

**Ph.D. Program in Criminal Justice
Student Handbook**



**TARLETON
STATE UNIVERSITY**

**School of Criminology, Criminal Justice
and Strategic Studies**

Tarleton State University

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INTRODUCTION

The Criminal Justice Ph.D. program offered by the Department of Criminal Justice at Tarleton State University is designed to be a one-of-a-kind program within the United States. The uniqueness of the program centers on its intent to keep working practitioners in mind while delivering a top-notch education. The Doctoral Program offered at Tarleton differs from other Doctoral Programs of similar study because the program integrates courses designed to help practitioners and policy makers become more engaged and educated with in the field criminal justice, and the program facilitates the incorporation of evidence-based practices in real-world situations. The knowledge retained through the degree earning process will be up-to-date and relevant to criminal justice institutions which can benefit from the utility of practitioner-based knowledge. The Doctoral Program was designed to achieve a number of goals for the students enrolled in the program, and a few of the general goals for the program include, but are not limited to: (a) the general understanding of crime, its causes, and the criminal justice system; (b) the application of knowledge to real world scenarios; and (c) the integration of knowledge to help influence policy decisions at administrative and legislative levels for the betterment of society.

Tarleton State University's mission statement notes that the University "... provides an academically challenging education where learning is grounded in real-world experiences and effective teaching, research, scholarship, and service. As a member of The Texas A&M University System, Tarleton is rich in history and tradition while being committed to student success and diversity. Tarleton strives to develop moral and ethical thinkers, scholars and leaders who demonstrate civility and integrity, while contributing meaningfully and responsibly to a global society." Additionally, Tarleton State University's vision statement notes that "Tarleton will be the premier student-focused university in Texas and beyond. We will transform generations by inspiring discovery, leadership, and service through exceptional teaching and research in vibrant learning communities" (*see* <http://www.tarleton.edu/strategicplan>). The Criminal Justice Ph.D. Program was developed with these statements in mind, and the program is integral in furthering the university's mission and vision statements by offering a high-quality program which will have applied and real-world integration capabilities.

The PhD Program is designed to be multifaceted, and individuals who successfully complete the program should be able to display the following characteristics: (1) content knowledge – the ability to apply theory, method, and knowledge to applied situations; (2) research and inquiry – the ability to demonstrate a working level of quantitative and qualitative skills while pursuing independent and meaningful research; (3) communication – the ability to convey the oral and written skills necessary to publish and present in academic climates; (4) ethics – the ability to evaluate the ethical considerations of criminal justice actions; (5) leadership – the ability to apply principles of leadership and foster the improvement of governance and management; and (6) teaching – the ability to demonstrate and deliver knowledge in a university atmosphere and assess student learning. While the aforementioned points are a main staple of what students will develop over the course of their doctoral

experience, the program is generally intended to promote independent thinkers who can critically evaluate and challenge what is *known* throughout society.

PROGRAM OVERVIEW

Students who successfully complete the Criminal Justice Doctoral Program at Tarleton State University will earn a PhD in Criminal Justice. All course offerings for the Doctoral Program will be administered in person at Tarleton's Ft. Worth, Texas campus. Initially, the PhD program will offer courses on the weekends for the incoming cohort, but it is possible that some courses could also be offered on weekday evenings.

Students are required to complete 57 credit hours to graduate from the Doctoral Program. Students enrolled in the program will be responsible for taking and passing comprehensive exams as well as successfully completing and defending a dissertation (*see* Degree Requirements section for more information). Once a student successfully completes all degree earning requirements, they will earn a Doctor of Philosophy (PhD) in Criminal Justice and be entitled to all rights explicit within that degree.

Courses will be administered in a manner of 6 credit hours per semester (including Fall, Spring, and Summer semesters when possible). This method of delivery is offered to help reduce the typical nine-hour semester enrollment and cater to the needs of working practitioners enrolled in the program. More specific information pertaining to course offerings and course scheduling can be found in the Degree Requirements section of this handbook.

Student Learning Outcomes

The Doctorate in Criminal Justice offered at Tarleton State University is designed to be multifaceted and provide students the ability to integrate relevant research into criminal justice institutions and legislative bodies. Additionally, the program will foster student development and ensure that individuals who successfully complete the program will be prepared to conduct meaningful research and administer courses at the university level. Individuals who successfully complete the program will be able to demonstrate the following skills and outcomes which directly tie into the community and criminal justice system needs:

1. **Content Knowledge:** Critically apply theories, methodologies, and knowledge to address fundamental questions of criminal justice discipline and inform the public policy decision-making in the field.
2. **Research and Inquiry:** Acquire the necessary and accepted qualitative and quantitative skills to pursue an independent research of sufficient significance in the criminal justice discipline.
3. **Communication:** Demonstrate skills in oral and written communication sufficient to publish and present work in the criminal justice field and to prepare grant proposals.

4. **Ethics:** Analyze the ethical implications of criminal justice decision-making and practices within the context of diverse society.
5. **Leadership:** Apply principles of leadership to shape, change and improve the governance and management of public policy in the field of criminal justice.
6. **Teaching:** Demonstrate a mastery of skills and knowledge at a level required for college and university undergraduate teaching in criminal justice discipline and assessment of student learning.

Additionally, the following outcomes discussed above are expected to have a significant impact on law enforcement, public policy, intelligence agencies, and university settings in the following domains:

1. **Leadership:** A need for a new generation of criminal justice leaders who possess advanced theoretical and methodological skills to address emerging community concerns in criminal justice field through evidence-based data-driven decision making for criminal justice agencies.
2. **Research:** A need for a new generation of criminal justice researchers who possess advanced theoretical and methodological skills to support evidence-based data-driven decision-making process for criminal justice agencies.
3. **Education:** A need for a new generation of criminal justice academic professionals who combine advanced theoretical and methodological skills with significant practical experience and who can educate criminal justice students on issues of evidence-based data-driven decision making for criminal justice agencies.

