

**MASTERS DEGREE STUDENT HANDBOOK**  
**2016-2017**  
**Revised 7/13/16**



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## OVERVIEW OF THE PROGRAMS

The School of Criminology and Criminal Justice of the University of Nebraska at Omaha offers two types of Masters degree programs and a Certificate in Managing Adult and Juvenile Populations.

### *Masters of Science Program:*

The Masters of Science (MS) degree is a terminal non-thesis degree designed to meet the needs of professional practitioners in the field of criminal justice. To complete the MS degree, students must complete a comprehensive exam or the Capstone course, in which students will conduct an independent research project and write a report similar to those written in agencies and Criminal Justice organizations.

The MS program requires that the student successfully complete 36 credit hours. **NOTE:** The MS degree can be completed entirely by taking classes on-line, on campus, or a combination of both on-line and on campus formats.

Required Courses (12 credit hours)

Elective CJ Courses (9 credit hours)

Diversity course (3 credit hours)

Open Elective Courses (12 credit hours)

(The Cognate is 12 credit hours if comprehensive exam is taken or 9 credit hours + the 3 credit hour Capstone Course).

### *Masters of Arts Program:*

The Masters of Arts (MA) degree is a non-terminal degree designed to emphasize research activity and independent inquiry. This degree is recommended for those students seeking an interim degree prior to pursuing a doctoral degree. To complete the MA degree, students must write and orally defend a thesis. The thesis is an independent research project and an academic exercise that is written to the standards of the faculty members on the thesis committee. A thesis requires a committee of three faculty members and typically takes two semesters to complete.

The MA program requires that the student successfully complete 30 credit hours.

Required Courses (12 credit hours)

Elective CJ Courses (9 credit hours)

Diversity Course (3 credit hours)

Thesis (6 credit hours)

## ***Certificate in Managing Adult and Juvenile Populations***

We are proud to announce a new graduate level certificate program in Managing Adult and Juvenile Populations. This certificate is intended to address the educational needs of local and state criminal, juvenile, and social service agency personnel. It is a 15 credit hour program that can be completed entirely on line and in conjunction with a Masters in Social Work (MSW), Masters of Science in Criminology and Criminal Justice (MS), or the dual MSW/MS degree.

### ***Required Courses: 15 Credit Hours***

SOWK 8886, Special Topics  
SOWK 8686, Medical and Psychosocial Aspects of Alcohol/Drug Use and Addiction  
CRCJ 8080, Juvenile Justice Seminar  
CRCJ 8888, Risk/Needs Assessment Tools  
CRCJ 8190, Independent Study (as assigned by instructor) OR any CRCJ elective

### ***Admission Criteria:***

Bachelors Degree  
3.0 GPA  
Personal Statement no longer than 2 pages explaining interest in certificate program

### ***Admission Deadlines***

Jan. 5, 2015 for Spring Admission  
May 1, 2015 for Summer Admission  
July 15, 2015 for Fall Admission

### ***Program of Studies for the Dual Masters of Social Work and Masters of Science degree: MSW and Master of Science in Criminology and Criminal Justice dual degree program***

In order to help criminal justice professionals better serve the people with whom they work, and for social workers to better understand criminal populations, the UNO Grace Abbott School of Social Work and the School of Criminology and Criminal Justice offer a dual master's degree program in which students can simultaneously obtain a Master's in Social Work (MSW) and a Master's of Science in Criminology and Criminal Justice (MSCRCJ). A dual MSW/MSCRCJ helps respond to the needs of the community by providing specialized training in working with delinquent and criminal populations across the continuum of care through diversion to corrections to re-entry programs. There is much overlap in the clientele social workers and criminal justice professionals serve. Correctional officers, probation/parole officers, and law enforcement professionals are often placed in positions of addressing and counseling delinquents and criminals with multiple social maladies to manage. Moreover, social work professionals in schools, private practices, and in the capacity of health and human services agencies often work

with delinquent and/or criminal populations. The dual degree provides highly qualified personnel trained to work in schools, health and human service agencies, criminal justice agencies, and nonprofit organizations. For degree requirements see page 19.

\* Note: Students have 10 years to complete their degree or certificate programs, but if they do not enroll in classes for more than 4 years consecutively, they will have to reapply to the program before taking classes again.

## **ADMISSION REQUIREMENTS**

Admission to the program is governed by the requirements specified by the University of Nebraska at Omaha's Graduate College. Students have ten (10) years from admission to complete program requirements. In addition to the basic requirements established by the Graduate College, the School of Criminology and Criminal Justice requires the following:

### Unconditional Admission:

1. Possession of a bachelor's degree from a regionally accredited institution.
2. Student has a 3.00 GPA (Average of B) overall in the undergraduate work.
3. At least 12 credit hours of Criminal Justice courses or related courses that meet the requirements of the current School undergraduate curriculum, including a basic statistics course, a research methods course, and introductory Criminal Justice course, and a criminology course.

\* **Note:** Graduate Record Examination (GRE) scores are required for students to be considered for admission into Masters of Arts Program in Criminology and Criminal Justice. Scores from either the former GRE examination or the revised GRE examination will be accepted. For the former GRE, a combined score of at least 850 on the verbal and quantitative portions is required. For the revised GRE, a combined score of at least 250 on the verbal and quantitative portions is required. Students with a combined GRE score of less than 850 on the former GRE and a combined score of less than 250 on the revised GRE may be considered if they demonstrate exceptional academic potential based on other admissions criteria. For additional information on the GRE, please visit their website at <http://www.gre.org>. Also, UNO Graduate Studies language proficiency score has been increased from a 500 to a 550 effective summer 2017.

### Provisional Admission:

1. Student must have a bachelor's degree from a regionally accredited institution (if the institution is non-accredited, 12 credit hours of graduate course work at UNO must be successfully completed before the student is eligible for unconditional admission).
2. Has not completed all of the undergraduate prerequisite course requirements for unconditional admission to graduate study.
3. Student has no less than a 2.75 overall GPA for the last two years of undergraduate work and not less than a 2.75 GPA in the undergraduate major.
4. Students admitted provisionally can enroll in classes just as other students, except they

have the provision that they must earn Bs or better in their first 12 hours of study.

Note: Applicants must submit information required by the Graduate Studies and *complete the application on-line. Applicants must also submit 2 letters of recommendation, and a letter of intent/personal statement no more than 4 pages discussing reasons for pursuing a graduate degree, interests in the field, and career goals for the future.*

Below are also some links that you might find helpful in obtaining general graduate student information.

Graduate Studies - <http://www.unomaha.edu/graduate/>

Application- <http://www.unomaha.edu/graduate/prospective/applyforadmission.php>

Programs - <http://www.unomaha.edu/graduate/programs.php>

Categories of Admission -

[http://www.unomaha.edu/graduate/prospective/admission\\_categories.php?t=p](http://www.unomaha.edu/graduate/prospective/admission_categories.php?t=p)

Prospective Student Information - <http://www.unomaha.edu/graduate/prospective.php>

Tuition & Fees - <http://cashiering.unomaha.edu/tuition.php>

Scholarships - <http://www.unomaha.edu/graduate/scholarships.php>

Financial Aid - <http://financialaid.unomaha.edu/>

Frequently Asked Questions - [http://www.unomaha.edu/graduate/admission\\_faq.php](http://www.unomaha.edu/graduate/admission_faq.php)

## **STUDENT ASSISTANTSHIPS**

The School of Criminology and Criminal Justice sponsors a small number of graduate assistantships for MA students. A graduate assistantship provides an opportunity to pursue graduate studies while working in an academic setting. An assistantship consists of tuition remission plus a stipend of approximately \$12,000 for the academic year. Students who receive assistantships are expected to work as a teaching assistant and/or research assistant for a faculty member for 20 hours/week during the academic year.

To be eligible for a graduate assistantship, a student must be enrolled in the MA program for at least 9 credit hours per term (i.e., fall, spring) and have a strong interest in pursuing doctoral level studies. To be considered for a graduate assistantship, applicants must apply to the MA program for the coming fall semester by February 1st of that year and indicate in their personal statement their desire to be considered for an assistantship. The application materials submitted for entrance to the MA program will serve as the basis for determining if an assistantship will be awarded: personal statement, undergraduate GPA, GRE scores, and letters of recommendation.

## **ACADEMIC PROBATION, DISMISSAL, AND REINSTATEMENT POLICIES**

A "B" (3.0 on a 4.0 scale) average must be maintained in all graduate work taken as part of the degree or certificate program.

