence of registration.

Time Limits for Incompletes

After the end of a course, up to one year is allowed for incomplete work to be made up and for a change of grade to be authorized by the instructor. After a year, no change of grade may be made, and the incomplete grade will turn into an “F” and remain on the student’s permanent record.

If a criminal justice masters student accumulates 12 or more credits of incomplete course work, future course registration shall be denied unless waived by the Dean of the Graduate School-Newark.

Undergraduate Courses

No undergraduate course credits are allowed toward the criminal justice masters degree unless undertaking a joint degree. Students interested in pursuing the joint degree should consult the Undergraduate Program Handbook.
## APPENDIX A  Masters Process

<table>
<thead>
<tr>
<th>Process</th>
<th>Steps</th>
<th>Location</th>
<th>YR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enrollment</td>
<td>a. Admission Acknowledgement Form (AAF)</td>
<td>Page 9</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>b. Conditions on Admissions</td>
<td>Page 9</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>c. Health and Immunizations</td>
<td>Page 10 <a href="http://health.newark.rutgers.edu/">http://health.newark.rutgers.edu/</a></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>d. Orientation</td>
<td>Page 10 P: 973/353-3029</td>
<td>1</td>
</tr>
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<td></td>
<td>f. Academic Advisors</td>
<td>Page 11</td>
<td>1-2</td>
</tr>
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<td></td>
<td>h. Housing</td>
<td>Page 13 P: 973/353-1037 <a href="http://andromeda.rutgers.edu/~reslife/">http://andromeda.rutgers.edu/~reslife/</a></td>
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<td>m. Photo Identification Cards</td>
<td>Page 16 P: 973/353-5873 <a href="http://newarkbusinessoffice.rutgers.edu/">http://newarkbusinessoffice.rutgers.edu/</a></td>
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<tr>
<td></td>
<td>n. Student Services</td>
<td>Page 16</td>
<td>1-2</td>
</tr>
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<td></td>
<td>o. Disabled Students</td>
<td>Page 18 P: 973/353-5881 <a href="nmichael@andromeda.rutgers.edu">nmichael@andromeda.rutgers.edu</a></td>
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<th>Process</th>
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<tbody>
<tr>
<td>2. Coursework</td>
<td>a. Required Coursework</td>
<td>Page 19</td>
<td>1-2</td>
</tr>
<tr>
<td></td>
<td>b. Elective Coursework</td>
<td>Page 20</td>
<td>1-2</td>
</tr>
<tr>
<td></td>
<td>c. Course Descriptions</td>
<td>Page 20 Appendix B <a href="http://www.rutgers-newark.rutgers.edu/rscj/students/masters.html">http://www.rutgers-newark.rutgers.edu/rscj/students/masters.html</a></td>
<td>1-2</td>
</tr>
<tr>
<td></td>
<td>d. Current Schedule of Classes</td>
<td>Page 20</td>
<td>1-2</td>
</tr>
<tr>
<td></td>
<td>e. Transfer of credits</td>
<td>Page 20</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>f. Independent study</td>
<td>Page 21 Appendix C <a href="http://www.rutgers-newark.rutgers.edu/rscj/students/masters.html">http://www.rutgers-newark.rutgers.edu/rscj/students/masters.html</a></td>
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<td>b. Commencement</td>
<td>Page 23</td>
<td>2</td>
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APPENDIX B

SCHOOL OF CRIMINAL JUSTICE GRADUATE COURSES

* Please note that not all courses are offered every year

27:202:511 Theories of Crime and Criminality (3) Wide survey of criminological theories using original sources. Theories that derive from biological, psychological, sociological, geographic, economic, and political perspectives included. Development of criminological theory reviewed; fundamental distinctions between classical and positivist theories and between theories of crime and criminality discussed. Relationship between theory and policy considered along with the prospects for developing a true general theory. Required Course – Ph.D.

