M.S. in Criminal Justice Course Catalog

Nova Southeastern University

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Nova University was chartered by the State of Florida in 1964 as a graduate university with the special mission of working toward the solution of problems facing American society.

In addition to the Criminal Justice Program, Nova offers the following:

- Juris Doctor in Law
- Ph.D. and M.S. in Behavioral Sciences
- Ph.D. and M.S. in Life Sciences
- Ph.D. in Oceanography
- Ed.D. in Early Childhood Education
- The Master's degree in counseling and guidance, early childhood education, administration and supervision of educational systems and learning technology.
Utilizing both traditional and innovative formats, the University strives to increase opportunities to continue education through career-oriented programs. The University directs its efforts toward the solution of problems of immediate concern to mankind, and because these are usually interdisciplinary in nature, programs are organized into research and study centers. All research and teaching activities are oriented toward the self-directed student capable of translating academic accomplishments into professional performance.

Nova University's accreditation was reaffirmed for 10 years by the Southern Association of Colleges and Schools in December, 1975. It is a private, non-profit, non-sectarian, racially nondiscriminatory institution.
Alexander Schure, President, New York Institute of Technology; Chancellor, Nova University (ex officio)

Abraham S. Fischler, President, Nova University (ex officio)

Alexander Schure, President, New York Institute of Technology; Chancellor, Nova University (ex officio)

Abraham S. Fischler, President, Nova University (ex officio)

Larry R. Bassi, Academy of Criminal Justice Sciences; Trustee and Chairman of Criminal Justice Programs; Accrediting and Ethics, New York

Colonel J. E. Beach, Director, Florida Highway Patrol, Tallahassee

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Colonel L. Cotzin, President, Dade County Association of Chiefs of Police

John P. J. Dussich, President, American Criminal Justice Commission, Tallahassee

O. J. Franza, Chief of Police, City of Pompano Beach

Irving Goldaber, Sociologist; International Consultant in Conflict Management, New York

LeRoy Hessler, Assistant Chief of Police, City of Hollywood

Bernard L. Kaplan, Vice President, Hollywood Federal Savings and Loan Association

Norman C. Kassoff, Assistant Director, Corrections and Rehabilitation Department, Metropolitan Dade County

Richard W. Kobetz, Assistant Director, Professional Standards Division, International Association of Chiefs of Police, Maryland

Charles W. Maddox, President, Florida State Police Benevolent Association, Tallahassee

Charles A. McCutcheon, Chief, Boca Raton Police Department

E. Wilson Purdy, Director Public Safety Department, Metropolitan Dade County

Howard M. Rasmussen, Director Southeast Florida Institute of Criminal Justice, Miami Dade Community College

Philip S. Shailer, State Attorney, Broward County

Eugene P. Spellman, Esq., Attorney

Edward J. Stack, Sheriff, Broward County

John O. Truitt, Director Security Services, Dade County School System

Colonel Stanley W. Wisnioski, Jr., Director Criminal Justice Institute, Broward Community College

John A. Woodward, Director, Broward County Criminal Justice Planning
CRIMINAL JUSTICE PROGRAM ADMINISTRATION

William Gelfant, Director
William J. Bopp, Consultant
Dean Jules Pagano, Consultant
Robert H. Mendoza, Jr., Practicum Advisor
Dr. Marlene Mitchell, Practicum Advisor
Sandy Velasco, Assistant to the Director
Donald E. Halter, Registrar, Nova University
AN OVERVIEW OF
THE MASTER OF SCIENCE
PROGRAM IN CRIMINAL JUSTICE

The Master of Science Program in Criminal Justice is a career-related program with emphasis placed on a systems approach to criminal justice. The program is interdisciplinary in nature. It consists of 36 graduate credits, including a Criminal Justice Practicum. It has been designed primarily for criminal justice personnel, though it is adaptable to the needs of pre-service students as well. The curriculum has been devised to serve all the needs of criminal justice students, regardless of their career orientation. The primary objectives of the program are: to explore new approaches to the improvement of the criminal justice system; to provide students with the knowledge and skills needed to assume administrative roles in their employing agencies; and to provide them with the basis for a teaching career in criminal justice.