## 1. Automatic Dismissal

Graduate students are expected to do work of high caliber. Failure to do so will result in dismissal. In particular, the following will result in automatic dismissal from the degree or certificate program:

- a. Receiving a grade of "C-" (1.67 on a 4.0 scale) or below in any course taken in the student's major field of study or in any course included in the plan of study or program of study. A grade of "U" or "Fail" in any graduate course taken by a graduate student shall be treated the same as for a grade of "C-" or below and shall result in automatic dismissal from the Graduate Studies College.
- b. Departments/Schools may have additional and more stringent criteria for evaluating a student's performance and progress and may demand a higher level of performance than that demanded by the Graduate College. The School of Criminology and Criminal Justice requires that all Masters students receive a grade of "C" or higher in any course taken at the graduate level, and all Ph.D. students must receive a grade of "B-" or higher in any course taken to remain students in good standing. The School of Criminology and Criminal Justice may, under some circumstances, recommend dismissal of a student from a graduate program even though quality of work standards have been maintained. Grounds for dismissal could include, but are not limited to:
  - i. Failure to be accepted by an appropriate thesis or dissertation adviser within stipulated time limitations;
  - ii. Failure to make timely progress toward the degree or certificate; and
  - iii. Failure to perform in course work, qualifying examination or research at an acceptable level in the respective department/school or program unit.
- c. The Plan of Study and Grades That Result in Automatic Dismissal Grades (e.g., grade of "C" or below for Masters students and "B-" for Doctoral students, "U", "Fail") may not be applied to a graduate plan of study.
- d. Students dismissed from a Graduate Program who then re-apply as Non-degree Students will be placed on stop enrollment for the department/school from which they were dismissed unless they request and receive permission in accordance with departmental/school graduate program policy to enroll as a non-degree student in that program.

## 2. Probation or Dismissal

A department/school will recommend that the Dean for Graduate Studies either dismiss,

or place on probation with conditions for reinstatement as a student in good standing, in the following cases:

- a. A Grade of "C" (2.33 on a 4.0 scale) or below in any course involved in the first 12 hours of graduate study for provisionally admitted students;
- b. Receiving at least nine hours of graduate credit with the grade of "C" (2.33 on a 4.0 scale) or below in any courses taken in the student's major field of study or in any courses included in the plan of study for master's or specialist's degrees or graduate certificates, regardless of the average;
- c. Receiving at least six hours of graduate credit with the grade of "C" (2.33 on a 4.0 scale) or below in any courses taken in the student's major field of study or in any courses included in the program of study for doctoral degrees, regardless of the average;
- d. Failure to maintain a "B" (3.0 on a 4.0 scale) average in all graduate work taken as part of the degree or certificate program.

### **3. Additional Requirements**

Some departments/schools apply additional criteria of satisfactory performance beyond the requirements of the Graduate College. A copy of the department's/school's policy should be on file in the Graduate Studies Office and a copy distributed to every graduate student enrolled in the program.

- a. In the School of Criminology and Criminal Justice, Doctoral students must receive a "B-" or better in all graduate courses taken in order to have those hours applied to their plan of study.

### **4. Monitoring**

- a. The Masters and Doctoral Program Coordinators, as well as students' Supervisory Committees in their respective departments/schools shall be responsible for monitoring quality of work in degree, certificate and unclassified programs and for recommending action.
  - i. The Graduate Studies Office will send a report to each department/school at the start of each semester with the names of students who have received at least nine hours of graduate credit with a grade of "C" (2.33 on a 4.0 scale) or below as of the end of the previous semester.
  - ii. The Graduate Studies Office will send a report to each department/school at the start of each semester with the names of doctoral students who have received at least six hours of graduate credit with a grade of "C+" (2.33 on a 4.0 scale) or below as of the end of the previous semester.

- b. The Graduate Studies Office shall be responsible for monitoring quality of work in non-degree programs.
- c. The Dean for Graduate Studies will make the final decision and notify graduate students of their status.

#### **5. Student Responsibilities**

- a. Students must be aware of the Quality of Work Standards of the Graduate College, as well as additional criteria of satisfactory performance in their respective department/school programs.
- b. It is the student's responsibility to know when his or her previous course work has failed to meet those standards.
- c. Students who are attending classes are still subject to dismissal if their department/school recommends that action based on its review of their previous performance.

#### **6. Policy on Petitioning for Reinstatement into a Graduate Program:**

The process for petitioning and evaluating petitions for reinstatement into a graduate program is the responsibility of each department/school Graduate Program Committee. For the School of Criminology and Criminal Justice, the reinstatement policy is as follows:

- a. Once students have been dismissed from the program, they must wait one academic term to request reinstatement.
- b. At the end of the term, students may write a letter to the Masters or Doctoral Program Coordinator requesting reinstatement. The letter must include 1) an explanation for the previous poor academic performance, 2) a discussion of what changes have been made in students' lives to ensure satisfactory academic performance in the future, and 3) a plan for course selection and study habits that will ensure academic success in the future.
- c. Upon receipt of the letter requesting reinstatement from a Masters student, the Masters and Doctoral Program Coordinators, as well as the Director of the School of Criminology and Criminal Justice, will jointly decide if the student should be reinstated. In the case of doctoral students, the full committee of graduate faculty will consider and decide on reinstatement.

#### **7. Fairness of Decision**

Students should feel free to contact the Dean of Graduate Studies with any questions or concerns for the fairness of this process.

## **GRADE APPEALS PROCESS**

### **Overview**

This document outlines the policy and procedures for a graduate student to appeal a grade received in a graduate course offered within the School of Criminology and Criminal Justice (SCCJ). The policy seeks to articulate and protect both the rights of students to fair and impartial evaluations of their academic performance and the rights and responsibilities of faculty who provide such evaluations. A course grade assigned consistent with University policy may only be changed by the instructor. University administrators may direct a grade to be changed only when it can be established through the appeals process that the instructor assigned the course grade in an arbitrary or capricious manner. An arbitrary or capricious action is one taken without regard for the facts or circumstances of the appeal; such an action would lack a basis for a reasonable, informed, and honest person to arrive at the same conclusion.

### **Grade Appeal Procedures**

- 1) First, the student should arrange a meeting with the instructor to discuss the contested grade. The SCCJ encourages instructors and students to work together in order to informally resolve disagreements regarding course grades. SCCJ recognizes, however, that informal resolution is not always possible nor is it always the best course of action. In cases where informal resolution cannot be achieved, the proceeding steps must be followed. In short, **an informal resolution is recommended as the first step.**
  
- 2) If the matter cannot be resolved with the instructor, the student has six weeks from the date the grade was given to submit a written appeal to the Master's Program Chair or the Doctoral Program Chair (hereafter simply referred to as Program Chair), depending on the program in which the student is enrolled. The student will also be required to provide a copy of his/her written appeal to the instructor of the course in question. To expedite the process, electronically submitted appeals are encouraged. Upon submitting the appeal to the Program Chair, the appeal will then be forwarded to an ad hoc committee comprised of three randomly selected tenured faculty from the SCCJ. The Program Chair will inform both the affected student and course instructor of the composition of the assembled ad hoc committee.

Although a student has six weeks in which to file a written appeal, the SCCJ faculty strongly encourages the student to submit the appeal within three weeks from the date the grade was given if the student would like to receive a decision in a timely manner. The student should be mindful of the series of steps in the process; a student who takes longer to file an appeal will spend more time waiting for a resolution. The written appeal should contain the student's complete argument for why s/he is contesting the grade. In doing so,

the student should do more than merely state that the grade was assigned arbitrarily or capriciously; the student should provide supporting evidence for his/her argument. In short, **the student is encouraged to submit a written appeal to the Program Chair and instructor within three weeks of the date a grade was given** (if the matter cannot be resolved informally).

- 3) The instructor must provide a written response to the student's argument that a course grade was assigned in an arbitrary or capricious manner. This response may be submitted via email to the assembled ad hoc committee and Program Chair and must be done within fifteen business days after receiving the student's written appeal. Faculty may request an extension in the case of extraordinary circumstances. The faculty member will also email their response to the student. In sum, **the faculty member must provide a written response to the ad hoc committee, Program Chair and the student within 15 business days** of receiving the student's written appeal.
- 4) Once the ad hoc committee and Program Chair have both the student's written appeal and the instructor's written response to the appeal, consideration will be given to the merit of the appeal. **The ad hoc committee will have 10 business days to consider both sides and will notify both parties via email about the committee's decision and the basis for their decision.**
- 5) **If there is merit to the appeal, the ad hoc committee will recommend that the instructor reconsider the grade issued. The instructor will have 10 business days to do so.** The instructor will then communicate his/her decision via email to the student, the ad hoc committee, and the Program Chair.
- 6) **If the student is not satisfied with the instructor's decision regarding the reconsideration, s/he may submit a formal appeal to the Dean of Graduate Studies for further review of procedures.** The SCCJ faculty recommends that this **appeal be submitted in a timely manner** (e.g., within a week) in order for the Graduate Studies Committee to give it full consideration prior to a semester's end. The student should also be advised that the Committee meets only during the spring and fall semesters; appeals received at the end of a semester may not, therefore, be resolved until the following semester. If the student decides to move the appeal beyond the School of Criminology and Criminal Justice, **the student must notify the Program Chair who will then notify the Director of the School.** The Director will then verify that all the School's policies and procedures were followed and that a resolution was not reached. **The School's Director will then forward the materials amassed on to Graduate Studies,** along with a letter outlining the appeal and the decisions reached within the School. The student and faculty member will receive a copy of that letter for their files.
- 7) If the affected student or faculty is dissatisfied with the process at any time the UNO Office of Ombudsperson may be called upon for assistance. Information about the office and its function may be found at <http://www.unomaha.edu/ombuds.php#>. To be clear, "Requests for the service of the Ombudsperson usually occur when the normal

bureaucratic process has failed to function properly and, therefore causes undue hardship to one or more members of the UNO community.”

