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Washington State University  
MAJOR CURRICULAR CHANGE FORM -- COURSE  
(Submit original signed form and ten copies to the Registrar's Office, zip 1035.)

Future Effective Date: 08/16/2013  New course  Temporary course  Drop service course  
(effective date cannot be retroactive)  There is a course fee associated with this course (see instructions)

- Variable credit \_\_\_\_\_
- Increase credit (former credit \_\_\_\_\_)
- Number (former number \_\_\_\_\_)
- Crosslisting (between WSU departments)  
(Must have both departmental signatures)
- Conjoint listing (400/500)
- Request to meet Writing in the Major [M] requirement (Must have All-University Writing Committee Approval)
- Request to meet GER in \_\_\_\_\_ (Must have GenEd Committee Approval)  Fulfills GER lab (L) requirement
- Professional course (Pharmacy & Vet Med only)  Graduate credit (professional programs only)
- Other (please list request) \_\_\_\_\_

CrmJ 514 Professional Development in Criminal Justice and Criminology  
course prefix course no. title

1	1	0	0	
credit	lecture hrs per week	lab hrs per week	studio hrs per week	prerequisite

Description (20 words or less) Professional aspects of research, teaching, and service activities in criminal justice and criminology.

**Instructor:** Brody, David Phone number: (509) 358-7952 Email: Brody@wsu.edu  
**Contact:** Mareinin, Otwin Phone number: (509) 335-8428 Email: otwin@wsu.edu  
**Campus Zip Code:** 4872

- Please attach rationale for your request, a current and complete syllabus, and explain how this impacts other units in Pullman and other branches (if applicable).
- Secure all required signatures and provide 10 copies to the Registrar's Office.

[Signature] 9/12/12 Chair/date      Carol Domy 9-20-12 Dean/date      \_\_\_\_\_ General Education Com/date

\_\_\_\_\_ Chair (if crosslisted/interdisciplinary)\*      \_\_\_\_\_ Dean (if crosslisted/interdisciplinary) \*      \_\_\_\_\_ Graduate Studies Com/date

\_\_\_\_\_ All-University Writing Com/date      \_\_\_\_\_ Academic Affairs Com/date      \_\_\_\_\_ Senate/date

**\*If the proposed change impacts or involves collaboration with other units, use the additional signature lines provided for each impacted unit and college.**

PROFESSIONAL DEVELOPMENT IN CRIMINAL JUSTICE AND CRIMINOLOGY  
CRMJ 514

Fall 2013

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Office Hours: By appointment

### Course Description

The purpose of this course is to provide Ph.D. students with the key training needed to engage in the professional activities that are central to a successful scholarly career in criminology. Although issues of substantive, criminological importance naturally will be addressed, the primary focus will be on the strategies, skills, and professional standards needed to translate one's scholarly interests into a successful, ethical career. As this description indicates, this course is most appropriate for Ph.D. students (or potentially future Ph.D. students) interested in pursuing a scholarly career that emphasizes teaching, research, or both.

### Course Objectives

Students who successfully complete this course will develop key skills and strategies that pertain to six dimensions of professional involvement:

1. Conducting research
2. Preparing and giving presentations at professional meetings
3. Serving as a journal referee
4. Being a successful teacher
5. Seeking external funding
6. Securing employment

Furthermore, for each of these areas, significant attention will be devoted to addressing relevant professional ethics and standards.

### Course Content

In accomplishing each course objective, a number of different issues will be addressed:

1. Conducting and publishing research: This objective will be addressed by covering the approaches needed to identify and develop a good research idea and to succeed in the peer review process (selecting an appropriate journal, submitting the article, responding to R&Rs and other journal decisions).

2. Preparing and giving presentations at professional meetings: This objective will be addressed by considering the key basics of professional meeting participation in criminology (What are the important meetings? When are abstracts/manuscripts due? What are the different types of presentations?) and by covering specific techniques for preparing and giving presentations.
3. Serving as a journal referee: This objective will be addressed by considering the basics of the peer review process (Why is it used in the sciences? What is your role as the reviewer? What are the typical timelines? What materials should you prepare for the editor/authors?). Additionally, students in the class will practice by creating their own review of a manuscript.
4. Being a successful teacher: This objective will be addressed by considering key aspects of teaching, including creating a syllabus, selecting books, preparing lectures and exams, and dealing effectively with students.
5. Seeking external funding: This objective will be addressed by covering the basics of external funding (Why is this important to universities and to your career? What are the key sources for funding? How should one locate good funding possibilities?). Additionally, we will address techniques for preparing proposals.
6. Securing employment: This objective will be addressed by discussing some key basics for seeking a professional career in criminology (How are potential jobs located? What materials need to be prepared, and how is this done?). Additionally, we will consider strategies for successful interviewing.