The criminal justice faculty are top personnel drawn from a national pool of scholars and professionals noted for their applied teaching, research accomplishments, publications and administrative experience. During class periods, theory and practice will be related by placing emphasis on discussion, basing it on the participants' experiences and on local situations which have actually arisen. Participants will learn more from a stimulating group analysis than from a lecture; thus, a special effort is made to bridge the gap between the world of the practitioner and the world of the scholar. To achieve this, each participant will be required to complete outside reading assignments covering the concepts and issues which to him appear most pertinent in the context of experience. These readings will be used as the basis for seminar discussions. Participants who are particularly qualified in specific areas will be given opportunities to make special contributions to the seminar sessions.
TO IMPROVE PROFESSIONAL COMPETENCY

Professional development of criminal justice personnel is vital for increasing the capacity of federal, state, local and community agencies to meet the challenges of a rapidly changing society. Future administrators will require not only a greater expertise in the techniques, resources and processes of the criminal justice system, but also increased comprehension of the criminal justice environment, policy objectives and management analysis.

METHOD OF STUDY

Criminal Justice students will be divided into clusters of approximately 30 participants. Each cluster will take two courses per semester (six credit hours). Since the program has been designed primarily for the in-service (employed) student, a cluster will meet with their instructor one weekend per month (Friday afternoon; all day Saturday). Thus, instead of the traditional method of meeting often for short periods of time, Criminal Justice students will meet monthly for intensive periods of study.

One of the features of the cluster concept is the mutual exchange of views and experience among practitioners from diverse backgrounds in law enforcement, court services, and parole and probation corrections.

The precise schedule for weekend sessions will be set up sufficiently in advance of a term to allow students to plan for it. Since each student will carry six semester hours per three month term, it is expected that they will be able to satisfy the Master of Science requirements in 18 months.

LOCAL AND NATIONAL CLUSTERS

Instead of bringing students to courses, Nova University organizes students into regional clusters. Each cluster is made up of a maximum of 30 participants. Clusters meet in major cities throughout the nation, where participants develop close relationships to which all contribute and from which all benefit.
MONTHLY WEEK-END COURSE SEMINARS

Each study area is designed to be covered in a three-month period. Instruction is conducted in monthly week-end (Friday evening and all day Saturday) intensive seminars under the direction of the national lecturer. In addition, one evening each month is devoted to a workshop session.

CLUSTER DIRECTORS

Every cluster is organized by a coordinator who serves as an expeditor and motivator of participants. Acting as liaison with the Nova University Central Campus, the Cluster Director plays the role of ombudsman.

NATIONAL FACULTY

Professional teacher-scholars with practical experience in the criminal justice system, from all parts of the country, promote and guide discussion rather than lecture. A special effort is made to integrate the practical with the theoretical.

INDIVIDUAL STUDY

The program stresses the need for intense individual study prior to each monthly conference. To facilitate individual study, Nova has prepared curriculum statements, issued to each participant for each of the program components, which introduce the subject, identify issues, focus the attention on the principal concepts involved, indicate the required readings and present a problem or issue to be dealt with in the commentary.

Based on required readings, participants prepare commentaries indicating reactions and stating the principal issues from the perspective of their experience and expertise. These commentaries provide a basis for the seminar discussions at the monthly two-day course conferences. Problem case studies are used to relate the specific problems facing the agency to general knowledge and methods derived from accumulated experience.
All participants pursue a common program of study, but opportunities are provided to vary the content both in discussion and written work. This approach and the integrated nature of the program of study make it essential for each member of the group to participate fully in every sequence.

The curriculum is organized to focus on major professional leadership roles of criminal justice personnel. Each role is the concern of one of the curriculum sequences, and each involves three months of study. The detailed plan of study is outlined in the following pages.