## **PROGRAM STRUCTURE**

Administratively, the program leading to a Masters degree in Criminology and Criminal Justice is located in the School of Criminology and Criminal Justice, which is a unit of the College of Public Affairs and Community Service. General supervision of the Master’s program is the responsibility of the School of Criminology and Criminal Justice Graduate Program Committee, whose members are appointed by the UNO Dean of Graduate Studies and Research. The School Director recommends that the Master’s Program Coordinator serve as co-chair of this committee, along with the Doctoral Program Coordinator, to the Dean of Graduate Studies and Research.

It is the responsibility of the Masters Program Coordinator to provide general supervision of the master’s degree programs, including admission of students, implementation of policy, and general administration of the degrees.

## **MASTERS STUDENT ADVISOR**

When a student is officially admitted to the MS or MA program, the Masters Program Coordinator assigns a faculty member to serve as the student’s academic advisor. Masters students are assigned to faculty members in Omaha only, so they have ready access to their advisors without traveling to Lincoln. Masters students should make contact via phone or email within a few weeks of the assignment in order to discuss course work selections. Prior to making contact with the student advisor, students should create their own plan of study.

### **Plan of Study**

Students’ plans of study should take into consideration their career goals. Individual career goals should drive the choice of courses taken and the degree pursued (MA or MS). Once career goals are identified, students should review the graduate course catalog to decide which courses would best address their needs. From a review of the course catalog, a plan of study can be created. After achieving a rough outline of a plan of study, students should contact their advisors. Advisors can help students match courses to career goals, tell students when courses will be offered, and provide advice on whether an MA or MS degree would best fit the student’s goals. In subsequent semesters, it is up to students to decide if they require further assistance from their advisors on revising their plans of study.

NOTE: It is students’ responsibility to check their MAV LINK accounts and conduct a degree audit to determine unfulfilled requirements prior to contacting their advisors. This should be done every semester to ensure students are receiving the appropriate credit for courses taken and are on track to graduate. Students should inform their advisors and/or the Masters Program Coordinator

of any discrepancies noted reporting MAV LINK as soon as possible so these can be resolved through the Graduate Studies College.

## **PROGRAM OF STUDIES FOR THE MS, MA, and DUAL MSW/MS DEGREES**

### ***Program of Studies for the Masters of Science:***

#### **Required Courses (12 credit hours)**

8010 The Nature of Crime  
8020 Seminar in Administration of Justice  
8030 Criminal Justice Research, Theory and Methodology  
8950 Statistical Applications in Criminal Justice

#### **Elective Criminal Justice Courses (9 credit hours)**

Students will select 3 elective CJ courses at the 8000 level or higher, with adviser approval. If CJ 8130 or CJ 9030 is taken, they will serve as a diversity class, so another class should be selected to fulfill the 9 credit hours of CJ electives.

#### **Diversity Course Requirement (3 credit hours)**

Students will take 1 class at the 8000 level or higher that fulfills the diversity requirement. CJ 8130 Women and Crime, or CJ 9030 Minorities and Crime, will fulfill this requirement. Students can also take a diversity class from any field at the 8000 level or higher with adviser approval.

#### **Open Elective Courses (12 credit hrs + comprehensive exam OR 9 credit hrs + CJ 8970 Capstone Class)**

In consultation with advisors, students selects three to four courses in the school of Criminology and Criminal Justice or any related field, depending on the decision to take either comprehensive exams or the capstone class. Related fields may include, but are not limited to, business administration, psychology, political science, IS&T, sociology, public administration, counseling, etc.

NOTE: Students are encouraged to take their Open electives classes in the form of a graduate minor or concentrated in a single field. Graduate Minor programs generally all require 9 credit hours to complete and will be noted on students final transcripts. Graduate Minor programs at UNO include:

Art History  
Aviation  
Black Studies  
Business Administration  
Chemistry  
Economics

English  
French  
Geography  
German  
Gerontology  
History  
Management Information Systems  
Mathematics  
Medieval/Renaissance Studies  
Music  
Native American Studies  
Philosophy  
Physics  
Political Science  
Religion  
Spanish  
Women's Studies

In addition, there are concentrations offered at UNO in Public Administration and Counseling.

### **Public Administration Option**

At total of 12 hours are required to obtain a specialization in Public Administration. Required Courses (6 hours):

8050 Public Administration and Democracy  
8400 Public Budgeting or 8480 Public Administration Finance

Electives (6 Hours):

8410 Public Personnel Management  
8090 Organizational Theory and Practice  
8300 Policy Design and Implementation  
8440 Organizational Development

### **Counseling Option**

At total of 12 hours are required to obtain a specialization in Counseling. Required Courses (9 hours):

8030 Counseling Practices  
8110 Human Development  
8020 Introduction to Counseling

Electives (3 hours):

8016 Child Abuse and Neglect (3 credit hours)

8200 Theories (3 credit hours)

8226 Career Development (3 credit hours)

8250 Counseling Multicultural and Diverse Populations (3 credit hours)

8270 Group Techniques in Guidance (1 credit hour)

8370 Group Counseling Theory and Practice (2 credit hours)

NOTE: All course substitutions or exchanges must be approved by the Graduate Director.

If all 9 or 12 credit hours cannot be timely attained in a field of concentration, students are free to take additional CJ elective classes.

### **Independent Study and Internships**

Independent study courses and Internships are available to both MA and MS students as course electives. A total of 7 credit hours can be taken as independent study.

Independent Study 8190:

In order to enroll in the 8190 course, students should identify a topic or course of study of interest to them and contact a faculty member well versed in this area. Students should approach the faculty member by explaining their areas of interest and their ideas for the topic of study. The faculty member and student should agree on the topic of study, the required assignments to complete the study, and the number of credit hours that will be used for the study. Once a faculty member agrees to supervise the student, the student then enrolls in either 8190 or 9980 for the appropriate number of credit hours agreed upon with the instructor. Given that few graduate courses are offered over the summer, these courses provide students with an excellent opportunity to continue to work toward their degree over the summer. They also offer students the opportunity to learn about a topic not otherwise covered in the course schedule, work closely with faculty members, and work independently to advance their knowledge.

Internship 8180:

To enroll in an internship, students should contact Dr. Bill Wakefield (554-2610), the graduate internship coordinator. Internships provide students with the opportunity to obtain practical experience in a real world criminal justice setting. Students should approach Dr. Wakefield with an idea for what they would like to accomplish with an internship and have an idea of an agency or organization with which they would like to work. Internships cannot occur, however, at students' current place of employment unless the work of the internship will take place in a

different section of the organization. It is at the students' and Dr. Wakefield's discretion in regard to the completed product that will be submitted for internship credit. Examples of internships can include, but are not limited to: evaluations of programs within an agency, assessments of organizational policy, investigations of the impetus for agency policy, etc.

NOTE: It takes on average 2 months to make arrangements for internships, gain agency approval, etc. so if students wish to enroll for internship credit for the summer, they must begin making arrangement in March to begin the internship no later than May. For fall, internship arrangements must begin in June to begin the internship in August.

Once all course work is completed, or in the last semester of the student's coursework, students must enroll in the CJ 8970 Masters Capstone Class. For those students admitted prior to 2009, they may either enroll in the Capstone course or may register with the School of Criminology and Criminal Justice to take the final comprehensive exam.

### **The Comprehensive Exam**

The comprehensive exam should be taken in students' last semester or coursework. It requires that the student use materials from all of their course work to answer a series of essay questions. Students must pass the comprehensive exam to complete the degree requirements. Comprehensive Exams are schedule for the second Friday of September for the fall semester and the last Friday of January for the spring semester. **THERE ARE NO COURSE CREDITS ASSOCIATED WITH PASSAGE OF THE COMPREHENSIVE EXAM.**

### **The Capstone Course (CJ8970)**

Rather than take a comprehensive exam, students can elect to take the capstone course. This course is 3 credit hours of the 12 elective cognate credit hours and is **ONLY OFFERED IN SPRING SEMESTERS**. Once all required course work is complete, the student can register to take the capstone course. In this course, students will make arrangements with the instructor to conduct a research project. The course will end with a research report detailing results and written in a way consistent with agency and/or Criminal Justice organizational standards.

### ***Program of Studies for the Masters of Arts:***

#### **Required Courses (12 credit hours)**

8020 Seminar in Administration of Justice  
8030 Criminal Justice Research, Theory, and Methodology  
8950 Statistical Applications in Criminal Justice  
9020 Seminar on Theories of Crime

### **Elective Criminal Justice Courses (9 credit hours)**

Students will select 3 elective CJ courses at the 8000 level or higher, with adviser approval. If CJ 8130 or CJ 9030 is taken, they will serve as a diversity class, so another class should be selected to fulfill the 9 credit hours of CJ electives.

