

**Criminology and Criminal Justice M.S. and Certificate  
Programs  
Graduate Studies Handbook  
2017-18**

**Department of Sociology  
5202 University Drive  
Merrick Bldg. 120  
Coral Gables, Florida 33146  
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Program Website: <http://www.as.miami.edu/sociology/graduate-programs/mscriminology/>

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**DEPARTMENT CONTACT INFORMATION**

**Department Website:** <http://www.as.miami.edu/sociology/>

**Graduate Programs Website:** <http://www.as.miami.edu/sociology/graduate-programs/mscriminology/>

**Department Address:** 5202 University Drive, Merrick Building 120, Coral Gables, FL 33146

**Department Phone:** 305-284-6762

**Department Fax:** 305-284-5310

**Criminology and Criminal Justice Graduate Programs Director:** Dr. Amie Nielsen [nielsen@miami.edu](mailto:nielsen@miami.edu); (305) 284-6158

**Graduate Program Staff Associate:** Jeanine Ocon [jocon21@miami.edu](mailto:jocon21@miami.edu)

## **GRADUATE PROGRAM OVERVIEW**

Our Master of Science (M.S.) and Certificate programs focus on both criminology and criminal justice, and elements from both disciplines are combined. Students who complete our interdisciplinary programs will have advanced knowledge of the U.S. criminal justice system including tools to evaluate policy and practice through training in criminological and criminal justice theory and in quantitative research methods. We aim to provide a well-rounded understanding of the etiology, control, and prevention of crime. While the programs are based in the Department of Sociology, elective courses offered across the university allow M.S. students to support their professional goals through selection of specialization tracks in such areas as leadership and management, criminal law, research methods and statistics. Students are able to draw upon and take classes from the distinguished faculty across a variety of Departments and Colleges at the University of Miami, including Sociology, Political Science, Geography, and Psychology within the College of Arts and Sciences as well as the Schools of Education and Human Development, Business Administration, Communication, and Psychological Studies, and the School of Law.

Our programs are primarily geared toward individuals already employed within criminal justice as well as those seeking employment in the wide range of criminal justice professions across the areas of law enforcement, courts and corrections. The M.S. degree will be especially useful for criminal justice professionals seeking graduate degrees to advance in their current career as well as individuals seeking a Master's degree required for entry into professions in criminal justice. In addition, the M.S. program is intended for those interested in bolstering their knowledge and understanding of criminology and criminal justice as a means for gaining entry into Ph.D. programs, or teaching in the area of criminal justice at the community college or high school levels. The Certificate enables students to gain additional knowledge in criminology and criminal justice without have to complete the full requirements of the M.S. program. In addition, applicants who do not meet all admission requirements for the M.S. program may be initially admitted to the Certificate program.

## **ADMISSIONS CRITERIA**

Admission criteria for the Certificate and M.S. programs\* include:

- 1) A baccalaureate degree from an accredited institution.
- 2) A minimum GPA of 3.0 in the last 60 credits of upper division undergraduate coursework and/or 3.0 in graduate coursework.
- 3) A minimum GRE score of 950 (or a combined 294 on the revised Test).\*\*
- 4) A well written personal statement detailing reasons for pursuing the degree, both in general and in our program specifically. This statement should clearly describe the applicant's academic background, professional interests, and professional goals. It should also clearly indicate how the student's interests and goals are consistent with the strengths of the program.
- 5) At least three positive letters of recommendation must be submitted from references familiar with applicants' educational and/or professional abilities.

\*Exceptions may be granted on a case by case basis. Applicants not meeting admission criteria may be admitted to the Certificate program. Students may seek solely to obtain a Certificate in Criminology and Criminal Justice. However, for students who wish to earn an M.S. degree in Criminology and Criminal Justice but who do not meet the admission requirements, successfully completing the 15 credits of the Certificate program with a grade of B or higher will enable entry into the M.S. program.

\*\* The GRE requirement may be waived for applicants based on a) Five or more years of relevant professional experience or b) Prior degree in related field/area. Applicants seeking a waiver of the GRE requirements should email the program director. The email should include a request for the waiver as well as information concerning the basis/es for the request.

**Non-native English speakers** should be prepared to demonstrate English language proficiency, as indicated by minimum scores of 80 (internet based), 213 (computer based), or 550 (paper based) on the Test of English as a Foreign Language (TOEFL) examination.