The following table summarized the research and professional milestones to be expected from a successful doctoral student in the PhD Criminal Justice Program.

Table 1: Research and Professional Milestones for doctoral students

Year 1	Year 2
Research	
Identify research interests and professor(s) with a similar research agenda.	Assist faculty with a research project with the goal of a conference presentation and future submission of a publication.
Professional Development	
Conference attendance – SWACJ, ASC, or ACJS. Attend Departmental brown bags and colloquium.	Conference attendance or presentation – SWACJ, ASC, or ACJS. Attend or present at Departmental brown bags and colloquium. Create CV.

Year 3	Year 4
Research	
Finalize dissertation committee and begin work on prospectus. Continue work with faculty member on research project for presentation and submission of a publication during this year.	Defend dissertation prospectus during Fall semester. Work with a faculty member on a research project for future publication.
Professional Development	
Conference attendance or presentation – SWACJ, ASC, ACJS. Attend Departmental brown bags and colloquium. Present at Departmental brown bag or colloquium.	Conference presentation – SWACJ, ASC, ACJS. Attend Departmental brown bags and colloquium. Present at Departmental brown bags and colloquium; Create teaching portfolio. Update CV. Prepare and present job talk to faculty and peers (if student is entering academic market).

APPLICATION PROCESS

All application materials for the doctoral program are due no later than February 1st for the upcoming Fall cohort. Graduate students who are enrolled in a Master’s program at the time of application can submit a current transcript from their graduate institution by the February 1st deadline with an understanding that a final degree conferring transcript will be supplied before the beginning of Fall semester if you are admitted. Applicants need to submit the following materials prior to the deadline (*see* <https://www.tarleton.edu/degrees/doctoral/phd-criminal-justice/index.html>):

1. Online application
2. Official Transcripts
3. Official GRE Scores
4. A Personal Statement
5. Professional Resume
6. Thesis or Other Writing Sample
7. Three Letters of Recommendation

Applications

Prospective students need to complete an online application available in [Apply Texas](#) and pay the application fee.

Transcripts

Official transcripts for all undergraduate and master’s-level coursework, including conferral of a master’s degree in criminal justice or a closely related field from an accredited institution, needs to be submitted as well. The master’s degree should have a thesis or equivalent writing product (i.e., professional research paper, capstone paper, etc.) associated with the degree. A minimum 3.3 GPA is required on all master’s work. Materials should be sent directly

to the College of Graduate Studies at Tarleton State University (*see* University Resources and Contacts section for specific contact information).

Graduate Record Exam (GRE)

The Graduate Record Exam (GRE) is required for admission to the Doctoral Program. Scores must be no more than 10 years old and must be above the 50th percentile for each section of the exam. Individuals taking the GRE need to be sure to select Tarleton State University when choosing the institution(s) for submission. The official GRE reports must be received by Tarleton State University no later than February 1st.

A Personal Statement

A personal statement of academic and research interests (no less than 600 words but no more than 1,000 words) detailing the applicant's motivation for pursuing the doctoral degree as well as areas of research interest they wish to pursue. Applicants may also choose to include professional experience, research experience, and any personal experience that may be relevant to the admission decision.

Email the statement to grad-docs@tarleton.edu

Professional Resume

Applicants should submit a current professional resume.

Thesis or Other Writing Sample

A copy of the applicant's Master's thesis or other graduate writing sample illustrating the applicant's graduate level writing and research ability should be submitted to grad-docs@tarleton.edu

Letters of Recommendation

Three letters of recommendation are required, and letters should indicate an applicant's ability to succeed in a doctoral program. At least two of letters of recommendation must be requested from the faculty who can discuss the academic capabilities of the applicant and their propensity to be successful in a doctoral program.

Once all application materials have been submitted, prospective students who meet the abovementioned standards – minus any discrepancies - will be contacted to interview for admission into the program. Individuals who do not meet the baseline requirements stated above and those who's application packages are incomplete will not likely advance to the interview process and admission for that year.

Interviews

Interviews are conducted by a Doctoral Admissions Committee, which will convene no later than one month following the deadlines noted above to review prospective student

applications. The interview process involves prospective students meeting with the Doctoral Admissions Committee at a designated time and date. The interviews may be completed using video chat (i.e., Zoom, Skype, or a different technological platform). Interviews are scored using a rubric which is consistent with the questions administered to prospective students during the interview process

Once the interview process is complete, the Doctoral Admissions Committee sends admission recommendations to the Department Head of the Department of Criminal Justice. The Department Head then makes admission recommendations to the Associate Dean of the College of Liberal and Fine Arts who then forwards his/her recommendations to the College of Graduate Studies.

Appeals

Prospective students have the ability to appeal a decision of denial into the Doctoral Program. The College of Graduate Studies at Tarleton State University can be contacted for a Graduate Admissions Decision Appeal Request form to be filled out and submitted to the Graduate College (*see*: <https://www.tarleton.edu/graduate/index.html>).

Completed request will be sent to the Dean of the Graduate College and subsequently forwarded to the Department Head of the Criminal Justice Department and the Criminal Justice Doctoral Program Coordinator. The Doctoral Program Coordinator will then forward copies of the Appeal Request to the Doctoral Admissions Committee to review. The prospective student's packet will subsequently be reviewed again, along with the Appeal Request, and a finalized decision pertaining to the Appeal Request will be forwarded to the Department Head of the Criminal Justice Department. The Department Head of the Criminal Justice Department will then forward the finalized decision to the Dean of the College of Graduate Studies. Prospective students will subsequently be notified of the resulting decision through the College of Graduate Studies.