27:202:512 Measurement and Correlates of Crime (3) Review and critique of major sources of data for measurement of crime and victimization: official records, surveys of crime victimization in households and individuals, and self-report methods. Data collection procedures and sources for each data source analyzed; sources of measurement error identified. Analyze procedures for aggregating and reporting data and for measuring crime rates. Review patterns and trends over time in specific forms of crime; identify geographic and demographic correlates according to each data source. Factors influencing disparities and convergence between data sets analyzed. Crime rates compared for U.S. and international data, as well as for specific regions within the United States.

27:202:514 Drugs, Alcohol, and Crime (3) Seminar. Review of contemporary knowledge on the many drug-crime relationships. Review of articles that represent dominant views and consideration of alternative perspectives and criticism of empirical research and theory. Survey of the literature examines theory, research, intervention strategies, and crime control policies. Both adolescent and adult behaviors, and also the varieties of licit and illicit drugs associated with crime and delinquency, considered.

27:202:517 Violent Crime (3) Investigates and analyzes aggression and violence as forms of individual, group, and societal behavior. Includes an assessment of anthropological, biological, philosophical, political, and sociological theories. Combines student presentations and projects with lectures and tutorials.


27:202:520 The Criminal Justice System (3) Foundation and overview of the criminal justice system and process. Focuses on critical decisions with emphasis on contemporary issues, controversies, and trends.

27:202:521 Law in the Criminal Justice System (3) Overview of criminal law and procedure. Introduces statutory and case law reasoning as well as empirical information, using the area of the criminal law dealing with the insanity defense, the definitional elements of common law crimes, and the aims of criminal law and procedure. Required Course – Ph.D.

27:202:525 Justice, Law, and Policy (3) Multidisciplinary overview of key institutions, processes, and policy issues regarding crime and justice. Includes readings and discussion on traditional criminal justice institutions and processes; the role of private sector and community organizations in crime control; law and justice policy in a federal system; crime prevention and institutional responses to crime; emerging cross-national issues in crime, law, and policy.

27:202:528 Problem Analysis (3) This course will focus on defining and analyzing problems commonly faced in justice and related agencies. Examples may be drawn from: inmate classification systems; institution population models and prediction; crime analysis; case tracking and analysis for community corrections; application of bail classification matrices. Topics will include: problem statement and formulation; fundamentals of statistics and data analysis; and documentation and principles of measurement. Required Course – M.A.

27:202:529 Planning and Evaluation (3) This course will focus on program planning and evaluation, the kinds of things executives, managers, and planning and oversight agencies do. Additional topics on statistics and other forms of analysis will be covered. The course will examine traditional evaluation designs and case studies, generally through an action research framework. Topics will include: logic modeling, evaluating/assessing policies and programs; probability and nonprobability sampling; and overview of data collection techniques. Prerequisite 27:202:528. Required Course – M.A.

27:202:531 Probation, Parole, and Intermediate Sanctions (3) Analysis of the theories and practices of probation, parole, and intermediate sanctions. Emphasis on understanding-as human-service organizations-the functions of probation, parole, and intermediate sanctions. Special attention given to policy developments in the field.

27:202:532 Adult Incarceration (3) Traces the historical development of institutions for confinement and analyzes present trends in correctional practice. Reviews characteristics of various correctional policies and analyzes prison life. Special emphasis on current trends and controversies.

27:202:533 Policing (3) Examines the police role and law enforcement policy, police organization, personnel issues, management, and operations, as well as coordination and consolidation of police service, police integrity, and community relations.

27:202:534 Prosecution and the Courts (3) Reviews functions and practices of prosecutors, with special reference to an analysis of the interrelationships among charging, conviction, and sentencing, and in relation to the functions of police and probation staff. Provides an overview of court goals, functions, and potential for system reform.

27:202:535 Juvenile Justice (3) Focuses on history and philosophy of juvenile justice, landmark court cases, police handling of juveniles, the juvenile court, and juvenile corrections and rehabilitation.