## Rubric for Admission – M.S. and Certificate in Criminology and Criminal Justice

GPA	Degree	Institution <sup>1</sup>	GRE <sup>2</sup>	TOEFL <sup>3</sup>	3 LORs	Statement of Purpose	Admission Decision
3.0+ in graduate coursework	Graduate Degree in related field	U.S. Accredited	Minimum score of 950 (if taken before 08/01/2011) or 294	100	Positive	Acceptable	Director Review and M.S. and Certificate Approval
2.5-2.99 in graduate coursework	Graduate Degree in related field	U.S. Accredited	Minimum score of 950 (if taken before 08/01/2011) or 294	100	Positive	Acceptable	Director Review; May be Admitted to Certificate Program <sup>4</sup>
3.0+ in last 60 credits of undergraduate coursework	B.A. or B.S.	U.S. Accredited	Minimum score of 950 (if taken before 08/01/2011) or 294	100	Positive	Acceptable	Director Review and M.S. and Certificate Approval
2.50 - 2.99 in last 60 credits of undergraduate coursework	B.A. or B.S.	U.S. Accredited	Score below 950 (if taken before 08/01/2011) or 294	100	Positive	Acceptable	Director Review; May be Admitted to Certificate Program <sup>3</sup>
2.49 and below	N/A	N/A	N/A	N/A	N/A	N/A	Deny

<sup>1</sup> Applicants with degrees from institutions outside of the United States need to have their official transcripts evaluated by our International Admissions department to determine GPA.

<sup>2</sup> The GRE may be waived for applicants based on: 1) Five or more years of relevant professional experience or 2) Prior degree in related area/field.

<sup>3</sup> TOEFL, required for applicants with degrees from institutions outside of the U.S., may be substituted for IELTS (minimum 8.0).

<sup>4</sup> Separate additional essay must be submitted to the Director specifying any reasons that may explain why applicant has not met full admission requirements. Students not meeting the minimum admission requirements for the M.S. program may seek admission into the certificate program; after successful completion of 15 credits from the core courses of the M.S. program, with a grade of B or higher, students will be accepted into the Master's Program.

## **APPLICATION PROCEDURES**

1. All applicants must complete an online application and pay a non-refundable fee of \$85.00.

The online application link is:

[http://www.miami.edu/gs/index.php/graduate\\_school/apply/apply\\_online/](http://www.miami.edu/gs/index.php/graduate_school/apply/apply_online/)

2. Official transcripts from all undergraduate and graduate institutions should be submitted to the department at the address above by the Registrar of each institution. Transcripts sent by applicants will not be accepted.

3. Official GRE scores should be submitted electronically to the university by the testing agency. Scores sent by applicants will not be accepted.

4. When completing the online application, all applicants must provide contact information for three references. Three letters of recommendation will then be solicited online. Letters sent by applicants will not be accepted.

5. All applicants should submit a statement of purpose to the department. This statement should clearly describe the applicant's academic background, professional interests, and professional goals. It should also clearly indicate how the student's interests and goals are consistent with the strengths of the program.

6. Non-native English speakers should have official TOEFL scores submitted electronically to the university. Scores sent by applicants will not be accepted.

7. Rolling admissions occur throughout the year until August 1, although we currently only accept students for the fall semester. Admission decisions will be made within two weeks of complete applications being received, and applicants will be notified of the decisions by email as well as by regular mail.

## **FINANCIAL ASSISTANCE**

The M.S. and Certificate programs in Criminology and Criminal Justice do not offer fellowships or assistantships. Please see the following link for information concerning financial assistance for graduate students: <http://grad-prof.miami.edu/index.html>. Information concerning tuition, fees, and estimated costs is available at the following link: [https://grad-prof.miami.edu/\\_assets/pdf/coa\\_201718\\_graduate.pdf](https://grad-prof.miami.edu/_assets/pdf/coa_201718_graduate.pdf).



## **CERTIFICATE IN CRIMINOLOGY AND CRIMINAL JUSTICE**

The Certificate in Criminology and Criminal Justice program addresses issues related to crime and its control in the United States. For those working in or seeking to work in criminal-justice related positions, higher levels of education are increasingly required for employment and/or advancement in many professions and jobs. The proposed program is aimed primarily at individuals interested in bolstering their knowledge and understanding of criminology and criminal justice and for criminal justice professionals seeking advanced degrees to enhance knowledge and career development, and for individuals potentially seeking a Master's degree required for entry into professions in criminal justice.