### **Reading Material**

There is no appropriate text available for a course of this kind, so a collection of readings will be developed to match the specific topics to be addressed. The readings that are used will be accessible from the course's Angel website.

### **Course Requirements**

There will be six of these assignments on various topics covered at that time. For example, during the "Serving as a journal referee" section, students will select a manuscript for which they will complete a review (using the guidelines and tips discussed in class). Similarly, during the "Becoming an effective teacher" section, students will create the first draft of a syllabus for a course they can teach in the future.

To receive a passing grade students must satisfactorily complete all assignments.

### **Something that is not required, but should be done**

If you have not done so already, you should become a member of the American Society of Criminology (ASC), the Academy of Criminal Justice Sciences (ACJS), or both. These are the main professional organizations in our field, and membership provides you a subscription to top journals *Criminology*, *Criminology & Public Policy*, and *Justice Quarterly*.

Moreover, membership will provide you information on each organization's annual meetings. The ASC meetings are always in the Fall, and the ACJS meetings are always in the Spring. Ph.D. students should strive to attend these meetings and present a paper by their 3rd year.

### **Academic Honesty**

WAC 504-25-015. Academic dishonesty, such as cheating, plagiarism, fabrication, and fraud, is prohibited. See <http://www.conduct.wsu.edu/default.asp?PageID=343> for more information and specific definitions of academic dishonesty. As an institution of higher education, Washington State University is committed to principles of truth and academic honesty. All members of the University community share the responsibility for maintaining and supporting these principles. When a student enrolls in Washington State University, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity adopted by the University. To maintain the academic integrity of the community, the University cannot tolerate acts of academic dishonesty including any forms of cheating, plagiarism, or fabrication. Washington State University reserves the right and the power to discipline or to exclude students who engage in academic dishonesty. To that end, the University has established the following rules defining prohibited academic dishonesty and the process followed when such behavior is alleged. These rules incorporate WSU's Academic Integrity Policy, the University-wide document establishing policies and procedures to foster academic integrity.

Academic dishonesty includes cheating, plagiarism, and fabrication in the process of completing academic work. These standards should be interpreted by students as general notice of prohibited conduct. They should be read broadly, and are not designed to define misconduct completely.

### **Student with Disabilities**

Reasonable accommodations are available for students with a documented disability. If you have a disability and may need accommodations to fully participate in this class, please visit the Disability Resource Center (DRC). All accommodations MUST be approved through the DRC (Admin Annex Room 205). Please stop by or call [509-335-3417](tel:509-335-3417) to make an appointment with a disability specialist. If you have questions, please contact Rosie Pavlov at [pavlovr@wsu.edu](mailto:pavlovr@wsu.edu) or 335-3417. Additional information is available on the DRC website is [www.drc.wsu.edu](http://www.drc.wsu.edu).

### **Campus Safety Provisions**

WSU Pullman students are encouraged to go to <http://safetyplan.wsu.edu> and review the WSU commitment to campus safety, and go to <http://oem.wsu.edu/emergencies> for detailed information about emergency preparations in place in the case of an unexpected natural or manmade disaster.

## COURSE SCHEDULE

Week One	Introduction to professionalism
Week Two	Research in Criminal Justice
Week Three	Publishing and the Peer Review Process
Week Four	Professional Meetings
Week Five	Preparing and Giving Presentations at Professional Meetings
Week Six	Journal Refereeing
Week Seven	Course and Syllabus Design
Week Eight	Preparing and Giving Lectures
Week Nine	Designing and Grading Exams and Assignments
Week Ten	Working with Students and Teaching Assistants
Week Eleven	External Funding
Week Twelve	Job Search Basics and the CV
Week Thirteen	Cover Letters and Pre-Interview Interviews
Week Fourteen	Job Interviews

## **CRMJ 514**

### **Corrected Disability Statement and Grading Scale**

**Students with Disabilities:** Reasonable accommodations are available for students with a documented disability. If you have a disability and need accommodations to fully participate in this class, please either visit or call the Access Center (Washington Building 217; 509-335-3417) to schedule an appointment with an Access Advisor. All accommodations **MUST** be approved through the Access Center.

### **Course Requirements and Grading**

This is a PASS/FAIL class. There will be ten short assignments related to the topics covered in the course. For example, during the “Serving as a journal referee” section, students will select a manuscript for which they will complete a review (using the guidelines and tips discussed in class). Similarly, during the “Becoming an effective teacher” section, students will create the first draft of a syllabus for a course they can teach in the future. Each assignment will be worth 10 points (100 points total for the class).

To receive a passing grade, students must complete all assignments and receive a total score for the class of 65 points (65%) or above.

