Instructor: Chris Copeland, M.A., CISSP
Office Number: TBD Fort Worth Campus
Office Telephone Number: 817.484.4393
Email Address: ccopeland@tarleton.edu
Office Hours: Monday/Wednesday 4:00pm – 6:00pm
Time and Place of Class Meetings: Online via Blackboard

Email Policy: I do check my email on a daily basis. Email is the best way to communicate with me. I will answer each email; however, please put CRIJ XXXX in the subject line of all emails and include your name. Please use your Tarleton email address, often outside email domains get filtered out and I do not receive them or the email gets filed as spam.

Description of Course Content: This course is an introduction to the methods of criminological and criminal justice research, with emphasis on research ethics, research design, and methods of data collection and analysis. This is a Writing Intensive course. As such, receiving credit for the course depends on passing the writing component. If you do not pass the writing component, you cannot pass this course.

Student Learning Outcomes: The main objective of this course is to introduce the student to the various dimensions of methodological research. Specifically, the student will be exposed to various topics related to research methods, such as the nature of scientific thought; the link between research methods and theory; the sociology of knowledge; and ethics in research.

Course Textbooks:
Research Methods:
Fundamentals of Research in Criminology and Criminal Justice
Paperback: 328 pages
Publisher: SAGE Publications; Third Edition (January 15, 2014)
Language: English
ISBN-10: 1483333450

Calendar: The updated course calendar can be found on blackboard.

Attendance: At Tarleton State University, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this course, attendance will not be taken in class. It is the responsibility of the student to learn and master the materials presented in and outside of the classroom environment.

Grading Policy: Grades for the course will be earned by achieving a percentage of the total possible points offered in the course through written assignments, examinations, oral presentations, and class participation points. Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels. Failure to pass the writing aspect of the course is an automatic failure of the course as a whole, regardless of grade status.

Please take note of the sections on Blackboard named “How to pass this course”
Evaluation: Course evaluations will be based on written assignments, examinations, oral presentations, and class participation as deemed necessary by the instructor. The breakdown of grading is as follows:

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<thead>
<tr>
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<th>Points</th>
<th>Grade Range</th>
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<tbody>
<tr>
<td>Two Exams:</td>
<td>200</td>
<td>A (450 – 500): 90 – 100%</td>
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<tr>
<td>Chapter Quizzes:</td>
<td>100</td>
<td>B (400 – 449): 80 – 89.9%</td>
</tr>
<tr>
<td>Proposal Parts:</td>
<td>250</td>
<td>C (350 – 399): 70 – 79.9%</td>
</tr>
<tr>
<td>Total Points Available:</td>
<td>500</td>
<td>D (300 – 349): 60 – 69.9%</td>
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<td>F (&lt;= 300): 59.9% or less</td>
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Make-up Exams: Make-up exams will not be given unless an emergency has taken place. Evidence or documentation of the emergency must be presented as well.

Academic Sources for Papers: The basis of this course will depend heavily on the use of academic sources used in the Literature Review portion of the research project. The following are the only sources allowed for this course:

- Peer-Reviewed Academic Journals
- Academic Conference Proceedings & Presentations
- United States Case Law
- United States Federal and State Law
- Certain Government data sets: (US Census, BJS, UCR, NCVS)
- Various White Papers from approved sources

Not allowed at all:

- Websites, Wikipedia, Blogs
- TV, Radio, Podcasts, Movies

Submission Policy: Unless otherwise stated, all assignments must be submitted in the APA 6th edition format. Assignments not submitted in this format will not be accepted. Unless otherwise stated and based on emergency circumstances, no late submissions will be accepted. Evidence of the emergency must be presented as well. Assignments are due on Blackboard, which monitors and provide time stamps for all submissions; no assignments will be accepted via email.

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate catalog. You may find this at http://www.tarleton.edu/studentrules/student-grievance.html

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in myGateway from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor. Drops can take place up to the last day to drop in accordance with the official Tarleton academic calendar. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance.

Americans with Disabilities Act: Tarleton State University is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the Americans with Disabilities Act (ADA). Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Center for Access and Academic Testing (CAAT) Mathematics Building Room 201. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at the CAAT Website or by calling the CAAT at 254.968.9423.

Title IX: The University of Texas at Arlington is committed to upholding U.S. Federal Law “Title IX” such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit http://www.tarleton.edu/titleixix.
**Academic Integrity:**
Tarleton State University expects its students to maintain high standards of personal and scholarly conduct. Students guilty of academic dishonesty are subject to disciplinary action. The faculty member is responsible for initiating action for each case of academic dishonesty that occurs in his/her class. Rules for academic integrity can be found at [http://www.tarleton.edu/studentrules/academic-rules.html](http://www.tarleton.edu/studentrules/academic-rules.html). Violations of these rules will result in a referral to the Division of Student Life for review.

**Electronic Communication:**
Tarleton has adopted Office 365 as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned an Office account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account.

**Student Feedback Survey:**
At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through email approximately 10 days before the end of the term. Student Feedback and evaluations are conducted anonymously and are designed to provide critical feedback to instructors for course and teaching improvement.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will arrange to assist handicapped individuals.