

# CRIJ/INSS 5390 Capstone

**Professor:** Dr. Stacie Ordonez

**Email:** saordonez@utep.edu

**Lectures:** Wednesday from 6:00PM to 9:00PM

**Location:** Education Building Room 112

**Office Hours:** Virtual Office hours by Appointment

**Office Location:** Education Building Room 111

**Office Phone:** 915-747-7674

## Course Overview and Objectives:

Students will demonstrate their mastery of MCJ/INSS core competencies by conducting a research project resulting in a professional quality report and by passing a comprehensive exam. This capstone seminar provides a culminating experience in which students apply concepts, theories, and research skills gained in the program to professional practice. This course is taken in the students' final semester of the program.

## Required Readings:

Becker, Howard. 2007. *Writing for Social Scientists: How to Start and Finish Your Thesis, Book, or Article*. Chicago: University of Chicago Press.

Denney, Andrew S. and Richard Tewksbury. (2013). How to write a literature review. *Journal of Criminal Justice Education*, 24, 218-234.

Fox, Bryanna H. and Wesley G. Jennings. (2014). How to write a methodology and results section for empirical research. *Journal of Criminal Justice Education*, 25, 137-156.

Additional weekly readings will be assigned. See Blackboard for details

## Details of Course Requirements:

This course will be taught as a hybrid class this semester. "Hybrid" courses are a blend of traditional face-to-face and online learning activities and/or lecture attendance via distance learning in a rotating format. The purpose of doing the hybrid course for the Spring 2021 is to reduce the number of students on campus so that the campus can remain open in a safe way. **It is required/recommended that students KEEP THEIR ORIGINAL COMMITMENT TO CLASS TIME OPEN (do NOT assume that you can schedule yourself at a job) just in case the hybrid method must change, or the faculty member must alter the day of the week that individuals come to campus vs. attend off-campus.** This teaching methodology may be subject to change by the faculty member based on fluctuations in class enrollment, class participation, and/or compliance with UTEP's policies as the administration continuously monitors COVID-19 cases in El Paso and on campus. Notification of changes in hybrid teaching methodologies will be made in writing on Blackboard Announcements. See the COVID-19 Policies in the Instructors policies.

## Research Project:

Students are required to produce an applied research paper within the fields of criminal justice or intelligence and national security studies broadly defined. Students are encouraged highly to employ structured analytic techniques and established social science methodologies in developing their capstone project. Students choose their own capstone project based upon their academic and intellectual interests

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and the approval of their faculty supervisor. The capstone involves an applied research project requiring faculty guidance. However, it is the responsibility of the student to conduct their own research and write their research project independently. This research project will be graded as a pass/fail.

Students will develop initially a research proposal no longer than 1 page. The research proposal will include all of the following elements:

- 1) A research question
- 2) A paragraph providing background information about the topic
- 3) A few sentences explaining the significance and relevance of the problem
- 4) A paragraph explaining the research design and research strategy

Students will then produce a project paper of approximately 20 -30 pages. Students are free to develop the specific structure of their project paper in consultation with their supervisor. As a generic guide, a project paper should include the following sections:

- 1) An introduction that explains fully the research question or problem under examination with an emphasis on its relevance and significance
- 2) An overview of the literature or when appropriate a description of the research methodology
- 3) A summary of the data or the major aspects of the topic being examined
- 4) An analysis of the data and the implications of the results
- 5) A conclusion that summarizes the principal research findings.

Students will schedule a regular meeting time with the professor to discuss progress on the paper. You are expected to engage with (and support) your fellow capstone students over the course of the semester through peer review and discussions. These peer interactions are very valuable in developing and completing your projects. You should plan to revise your capstone report several times before arriving at a final draft. You also should take the initiative to seek help from faculty and others when necessary.

## **Comprehensive Exam:**

The comprehensive exam is designed to provide students with the opportunity to integrate and to apply the knowledge gained throughout their coursework in the program. The exam consists of three essay questions addressing themes and issues broad enough to permit students to use theories, concepts, practices, and examples from any of the courses taken in the MCJ/INSS. In order to pass the exam, you must accurately apply ideas (e.g., theories, concepts, practices, and examples) learned in this program and offer a reasonable argument defending their responses to the exam questions. It is recommended that students prepare for the comprehensive exam by revisiting course readings, study class notes, and re-reading assignments and papers in order to sharpen your understanding of important theories, concepts, practices, and examples covered in those courses. See information about comprehensive exam attached.

## **Exam Grading:**

The criteria for grading the quality of your exam will include:

- 1) Writing and clarity of thought
- 2) Thoroughness and depth of thought in analytical work
- 3) Use of concepts from MCJ/INSS courses
- 4) Adequacy of documentation

Two other faculty members teaching in the graduate program will evaluate the exams.

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## Instructor's Policies

**Late Work:** **Late submissions will not be accepted.** Due dates are posted. Plan accordingly. You can submit all assignments early.

### Disability:

Students with a disability that affects their academic performance are expected to arrange a meeting with the instructor so that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired. Students with disabilities are required to notify the Center for Accommodations and Support Services for accommodations, [cass@utep.edu](mailto:cass@utep.edu); 915-747-5148; Union East Rm 106.

### COVID-19 Accommodations

Students are not permitted on campus when they have a positive COVID-19 test, exposure, or symptoms. If you are not permitted on campus, you should contact me as soon as possible so we can arrange necessary and appropriate accommodations. (**classes with on-campus meetings**) Students who are considered high risk according to CDC guidelines and/or those who live with individuals who are considered high risk may contact [Center for Accommodations and Support Services](#) (CASS) to discuss temporary accommodations for on-campus courses and activities.