27:202:536 Comparative Criminal Justice Systems (3) Examines world crime and criminal justice surveys of the United Nations; analyzes the relationship between crime rates and differential criminal justice systems, as well as socioeconomic development indicators. In-depth analysis of different worldwide approaches to law enforcement, criminal procedure and criminal law, and juvenile justice and corrections.

27:202:541 Foundations of Scholarship (3) Develops rudimentary tools needed for conducting research and for writing reports and scholarly papers in the field of criminal justice. Explores approaches to writing a research paper, report writing, forms of documentation, library resources, data sources, presentation techniques, legal research, and computer usage. Required Course – M.A.


27:202:553 Master's Project Seminar (3) Continuation of 27:202:528 and 529. This is the capstone class for all Masters students. This seminar-style class will examine how research informs policy. Students will produce a comprehensive research paper. This class must be taken in conjunction with the Fieldwork class. Prerequisite 27:202:525, 528, 529, 541. Required Course – M.A.
27:202:555 J.D. /M.A. Degree Essay (6) The 6-credit paper is the heart of the joint-degree program. Intended to ensure that the cross-fertilization of disciplines is successful.

27:202:556 Fieldwork in Criminal Justice (3) Firsthand experience in the day-to-day operation of a criminal justice program under the guidance and supervision of a faculty member and a practitioner in the field-placement area. Prerequisite: 12 credits of course work completed prior to enrollment. Interested students should meet with their advisers for further information.

Required Course – M.A.

27:202:610 Crime Control Theory and Research (3) Seminar. Analyze theory and research on crime control, including theories of deterrence and social control, their applications in crime control strategies, and the impacts of crime control strategies based on general and specific deterrence, as well as incapacitation strategies. Review and critique research on the effects of criminal and civil legal sanctions and problems in implementing effective sanctions. Methodological issues in the research on crime control assessed. Research on applications of crime control theory to specific crime problems reviewed.

27:202:612 White Collar Crime (3) Surveys the history and scope of the study of white collar crime. Discusses issues of definition, examines empirical evidence, and reviews the contributions of white collar crime studies.

27:202:614 Communities and Crime (3) Surveys and analyzes literature on the demography and ecology of crime. Includes reviews of research and theory that address the influences of economics, demography, social organization, and political economy on crimes within cities and neighborhoods. Combines student presentations of published articles with lectures, tutorials, and student projects.

27:202:616 Environmental Crime Prevention (3) Theoretical background to opportunity-reducing crime prevention through situational prevention (including key concepts of rational choice and displacement) and its relationship to crime prevention through environmental design, defensible space, and problem-oriented policing. Case studies illustrate the practical and policy difficulties of situational prevention.

27:202:619 Organized Crime (3) Defines organized crime and its history and examines criminological theories to explain it. Also covers nontraditional or so-called emergent organized crime groups, such as urban street gangs, motorcycle gangs, and prison gangs. Examines various investigation, prosecution, and sentencing policies, and considers the policy implications for the future.

27:202:621 Sentencing (3) Examines the objectives of sentencing convicted adult offenders. Discusses criticisms of the traditional rehabilitation-oriented view of sentencing and considers alternative sentencing theories, including incapacitative, deterrence, and "just deserts" models. Techniques for limiting sentencing discretion, including mandatory minimum sentences, prescriptive sentences, and sentencing guidelines, also discussed, as well as noncustodial penalties.


27:202:625 Law and Society (3) The sociology of law; some emphasis also on jurisprudential thought and the political analysis of legal institutions. Explores the sources of law and functions and dysfunctions of law in action. Reviews institutional roles of courts, legislatures, and administrative agencies. Includes topics of particular current interest, such as alternative dispute resolution, how the law can help or impede social change, whether Americans have become too litigious, or race and gender issues in achieving justice.

27:202:631 Politics in Criminal Justice (3) Deals with crime as a political issue and examines how conflicting political philosophies influence criminal justice policy.