When a cluster is formed, it will proceed through its 18 months of study on a logical schedule. As a consequence, students in a cluster may plan for the following program of study:

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>I</td>
<td>CJ 600</td>
<td>Crime and Justice in America</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>CJ 601</td>
<td>Policy Issues in Crime Control</td>
<td>3 credits</td>
</tr>
<tr>
<td>II</td>
<td>CJ 602</td>
<td>Police Roles and Responsibilities</td>
<td>3 credits</td>
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<tr>
<td></td>
<td>CJ 603</td>
<td>Issues and Trends in Judicial Administration</td>
<td>3 credits</td>
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<td>III</td>
<td>CJ 604</td>
<td>Post-judicial Strategies</td>
<td>3 credits</td>
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<td></td>
<td>CJ 605</td>
<td>Juvenile Justice</td>
<td>3 credits</td>
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<td>IV</td>
<td>CJ 606</td>
<td>The Politics of Criminal Justice</td>
<td>3 credits</td>
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<tr>
<td></td>
<td>CJ 607</td>
<td>Criminal Justice Personnel Administration</td>
<td>3 credits</td>
</tr>
<tr>
<td>V</td>
<td>CJ 608</td>
<td>Organization and Management Theory</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>CJ 609</td>
<td>Administrative Behavior</td>
<td>3 credits</td>
</tr>
<tr>
<td>VI</td>
<td>CJ 610</td>
<td>Developmental Concepts and Planning: Towards a more effective criminal justice system</td>
<td>3 credits</td>
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<tr>
<td></td>
<td>CJ 611</td>
<td>Criminal Justice Practicum</td>
<td>3 credits</td>
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</table>
CJ 600  Crime and Justice in America (3 credits)

Course Description: Theoretical and operational examination of social institutions and processes which promote conformity and deviance. The nature of deviant behavior and society's response to it. Study of criminal justice as a process and as a system or non-system. The interdependent role of law enforcement, courts and corrections as they administer justice. Examination of contemporary issues and attitudes.

Purpose: To provide a frame of reference for students with regard to the status of crime and justice in America and to provide an overview of the sequence of courses in the degree programs leading to the Master of Science in Criminal Justice.

Objectives: At the conclusion of this course students will be knowledgeable about:
1) social motivations and processes which promote conformity and deviance;
2) the nature of deviant behavior;
3) society's historical and contemporary response to deviant behavior;
4) the systems theory of criminal justice, its strengths and weaknesses and its successes and failures;
5) the interrelationships and interdependence of the components of criminal justice;
6) some of the major contemporary issues in the administration of justice.
CJ 601 Policy Issues in Crime Control (3 credits)

Course Description: Examines critical public policy issues relating to the control and reduction of crime. Focus on those concepts, activities and programs which require innovations by criminal justice agencies, and greater citizen involvement.

Purpose: To acquaint students with contemporary efforts, strategies and ideas directed toward the control and reduction of crime by all components of the criminal justice system.

Objectives: At the conclusion of this course, students will know:
1) a variety of contemporary programs and movements directed toward controlling and reducing crime;
2) the relationships and impact of reform efforts to each of the components of criminal justice;
3) the impact of crime control and reduction efforts on society.

CJ 602 Police Roles and Responsibilities (3 credits)

Course Description: The nature and definition of the role of law enforcement agencies at all levels of government. Responsibilities for role definition. Citizen input. Articulation of role definition. Policies and priorities. Limits of authority. Effect of role definition on performance, personnel development and expectations. Role implementation.

Purpose: To expose students to the complexities of defining and implementing the police role in society.