### **Diversity Course Requirement (3 credit hours)**

Students will take 1 class at the 8000 level or higher that fulfills the diversity requirement. CJ 8130 Women and Crime, or CJ 9030 Minorities and Crime, will fulfill this requirement. Students can also take a diversity class from any field at the 8000 level or higher with adviser approval.

### **Thesis (6 credit hours)**

After all course work is completed, students should begin developing the topic for their thesis. Simultaneously, students should select a faculty member to chair their thesis committees and in consultation with the faculty chair, pick two other faculty members to serve on the thesis committee. Of these two other faculty members, both must be on UNO's graduate faculty, and one must be from the School of Criminology and Criminal Justice and the other from another department/school at UNO, UNL, or UNMC. Once students appoint a faculty member as chair of their theses, the **APPOINTMENT OF CHAIR OF THESIS COMMITTEE FORM** must be submitted to the Masters Program Coordinator.

The Graduate Studies College requires students to complete and submit a Proposed Supervisory Committee form, which identifies the chair of the thesis committee and the two other committee members. It is at the chair of the thesis committee's discretion when this form is completed, but it must be completed and submitted after students hold either a topic approval meeting or a prospectus defense (1<sup>st</sup> 3 chapters of thesis).

Also, after a topic approval meeting or a prospectus defense, students must complete a Thesis Proposal Approval Form, obtain faculty signatures, and submit it to Graduate Studies.

The following are some general guidelines for the Masters thesis:

- The thesis should generally be approximately 40 – 50 pages in length at maximum.
- Students should avoid gathering their own data if possible.
- No new methodological techniques should be employed in data collection or analysis if possible.
- Students should finish their Masters thesis in two academic semesters. If students are receiving departmental funds, they risk losing their funding if the thesis is not completed in two semesters.

Once the thesis committee gives approval of the thesis, it is the responsibility of the student to schedule a time and location for the thesis defense. The student must successfully, orally defend the thesis. After successful defense, the student must get signatures on the Report on Completion

of Degree Form and submit it to the Graduate Studies College.

**Summary of Thesis Forms to be Completed and Submitted to the Masters Program Coordinator (MPC) and Graduate Studies**

- Appointment of Chair of Thesis Committee Form – submitted to MPC only
- Proposed Supervisory Committee Form
- Thesis Proposal Approval Form
- Report on Completion of Degree Form

NOTE: During thesis work, students should check their MAV LINK accounts to ensure that all classes required for their program have been completed. To meet the MA requirements for the degree, only 6 hours of thesis are required. Masters students are not required to be enrolled in thesis hours the semester they defend their theses.

**Change in Degree Program**

Students can change their degree program from the Masters of Arts to the Masters of Science (or vice-versa) if they choose. To make a change, students must complete a *Change of Plan of Study form* and submit it to the College of Graduate Studies.

**Program of Studies for the Dual Masters of Social Work and Masters of Science degree: MSW and Master of Science in Criminology and Criminal Justice dual degree program**

In order to help criminal justice professionals better serve the people with whom they work, and for social workers to better understand criminal populations, the UNO Grace Abbott School of Social Work and the School of Criminology and Criminal Justice offer a dual master's degree program in which students can simultaneously obtain a Master's in Social Work (MSW) and a Master's of Science in Criminology and Criminal Justice (MSCRCJ). A dual MSW/MSCRCJ helps respond to the needs of the community by providing specialized training in working with delinquent and criminal populations across the continuum of care through diversion to corrections to re-entry programs. There is much overlap in the clientele social workers and criminal justice professionals serve. Correctional officers, probation/parole officers, and law enforcement professionals are often placed in positions of addressing and counseling delinquents and criminals with multiple social maladies to manage. Moreover, social work professionals in schools, private practices, and in the capacity of health and human services agencies often work with delinquent and/or criminal populations. The dual degree provides highly qualified personnel trained to work in schools, health and human service agencies, criminal justice agencies, and nonprofit organizations.

Students in the MSW/MSCRCJ dual degree program receive both the MSW and MS degree in Criminology and Criminal Justice. The MSW/MSCRCJ program consists of 57 credit hours at the Advanced Standing MSW program level and 81 credit hours for those beginning the dual degree at the Foundation MSW program level. The MS application for Criminology and Criminal Justice is completed online, adhering to the same admission criteria for the MSW degree. The personal statement and letters of recommendation for admission to the MSW degree will be used by the School of Criminology and Criminal Justice to admit students.

**Master of Social Work- Master of Science in Criminology & Criminal Justice: Grace Abbott School of Social Work, College of Public Affairs & Community Service; School of Criminology & Criminal Justice, College of Public Affairs & Community Service**

Program Website: <http://www.unomaha.edu/socialwork/graduate.php#mpa>

**Application Deadlines:**

- Applications for the MSW/MS are due January 15; If applying for dual degree after MSW admission, deadlines for the MSCRCJ program are as follows: August 1, Fall Semester Start; December 15, Spring Semester Start; May 10, Summer Semester Start
- Application Requirements: Online Application
- One official copy of transcripts for ALL institutions previously attended
- Application Fee
- If English is not the language of nature, official test scores from the TOEFL, IELTS or PTE exam are required (minimum scores established by the Graduate Council).
  - 550 for written TOEFL
  - 213 for computer-based TOEFL
  - 61 for internet-based TOEFL
  - 6.5 on the IELTS
  - 53 on the PTE
- Minimum GPA of at least 2.75.

**Program Specific Requirements:**

- Three (3) Letters of Recommendation
- Statement of Purpose (Personal Essay)
  - Five-page personal statement ; specific criteria for the essay can be found at [www.unomaha.edu/socialwork/documents/MSWadmissions.info.pdf](http://www.unomaha.edu/socialwork/documents/MSWadmissions.info.pdf)
- Updated Resume or Work History

PLEASE NOTE: The MS application for Criminology and Criminal Justice is completed online adhering to the **same admission criteria for the MSW degree**. The personal statement and letters of recommendation for admission to the MSW degree will be used by the School of Criminology and Criminal Justice to admit students.

**Master of Social Work-Master of Science in Criminology & Criminal Justice**

### **MSW/MSCRCJ Degree Requirements:**

The MSW/MSCRCJ program consists of 57 credit hours at the Advanced Standing MSW program level and 81 credit hours for those beginning the dual degree at the Foundation MSW program level.

MSW-MSCRCJ Required Courses (57 hours):

Required courses for the MSW Foundation Program course Requirements (24 hours):

- SOWK 8070 Human Behavior and the Social Environment I
- SOWK 8080 Human Behavior and the Social Environment II
- SOWK 8090 Social Welfare Policy
- SOWK 8100 Institutional Oppression
- SOWK 8130 Generalist Practice I
- SOWK 8150 Generalist Practice II
- SOWK 8160 Generalist Practicum I
- SOWK 8170 Generalist Practicum II

Required courses for the MSW Advanced Standing Program (27 hours):

- SOWK 8190 Research and Computer Applications
- SOWK 8220 Clinical Social Work with Individuals
- SOWK 8230 Clinical Social Work with Groups (CL)
- SOWK 8250 SW Practice with Families
- SOWK 8290 Health/Mental Health Practice
- SOWK 8510 Supervision & Personnel Administration
- SOWK 8540 Social Welfare Planning
- SOWK 8560 Advanced Community Practice
- Advanced Research (Students will select 1 of the following courses):
  - SOWK 8940 Evaluation of Social Problems
  - SOWK 9850 Research Methods in Clinical Practice
  - SOWK 8960 Research Other than Thesis
  - SOWK 8990 Thesis (6 credit hours)
  - CRCJ 8210 Policy Analysis and Program Evaluation

Students will select 2 of the following courses from any category of classes (Social Issue/Policy/Service Delivery, Macro Practice, Clinical Practice, Grad/Undergrad Combined) as electives (6 credit hours):

Social Issue/Policies/Service Delivery:

- SOWK 8600 Permanence for Children
- SOWK 8610 Family and Community Violence
- SOWK 8650 Health/Mental Health Policy for SW
- SOWK 8900 Special Studies

Macro Practice

- SOWK 8570 Administration of Social Service Agencies
- SOWK 8550 Social Justice and Advocacy

Clinical Practice

- SOWK 8240 Social Work Practice with Children
- SOWK 8260 Social Work Practice with Older Adults
- SOWK 8270 Social Work Practice with Sexual Concerns
- SOWK 8280 SW Practice with Couples & Changing Family Structures

Graduate or Graduate/Undergraduate Combined Elective

- SOWK/COUN 8516 Chemical Treatment Issues in Chemical Dependency
- SOWK/COUN 8686 Medical and Psychosocial Aspects of Alcohol/Drug Use and Addiction
- SOWK/COUN 8696 Assessment and Case Management in Substance Abuse
- SOWK/COUN 8806 Social Work and the Law
- SOWK/COUN 8816 Spirituality & Social Work Practice
- SOWK/COUN 8856 Hospice for Patient/Family
- SOWK/COUN 8866 Women's Issues and Sexism
- SOWK/COUN 8886 Topical Seminar in Social Work (i.e. Poverty, School Social Work, Hoarding)
- 8016 Social Work with American Indians
- 8026 Social Work with American Families
- 8036 Social Work with Latinos
- 8046 Working with Minority Elderly
- Or any other course from the other lists above that have not been taken to fulfill that requirement