The program objectives are to provide students with a foundation in criminal justice and criminological theory, research methods and statistics, and substantive areas. The goals of the program are to provide training in fundamentals of the criminal justice system and criminological theory, as well as provide foundational training in research methods and statistics. The Certificate program is structured to be completed in two semesters with full time enrollment.

### **Coursework Requirements**

The Certificate requires fifteen (15) hours of graduate credit (600 level or above). These classes include the five core classes also required for the M.S. program.

Course	Credits
1. SOC 609: Sociological Statistics	3
2. SOC 610: Quantitative Research Methods	3
3. SOC 670: Theories of Criminology and Criminal Justice	3
4. SOC 673: The Criminal Justice System	3
5. SOC 677: Criminology and Public Policy	3
<b>Total Credits 15</b>	

## **THE MASTER OF SCIENCE (M.S.) DEGREE**

The M.S. degree in Criminology and Criminal Justice focuses on elements from both disciplines. Students who complete our interdisciplinary programs will have advanced knowledge of the U.S. criminal justice system including tools to evaluate policy and practice through training in criminological and criminal justice theory and in quantitative research methods. We aim to provide a well-rounded understanding of the etiology, control, and prevention of crime. The M.S. degree has three general requirements: (a) coursework, (b) a specialization track, and (c) a culminating experience.

### **Coursework Requirements**

The M.S. degree requires thirty (30) hours of graduate credit (600 level or above), and twenty four (24) of these hours must be in Sociology. Six (6) credit hours comprising the culminating project (internship, comprehensive exam, or thesis) count toward the thirty (30) total hours of graduate coursework.

Course	Credits
1. SOC 609: Sociological Statistics(or Equivalent)	3
2. SOC 610: Quantitative Research Methods	3
3. SOC 670: Theories of Criminology and Criminal Justice	3
4. SOC 673: The Criminal Justice System	3
5. SOC 677: Criminology and Public Policy	3
6. One elective course from with Criminology and Criminal Justice curriculum	3
7. Two additional courses for specialization track	6
8. Completion Track (internship, comprehensive exam, or thesis)	6
<b>Total Credits 30</b>	

### **Electives within Criminology and Criminal Justice Curriculum**

Students will a course based on their specific career needs, curricula tract, and professional goals.

Examples of Electives that will be offered within the Department include:

1. Advanced Statistics (SOC 611)
2. Seminar on Juvenile Delinquency (SOC 676)

3. Seminar on Policing (SOC 674)
4. Alcohol, Drugs, and Crime (SOC 682)
5. Communities and Crime (SOC 679)
6. Comparative Criminal Justice Systems (SOC 683)
7. Courts, Corrections and Punishment (SOC 675)
8. Race/Ethnicity, Crime and Criminal Justice (SOC 680)
9. Sociology of Violence (SOC 681)

### Specialization Track

Students will select a six credit specialization track. Electives from both within and outside of the Department of Sociology allow students to tailor their studies to their particular interests and needs. The following are the four standing and recommended tracks (and some of the potential associated elective courses): Policy and Management, Law, Geographic Information Systems, or Methods/Statistics. Selected courses from across the university may be used to create the specialization track. (Students seeking a track outside of the standing ones may petition the program director in writing for a new area, including specification of the classes, rationale, and motivation for the area.) NOTE: In some cases classes will need to be taken in consecutive semesters rather than concurrently, so students need to plan ahead.

Students may select one of several recommended curricula tracks (and accompanying courses).

1. Research/Statistics (SOC 611 Advanced Statistics, SOC 613 Qualitative Research Methods; EPS 654 Program Evaluation; PSY 633 Structural Equation Modeling; EPS 674 Introduction to Multilevel Modeling)
2. Geographic Information Systems (GEG 691 Introduction to GIS; GEG 693 Intermediate GIS)
3. Legal Issues in Criminal Justice (LAW 332 Criminal Procedure Adjudication; LAW 320 Substantive Criminal Law)
4. Public Administration (POL 622 Introduction to Graduate Public Administration; POL 646 Public Policy Analysis and Administration; POL 647 Personnel Administration; MGT 620 Managing Through People)

### Completion Tracks

M.S. students will have the choice in how they complete their programs in ways that best advance their criminal justice careers. One of three (6 hours each) will be selected depending on each student's goals. This will be determined at the end of the student's second semester in the program. The student must notify the program director in writing concerning the completion track option selected. Students must have completed at least 18 credit hours toward the M.S.,

preferably including all five required classes, before enrolling in any of the three completion tracks options.