Objectives: Upon completing this course students will know:
1) the complexities of defining the role of law enforcement in society;
2) legal, political and practical factors affecting role definition, obligation, performance;
3) the effects of role definition on police authority;
4) the effects of role definition on performance, development and expectations of police personnel;
5) the need for articulation of the defined role within the agency and to the public;
6) the importance of, and procedures for, development of policies to articulate and effectuate the police role.
COURSE DESCRIPTIONS

CJ 603  Issues and Trends in Judicial Administration (3 credits)

Course Description: An examination of the impact of judicial decisions on police and corrections. A look at judicial supervision of police and corrections and the "hands off" doctrine. An examination of judicial reform efforts. Unification of court systems, court administration.

Purpose: To provide an awareness of the impact of the judiciary on the entire system of the administration of justice and to examine efforts to reform and upgrade judicial services.

Objectives: At the conclusion of this course, students will know:
1) the impact of judicial decisions on the operations and administration of the other components of the justice system;
2) the effects of the development and abandonment of the "hands off" doctrine as it relates to judicial supervision of criminal justice officials and agencies;
3) the major efforts to reform the courts, the bases for these movements and their successes and failures.

CJ 604  Post-judicial Strategies (3 credits)


Purpose: To acquaint students with the purposes, functions, issues and innovative programs and reforms of probation, corrections and parole (including youthful offender programs).

Objectives: At the conclusion of this course, students will know:
1) the roles and functions of corrections in the criminal justice system;
2) the arguments for and against institutionalization and community-based programs as viable approaches toward the goals of corrections;
3) the legal and practical framework in which treatment and rehabilitation programs operate;
4) the bases and developments of legal rights of offenders.
CJ 605  Juvenile Justice (3 credits)

Course Description: A survey of juvenile justice development in America from philosophical, legal and practical perspectives. Reactions by society and the juvenile justice system to such problems as delinquency, dependency, parental neglect, maladjusted youths, and the battered child syndrome. The dilemma of civil rights for juveniles. Responsibilities of police, courts, and rehabilitation departments (including Division of Youth Services).

Purpose: To provide a foundation of philosophical, legal and contemporary material on offenses committed by and against juveniles.

Objectives: At the conclusion of this course, students will know:
1) historical, philosophical and legal framework in which the juvenile justice system operates;
2) the response of society and the justice system to problems such as delinquency, maladjustment, and battered children;
3) the roles and interdependence of police, courts, and rehabilitation departments with regard to the problems of juveniles in contact with the justice system.

CJ 606  The Politics of Criminal Justice (3 credits)

Course Description: The effects of politics on criminal justice processes and administration. Relationship between authority and power. Impact of special interest groups. The enactment of crime related legislation. Intra-and inter-agency politics: cooperation and coordination.

Purpose: To provide students with an awareness of the role of internal and external politics in the criminal justice system.

Objectives: At the conclusion of this course, students will know:
1) the impact of political influence on roles, operations and administration of criminal justice agencies;
2) sources and relationships between authority and power as it affects the justice system;
3) the political influence of special interest groups on criminal justice;
4) the nature of political influence on legislative processes as related to crime issues;
5) the forces of internal politics as it affects individual and agency goals and operations and interagency cooperation and coordination.
CJ 607  Criminal Justice Personnel Administration (3 credits)

Course Description: An analysis of recruitment, selection, retention, training, education, personnel evaluation and promotional programs in criminal justice. Coverage of disciplinary systems, incentive pay plans. Unionization and collective bargaining. Issues and trends in personnel development and administration.

Purpose: To provide students with a foundation in the management of human resources within criminal justice agencies.

Objectives: At the conclusion of this course, students will know: 1) the status, issues, and trends regarding human resources management in criminal justice agencies in, at least, the following areas:

a) recruitment  f) personnel evaluation
b) selection  g) promotional programs
c) retention  h) disciplinary systems
d) training  i) incentive pay plans
e) education  j) unionization and collective bargaining

CJ 608  Criminal Justice: Organization and Management Theory (3 credits)

Course Description: A study of major theories of organization and their application to criminal justice agencies with emphasis on the fundamental aspects of administration.
CJ 609 Criminal Justice: Administrative Behavior (3 credits)

Course Description: Examination of the dynamics of organization; levels of communication; decision making; and leadership styles.