**Advanced Practicum (6 credit hours):**

- SOWK 8400 Advanced Practicum I
- SOWK 8410 Advanced Practicum II

*\*Candidates for the dual MSW/MS degree must pass a comprehensive exam that is administered by the School of Social Work in the fall and spring semesters of each academic year.*

Required Courses for the MS in Criminology and Criminal Justice (12 credit hours):

- CRCJ 8010 Nature of Crime
- CRCJ 8020 Administration of Justice
- CRCJ 8970 Capstone Project
- CRCJ 8090 Seminar on Theories of Crime

Elective Courses for the MS in Criminology and criminal Justice (6 credit hours – choose two):

- CRCJ 8030 Criminal Justice Research and Methodology
- CRCJ 8040 Seminar on Police and Society
- CRCJ 8050 Seminar in Corrections
- CRCJ 8060 Seminar on the Criminal Court System
- CRCJ 8070 Seminar in Criminal Law and Procedure
- CRCJ 8080 Seminar on Juvenile Justice
- CRCJ 8090 Seminar in Theoretical Criminology
- CRCJ 8100 Criminal Justice Organization, Administration, and Management
- CRCJ 8110 Criminal Justice Planning & Change
- CRCJ 8130 Seminar on Women and Crime
- CRCJ 8136 Sociology of Deviant Behavior
- CRCJ 8160 Seminar in Community-Based Corrections
- CRCJ 8180 Criminal Justice Internship
- CRCJ 8190 Independent Study
- CRCJ 8210 Policy Analysis and Program Evaluation
- CRCJ 8230 Terrorism
- CRCJ 8516 Violence
- CRCJ 8800 Special Problems in Criminal Justice
- CRCJ 8950 Statistical Applications in Criminal justice and Public Administration
- CRCJ 8990 Thesis
- CRCJ 9000 Theory II and Theory Construction
- CRCJ 9010 Seminar on Law and Social Control
- CRCJ 9030 Seminar on Minorities and the Criminal Justice System
- CRCJ 9040 Comparative Criminology and Criminal Justice Systems
- CRCJ 9050 Academic Writing
- CRCJ 9080 Advanced Statistical Applications
- CRCJ 9090 Special Problems in Research Methods
- CRCJ 9100 Special Problems in Statistical Analysis
- CRCJ 9110 Seminar on Police Organization & Management
- CRCJ 9120 Seminar on Police Effectiveness
- CRCJ 9130 Advanced Research Topics in Policing
- CRCJ 9150 Special Topics in Criminal Justice Research
- CRCJ 9160 Seminar in Community Based Corrections
- CRCJ 9170 Institutional Corrections
- CRCJ 9180 Seminar on the Criminal Court System
- CRCJ 9200 Seminar on Violent Crime and Criminal Behavior
- CRCJ 9220 Advanced Criminological Theory and Theory Construction

- CRCJ 9700 Teaching Criminal Justice at the College/University Level
- CRCJ 9800 Advanced Research Design
- CRCJ 9980 Directed Readings in Criminology and Criminal Justice

**MSW-MSRCRJ Other Requirements:**

Students enrolled in the MSW/MSRCRJ dual degree program adhere to the MSW academic and professional behavior standards outlined in the *Academic and Policy Standards* document ([http://www.unomaha.edu/socialwork/documents/academic\\_policies.pdf](http://www.unomaha.edu/socialwork/documents/academic_policies.pdf)) for the Grace Abbott School of Social Work ; standards for academic, ethical, and professional behavior are described with adherence to all policies and procedures expected. A student must maintain a cumulative grade point average of 3.0 or higher in all graduate work taken as part of the MSW program, including courses taken for a certificate. A student whose cumulative GPA drops below a 3.0 or who receives a grade of C+ or below in nine credit hours will be considered in academic difficulty and will receive a Review. A student must receive a grade of B or higher in practicum courses (8160, 8170, 8400, 8410 and 8420). If a student receives a grade in practicum that is lower than a B, s/he will receive a Level 2 or 3 Review, depending on whether the student has had a previous Review (see explanations of student Progress Reviews: [http://unomaha.edu/socialwork/documents/academic\\_policies.pdf](http://unomaha.edu/socialwork/documents/academic_policies.pdf).) If a student is on academic probation and receives a grade of B- or lower, the School will recommend the Office of Graduate Studies dismiss the student from the program. (Probation means that a grade of B or higher is required for all courses taken during the probation period.) A student who receives a grade of C- or below in any graduate work taken as part of the MSW program, including courses taken for a certificate, will be automatically dismissed from the program by the Office of Graduate Studies.

**MSW-MSRCRJ Exit Requirements:**

- Candidates for the dual MSW/MS in Criminology and Criminal Justice must pass a comprehensive exam administrated by the Grace Abbott School of Social Work in the fall and spring semesters of each academic year.

**MSW-MSRCRJ Total:**

The MSW/MSRCRJ program consists of 57 credit hours at the Advanced Standing MSW program level and 81 credit hours for those beginning the dual degree at the Foundation MSW program level.

***For Grace Abbot School of Social Work Webpage:***

**<http://www.unomaha.edu/socialwork/graduate.php>**

## **STUDENT RESPONSIBILITIES**

1. The student should consult with their advisor by phone or email before registering for courses.

2. It is to students' advantage to create a plan of study, listing which courses will be taken and in which semesters. This will help prevent students from missing classes they want or need when they are offered.
3. It is students' responsibility to check their MAV LINK accounts periodically to ensure that their courses are being counted correctly toward their degree. If students find a problem, contact the Masters program Coordinator.
4. After completion of all course work, students must decide whether to take the comprehensive examination or the capstone course. If the student elects to take the comprehensive exam, they must contact the School of Criminology and Criminal Justice to get on the list for the exam. Comprehensive exams are given the second Friday in September for fall semester and the last Friday in January for the spring semester. Students may pick up the exam and return it or receive the exam via email. Students have ten days (10) to complete the exam and turn it in. Late exams will not be accepted. Students must successfully pass the exam. If students fail the exam, they can register to take it one additional time and must pass on this second try, or they will be dismissed from the program.
5. If the student elects to take the Capstone course (CJ8970), they must register for that course after all required course work is completed. Students are responsible for creating their own topic of study. This topic for research can be practical in nature or can be considered pure academic research, but it must be based on the collection of empirical data. The student must successfully complete the Capstone course in order to complete the degree requirements.
6. After successful completion of the Comprehensive Examination or the Capstone course, students must complete the *Application for Graduation form* and submit it to the Graduate Studies College.
7. MA students skip the comprehensive exam and capstone course. These students must register for 6 thesis hours. Keep in mind that the thesis will likely take 8 months to a year to complete. Students do not have to be registered during the summer semester unless the thesis will be completed during the summer session.

## **BASIC EXPECTATIONS FOR GRADUATE STUDENTS**

The first year of Graduate school is often the most difficult for students as they become accustomed to the workload and faculty expectations for students. Newly admitted graduate students should remember that they are no longer undergraduate students and their work must reflect this fact. Written work must be free of errors, and students must be prepared to discuss course material in a professional manner. If students do not complete the required reading, it will be noticeable to professors and fellow students. Because graduate classes are smaller than undergraduate classes, professors will notice if students are unable to answer questions or discuss the reading assignments in class.

Students will receive extensive feedback on their assignments. They should receive this feedback in the spirit in which it is given, as a way to help them improve their writing and speaking skills in order to successfully complete the Masters program. Carefully read this feedback in order to avoid making these mistakes on future assignments. Also, read and follow all of the written and oral instructions given in class.

Missed classes at the Graduate level are unacceptable without a valid reason such as a *serious* illness. Students should not show up late to class, play on their computers, cell phones or other electronic devices in class.

### **IMPORTANT DATES**

#### **Fall 2016**

**Comprehensive exam: September 9**

**Application for Graduation: October 21**

**Last day to submit thesis to graduate school: December 2**

**Graduation: December 16**

#### **Spring 2017**

**Comprehensive exam: January 27**

**Application for Graduation: March 10**

**Last day to submit thesis to graduate school: April 21**

**Graduation: May 5**

As you prepare to graduate from UNO please check with the Office of Graduate Studies for specific deadlines, and review the [commencement & graduation procedures](#) and this checklist. Please be aware of all relevant deadlines.