### COVID-19 Precautions

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at [screening.utep.edu](http://screening.utep.edu). If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to [COVIDaction@utep.edu](mailto:COVIDaction@utep.edu).

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website ([screening.utep.edu](http://screening.utep.edu)) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. **You must wear a face covering over your nose and mouth at all times in this class.** If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 *Health and Safety* and Section 1.2.2.5 *Disruptions* in the UTEP Handbook of Operating Procedures. (**classes with on-campus meetings**) Please note that if COVID-19 conditions deteriorate in the City of El Paso, all course activities may be transitioned to remote delivery.

### Students Responsibilities

- Wear a face covering at all times.
- Maintain 6 feet of separation at all times, including when talking with other students.
- Follow signage indicating specific entry and exit doors and pathways.
- Do not cluster in groups and keep hallways open.

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- Wash hands and/or apply hand sanitizer prior to entering classroom and after leaving a classroom. Do not touch face until after hands are washed/sanitized.
- Use an alcohol wipe, provided outside of classrooms, to sanitize the desk, chair, or table.
- Follow faculty protocols for leaving and re-entering the classroom.

## ACADEMIC DISHONESTY:

Academic dishonesty includes cheating on an exam, turning in someone else's assignment from a previous class, or plagiarism: "(1) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with citations or biographical reference; (2) unacknowledged use of work/materials prepared by another person or agency engaged in the selling of term papers or other academic materials; (3) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators."

I take cases of alleged academic dishonesty seriously. For students who are found to have allegedly engaged in any form of academic dishonesty, the case will be referred to the Office of Student Conduct and Conflict Resolution (OSCCR). While the case is being investigated by OSCCR, an "I" (Incomplete) will be assigned until the case is resolved. If the student is found by OSCCR to have engaged in misconduct, sanctions may include a failing grade on the assignment or exam in question, a failing grade in the course, suspension, or dismissal from the University. See <http://www.utep.edu/dos>

## UTEP Drop Policy

If unforeseen circumstances happen where a drop is necessary, *students* are responsible for initiating any course drop. It is the student's responsibility to determine how dropping courses may affect financial aid. **Students are limited to dropping no more than 6 courses over their entire academic career of all courses taken at any public college or University in Texas.** If a student withdraws completely from this class kindly notify Dr. Ordonez at [saordonez@utep.edu](mailto:saordonez@utep.edu).

## CONTRACT

By reading this syllabus and remaining enrolled in the class, you are agreeing to the terms of the contract. If you have any questions, please email Dr. Ordonez ([saordonez@utep.edu](mailto:saordonez@utep.edu)).

## RECORDING OF CLASS & COPYRIGHT STATEMENT

The materials used in this course are copyrighted. This includes, but is not limited to, syllabi, exams, in class activities, review sheets, homework, solutions, class notes, supplemental materials. You do not have the right to copy or distribute these items unless I specifically grant you permission.

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**\*I reserve the right to right to add assignments if necessary and amend the schedule to suit the needs of the class.**

<u>DATE:</u>	<u>TOPIC COVERAGE*</u>	<u>ASSIGNMENT</u>
Week 1 1/19-1/24	Introductions/Syllabus Review Discussion of Issues	Remote lecture participation
Week 2 1/25-1/31	Selecting a Topic-Choosing an area of interest Read Ch. 1 & 2 Becker Text	Remote lecture participation Start thinking about your topic
Week 3 2/1-2/7	Guest Speaker (2/3/2021) Discussion of Issues	Remote lecture participation <b>Post topic ideas in Discussion Board</b>
Week 4 2/8 – 2/14	Overview of Blooms Taxonomy Review of Comp Exam Rubric Read Ch. 3 & 4	Remote lecture participation <b>Research Proposal Due</b> <b>Complete Survey for Comp Exam</b>
Week 5 2/15 – 2/21	Discussion of Issues Read Ch. 5	Remote lecture participation <b>Capstone Project Outline Due</b>
Week 6 2/22 – 2/28	Discussion of Issues Read Ch. 6	Remote lecture participation
Week 7 3/1 – 3/7	Addressing Questions about Comp Exam	Remote Lecture Participation <b>Comp Exam Distributed on 3/4/2021</b>
Week 8 3/8 – 3/14	Discussion of Issues	Remote Lecture Participation <b>Comp Exam due on 3/8/2021</b> <b>Section 1 of Capstone due 3/14</b>
3/15-3/21	<b>SPRING BREAK- ENJOY YOUR BREAK</b>	
Week 9 3/22 – 3/28	Discussion of Issues Read Ch. 7 & 8; Denney & Tewksbury Article	Remote Lecture Participation <b>Section 2 of Capstone due</b>
Week 10 3/29 – 4/4	Discussion of Issues Read Ch. 9; Fox & Jennings Article	Remote Lecture Participation <b>Section 3 of Capstone due</b>
Week 11 4/5 – 4/11	Discussion of Issues Read Ch. 10	Remote Lecture Participation <b>Section 4 of Capstone due</b>
Week 12 4/12 – 4/18	Discussion of Issues	Remote Lecture Participation <b>Completed Project Due</b>
Week 13 4/19 – 4/25	Discussion of Issues	Remote Lecture Participation
Week 14 4/26 - 5/2	Presentation of Capstone Projects	Remote Lecture Participation
Week 15 5/3 - 5/6	Presentation of Capstone Projects	Remote Lecture Participation

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