Purpose: To provide students with a foundation for the management and administration of criminal justice agencies.

Objectives: At the conclusion of this course, students will know:
1) major schools of organizational theory;
2) the budget cycle, budgetary processes, budget preparation and budget formats;
3) decision-making tools;
4) motivational theory, research and techniques;
5) leadership styles;
6) interpersonal communication styles;
7) problems of organizational communications and causes of distortion.

Workshop Sessions

A bi-weekly evening workshop session will be conducted for the clusters by individuals with expertise in the specific field of study being covered by a given cluster at any given time.
COURSE DESCRIPTIONS

CJ 610 Developmental Concepts and Planning: Towards a more effective system (3 credits)

Course Description: An examination of the role of and need for research and planning as tools for crime reduction and upgrading the criminal justice system. Establishing goals and objectives, problem analysis, collection and analysis of data, identifying alternatives and selecting solutions. Implementing planning, techniques of planning. Research methodology. Evaluation. Grantsmanship.

Purpose: To provide students with a basis for recognizing the importance of, need for and methods of planning and research within the criminal justice system.

Objectives: At the conclusion of the course, students will know:
1) the role and importance of planning and research as tools for crime reduction and upgrading the criminal justice system;
2) the need for establishing agency and system goals and objectives and how to accomplish this;
3) procedures for problem analysis, collection and analysis of data, identifying alternatives, making selections and implementing recommendations;
4) techniques of planning;
5) research methodology;
6) evaluation;
7) grantsmanship.
CJ 611 Criminal Justice Practicum (3 credits)

A Nova Practicum is a project that promises to achieve improvements in a criminal justice agency. It is an action that addresses itself to a specific problem to the student’s job.

A practicum may be an experiment or test project to ascertain whether a specific idea is valid or useful, but it must culminate in an action intended to effect improvement.

The performance of a practicum involves choosing an actual departmental problem, analyzing its causes, doing the research necessary to establish reasonable hypotheses on which to predicate action, and arriving at a practical solution.

In performing a practicum, the student applies his intellectual resources to enlarge his professional qualifications and contacts and, where applicable, to contribute toward advancing the standards of his profession.

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Research Methodology (Help Session)

Students will be assisted in learning the strategies and the implementation of techniques to demonstrate their competencies and achieving their objectives.

Classes will be conducted monthly by practicum advisors. The course serves as a vehicle to improve the students’ ability to write clearly and to apply scientific methods of solving problems. These sessions will assist the students to utilize knowledge gained from former courses in developing the final practicums.
ADMISSION REQUIREMENTS

Admission requirements for the student wishing to matriculate for the Master of Science in Criminal Justice are:

1. A Baccalaureate Degree (or its equivalent) from an accredited college.
2. Three letters of reference (academic or career).
3. The intellectual capacity and motivation to pursue graduate work as determined by credentials and in interview.
4. A minimum of 18 undergraduate credits in Criminal Justice courses or a related area. (The 18 hour undergraduate requirement may be waived for individuals employed with a criminal justice agency.)

MASTERS DEGREE REQUIREMENTS

To complete the Master of Science Program in Criminal Justice, a student is required to complete successfully 36 specified credit hours of study. The Masters Practicum (included in the 36 credits) is required of all students. A student who successfully completes six semester hours of graduate credits each term will be able to satisfy the degree requirements in 18 months.

ADMINISTRATIVE POLICIES FOR THE PROGRAM

Attendance Policy—Students must attend weekend seminars on a regular basis. Missing one of the weekend seminars will be allowed only if the matter is cleared with the instructor in advance. Excessive absences will result in a failing grade.