PROGRAM COMPONENTS/DEGREE PLAN OPTIONS

Students enrolled in the Doctoral Program need to successfully complete 57-credit hours to complete their PhD. Students must complete a total of 11 required courses (39 credit hours total, which includes enrollment for at least 9 credit hours of dissertation). While working to complete required courses, students will have the opportunity to take elective courses to fulfill the 57-credit hour total (*see* Table 2). Elective coursework involves students individually selecting and successfully completing a total of 6 courses (18 credit hours) to fulfill their degree (*see* Table 3).

Course credits more than ten years old at the anticipated time for degree completion may not be counted for a doctoral degree. Credits are considered to be earned when they are recorded on the official transcript. This time limit applies to both transfer coursework and coursework earned at Tarleton State University.

In order to count for PhD degree requirement, students need to receive a final grade of a B or higher in all courses. Individuals receiving a C or less in a course will be required to retake

the course at its next offering. Individuals who receive a C or less the second time when taking a course will be subject to removal from the program. Additionally, students need to maintain a minimum cumulative GPA of 3.00 otherwise they will be placed on academic probation.

Table 2: Required Courses for Doctor of Philosophy in Criminal Justice

Required Courses		
CRIJ 6302	Statistical Methods for Criminal Justice II	3
CRIJ 6303	Advanced Criminological Theory	3
CRIJ 6330 or CRIJ 6335	Criminal Justice in a Diverse Society / Gender, Crime and Justice	3
CRIJ 6360	Evaluation Research	3
CRIJ 6361	Communities and Crime	3
CRIJ 6362	Current Issues in Law Enforcement	3
CRIJ 6363	Forecasting and Data Analysis	3
CRIJ 6380	Proseminar in Criminology and Criminal Justice	3
CRIJ 6391	Preliminary Doctoral Examination	3
CRIJ 6399	Research Methods II	3
CRIJ 7090	Dissertation	9

Table 3: Elective Course Offerings

Choose 18 hours from the following:		
CRIJ 6308	Corrections	3
CRIJ 6309	Victimology	3
CRIJ 6315	Special Topics in Criminal Justice	3
CRIJ 6316	Special Topics in Criminology	3
CRIJ 6330	Criminal Justice in a Diverse Society	3
CRIJ 6335	Gender, Crime and Justice	3
CRIJ 6381	Supervised Teaching	3
CRIJ 6382	Academic Scholarship and Communication	3
CRIJ 6390	Independent Study	3

Courses Offered and Course Descriptions

This section provides a list of all courses currently offered by the Criminal Justice PhD Program at Tarleton State University, and a short description of each course is provided.

CRIJ 6300. Statistical Methods for Criminal Justice I. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

The study of basic and advanced descriptive and inferential statistics, with an emphasis on applications in the criminal justice system. Credit will not be awarded for both CRIJ 5300 and CRIJ 6300. Prerequisites: CRIJ 5398 or CRIJ 6398.

CRIJ 6301. Foundations of Criminological Theory. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

In-depth examination of major theoretical perspectives of crime and deviancy. Theories will be analyzed for their logical and empirical adequacy in light of what is known about the distribution of crime and deviant behavior. Credit will not be awarded for CRIJ 5301 and CRIJ 6301.

CRIJ 6302. Statistical Methods for Criminal Justice II. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

The study of advanced inferential statistics, with an emphasis on applications in the criminal justice system. Emphasis will be placed on multivariate regression analysis. Prerequisite: CRIJ 5300, CRIJ 6300, or equivalent.

CRIJ 6303. Advanced Criminological Theory. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

In-depth examination of contemporary theoretical perspectives of crime and deviancy. Theories will be analyzed for their logical and empirical adequacy in light of what is known about the distribution of crime and deviant behavior. Emphasis will be placed on integrated theories and theory construction.

CRIJ 6304. The American Judiciary. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

A critical evaluation of the role courts play in the American criminal justice system. Topics include the structure, function, and operations of the courts at the state and federal level. Credit will not be awarded for both CRIJ 5304 and CRIJ 6304.

CRIJ 6308. Corrections. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

A critical analysis of the issues, problems, trends, and prospects faced by the administration of the American correctional system to include the impact of legal and social change on the correctional agencies and an evaluation of current research in the field. Credit will not be awarded for CRIJ 5308 and CRIJ 6308.

CRIJ 6309. Victimology. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

This course introduces students to the field of victimology. General topics covered in this course will include but are not limited to: an analysis of the characteristics of crime victims; victim reporting and non-reporting patterns; the treatment of victims by the various segments of the criminal justice system; victim assistance programs; and the issue of compensation and/or restitution for victims of crime. Credit will not be awarded for CRIJ 5309 and CRIJ 6309.

CRIJ 6310. The Criminal Justice System. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

A study of the criminal justice system in the United States. This course includes a systems approach to the study of criminal justice and the interrelationships of the various components. The social and political issues related to the criminal justice system are examined in depth. Credit will not be awarded for CRIJ 5310 and CRIJ 6310.

CRIJ 6315. Special Topics in Criminal Justice. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

Study of selected topic(s) directly related to criminal justice. May be repeated for credit as topic varies.

CRIJ 6316. Special Topics in Criminology. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

Study of selected topic(s) directly related to criminology. May be repeated for credit as topic varies. This course may be repeated for a maximum credit of up to 9 hours.

CRIJ 6321. Management of Criminal Justice Personnel. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

An investigation of the personnel decision-making process used within criminal justice agencies. Areas to be investigated include recruitment, training, continuing education requirements, performance evaluation, fair employment practices, termination, and allocation of personnel. Credit will not be awarded for both CRIJ 5321 and CRIJ 6321.