STEP 1: [Apply for graduation online](#)

STEP 2: [Wait for a letter from the Office of Graduate Studies](#)

STEP 3: [Make rental arrangements for academic regalia](#)

STEP 4: [Complete requirements](#)

STEP 5: [Pick up cap and gown](#)

STEP 6: [Attend the festivities](#)

STEP 7: [Return cap and gowns](#)

STEP 8: [Ensure that you receive your diploma](#)

### **TENTATIVE SCHEDULE OF GRADUATE COURSES: 2016-2018**

Last updated 7/14/16

**Year 1**

**Fall 2016 -- Even Years**

### On-Campus Offerings

8010	Nature of Crime	RMS
8180	Criminal Justice Internship	EM
8190	Independent Study	EM/ED
8950	Statistical Applications in CJ & PA (Stats I)	RMA/RMS
9020	Seminar on Theories of Crime	RD/EMA
9030	Seminar on Race, Ethnicity & CJ	EM/ED
9080	Advanced Statistical Applications (Stat II)	RD
9170	Seminar on Institutional Corrections	EM/ED
9800	Advanced Research Design	RD
9980	Directed Readings	EM/ED
8990	Thesis Hours	RMA
9990	Dissertation Hours	RD

### On-Line Offerings

8030	CJ Research, Theory, and Methodology	RMA/RMS
8080	Seminar in Juvenile Justice	EM/ED
8800	Special Topics: Gangs and Gang Control	EM/ED

## **Year 1**

### **Spring 2017—Odd Years**

### On-Campus Offerings

8020	Administration of Justice	RMA/RMS
8030	CJ Research, Theory, and Methodology	RMA/RMS
8180	Criminal Justice Internship	EM
8190	Independent Study	EM/ED
8970	Masters Capstone	RMS
8990	Thesis Hours	RMA
9050	Academic Writing	RD
9090	Special Problems in Methods (Quantitative 1)	RD/ED
9100	Special Problems in Statistical Analysis (Stats III)	RD
9150	Special Topics in CJ Research – Victimization	EM/ED
9700	Teaching at the College Level	RD
9980	Directed Readings	EM/ED
9990	Dissertation Hours	RD

### On-Line Offerings

8040	Seminar in Police and Society	EM/ED
8130	Women & Crime	EM/ED
8850	Risk/Needs Assessment Instruments	EM/ED
8950	Statistical Applications in CJ & PA (Stats 1)	RMA/RMS

## **Summer 2017**

### On-Campus Offerings

8180	Criminal Justice Internship	EM
8190	Independent Study	EM/ED
8990	Thesis Hours	RMA
9980	Directed Readings	EM/ED
9990	Dissertation Hours	RD

On-Line Offerings

8210	Program Evaluation & Policy Analysis	EM/ED
8230	Terrorism	EM/ED
8800	Special Topics: TBA	EM/ED

Note:

RM = Required Masters level

RD = Required Doctoral level

EM/ED = Elective Masters & Doctoral level

RMS = Required for the Masters of Science

RMA = Required for the Masters of Arts

**Year 2**

**Fall 2017- Odd Years**

On-Campus Offerings

8010	Nature of Crime	RMS
8060	Seminar on Criminal Court System	EM/ED
8080	Seminar in Juvenile Justice	EM/ED
8180	Criminal Justice Internship	EM
8190	Independent Study	EM/ED
8950	Statistical Apps in CJ & PA (Stats I)	RMA/RMS
8990	Thesis Hours	RMA
9020	Seminar on Theories of Crime	RD/EMA
9080	Advanced Statistical Applications (Stats II)	RD
9160	Seminar on Community Based Corrections	EM/ED
9980	Directed Readings	EM/ED
9990	Dissertation Hours	RD

On-Line Offerings

8020	Administration of Justice	RMA/RMS
8800	Special Topic: White Collar Crime	EM/ED
9030	Seminar on Race, Ethnicity and CJ	EM/ED

**Year 2**

**Spring 2018 – Even Years**

On-Campus Offerings

8020	Administration of Justice	RMA/RMS
8130	Seminar on Women and Crime	EM/ED
8180	Criminal Justice Internship	EM
8190	Independent Study	EM/ED
8210	CJ Program Evaluation & Policy Analysis	RD

8970	Masters Capstone	RMS
8990	Thesis Hours	RMA
9040	Comparative Criminology & CJ Systems	EM/ED
9090	Sp. Problems in Research Methods (Quantitative)	RD/E
9100	Special Problems in Statistical Analysis (Stat III)	RD
9200	Seminar on Violent Crime & Criminal Behavior	EM/ED
9220	Advanced Criminological Theory	EM/ED
9700	Teaching at the College Level	RD
9980	Directed Readings	EM/ED
9990	Dissertation Hours	RD

On-Line Offerings

8010	Nature of Crime	RMS
8030	CJ Research, Theory, and Methodology	RMA/RMS
8050	Seminar in Corrections	EM/ED
8090	Seminar in Criminological Theory	RMSW/MS/ED
8850	Risk/Needs Assessment Instruments	EM/ED

**Summer 2018**

On-Campus Offerings

8180	Criminal Justice Internship	EM
8190	Independent Study	EM/ED
8990	Thesis Hours	RMA
9980	Directed Readings	EM/ED
9990	Dissertation Hours	RD

On-Line Offerings

8516	Violence	EM/ED
8800	SpTop: Drugs and Crime	EM/ED
9010	Law and Social Control	EM/ED

Note:

RM = Required Masters level

RD = Required Doctoral level

EM/ED = Elective Masters & Doctoral level

RMS = Required for the Masters of Science

RMA = Required for the Masters of Arts

RMSW/MS = Required for Dual MSW/MS Degree

**FACULTY IN THE SCHOOL OF CRIMINOLOGY AND CRIMINAL JUSTICE**

Amy Anderson      Associate Professor. PhD - Crime, Law, and Justice, Pennsylvania State University. Juvenile Delinquency, Communities and Crime, Advanced Research Methods.

Gaylene Armstrong Professor and Director. PhD – Criminology and Criminal Justice, University of Maryland. Adult and Juvenile Corrections.

Todd Armstrong Professor. PhD – Criminology and Criminal Justice, University of Maryland. The Nature and Origins of Criminal Propensity, Program and Policy Evaluation

Candice Batton Associate Professor and Assistant Vice Chancellor for Academic and Student Affairs. PhD - Sociology, Vanderbilt University. Criminological Theory, Historical Trends in Violence and Crime.

Pauline Brennan Associate Professor and Doctoral Program Chair. PhD - Criminal Justice, University at Albany, SUNY. Court Processing, Sentencing, Female Offenders, Media Depictions of Offenders, Corrections.

Samantha Clinkinbeard Assistant Professor. PhD – Social Psychology, University of Nevada-Reno. Social Psychology, Juvenile Delinquency, Survey Research, Program Evaluation, Intersection between Crime, Psychology, and Law.

Chris Eskridge Professor. PhD – Public Administration, Ohio State University. Criminal Court Systems, Organized Crime, Administration of Justice, Terrorism.

SeungHoon Han Associate Professor. PhD – Criminology, University of Pennsylvania. Links between Alcohol and Crime, Immigration and Crime, Crime and Place, Victimization and Injury.

Anne Hobbs Director – Juvenile Justice Institute. JD – University of Nebraska College of Law; PhD – Sociology, University of Nebraska at Lincoln. Juvenile Delinquency, Mentoring Juvenile Offenders, Criminal Law and Procedure, System Inequality and Minority Over-representation.

Dennis Hoffman Professor. PhD – Urban Studies, Portland State University. Race and Justice, Criminal Justice Education.

Susan Jacobs Associate Professor Emerita. PhD – Sociology, University of Nebraska-Lincoln. Criminal Law and Procedure, Court Systems.

Colleen Kadleck Associate Professor. PhD – Criminal Justice, University of Cincinnati. Media and Crime, Evaluation Research, Policing.

Chris Marshall Associate Professor. PhD – Sociology, Iowa State University. Victimization, Social Control, Quantitative Methods, Theory Construction.

Robert Meier	Professor. PhD – Sociology, University of Wisconsin. Criminological Theory, Social Control, White Collar Crime.
Lisa Sample	Professor and Masters Program Coordinator. PhD, Criminology, University of Missouri-St. Louis. Criminal and Juvenile Justice Policy, Social Construction of Crime, Judicial Decision Making, Sex Offenders and offending.
Joseph Schwartz	Assistant Professor. PhD – Criminology and Criminal Justice, Florida State University.
Ryan Spohn	Director – Consortium for Crime and Justice Research. PhD – Sociology, University of Iowa. Juvenile Delinquency, Crime, Families, Child Maltreatment.
Ben Steiner	Assistant Professor. PhD – Criminal Justice, University of Cincinnati. Juvenile Justice, Corrections, Quantitative Methods.
William Wakefield	Professor and Outreach Director. PhD – Sociology, South Dakota State University. Corrections, Comparative Criminal Justice Systems, Juvenile Justice, Program Evaluation Research.
Michael Walker	Assistant Professor. PhD – Sociology, University of California, Riverside. Inequality, Criminology, Race Relations, Ethnography.
Samuel Walker	Professor Emeritus. PhD – History, Ohio State University. Police and Society, Administration of Justice, Race and Crime.
Emily Wright	Assistant Professor. PhD – Criminal Justice, University of Cincinnati. Domestic/Intimate Partner Violence, Family Violence and Victimization, Female Offenders, Neighborhoods and Crime.