27:202:640 Advanced Research Methods (3) Analyzes research strategies and methods for research in criminal justice and criminology. Includes analysis of links between theories and methods. Provides detailed review of quantitative and qualitative methods, including research design, sampling, measurement, data collection, and ethical concerns. Co-requisite: 27:202:543 Prerequisites: basic knowledge of research design in the social sciences. Required Course – Ph.D.

27:202:645 Advanced Scholarship (3) Preparation of a paper for submission to a peer-reviewed journal. All aspects of paper presentation addressed, and the differences between a paper for publication in a journal and other forms of professional writing (such as proposal- and report-writing) explored. May include synthesis of literature to prepare Core Area Plan. Prerequisite: 27:202:541 or enrollment in the doctoral program.

27:202:648 Qualitative Research Methods (3) Ethnographic and qualitative field methods and their applications to problems of crime and criminal justice. Includes definition of appropriate research problems; data collection, interviewing, and participant observation; ethical issues of protecting human subjects; coding and analysis of qualitative data; inductive theory construction; presentation of findings; and coordinating qualitative with quantitative methods. Requires collection and analysis of some original data. Also includes microcomputer-based qualitative data analysis techniques. Prerequisites: 27:202:640.

27:202:650 Independent Study (3) Study under the supervision and guidance of a faculty member. Prerequisite: 12 credits of course work completed prior to enrollment. Interested students should meet with their advisers for further information.

27:202:651 Teaching Practicum in Criminal Justice (3) Under faculty supervision, doctoral students assigned to instruct undergraduate criminal justice courses within county, private, and state colleges, and in divisions of the university. Placements made by the supervising faculty member and the cooperating institution. Instructional placements not guaranteed. In addition, special-topic courses including race and crime, victimology, and crime in time and space offered.


27:202:800 Matriculation Continued (M.A.) (E1)

26:202:800 Matriculation Continued (Ph.D.) (E-BA)

27:202:877 Teaching Assistantship

Students who hold teaching assistantships are required to enroll in this course for 3 or 6 E credits per term.

For additional information, contact RU-info at 732/932-info (4636) or colonel henry.rutgers.edu.

Comments and corrections to: Campus Information Services.
Application for Supervised Academic Work

Name of Student:           Date:

Semester Course will be taken:          Fall

Check one:

27:202:556 Fieldwork in Criminal Justice
27:202:650 Independent Study in Criminal Justice

Faculty Supervisor:           Date:

1. State the broad goal(s) and specific objectives of your supervised work.

2. Describe the procedure(s)/process you will employ to attain your objectives.

3. Describe the written product(s), if any, which will result from this supervised work.

To be completed by the faculty supervisor:

I have reviewed the above student’s proposal for supervised academic work and have agreed to supervise this project.

Signed:           Date:

Rutgers University
School of Criminal Justice
APPENDIX C

Masters Program Handbook Fall 2008-201034
Thank you for your interest in the Criminal Justice Fieldwork Program. You will find the experience to be a valuable addition to your educational career at Rutgers University.

Enclosed you will find the following materials required for the completion of School of Criminal Justice fieldwork:

- Fieldwork Contract
- Work Plan
- Midterm Fieldwork Rating
- Midterm Supervisor Evaluation
- Final Fieldwork Rating
- Final Supervisor Evaluation
- Time Record Sheet

A. General
- In cooperation with the Rutgers-Newark Career Development Center, the School of Criminal Justice offers academic credit for approved fieldworks. Fieldwork credit will be awarded after completing 6 hours coursework at SCJ.

B. Eligibility
- Students must be accepted into the MA program before they may register for fieldwork credit. Students must also be in good academic standing. Students are not eligible if they have not completed 6 hours of coursework at SCJ.

C. Academic credit
- Three (3) academic credit hours may be earned for each 150 hours of fieldwork experience. Academic credit is awarded as “Pass” or “No Pass.”

D. Application procedures
- Prospective student fieldwork sponsors complete a Fieldwork contract (attached).
- Part of the contract is completed by supervisors, describing: (1) the nature and extent of fieldwork responsibilities; (2) dates and hours during which work is to be performed; (3) what specific results are expected of the student; (4) professional and other skills the student is expected to develop; and (5) what professional contacts are expected of the student and (6) what resources the student will be able to use.