CRIJ 6322. Advanced Criminal Justice Ethics. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

The practical implications of moral philosophy and ethics in a free society during the day-to-day administration of a criminal justice agency will be discussed. Credit will not be awarded for both CRIJ 5322 and CRIJ 6322.

CRIJ 6323. Organizational Communication in Criminal Justice. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

An introduction to the study of organizational skills in criminal justice systems. Students cannot receive credit for both CRIJ 5323 and CRIJ 6323.

CRIJ 6330. Criminal Justice in a Diverse Society. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

This course is a study of the complex interrelations of crime, justice, and social diversity in a free society. The effect of justice system policy on social inequality is studied, and theories of social and economic justice are presented in terms of their effect on crime and criminal justice. Credit will not be awarded for both CRIJ 5330 and CRIJ 6330.

CRIJ 6335. Gender, Crime and Justice. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

This course provides an overview of issues related to women as victims, offenders, and professionals in the criminal justice system. Credit will not be awarded for both CRIJ 5335 and CRIJ 6335.

CRIJ 6340. Legal Aspects of Criminal Justice Administration. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

A consideration of the major legal issues of criminal justice management and the effect of constitutional provisions, statutes, ordinances, and judicial decisions in

justice administrations. A discussion of the legal aspects of selection, promotion, assignment, and termination of justice employees. Emphasis is on the possible liabilities of managers and agencies for failure to adhere to legal requirements. Credit will not be awarded for both CRIJ 5340 and CRIJ 6340.

CRIJ 6342. Crime and Public Policy. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

An examination of the process by which criminal justice policies are implemented at the local, state, and federal levels. Attention will be given to the impact of public opinion, the media, and politics on policy creation and the challenge of developing effective crime control policies.

CRIJ 6349. Transnational Trafficking. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

This course will examine transnational trafficking issues such as human trafficking, drug trafficking, illegal arms trafficking, and other trafficking of illicit substances. The course will explore: key theories, domestic and international policy, enforcement strategies and the role of non-governmental organizations. Students may not receive credit for both CRIJ 5349 and CRIJ 6349.

CRIJ 6350. Comparative Criminal Justice Systems. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

This course surveys the criminal justice system and its institutions comparatively across the world to give students a global perspective of the similarities and differences of different criminal justice systems.

CRIJ 6351. Terrorism. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

This course examines the origins, nature, and operational characteristics of terrorist groups. Students are exposed to topics ranging from the definition of "terrorism" to the unique characteristics of terrorist cells in the United States and abroad. Particular emphasis is on historical and contemporary terrorist attacks against the United States. Students may not receive credit for both CRIJ 5351 and CRIJ 6351.

CRIJ 6352. Homeland Security. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

This course examines principles and practices associated with the emerging discipline of homeland security, including key policies, directives, national plans, and legislation that shape and homeland security. Students may not receive credit for both CRIJ 5352 and CRIJ 6352.

CRIJ 6353. Global Cyber-Security. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

The course presents a conceptual overview of information security and its impact on the global stage. Topics include current trends and over all landscape in information warfare, cybercrime techniques, cyber-terrorism, and information security fundamentals. Included is an emphasis on policy implications for law enforcement at the national level. Student will not be awarded credit for both CRIJ 5353 and CRIJ 6353.

CRIJ 6354. Introduction to Digital Forensics. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

This course focuses on the study of digital and computer forensic evidence, search and seizure, chain of custody, and digital storage devices. Student cannot receive credit for both CRCJ 5354 and CRCJ 6354.

CRIJ 6355. Cellular Forensics. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

The study of collection and preservation of digital evidence derived from cellular technologies in a laboratory environment. This study will include the use of hardware and software needed to perform cellular and mobile device forensic investigations including MPE+ and associated connectivity kits. Student cannot receive credit for both CRIJ 5355 and CRIJ 6355. Prerequisites: CRIJ 6353 and CRIJ 5354.

CRIJ 6356. Digital Forensics Analysis. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

The study of evidence collection through a laboratory environment. The course presents students with the working knowledge of the collection, preservation, presentation, and reporting of evidence obtained in a digital investigation. The topics also include encryption techniques and common issues with storage mediums. The course will make use of industry standard software including EnCase and FTK. Student cannot receive credit for both CRIJ 5356 and CRIJ 6356. Prerequisites: CRIJ 5353 or CRIJ 6353.

CRIJ 6360. Evaluation Research. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

This course covers the application of criminal justice research methods to develop and/or evaluate or assess a program or policy. Topics include conceptual, methodological, bureaucratic, political, and organization factors in the evaluation process as well as specific program evaluation research techniques.

CRIJ 6361. Communities and Crime. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

Provides students with an overview of issues related to communities and crime. Examines community context, behavior, and functioning, and how communities are implicated in both crime-generating and crime-preventing processes. Familiarizes students with historical and contemporary literature surrounding the communities and crime relationship.

CRIJ 6362. Current Issues in Law Enforcement. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

In-depth analysis of historical, current, and future issues in law enforcement. Emphasis will be placed on the role of police in society, police-citizen relationships, and empirical evaluations of police effectiveness, police behavior, and programs and strategies.

CRIJ 6363. Forecasting and Data Analysis. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

This course is an overview of that analytic methods used in forecasting and predictive policing.

CRIJ 6364. Crime Mapping, Analysis, and Predictive Modeling. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

An introduction to the study and application of crime mapping and analysis techniques. Student cannot receive credit for CRIJ 5364 and CRIJ 6364
Prerequisites: CRIJ 5300 or CRIJ 6300 and CRIJ 5301 or CRIJ 6301.