## **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

### 1. What courses should I take?

You should begin with the 2 required masters courses offered in each of the first two semesters. If you are a part time student, then you may want to take only one of these. If full time, you should take both of these and possibly an elective as well. Part time students, who are employed full time, should not take more than 1 - 2 courses because of the level and volume of reading and writing required in graduate school.

## 2. What are the Options in Public Administration or Counseling?

You are not required to select one of these options. The MS degree is available without an option. The options are intended to give students more extensive education in a specific areas of interest and are intended to help students pursue their career goals.

## 3. What level of work is expected for a Masters student?

The expectation for reading, writing, thinking, discussion, preparation, and professionalism is significantly higher for Masters students than for undergraduate students. You should expect to do two to three times as much work, and it should be done at a level reflecting graduate education. This means preparing for each class, thinking critically about the material, participating in discussions with meaningful comments, behaving professionally, reading extensively in class and on your own, and finally, writing at a graduate student level.

Graduate students should never turn in a paper that contains grammatical errors or lacks citations of all of the relevant research in the area. Writing must be done in appropriate academic style and reflect significant knowledge and thought on the topic.

## 4. What is a Seminar? How is it different from an undergraduate course?

A seminar is the style of course utilized for most graduate education. The seminar consists of the professor covering some material not available in the readings and then proceeding into extensive discussion and debate over the material. These courses generally do not involve much lecture or group work. This helps graduate students to further develop as scholars and hone their skills in intellectual debate.

## 5. What do I have to do to pass?

You must maintain a “B” average to remain in the program. However, passing is not sufficient in graduate school. The goal of graduate school is to promote intellectual curiosity. Students should begin to develop as scholars and professionals.

## 6. What is a Thesis?

A thesis is a long research paper that contains a review of all relevant research on the topic, a research design, and a discussion of results. The thesis is intended to be an original piece of research that makes a contribution to the field of criminology or criminal justice. Masters of Arts students are required to write a thesis for 6 credit hours of the degree. Masters of Science students have the option of taking a comprehensive exam or the capstone course instead.

## 7. What is Plagiarism?

Plagiarism occurs when you utilize the words or ideas of someone else and do not cite

them. Obviously, any time you quote someone in a paper it must be cited. However, you must also cite when you borrow their ideas or reword something they have written. Please note plagiarism is grounds for dismissal not only from our program, but also from the University. For additional information, please refer to the student code of conduct.

#### 8. What are Flags, Holds, and Permits?

Flags and Holds are used by the University administration to notify registrar, students, and administrators that there is some problem. For example, non-payment of fees or tuition, visa issues, need for updates on student demographic information, student needs to see advisor, etc. Permits are issued by administrative personnel to allow the student to do something that they otherwise would not be permitted to do. For example, permits are used to enroll students in classes that are full, allow students to take a class without the pre-requisites, register without fee payment, etc. If you experience a flag or hold, or need a permit, you should contact your assigned advisor or the Masters Program Coordinator

#### 9. What should I do if I am having difficulty WRITING?

If your feedback from professors indicates that your writing needs to improve, then you should go to the UNO Writing Center and obtain assistance. The UNO Writing Center is located at Arts & Sciences Hall, Rm. 150. For information on hours of operation, check the UNO website. There is also a satellite writing center in the Criss Library at UNO that provided services for students who need to improve their writing and editing skills. Take advantage of the opportunity.

Also, complete your assignments as early as possible so that you have enough time to proofread and work with the writing center. NEVER wait until the last minute to write an assignment and work with your professors if you have difficulty with the content of the material.

#### 10. What does the Capstone course (CJ8970) involve?

If students intend to take the capstone course, they should think of a research questions that can be asked and answered in a 16-week time frame. The project can be of any kind, including case study, cost/benefit analysis, content analysis, program evaluation, work process or process improvement analysis, etiological study, organizational analysis, policy analysis, or an exploratory study. The study can involve quantitative data collection, qualitative methods, or both. Some potential techniques might involve surveys, interviews, focus groups, performance measurements, forecasting, etc.

The student will then begin the literature review and methodological development. Once this portion of the report is complete, the student will proceed with data collection and analysis. After the research project is completed, the student will write the final section of the report, which actually becomes the first section of the final report, the executive summary. The Instructor will give a deadline a draft and final copy of each of these sections of the final report. The sections will be submitted via email to the instructor, so they can be reviewed. When the final report is completed, the student will present it to class in a 5-8 minute discussion.

11. What do I do if MAV LINK indicates some classes do not apply to my degree or do not meet any requirements?

Contact the Masters Program Coordinator, explain the problem, and he/she will address the issue.

## CAREERS WITH A CRIMINOLOGY DEGREE

**Criminology & Criminal Justice is a diverse field of study and so are the careers. Examples include positions at local, county, state and federal agencies and also private agencies, companies and corporations. As with any field of study, some positions will require additional training, experience and/or education.**

### CORRECTIONS

Corrections Counselor  
Corrections Officer  
Juvenile Corrections Officer  
Parole Officer (Juvenile/Adult)  
Prerelease Counselor  
Recreation Leader  
Warden

### COURTS/LAW

Bailiff  
Court Administrator  
Court Reporter  
Investigator for law offices  
Lawyer  
Legal Researcher  
Paralegal/Legal Assistant

### HOMELAND SECURITY

Border Patrol Agent  
Customs Inspector  
Emergency Management Coordinator  
Federal Air Marshal  
FEMA Positions  
Intelligence Analyst  
Investigative Specialist  
Immigration Inspector  
Linguists  
Surveillance Specialist  
TSA Officer

### JUVENILE SERVICES

Aftercare Counselor  
Child Protective Services Worker  
Education Specialist  
Detention Counselor  
Group Home Worker  
Juvenile Corrections Officer  
Juvenile Probation Officer  
Rehabilitation Coordinator  
Runaway Counselor  
School Attendance Officer  
Youth Advocate  
Youth Services Worker

### LAW ENFORCEMENT

#### Local/State:

Animal Control Worker  
Arson Investigator  
Campus Police Officer  
Deputy Sheriff  
Fish & Game Officer  
Highway Patrol Officer  
Police Officer

#### Federal:

Alcohol, Tobacco & Firearms  
Drug Enforcement Agent (DEA)  
FBI Agent  
FBI Police Officer  
Federal Protective Service Officer  
IRS Agent  
Military Police  
Park Police / Fish & Wildlife Officer  
Postal Inspector  
Secret Service Agent

United States Marshal

### PRIVATE SECURITY

Armored Car Guard  
Bank Fraud Investigator  
Bodyguard  
Credit Investigator  
Hotel Security Director  
Insurance Investigator  
Loss Prevention Specialist  
Private Security Officer  
Railroad Agent  
Security Manager

### PROBATION

Diversion Program Coordinator  
Pretrial Services Officer  
Probation Officer (Juvenile/Adult)

### RESEARCH

Legislative Assistant  
Professor  
Research Analyst

### VICTIM SERVICES

Caseworker  
Child Support Agency Worker  
Crisis Center Coordinator  
Crisis Counselor  
Domestic Violence Advocate/Counselor  
Social Worker  
Support Services Coordinator  
Victim Advocate  
Victim/Witness Services Specialist

#### Resources:

Lambert, S., & Regan, D. (2007). *Great jobs for criminal justice majors*. (2nd ed.). New York, NY: McGraw Hill.  
Harr, J.S., & Hess, K.M. (2010). *Careers in criminal justice and related fields*. (6th ed.). Belmont, CA: Wadsworth Learning.

### General Information and Strategies

- Many criminal justice professions require candidates to possess strong oral and written communication skills and good computer skills. The ability to speak a second language is also desirable.
- Develop good listening skills and the ability to work well with a wide range of diverse populations.
- Most entry-level positions for criminal justice majors reside with law enforcement and social service organizations.
- Be willing to start in an entry-level job in order to prepare for more advanced career opportunities.
- Obtain experience through volunteer, practicum, or internship opportunities.
- Supplement program of study with courses in business, psychology, anthropology, or sociology. Course work related to the hard sciences (biology, chemistry, or biochemistry) is preferred for career opportunities in forensics.
- Depending upon one's career goals, earn a master's degree in disciplines such as criminal justice, forensic science, social work, counseling, or business to obtain positions involving therapy, higher levels of administration, forensics, or research. Earn the doctorate degree for university teaching positions.
- Conduct informational interviews with professionals in fields of interest to learn more about opportunities.
- Get involved on campus and in the community