Thank you for your interest in the Criminal Justice Fieldwork Program. You will find the experience to be a valuable addition to your educational career at Rutgers University.
Another portion of the contract is completed by the student, describing: (1) what the student expects to learn from the experience; (2) how this experience will relate to academic study in criminal justice; (3) how the fieldwork will relate to career plans; (4) resources the student expects to use in completing fieldwork and academic responsibilities; and (5) specific written reports (term paper, case study, journal, or similar) the student will produce.

A faculty sponsor is assigned as a resource for each student completing fieldwork. The faculty sponsor will issue the final grade for the fieldwork.

Completed contracts must be signed by the student, fieldwork supervisor and sponsoring faculty member and submitted to the Associate Dean of Academic and Student Services, who must approve the contract before the student will be permitted to register for the criminal justice course numbered 202:556.

Important Note: Completed contracts must be submitted for the Associate Dean's approval no later than Friday of the first week of classes for the fall and spring semesters. Applications for Summer term fieldworks must be submitted by 1st May.

E. Work plan. Within two weeks after beginning fieldwork, students must submit a work plan to the Fieldwork Coordinator or the Associate Dean of Academic and Student Services. The plan should describe specific tasks the student will be performing throughout the semester. The work plan must be approved before academic credit can be awarded and signed by the faculty advisor.

F. Fieldwork assessment. The quality of fieldwork—both the degree of professional experience gained by students and the quality of work they perform—will be assessed at the midpoint and end of each semester. Students will complete rating forms that document their experience (Midterm and Final Fieldwork Rating). Fieldwork supervisors will complete forms that rate a student's performance (Midterm and Final Supervisor Evaluation).

These forms serve two purposes. First, supervisor ratings of the student are considered in deciding whether the student performance warrants a satisfactory grade. Second, student ratings will guide decisions whether to approve future fieldwork applications with the sponsoring agency.

Students must submit written products as specified in the fieldwork contract before the end of the semester in which they are enrolled. The written product consists of daily journal entries that describe daily fieldwork activities and a final paper (7-10 pages) that relates the student's work to the objectives of the fieldwork experience. Fieldwork supervisors will review the journal entries, evaluate the written products, and submit them to the Associate Dean of Academic and Student Services. The written product will be a factor in the final grade issued for the fieldwork.

A faculty sponsor is assigned as a resource for each student completing fieldwork. The faculty sponsor will issue the final grade for the fieldwork.

Completed contracts must be signed by the student, fieldwork supervisor and sponsoring faculty member and submitted to the Associate Dean of Academic and Student Services, who must approve the contract before the student will be permitted to register for the criminal justice course numbered 202:556.

In addition to the written products, the student will complete a final paper (7-10 pages) that relates the coursework to the fieldwork experiences. This paper should also summarize what the student has learned from participating in the fieldwork experiences. The paper should be submitted no later than the last day of classes. The written product will be a factor in the final grade issued for the fieldwork.
Fieldwork is intended to integrate pre-professional and academic experience. Because of this, credit may not be awarded retrospectively.

Important Notes:
1. Students may not receive fieldwork credit for normal duties performed through pre-existing employment.
2. A maximum of six (6) Criminal Justice fieldwork credits may be earned.
3. Pre-existing employment experience. Because of this, credit may not be awarded retrospectively.

Fieldwork Rating and Supervisor Evaluations

Completed fieldwork contracts must be submitted no later than the first Friday of the first week of class for the Fall and Spring semesters. Applications for Summer term fieldwork must be submitted at the mid-term point in the semester, and the second set must be submitted at the end of the semester.

Final Paper and Journal

The final paper and journal must be submitted at the end of the semester. One set must be submitted at the mid-term point in the semester, and the second set must be submitted by the student and the supervisor. The plan must be approved before academic credit can be awarded and signed by the Faculty Advisor.