CRIJ 6365. Intersections of Domestic and Military Policing. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

An introduction to the comparative study and analysis of domestic and military policing. Student cannot receive credit for both CRIJ 5365 and CRIJ 6365.

CRIJ 6366. Crime Prevention. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

An introduction to the study and analysis of evidence-based crime prevention practices and programming. Students cannot be awarded credit for both CRIJ 5366 and CRIJ 6366. Prerequisite: CRIJ 5301 or CRIJ 6301.

CRIJ 6370. Legal Aspects of Evidence. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

An exploration of the procedural and substantive rules regarding evidence in criminal proceedings. Topics may include the admission and exclusion of evidence, burden of proof, and best evidence rules.

CRIJ 6371. Forensic Expert Testimony. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

This course considers the role of criminal justice professions in provide expert testimony in court. Topics covered will include the ethics of testimony, qualifications for testimony, presentation of evidence and opinion, as well as behavioral aspects of testifying.

CRIJ 6372. Law and Forensic Science. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

An analysis of the intersection of science and the law with an emphasis on the law affecting forensic science in the criminal justice system. Topics may include the role of experts in both criminal and civil law, ethical issues related to forensic evidence, and wrongful convictions.

CRIJ 6375. Executive Leadership. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

This course covers the governing principles of organizational leadership within criminal justice and related organizations. Topics will include leadership theory, ethics of leadership, and the role of leadership in garnering public trust. Students may not receive credit for both CRIJ 5375 and CRIJ 6375.

CRIJ 6380. Proseminar in Criminology and Criminal Justice. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

This course provides students with a broad overview of important topics and contemporary issues in criminal justice. This course explores the history and role of criminal justice as an academic discipline and as an institutional system in American

society. Particular emphasis is given to acquainting students with the research strengths of the department, individual faculty members' research agendas, and identifying and coordinating potential opportunities for joint research and scholarship among faculty and students.

CRIJ 6381. Supervised Teaching. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

A practicum with the student in teaching, guided by an experienced teacher with whom the student meets from time to time for discussion of readings and classroom experiences. This course is an introduction to basic college level teaching methods. Course content will include methods of instruction, testing and other assessment techniques, use of technology, classroom management, and course development.

CRIJ 6382. Academic Scholarship and Communication. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

This course provides students with the key training needed to engage in the professional activities central to a successful scholarly career in criminology. Emphasis will be placed on preparation of a research project for submission for presentation at a professional conference and submission for publication. Prerequisite: Permission of graduate advisor.

CRIJ 6390. Independent Study. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

Specific topic and contents of the course will be determined by the student in consultation with the instructor, with whom the student meets regularly for supervision of the study. May be repeated to a maximum of six semester hours. Prerequisite: Permission of the instructor.

CRIJ 6391. Preliminary Doctoral Examination. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

During this course the student will prepare and complete the doctoral comprehensive examinations. Prerequisite: Approval of the Doctoral Program Coordinator with the advice of the graduate faculty.

CRIJ 6398. Research Methods I. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

The study of scientific research methods used in the criminal justice system. Includes a review and critique of research on crime causation, law enforcement, courts, and corrections. Emphasis will be placed on quantitative research methods. Credit will not be awarded for both CRIJ 5398 and CRIJ 6398.

CRIJ 6399. Research Methods II. 3 Credit Hours (Lecture: 3 Hours, Lab: 0 Hours).

This course will familiarize students with the nature and utility of qualitative research methods in various areas of criminological research. Topics may include field work, interviews, and content analysis. Prerequisite: CRIJ 5398 or CRIJ 6398.

CRIJ 7090. Dissertation. 1-9 Credit Hours (Lecture: 1-9 Hours, Lab: 0 Hours).

Scheduled when the student is ready to begin the thorough and scholarly investigation of a topic acceptable to the dissertation committee. The dissertation must provide evidence that the candidate has pursued a coherent program of research related to the

student’s area(s) of academic specialization, the results of which reveal academic excellence, and which make an original contribution to the discipline. Graded on a satisfactory (S) or unsatisfactory (U) basis. Course may be repeated as necessary, but credit will not be awarded for more than 9 credit hours. Prerequisite: Doctoral Standing and successful completion of the doctoral qualifying examination.

DEGREE REQUIREMENTS

Doctoral Hours

The Ph.D. Program is designed for students to complete their degree over the course of 4-years, provided the student adheres to the specified program, coursework, passes comprehensive exams on the first attempt, and makes timely progress on the dissertation. As noted in the previous section, students are required to complete a minimum of 57 credit hours in order to finish their degree (a total of 39 required credit hours and 18 elective credit hours). Table 4 provides an overview for a recommended year-by-year degree synopsis. The tentative timeline offered in Table 4 is subject to change and it will likely fluctuate from cohort to cohort due to faculty availability and scheduling to administer courses.

Table 4: Tentative Timeline for Doctoral Degree

	Fall	Spring	Summer
Year 1	CRIJ 6380 (Proseminar); CRIJ 6399 (Methods II)	CRIJ 6303 (Theory); CRIJ 6335 (Gender) or CRIJ 6330 (Diversity)	CRIJ 6360 Evaluation research 1 elective
Year 2	1 required course 1 elective course	1 required course 1 elective course	2 Electives
Year 3	1 required course 1 elective course	CRIJ 6391 (Preliminary Exam); 1 elective course	CRIJ (7090) Dissertation
Year 4	CRIJ (7090) Dissertation	CRIJ (7090) Dissertation	CRIJ (7090) Dissertation

At the beginning of the program, newly enrolled student will receive advising and mentoring from the Doctoral Program Coordinator. The department recommends that the doctoral students meet with the Doctoral Program Coordinator annually to discuss their progress towards achieving major milestones in the program (i.e., taking courses for comprehensive exams, determining an interest for a dissertation topic, selecting appropriate faculty members for the student’s dissertation advisor/committee, etc.).