Careers	Information/Strategies
<b>CORRECTIONS/HUMAN SERVICES/JUVENILE SERVICES</b>	<ul style="list-style-type: none"> <li>• Seek courses or training in topics such as victimology, social problems, diversity issues, or grieving.</li> <li>• Supplement curriculum with courses in psychology, sociology, or social work.</li> <li>• Gain experience working with a juvenile population in any capacity (i.e., sports teams, summer camp counselor, parks and recreation programs, and community/religious youth groups).</li> <li>• Gain related experience in employment interviewing, social casework, substance abuse, and rehabilitation.</li> <li>• Learn to work well with people of diverse backgrounds.</li> <li>• Consider learning a second language.</li> <li>• Maintain a blemish-free driving and criminal record.</li> <li>• Gain firearms and self-defense training.</li> <li>• Earn a master's degree in social work or counseling for therapy positions.</li> <li>• Obtain a master's degree in criminal justice or business for upper-level positions in facilities management or administration.</li> </ul>
<b>COURTS/LAW</b>	<ul style="list-style-type: none"> <li>• Consider a double major or minor in the social sciences such as psychology, anthropology, sociology, or political science.</li> <li>• Attend a post-secondary vocational or technical college that offers court reporting or paralegal certification programs.</li> <li>• Obtain a law degree from a law school accredited by the American Bar Association (ABA).</li> <li>• Learn to use software packages and research databases.</li> <li>• Develop strong research, computer, and writing skills.</li> <li>• Maintain a high grade point average to gain admittance to law school.</li> <li>• Participate in mock trial groups.</li> </ul>
<b>LAW ENFORCEMENT</b>	<ul style="list-style-type: none"> <li>• Obtain related training or certifications such as CPR, first aid, or EMT.</li> <li>• Complete a formal police academy program upon graduation.</li> <li>• Maintain a healthy and physically fit lifestyle.</li> <li>• Volunteer or intern in a police department or campus safety department.</li> <li>• Obtain a double major in criminal justice and a hard science (biology, chemistry, or biochemistry) if interested in a career in forensics. A master's in Forensics may also be required.</li> <li>• Become familiar with the government application process.</li> <li>• Learn a second language.</li> </ul>
<b>BUSINESS/PRIVATE SECURITY</b>	<ul style="list-style-type: none"> <li>• Minor in business or computer science.</li> <li>• Seek practicum/internship experiences that include training in the hardware and software of security systems.</li> <li>• Maintain good physical fitness.</li> <li>• Develop exceptional written and oral communication skills.</li> <li>• Seek leadership opportunities and develop strong interpersonal skills.</li> <li>• Attend firearm safety courses. Obtain first aid and CPR certification.</li> <li>• Gain military experience and training.</li> <li>• Earn a graduate degree in business or law for upper-level positions.</li> </ul>

## CONTACT INFORMATION FOR QUESTIONS ABOUT YOUR GRADUATE DEGREE

**Lisa L. Sample, Ph.D.**

Masters Program Coordinator  
School of Criminology and Criminal Justice  
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CB 218 / 402-554-2610

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EAB 203 | 402.554.2341

**Nicole Kersten**

Assistant to the Dean  
[nkersten@unomaha.edu](mailto:nkersten@unomaha.edu)  
EAB 203 | 402.554.2344

**Deborah Smith-Howell, Ph.D.**

Associate Vice Chancellor for Academic Affairs & Dean for Graduate Studies  
[dsmith-howell@unomaha.edu](mailto:dsmith-howell@unomaha.edu)  
EAB 203 | 402.554.4849

## FORMS TO COMPLETE YOUR MASTERS DEGREE

### *Application for Graduation*

- You must complete an **Application for Degree** during the semester in which you plan to graduate. Log into [mavlink](#) and fill out the application on or before the deadline for that Graduation Ceremony. The link is located on the program tab on bullseye.
- There is a \$35.00 **Application for Degree Fee** payable at the time the application is submitted.
- After applying for your degree, you should visit the **UNO Bookstore** as soon as possible to order your cap and gown and graduation announcements. Deadlines to order various items will differ depending on the ceremony in which you plan to participate. Please contact the Bookstore at (402) 554-2336 with any questions.
- Students have **15 working days** *after the commencement ceremony to complete all degree requirements*. Diplomas will be mailed as soon as possible after the 15 working days have passed. Please be sure all holds are cleared and that the address listed on the degree application is correct as this is where your diploma will be mailed.
- Please contact the Registrar's Office, (402) 554-2314, with additional questions.

**SCHOOL OF CRIMINOLOGY AND CRIMINAL JUSTICE  
APPOINTMENT OF THESIS ADVISOR**

**NAME:** \_\_\_\_\_

**NAME OF THESIS ADVISOR:** \_\_\_\_\_

**SIGNATURE OF THESIS ADVISOR:** \_\_\_\_\_

**SIGNATURE OF STUDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**University of Nebraska at Omaha  
Graduate Studies**

**Change in Plan of Study**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

NUID#: \_\_\_\_\_

**De**

*Only changes from MS to MA or MA to MS can be made using this form. Degree major changes require a new graduate application process.*

- |   |   |
|---|---|
| <p><i>Thesis Option</i></p> <p><b>Major</b> _____</p> <p><i>Master of Arts</i></p> <p><i>Master of Public Administration</i></p> <p><i>Master of Business Administration</i></p> <p><i>Executive MBA</i></p> <p><i>Master of Fine Arts in Writing</i></p> <p><i>Master of Social Work</i></p> <p><i>Master of Arts for Teachers of Mathematics</i></p> <p><i>Specialists in Education</i></p> | <p><i>Non-Thesis Option</i></p> <p><b>Degree</b></p> <p><i>Master of Science</i></p><br><p><i>Master of Accounting</i></p><br><p><i>Master of Music</i></p> <p><i>Certificate</i></p> |
|---|---|

**Substitutions** (including transfer courses – an official transcript must be on file showing satisfactory completion of the course(s))

<p><b>Course to Add</b></p> <p>Elective</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">Dept/Course No.</td> <td style="width: 35%;">Title</td> <td style="width: 20%;">Credit Hours</td> <td style="width: 30%;">Institution (if transfer)</td> </tr> </table>	Dept/Course No.	Title	Credit Hours	Institution (if transfer)
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**Signatures**

Student	Date	Graduate Program Chair	Date
Advisor	Date	Dept. Chair / School Director (if applicable)	Date
Representative of Minor (if applicable)	Date	Graduate Dean	Date

# University of Nebraska at Omaha

## Proposed Supervisory Committee Form

Name: \_\_\_\_\_ NU Id#: \_\_\_\_\_

Department/ School: \_\_\_\_\_ Degree: \_\_\_\_\_

---

**Committee Members:** A minimum of three members is required – at least two from the major department/school and one from other departments/school. All Supervisory Committee members, except for ex-officios, must be members of Graduate Faculty of the University of Nebraska. This form must be approved at least one semester prior to graduation.

Professor's Name

Campus Address/Zip

Chair: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

*Optional Ex-Officio*

Member: \_\_\_\_\_

\_\_\_\_\_

Outside Representative:

\_\_\_\_\_

\_\_\_\_\_

---

### Signatures:

I agree to serve on the supervisory committee for this student who is working on his/her Master's or EdS Degree.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature-Chair, Graduate Program Committee

\_\_\_\_\_

Date: \_\_\_\_\_

---

Signature – Dean, Graduate Studies

\_\_\_\_\_

Date: \_\_\_\_\_

# University of Nebraska at Omaha

## Thesis/Thesis-Equivalent Proposal Approval Form

Name: \_\_\_\_\_ NU Id#: \_\_\_\_\_

Department/ School: \_\_\_\_\_ Degree: \_\_\_\_\_

**Title of Thesis/Thesis-Equivalent Project:**

Signatures:

Approval from the Supervisory Committee must be obtained prior to writing the thesis/thesis-equivalent project. These signatures do not reflect final approval of the completed thesis/thesis-equivalent project.

Professor's Name

Signature

Chair: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

*Optional: Ex-Officio*

*Member:* \_\_\_\_\_

\_\_\_\_\_

Outside Representative:

\_\_\_\_\_

\_\_\_\_\_

I understand the revisions (if any) to my proposal required or suggested by my Supervisory Committee.

\_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_

**University of Nebraska at Omaha**  
**Report on Completion of Degree Form**

Name: \_\_\_\_\_ NU Id#: \_\_\_\_\_

Department/ School: \_\_\_\_\_ Degree: \_\_\_\_\_

\_\_\_\_\_

**Title of Dissertation, Thesis/Thesis-Equivalent Project or EdS Field Project (EDT)**

\_\_\_\_\_

\_\_\_\_\_

Signatures Approving Final EDT:

Professor's Name

Signature

Chair: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

*Optional: Ex-Officio*

Member: \_\_\_\_\_

\_\_\_\_\_

Outside Representative:

\_\_\_\_\_

\_\_\_\_\_

Dissenting vote/s (if any): \_\_\_\_\_

**Note:** A dissenting vote must be accompanied with a written explanation. If more than one committee member dissents, the student does not complete the requirements of the EDT.

\_\_\_\_\_

➤ Electronic copy submitted \_\_\_\_\_

➤ Confirmation Date \_\_\_\_\_

\_\_\_\_\_

***Upon satisfactory completion of the above requirements, the candidate is reported to the Faculty of the Graduate College as having fulfilled requirements for the indicated degree.***

Signature – Dean, Graduate Studies

\_\_\_\_\_

Date: \_\_\_\_\_