After the work plan is signed by the student and the supervisor, the plan must be submitted to the Associate Dean of Academic and Student Services within two weeks of beginning of fieldwork. The work plan must also be approved before academic credit can be awarded and signed by the Faculty Advisor.

Student enrollment for fieldwork credit requires careful planning and work beyond the normal classroom experience. Visit the Career Development Center on the School of Criminal Justice to obtain forms and additional information. Criminal Justice students sometimes learn of fieldwork opportunities themselves.

The Criminal Justice Academic Adviser and Criminal Justice Fieldwork Coordinator maintain extensive files of information about fieldwork in New Jersey and elsewhere. Students may not receive fieldwork credit for normal duties performed through pre-existing employment.

Fieldwork Planning

H. Fieldwork Planning. Staff at the Career Development Center (Hill Hall 309/313) maintain extensive files of information about fieldwork in New Jersey and elsewhere. Arranging fieldwork placement requires careful planning and work beyond the normal classroom experience. Visit the Career Development Center on the School of Criminal Justice to obtain forms and additional information.

Also, students sometimes learn of fieldwork opportunities themselves. When securing information about fieldwork in local, state, and federal justice agencies, contact the Criminal Justice Academic Adviser and Criminal Justice Fieldwork Coordinator. Faculty sponsors may set specific dates for interim and final reports.

Final Paper and Journal

The final paper and journal must be submitted at the end of the semester. One set must be submitted at the mid-term point in the semester, and the second set must be submitted by the student and the supervisor. The plan must be approved before academic credit can be awarded and signed by the Faculty Advisor.

Fieldwork Ratings and Supervisor Evaluations

Completed fieldwork contracts must be submitted no later than the first Friday of the first week of class for the Fall and Spring semesters. Applications for Summer term fieldwork must be submitted at the mid-term point in the semester, and the second set must be submitted at the end of the semester.

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This plan should describe the specific tasks you will perform throughout the semester. The plan must be submitted two weeks after beginning the fieldwork. Handwritten work will not be accepted. Please type this assignment on a separate sheet [1 page, 1 inch margins, double-spaced, and Times New Roman (12) font].

The fieldwork supervisor and student should sign and date the proposed work plan.
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*This form, when completed, will be received by the Faculty Advisor and the Associate Dean of Academic and Student Services.*
1. Describe how your fieldwork responsibilities correspond with the overall operation of the agency. (If you have questions on this topic, check with your supervisor.)

2. If your work objectives have been altered, explain why and write your new objectives.

3. Are your work objectives being completed on schedule? If not, explain.

4. Are you satisfied with the work environment?

5. Are you satisfied with your progress? Why or why not?

6. Do you think your supervisor is satisfied with your progress? You should talk to your supervisor to determine this. Why or why not?

Agency ___________________________

Student Name ________________________

Supervisor ________________________

Due Date ________________________
The following section is designed to allow you to evaluate yourself on your current fieldwork progress. In doing so, you will be able to identify those aspects of your performance which can be considered assets to your professional growth as well as those work habits that are in need of improvement.

Please evaluate your development in the following areas by circling the number corresponding to your assessment. If any areas do not apply to your situation, write “N/A” in the comment section. Feel free to make additional comments on the back of the page. Please rate the student on a scale of 1 through 5; 1 being poor, 3 being neutral, 5 outstanding.

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Student Signature _______________________________             Date__________
1. Do you believe the student was academically prepared for this fieldwork? Please identify any deficiencies.