Transfer Credits—The University will accept up to six credits of graduate work (with a grade of not less than a “B”) from an accredited program of graduate study at another institution, provided those graduate credits have not been applied toward another degree and the course content is the equivalent of courses offered in this program. Applications for approval of graduate transfer credits must be made to the Graduate Admissions Office.
STUDENT COSTS
Tuition for the Master of Science in Criminal Justice is $70 per credit hour ($420 per term). The one time, non-refundable application fee is $15; and the graduation fee is $30. There is a $15.00 registration fee each semester.

SPECIAL FEES
Late Registration Fee ........................................ $10.00
Split Payment Fee ........................................... $10.00
Make-up Fee for Incompletes ......................... $10.00
Transcript of Record ....................................... $ 2.00
Service Charge for Checks with Insufficient Funds ... $ 5.00

WITHDRAWALS AND REFUNDS
A student may withdraw from the class up to the second weekend seminar. Refunds are made solely at the option of the University for conditions beyond the student's control. Refunds must be requested in writing, and the refund is based on the date that the request is received by the University. When granted, tuition refund will be ¾ tuition if withdrawal is made prior to the second weekend seminar session.

FINANCIAL ASSISTANCE
Students who may be eligible for Veterans Administration benefits are invited to consult the VA counselor at the University. Individuals can also be assisted in applying for low cost Federally Insured Student Loans.
In every successful advanced degree program there exists a mechanism for testing ideas; in the Nova University program that mechanism is the practicum. In most traditional programs this idea "proving ground" is a balance beam where the domains of knowledge form the standards. Each student in those programs is expected to challenge the existing system of ideas with some of his or her own. The practicum in your program is your ticket to touch and test the real system where discovery and innovation can thrive.

Nova University invites you to open your institution and use it as a developmental laboratory to generate fresh solutions to problems. You might consider this process a form of "cracking the coconut". Nova University urges you to test you ideas on the real world—on real students and real things. The practicum will be the record of your investigations. Use it as a wedge to insert your ideas into the system. Use it as a mechanism for positive change.

John A. Scigliano

SCHEDULE OF CLASSES 1976-77

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<th>TERM</th>
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<td>SPRING TERM</td>
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<td>SUMMER TERM</td>
<td>July thru September</td>
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<td>FALL TERM</td>
<td>October thru December</td>
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Thomas Anderson, Golden Gate University
Dr. William Bopp, Florida Atlantic University
Dr. David W. Britt, Florida Atlantic University
Judge Robert A. Butterworth, J. D.
Neil C. Chamelin, J. D., University of Georgia
Dr. George F. Cole, The University of Connecticut
William J. Cooley, J. D., American University
James T. Curran, John Jay College, New York
Dr. Thomas C. Gray, Golden Gate University
Norman C. Kassoff, Metropolitan Dade County
Jack L. Larrimore, J. D., Federal Law Enforcement Training Center,
Glynco, Georgia
David L. Levy, J. D.—Assistant State Attorney, Florida
Ronald G. Lynch, J. D., University of North Carolina
Dr. William L. Megathlin, Armstrong State College
James P. Morgan, Jr., Virginia Commonwealth University
Dr. Arthur Niederhoffer, John Jay College, New York
Dr. Robert A. Norinsks, Michigan State University
Thomas Panza, J. D., Attorney
Gary J. Pudaloff, J. D., University of South Carolina
Dr. Robert D. Pursley, Michigan State University
Dr. Truett A. Ricks, Commissioner—Kentucky State Police
Dr. Ronald H. Rogers, Auburn University at Montgomery
Dr. Michael Schwartz, Kent State University
Dr. Jerome H. Skolnick, University of California, Berkeley
Dr. Alexander A. Smith, John Jay College, New York
Dr. Nathanial Stewart, Management Consultant, New York
Charles R. Swanson, Jr., University of Georgia
Dr. Jerome A. Wolfe, University of Miami
Dr. Marlene Mitchell, Practicum Advisor, University of Minnesota
Dean Jules Pagano, Ph.D., Florida International University

*NATIONAL FACULTY*

*At time of printing*