Once a student successfully completes their required coursework, through the 3rd year of enrollment in the program, it is suggested that they move forward to take their comprehensive or qualifying exams. Comprehensive exams are scheduled to be administered to students who have

met the requirements for the exams during the summer semester of their 3rd year enrolled in the program.

Selecting Major Professor and Dissertation Committee

Students will be able to select any qualified professor teaching within the Doctoral Program as their dissertation advisor. The department recommends that the students select their major professor by the end of the first year, but no later than in the last semester of their coursework and before taking the comprehensive examination.

The Dissertation Committee is formed following the successful completion of the comprehensive examinations. The committee consists of a chair (the major professor), and a minimum of two other members. Committees may be larger if necessary. At least three members of the committee must have graduate faculty status and receive University approval.

Comprehensive Exams

Doctoral students must receive passing grades for each of four exams (1) criminological theory, (2) research design/methods, (3) statistical analysis, and (4) a specialty area reflecting the individual student's professional background and educational history within the Doctoral Program. These exams are each developed, administered, and graded by a faculty committee. These are 8-hour exams administered over two days. Once the examinations have been passed, the student will be advanced to candidacy.

Admission to candidacy.

Following the completion of comprehensive exams, an Admission to Candidacy form is sent to the Registrar's office and the student becomes a candidate for the doctoral degree. At this stage, the student is eligible to register for dissertation credit hours. The department requires a minimum period of six months between the admission to candidacy and the granting of the degree. Most students take a year or longer to complete their dissertation.

Prospectus defense.

Once the student has been admitted to candidacy, the dissertation becomes the focal point of their studies. The major professor and supervisory committee assume major roles in helping the student define a project and complete it. The prospectus defense is a meeting held by the doctoral student and the doctoral committee members to reach consensus regarding the proposal and research methods. The prospectus defense must be held at least one semester prior to the final defense of the dissertation.

Institutional Review Board (IRB) Approval Policy.

Students are required to seek IRB approval prior to commencing any research involving human subjects. The student's name must appear on the approval form as a PI or co-PI for the period of time when the student's research was conducted. Failure to obtain the required approvals may result in the dissertation being permanently embargoed and unpublishable in any form.

Dissertation and dissertation defense.

During the preparation of the dissertation, the doctoral student is required by the University to complete at least 9 dissertation credits. Until the dissertation is completed, students must register for at least 1 dissertation credit each semester, even after they have completed the University minimum of 9 credits. All doctoral students are required to register for at least 1 hour of dissertation credit during the semester in which they graduate. The dissertation defense is a formal presentation of the dissertation to the dissertation committee. The major professor will provide specific guidance regarding the defense. It must be formally scheduled at least two weeks prior to its occurrence. The formal dissertation defense is open to anyone in the University, and the doctoral dissertation must be presented in an acceptable form before a student will receive clearance from the University to graduate.

SELECTION OF DISSERTATION ADVISOR

The Doctoral Program Coordinator will serve as a mentor to all newly enrolled doctoral students. The Doctoral Program Coordinator will facilitate the student in selecting a dissertation advisor (the major professor).

Students will be able to select any qualified professor teaching within the Doctoral Program as their dissertation advisor. Please consult the Doctoral Program Coordinator for the list of eligible faculty members approved for the doctoral directive status. It is recommended that a student identify with the help of Doctoral Program Coordinator- a dissertation advisor with content knowledge specific and consistent with the student's individual research interest. Students are encouraged to select a major professor by the end of their first year of full-time studies. Students must select a major professor in the last semester of their coursework and before taking the comprehensive examination.

Once students have identified the faculty member they want to serve as their major professor, they should approach that person and ask if he/she is willing to assume that role. When a faculty member agrees to serve as a major professor, students must contact the Doctoral Program Coordinator and process the official paperwork. The selection of a major professor is limited to faculty who hold doctoral directive faculty status with the University.

Although the department urges doctoral students to identify major professors during their first year in the program, students aren't required to remain with that person throughout their graduate career. If the relationship between the two persons does not work out or the student's interests change, the student may switch to another professor. A new major professor may be identified following the same procedures. The student should notify the original major professor of the decision.

COMPREHENSIVE EXAMINATION

To be admitted to candidacy for the doctoral degree and begin work on a dissertation, students must first pass comprehensive exams. To take a comprehensive exam, students must register for CRIJ 6391 and obtain the written approval of their major professor, certifying that they are prepared. The professor's approval form must be submitted to the Doctoral Program Coordinator at least two weeks before the exam.

Once a student makes a formal request to take the comprehensive exam(s), they will be designated to take the exam at the time they requested during the semester it is offered. If it is the case that a student decides not to take an exam(s) once they formally request to do so, the exam for that student will be graded as a fail and the student will need to file a petition to take the exam(s) a second or subsequent time. When a student takes possession of the exam at the start of the exam period, the student is considered to have made an attempt at taking the exam, regardless of whether he or she completes the exam, hands in any answers, or remains for the full exam period. At that point, the exam can have one of only two outcomes for the student: Pass or Fail. However, should extraordinary circumstances beyond the student's control arise during the exam period, the relevant exam committee may take these circumstances into account, and decide that the student's efforts did not constitute an attempt that would count against the student.

Comprehensive exams will test students in the areas of: (1) criminological theory, (2) research design/methods, (3) statistical analysis, and (4) a specialty area reflecting the individual student's professional background and educational history within the Doctoral Program. For each of the four sections, students will be given at least two questions from which the student must respond to one. The exams will be administered over the course of two days, and students will be allowed 4 hours to complete each exam in a designated facility on the Ft. Worth campus. Doctoral students will be provided with a reading list for each section of comprehensive exam to offer general guidance.