2. Describe the student's overall performance. What aspects were positive? What aspects need improvement?

3. Were there major changes in the project form what was originally conceived?

 Please rate the student on the following skills:

- Communication
  - 1
  - 2
  - 3
  - 4
  - 5

- Initiative
  - 1
  - 2
  - 3
  - 4
  - 5

- Efficiency
  - 1
  - 2
  - 3
  - 4
  - 5

- Production
  - 1
  - 2
  - 3
  - 4
  - 5

- Cooperation
  - 1
  - 2
  - 3
  - 4
  - 5

Not Favorable

Favorable

Agency _________________________     Supervisor _______________________

Student Name _________________________     Supervisor _______________________

Agency _________________________________________________________________

(This form, when completed, will be viewed only by the Faculty Advisor and the Associate Dean of Academic and Student Services at School of Criminal Justice. The student you have been supervising will not see this form unless you specifically request that it be made available to him or her. You may write your responses on this form or on a separate sheet of paper.)
4. Did the fieldwork require the production of a written report or publication? If yes, has the report been completed and submitted?

5. Has the student successfully completed the objectives outlined in the contract?

6. Do you plan to sponsor students in the future? Yes  No
   If yes, what period? (please circle one) Fall  Summer  Spring  Continuously

7. Would you recommend the fieldwork program to other agencies? Yes  No
   Could you suggest any division in your own agency, or other agencies that may be interested?

8. Additional Comments:

________________________________________                          __________________
                     Date                                           Supervisor Signature
1. Did you fulfill your work objectives?

2. What has been your most significant accomplishment or satisfying moment during the fieldwork?

3. What significant contribution do you believe you made to the agency?
4. What has been the most frustrating aspect of the job?

5. Would you like to work in a similar agency in the future? Why or why not?

6. How did your work experience relate to your past academic experience?

7. What classes helped prepare you for this fieldwork?

8. What classes do you think would have been useful to prepare you for this fieldwork?

9. Would you recommend this fieldwork to another student?
GRADUATE DIPLOMA APPLICATION

READ ALL INSTRUCTIONS (SEE PAGE 2) BEFORE COMPLETING THIS FORM

(1) DIPLOMA NAME:
First Name                                               Middle (Name or Initial)                                    Last  Name

(2) RUID NUMBER:

(3) Telephone #:

(4) CURRENT ADDRESS:
Number/Street/Apt#                                    City/Town                              State                                    Zip Code

(4-A) IS THIS A CHANGE IN YOUR PERMANENT MAILING ADDRESS?   YES  NO

(5) E-MAIL ADDRESS:

(6) DATE OF GRADUATION/DIPLOMA (select one):
*REQUIRED FIELD

(7) ADVISOR'S NAME:

(8) DISSERTATION TITLE (for Doctoral Students Only):

(9) REFER TO THE LIST BELOW TO COMPLETE THIS SECTION:
Is your degree joint with NJIT Yes  NO

School 20 School of Public Affairs & Administration   MPA

Joint with New Jersey Institute of Technology

School 22 Rutgers Business School-Newark/New Brunswick

Joint with both NJIT and UMDNJ

School 26 Graduate School-Newark
PhD-NJK, MS-NJK, MA-NJK, MACY, MQF

Joint with both NJIT and UMDNJ

School 27 School of Criminal Justice     MA-CRIM JUST

(10) SELECT ONE: I PLAN to attend Commencement

☐ I DO NOT PLAN to attend Commencement

If you cannot attend the Annual Commencement Ceremony in May, please complete the information below:
(Do not mail) I will pick up my diploma at the Office of the Newark Registrar, Blumenthal Hall, 249 University Ave. Newark, NJ

☐ Please mail my diploma to the address listed below. DO NOT MAIL MY DIPLOMA TO THE ADDRESS LISTED BELOW IF YOU ARE NOT MAILING TO THE UNIVERSITY. MAIL TO: (Diplomas are mailed via US Postal Service. The University is not responsible for any loss of damage that may occur in transit.)

A d d r e s s :  
Number/Street/Apt:  City/Town  State  Zip Code

☐ I DO NOT PLAN to attend Commencement

Signature of Applicant: __________________________________________
Date: ______________________

IF YOU DO NOT COMPLETE ALL REQUIREMENTS IN TIME FOR THE DIPLOMA DATE SPECIFIED, YOU MUST FILE ANOTHER APPLICATION.