1. Comprehensive Examination and preparation
2. Internship and accompanying paper
3. M.S. thesis (for Ph.D. program-oriented students)

### Comprehensive Examination

During the semester in which the student will take the exam he/she will register for 6 credits. The time be largely spent studying and preparing to take the comprehensive examination. The examination will be administered to all students requesting it on the same day during the semester.

The exam will be offered once in the fall semester, once in the spring semester and MAY be offered in the summer (by request). The student should notify his/her advisor and the program director at the beginning of the semester in which he/she would like to take the exam.

A three person committee will be appointed by the program director. The Committee will design, administer and assess the comprehensive exam. The committee will assess the written responses based on demonstrated knowledge of the issues addressed on the exam. Possible exam grades are “high pass,” “Pass,” “conditional pass,” and “fail.” Those assessed as “conditional pass” will have the opportunity to complete additional work (e.g., a paper) to address deficiencies in the exam. Any student who fails the exam may be allowed to retake it once. Per the Graduate School, the exam cannot be repeated in the same semester/summer session but must be retaken within one year.

The exam will vary from semester to semester. However, the exam will entail three questions that will be answered in writing over the course of four hours. The general areas that are covered include theory, research methods, and the criminal justice system.

### Internship and Paper

The student will work with the internship course instructor and/or the program director to identify several possible internships that best meet his/her goals. The possible internship placements must be approved by the program director, who should be notified by the student via email. Once approved, the student will be responsible for the application process. Students currently working in the criminal justice system may NOT use their same department/division for the internship.

NOTE: For some placements it may take as long as three months for approval/background checks so students must plan ahead.

The internship will entail completing approximately 300 hours at a criminal justice agency or organization, loosely defined. In addition, the student will complete an approximately 30 page paper, progress reports, and weekly journal entries. See separate document concerning the internship requirements.

### Master's Thesis

Students who plan to or anticipate going into a doctoral program are strongly encouraged to complete a Master's thesis. A total of six (6) thesis credits must be completed.

The thesis is an independent research project that is completed by a student in the final phase of his or her M.S. degree. The thesis project should represent an original contribution to criminological and/or criminal justice knowledge. All graduate students who choose to complete a thesis must recruit and enlist a Thesis Committee. Thesis Committees consist of three (3) faculty members. Two faculty members (including the chairperson of the Thesis Committee) must come from the Criminology and Criminal Justice faculty. The third member of the Thesis Committee must be selected from an outside department.

Once a Thesis Committee is established, the student must complete a written thesis proposal. Prior to doing so, the student should work with the Thesis Committee, and particularly the Chairperson, to identify a suitable topic and general approach. The thesis proposal introduces and describes the objectives of the research project, reviews relevant scholarly research, and clearly states the research problem and/or research questions or hypotheses that define the specific aims of the project. Proposals for empirical projects must also describe the data and any relevant research designs, analysis techniques and procedures. After the thesis proposal has been formally defended and accepted by the Thesis Committee, the student may begin the project. The final written thesis project must be successfully defended and submitted according to the guidelines of the Graduate School.

Further information concerning deadlines and formatting is available from the Graduate School and Library websites.

### Research Ethics

All graduate students are required to complete a University seminar on research ethics, CITI Certification for Social and Behavioral Research.

### **TIME LIMITS FOR THE M.S. DEGREE**

All requirements of the M.S. degree must be completed within six (6) years from the time of admission to the program. If a student fails to finish within this time frame, that student may be dismissed from the program. Under rare circumstances, exceptions may be granted by the Dean of the Graduate School at the request of the program director.

### **GRADE REQUIREMENTS**

An overall GPA of 3.0 (B) is required to earn the M.S. or Graduate Certificate. The minimum grade of C- must be earned for a class to count toward the required hours for the degree. Any course in which a grade of D+ or lower is earned will not count toward the required hours but will be included in the calculation of the overall GPA. (No transfer credit grades are included in the GPA calculation.) Any class for which the grade earned is below a C- may be repeated once, but the lower grade is not replaced with the higher one in the GPA calculation. Repeating a course increases the number of hours required for graduation (e.g., repeating one course raises the required credit hours to 33 from 30 for the M.S. degree).