Completed exams will be graded by a committee comprised of faculty members who administer courses in the doctoral program. Faculty responsible for grading a particular section will have the ability to administer courses for that particular topic. Each section of the exam will be graded by 3 members through a blind and anonymous process (i.e., students taking the test will be assigned a number which they will use in place of their name on the exam to maintain anonymity).

Comprehensive exams will be graded based on a faculty designed rubric measuring the outcomes of content knowledge. Students will be assigned the marks of high pass, pass, low pass, or fail for each section. If a student receives two or more fails from the faculty members grading the section of their comprehensive exam, that section will be regarded as a fail. To complete the exam, students need to pass all four sections. If a student does fail a section of the exam, they only need to retake that section.

Faculty will submit "Thesis/Dissertation Defense & Comprehensive Assessment Form-Form 3" to the College of Graduate Studies to report results of comprehensive exam.

The results will ordinarily be communicated orally to the student by the major professor and later in writing by the Doctoral Program Coordinator. The written feedback will consist of grading rubrics and other narrative included by grading professors.

Students who fail a comprehensive exam for the second time will be dismissed from the program. All comprehensive exams must be passed within four years of admission to the graduate program. Under exceptional circumstances, a student who failed a section(s) of their comprehensive exams for the second time, can file a petition to the Doctoral Program Coordinator and the Department Head of the Criminal Justice Department to re-take the section(s) of the comprehensive exam that they failed during the next eligible time of administration. The Doctoral Program Coordinator and the Department Head of the Criminal Justice Department will consult with the comprehensive exam grading committee to determine if the student should be allowed to re-take the exam and/or determine if that student will be removed from the program due to an inability to meet the standards of the program.

Students who fail the comprehensive exams may file an appeal. An appeal is appropriate only when the awarding of a grade to the student may have involved prejudice or capriciousness. Appeals will not be considered to resolve disputes about the student's knowledge of the subject matter, the format or substance of the question(s), or the graders' subject-area mastery or assessment of the student's knowledge.

The student must notify the Doctoral Program Coordinator in writing within two (2) weeks of receiving the written notification of failure that s/he intends to appeal and must submit the full written documentation of appeal to the Doctoral Program Coordinator within two weeks of notification. Failure to meet either deadline (and/or to provide proper, written notice and all required paperwork) will result in automatic rejection of the appeal. The appeal paperwork will be maintained by the Doctoral Program Coordinator and will be provided to the student immediately upon request. The Doctoral Program Coordinator will coordinate the appeal process unless s/he was one of the original graders on the exam.

Students who successfully complete all portions of their comprehensive exams will be advanced to candidacy.

FORMATION OF THE STUDENT'S DISSERTATION COMMITTEE

The Dissertation Committee is formed following the successful completion of the comprehensive examinations. Committee members provide the student with assistance regarding substantive, methodological, and formatting issues, and also ensure that the work is relevant and of high quality.

The committee consists of a chair (the major professor), and a minimum of two other members. Committees may be larger if necessary. At least three members of the committee must have graduate faculty status and receive University approval. The major professor should be a member of the Criminal Justice Department. Other members of the dissertation committee can be eligible members of the School of Criminology, Criminal Justice, and Strategic Studies or can come from other units of the University. Although a faculty member from another university can be on a dissertation committee, he/she may not serve as a major professor. Students, in consultation with their major professor, ask each potential member if he/she is willing to serve. Once the student has lined up the committee, the dissertation committee form should be submitted to the Doctoral Program Coordinator.

It is important for the student to realize that as their study evolves or faculty staffing changes, it may be appropriate to add or drop members from the dissertation committee including, at times, the dissertation chair. In these circumstances, the student should discuss the matter with the Doctoral Program Coordinator before pursuing an alternative appointment. If there is any change in the committee membership, a formal request has to be submitted to the Graduate Program Coordinator for approval.

DISSERTATION PROPOSAL

Following completion of the comprehensive exams, an Admission to Candidacy form is sent to the College of Graduate Studies and the student becomes a candidate for the doctoral degree. At this stage, the student is eligible to register for dissertation credit hours. The Department requires a minimum period of six months between admission to candidacy and granting of the degree.

In consultation with their dissertation committee, students will prepare a written dissertation proposal demonstrating doctoral level competence in content knowledge, research methodology and statistical analysis, written communications skills, ethics, and leadership. The dissertation proposal will consist of three chapters: (1) an introduction, including a needs statement or justification of the planned research (Chapter One), (2) a comprehensive literature review relevant to the topic (Chapter Two), and (3) a detailed explanation and justification of the methods for data collection and analysis (Chapter Three).

The topic chosen will reflect a need specific to the student's agency, and/or may address a more general area of criminal justice; nevertheless, the topic *must* address either a specific problem or make an original contribution to the academic discipline of criminal justice. The written proposal will be assessed by the student's dissertation committee using a faculty designed rubrics. The student must receive a collective agreement from all members of the dissertation committee in order to proceed to the oral defense of the proposal.

Students will subsequently make an oral defense of their proposal to their committee. The proposal defense will be open to any interested persons. The purpose of the oral defense is to justify the need for the study as indicated by the student's career experience (if any), and the literature review from the written proposal, as well as to ensure that the method of data collection and analysis is scientifically, ethically, and practically suited to the issues addressed in the proposal. Using a faculty designed rubric, the committee will assess the appropriateness of the proposal in terms these issues as well as assess student competency in oral communications and teaching the topic. Once the student has satisfactorily defended the proposal, the major professor, committee members, and the Department Head will submit Thesis/Dissertation Proposal Approval Form- Form 1 to the College of Graduate Studies. Students may not proceed with dissertation research until the prospectus has been approved by the committee.