Print LAST Name

Appendix E

Rutgers School of Criminal Justice Masters Program Handbook Fall 2008-2010
GRADUATE DIPLOMA APPLICATION

INSTRUCTIONS

Please type all entries and send to Office of the Newark Registrar, Blumenthal Hall 249 University Avenue, Newark, NJ 07102. For additional information please call (973) 353-5324.

(1) Diploma Name: Enter your name EXACTLY as you wish it printed on your diploma. It should correspond to your first and last name under which you have been enrolled and under which your record exists. If it does not correspond to the name under which you have been enrolled, you MUST complete a "Change of Name Form" which can be obtained from the Office of the Registrar or online at http://registrar.rutgers.edu/NW/NAMEFORM.HTM. Your official records at the University will be changed (if approved) to agree with the name you have requested on your diploma.

(2) RUID Number: Rutgers University ID Number

(3) Telephone # and (4) Current Address: Your current telephone number and address where you wish us to mail Commencement material. If you plan to receive your degree in absentia, be sure to check the appropriate box and indicate whether you wish to pick up your diploma or have it mailed to you (see #10). Any changes in address should be reported in writing to the Office of the Registrar, fax # (973) 353-1357.

(5) E-Mail address: Your current email address should we require additional information or clarification regarding this application. If email address is provided, an electronic confirmation of receipt will be sent to applicant accordingly.

(6) Date of Graduation/Diploma: Please select - OCTOBER, JANUARY or MAY and enter the year of graduation.

Application Deadlines: Applications must be submitted to the Graduate Registrar by the dates listed below:

<table>
<thead>
<tr>
<th>DIPLOMA DATE</th>
<th>FILING DEADLINE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER</td>
<td>AUGUST 1ST</td>
</tr>
<tr>
<td>JANUARY</td>
<td>NOVEMBER 1ST</td>
</tr>
<tr>
<td>MAY</td>
<td>MARCH 1ST</td>
</tr>
</tbody>
</table>

Commencement Deadline: If you fail to file this application on or before March 15 of a given year, your degree will not be officially conferred until the annual Commencement ONE YEAR LATER. Although you can be certified as having earned the degree before that time, you cannot receive your official diploma until that later Commencement.

(7) Advisor’s Name

(8) Dissertation Title (for Doctoral Student Only)

(9) Refer from the list below to complete.

Is this a Joint Degree- check Yes or No. Enter the Numeric Number that corresponds with your school. Indicate the School/Academic Division of Rutgers University in which you are a student. Use the following abbreviations:

- SPAA: School of Public Affairs & Administration
- NWK-joint-NJIT-joint-UMDNJ: for a Joint Degree with the School of Public Affairs & Administration and the New Jersey Institute of Technology and Robert Wood Johnson Medical School-University of Medicine and Dentistry of New Jersey.
- RBS: Rutgers Business School
- GRAD-NWK: The Graduate School –Newark
- NWK-joint-NJIT: for a joint Degree with the Graduate School and the New Jersey Institute of Technology
- NWK-joint-UMDNJ: for a Joint Degree with the Graduate School and the New Jersey Institute of Technology and Robert Wood Johnson Medical School-University of Medicine and Dentistry of New Jersey,
- SPAA: School of Public Affairs & Administration and the New Jersey Institute of Technology and Robert Wood Johnson Medical School-University of Medicine and Dentistry of New Jersey;
- CRM JUST: The School of Criminal Justice
- RUTGERS: The University of New Jersey – Newark
- GRAD-NWK: The Graduate School –Newark
- SPAA: School of Public Affairs & Administration

Enter the degree you are applying for and the numeric number that corresponds with your curriculum or program.

(10) Select either: I plan to attend Commencement. If you do not plan to attend commencement your diploma will be mailed to the address listed in section #10. Diplomas are mailed via the U.S. Postal Service. The University is not responsible for any loss or damage that may occur in transit.

Please sign and date completed application.

Revised 9/07

APPENDIX E

Rutgers School of Criminal Justice Masters Program Handbook Fall 2008-201047