### **ADVISING STRUCTURE**

All graduate students are assigned an advisor from the Criminology and Criminal Justice program faculty upon entry into the program. Continuing graduate students may remain with their original advisor or select another faculty advisor within the Department of Sociology. Students are expected to meet with their advisors to develop course schedules and monitor progress in the program. The student's advisor must sign off on all program plans and course schedules.

### **TRANSFERRING CREDITS**

Up to six (6) hours of previous graduate work may be transferred to U.M. toward the M.S. degree with the approval of the Graduate Director and the Graduate School. No credits may be transferred to count toward the Certificate. In order to transfer credits, the student must submit a credit transfer petition through the Graduate School (<http://sites.education.miami.edu/wp-content/uploads/2016/08/transferofcredits-gradschool.pdf>). In addition, the student needs to submit to the Graduate Director a written memo indicating the courses desired for transfer, a description of each course, and how the course would fit into the program of study. The memo MUST be accompanied by a copy of the course syllabus for each class that the student wishes to transfer. The Graduate School specifies several criteria concerning transfer credit. Among others, these criteria include: A minimum grade of a B, credit must have been earned within the last 6 years, and the class cannot have counted toward another degree.

### **UNIVERSITY HONOR CODE**

All graduate students are expected to act in accordance with the university honor code. This code can be found at the UM Student Life page or [http://grad.miami.edu/assets/pdf/graduate\\_student\\_honor\\_code\\_2016\\_2017.pdf](http://grad.miami.edu/assets/pdf/graduate_student_honor_code_2016_2017.pdf).

### **UNIVERSITY GRADUATE STUDENT HANDBOOK**

For additional information concerning graduate study, students are encouraged to consult the Graduate Student Handbook produced by the Graduate School at the University of Miami. This handbook can be found at the Graduate School.

[http://grad.miami.edu/assets/pdf/gradhandbook\\_2016\\_2017.pdf](http://grad.miami.edu/assets/pdf/gradhandbook_2016_2017.pdf)

## **ROLE OF DEPARTMENT CHAIRPERSON**

The Department Chairperson has the final authority in all actions taken by the M.S. and graduate Certificate programs in Criminology and Criminal Justice.

## **PROGRAM FACULTY**

**ANTONACCIO, OLENA**, Ph.D. North Carolina State University, 2008. Associate Professor.  
Criminology, Deviant Behavior, Theory, Comparative Sociology, Quantitative Methods

**DUNHAM, ROGER**, Ph.D. Washington State, 1977. Professor and Chairperson.  
Criminology, Policing, Juvenile Delinquency

**NIELSEN, AMIE L.**, Ph.D. University of Delaware, 1997. Associate Professor and Director of  
Criminology and Criminal Justice graduate programs.  
Criminology, Delinquency, Deviance, Substance Abuse, Race/Ethnicity, Quantitative Methods.

**NOWOTNY, KATHRYN M.**, Ph.D. University of Colorado, Boulder, 2016. Assistant  
Professor.  
Health Disparities, Correctional Health and Health Care, Social Demography, and Drug Use and  
Abuse.

**OMORI, MARISA KEI**, Ph.D. University of California, Irvine, 2014. Assistant Professor.  
Criminology, Racial Inequality, Drug Use and Policy and Sentencing.

**PETERSON, NICHOLAS D.**, Ph.D. University of California, Irvine, 2015. Assistant Professor.  
Criminology, Law & Society, Racial Stratification, Geography and Criminal Justice, Research  
Methods, Statistics

### Affiliated Sociology Department Faculty

**FRENCH, MICHAEL**, Ph.D. Boston College, 1986. Professor.  
Health Economics, Economics of Addictions, Economics of Crime, Human Resource Economics

**JOHNSON, ROBERT**, Ph.D. University of Utah, 1983. Professor.  
Medical Sociology, Aging, Life-course, Social Psychology, Deviance, Quantitative Methods

**SOKOL-KATZ, JAN**, Ph.D. University of Miami, 1993. Senior Lecturer and Director of  
Undergraduate Studies.  
Drug abuse, Juvenile Delinquency, Deviance, Sociology of Sport