Doctoral students should seek IRB approval for their human subject research after successfully defending their dissertation proposal. If any changes to the dissertation proposal are requested through the process of IRB approval, the student is required to communicate such changes to the dissertation committee in writing and seek their guidance on how the proposal can be revised.

DISSERTATION

Once a student, in consultation with their dissertation committee, has addressed any committee concerns and has received necessary approvals from external stakeholders (Tarleton's IRB, agencies, etc.), they will be allowed to proceed with data collection and be formally considered all but dissertation (ABD).

In consultation with their committee, students will collect data as discussed in Chapter Three of their dissertation proposal (and proposal defense), analyze the data, and interpret the results in terms of the purpose of the study (Chapter Four) and report the results and implications of the research in terms of justice policy/agency need/public good (Chapter Five). Students will also be expected to identify and explain the limitations and future directions of research pertaining to the topic of study. The dissertation will be assessed by the student's committee using a faculty designed rubric. The student *must* receive approval from the *entire* dissertation committee in order to proceed to the oral defense of the dissertation.

Once the dissertation committee agrees that the dissertation is ready to defend, students will schedule their dissertation defense in consultation with the major professor and the Doctoral

Program Coordinator. The Thesis/Dissertation Defense Schedule Form -Form 2 must be filed with the College of Graduate Studies at least 10 business days prior to defense date. The Department requires that the student provide all participating faculty members with a copy of the dissertation at least four weeks before the scheduled defense date.

This defense will be open to any interested persons. The purpose of the oral defense is to address the results and implications of the study to the student's agency or more generally, the strengths and weaknesses of the study, directions for future research, and to address other relevant issues inherent to or raised by the study as observed by the committee or other persons present at the defense. Using a faculty designed rubric supported by extensive narrative, the committee will assess the dissertation in terms of core competencies and its place in the literature of the discipline as well as assessing student competency in oral communications and teaching.

The student, in consultation with their committee, will address any committee concerns to the satisfaction of all committee members in a timely manner. Supported by an extensive narrative, students will receive a final pass/fail on the dissertation. Upon successful defense of dissertation, the major professor, members of the dissertation committee and the chair of department file Thesis/Dissertation Defense & Comprehensive Assessment Form-Form 3 with the College of Graduate Studies. Each doctoral student is required to keep a record of all revisions requested by the members of dissertation committee and the ways in which the student responded to such requests. Please consult the Doctoral Program Coordinator for appropriate way of keeping track of requested revisions.

The dissertation must be formatted using requirements outlined in Thesis and Dissertation Manual by the College of Graduate Studies. Following the defense and approval of the dissertation by the dissertation committee and by the deadline in the University calendar, the student must submit a final draft (reading copy) to the College of Graduate Studies through ProQuest. The Thesis/Dissertation Format Checklist (Form 4), with the Committee Chair's signature, must be sent directly to the College of Graduate Studies (and not through ProQuest).

DEPARTMENTAL POLICIES: ACADEMIC PERFORMANCE

The student's major professor should review at least once a year the doctoral student's progress in his or her research as well as plans for work in the coming year. The major professor and doctoral student should meet at least once a year to discuss this evaluation and, if applicable, sources of funding. The major professor and the doctoral student will sign the completed annual progress form, which will be submitted to the Doctoral Program Coordinator and will be placed into the doctoral student's file, together with any response that the doctoral student may attach to the evaluation. Doctoral Program Coordinator will conduct all annual evaluations for those students who did not select the major professor yet.

Doctoral students should consult the rules outlined by the College of Graduate Studies on academic standing and suspension for more details.

<https://www.tarleton.edu/graduate/current/performance.html>

DEPARTMENTAL POLICIES: INTEGRITY AND SAFETY IN RESEARCH

Professional ethics must be considered in all aspects of scientific research. It is important for doctoral students to be aware of the moral issues they will encounter and how they should deal with them in their research and in how they present findings and specialized knowledge to the public.

The Tarleton PhD Program helps prepare doctoral students to maintain the ethical standards that are central to our field. Tarleton State University requires all individuals conducting or participating in research involving human subjects including doctoral students to complete training via the Collaborative Institutional Training Initiative (CITI).

Tarleton State University's core values are integrity, leadership, tradition, civility, excellence, and service. Central to these values is integrity, which is maintaining a high standard of personal and scholarly conduct. Academic integrity represents the choice to uphold ethical responsibility for one's learning within the academic community, regardless of audience or situation.

Tarleton State University expects its students to maintain high standards of personal and scholarly conduct. The doctoral students will be subject to removal from the Ph.D. program based on substantiated evidence of academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.

For more details on ethical standards in the field of criminal justice please refer to the Code of Ethics prepared by the Academy of Criminal Justice Sciences.

https://www.acjs.org/page/Code_Of_Ethics

UNIVERSITY RESOURCES AND CONTACTS

College of Graduate Studies

Administration Annex II, Room 100,
Stephenville, TX.

254-968-9104

gradinfo@tarleton.edu

www.tarleton.edu/graduate

Dick Smith Library

Box T-0450, Stephenville, TX 76402

Dick Smith Library

254-968-9249

866-339-5555

reference@tarleton.edu

<https://www.tarleton.edu/library/index.html>

Rickett Library

10850 Texan Rider Dr., Fort Worth, TX 76036
Tarleton State University - Fort Worth Campus
817-717-3315

ftwlibrary@tarleton.edu

<https://www.tarleton.edu/library/index.html>

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