Faculty: Fawn T. Ngo, Ph.D.  
College of Arts & Sciences, C250  
E-mail: fawnngo@sar.usf.edu  
Phone: 941-359-4727  

Class Meetings: Mondays and Wednesdays from 11:00am until 12:15pm in Room B336.  

Office Hours: By appointments only (to better serve the students). Also, note that the best way to contact me is via email.  

Course Description  
This course is designed to provide students with a broad introduction to different methods that researchers, evaluators, and practitioners use to create new knowledge, understand and criticize research, and evaluate programs and policies. The main emphasis of the course is on the scientific method and basic techniques in social science research as applied to the collection, analysis, and interpretation of social data.  

Course Objectives  
Upon successful completion of the course, students will be able to:  
➢ Understand the various methods for conducting empirical research  
➢ Analyze and evaluate research terms, concepts, and techniques  
➢ Discuss ethical issues in criminology and criminal justice research  
➢ Articulate informed opinion about the value of empirical research  
➢ Appreciate the benefits of applied research  
➢ Become users and consumers of the research process and its results  

Required Text  

Web Portal Information  
Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address.  

Canvas  
I will be using Canvas to post lecture materials, assignments, quizzes, grades, and important announcements. I will also be using Canvas to email students in the course. Given that this is a distance learning course, students are REQUIRED to access Canvas and their USF e-mail account AT LEAST TWICE DAILY for class announcements and important information.
Information on how to use Canvas is available at [http://usfsm.edu/e-learning-services/student-resources/](http://usfsm.edu/e-learning-services/student-resources/). You could also contact the Information Commons Academic Resource Desk at 941-359-4225 or [usfsm.edu/infocommons](http://usfsm.edu/infocommons) for assistance with Canvas problems.

Additionally, the USF Tampa IT Helpdesk also provides 24 hour support for CANVAS. Please call 813-974-1222 or email: help@usf.edu if you need assistance outside of USFSM’s E-Learning hours.

**Laptop Use in Class**
Students are welcome to bring their laptops to class EXCEPT on exam dates.

**Students with Disabilities**
Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, 941-359-4714, disabilityservices@sar.usf.edu, [http://usfsm.edu/disability-services/](http://usfsm.edu/disability-services/).

**Religious Observances**
USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

**Academic Dishonesty**
The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the [USFSM Catalog](http://usfsm.edu/catalog), the USF System Academic Integrity of Students, and the [USF System Student Code of Conduct](http://usfsm.edu/student-code-of-conduct).

**Plagiarism Software**
The University of South Florida has an account with an automated plagiarism detection service which allows student assignments be checked for plagiarism. The instructor reserves the right to ask students to submit their assignments to Turnitin through Canvas. Assignments are compared automatically with a database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized.

PLEASE REMOVE YOUR NAME FROM THE BODY OF YOUR PAPER AND REPLACE IT WITH YOUR USF ID#. ALSO REMOVE YOUR NAME FROM THE FILE NAME AND REPLACE IT WITH YOUR USF ID# (e.g., “U12345678 Essay 1.docx”) BEFORE SUBMITTING IT TO TURNITIN.
Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), prior to submitting work to Turnitin, students are requested to delete any personal information (e.g., name, address, telephone) from the work being submitted. This protects students from having personal information disclosed to vendors or other outside agencies.

**Academic Disruption**

The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the USFSM Catalog, the USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

**Sexual Misconduct/Sexual Harassment Reporting**

USFSM is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (USF System Policy 0-004). The Counseling and Wellness Center is a confidential resource where you can talk about incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to either the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report.

Please be aware that in compliance with Title IX and under the USF System Policy, educators must report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. If you disclose any of these situations in class, in papers, or to me personally, I am required to report it to OSSR or DIEO for investigation. The Deputy Coordinator for USFSM is Mary Beth Wallace, AVP for Student Enrollment, Engagement and Success, 941-359-4330 or marybeth@sar.usf.edu.

Campus Resources:
Counseling Center and Wellness Center 941-487-4254
Victim Advocate (24/7) 941-504-8599
List of off-campus resources:

- Hope of Manatee: 941-755-6805
- Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976
- First Call for Help - Manatee: 941-708-6488
- Sarasota & North Port 941-366-5025
- Manatee Glens: 941-782-4800

**Contingency Plans**

In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and
College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Campus Police Website for further information.

**Fire Alarm Instructions**
At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures.

**Course Requirements and Student Evaluation**

**Quizzes**
There will be four (4) quizzes in this course. Quizzes are designed to help students prepare for the exams and will be administered at the beginning of class. Each quiz has 15 questions and students will have 10 minutes to complete each quiz. Quizzes will include multiple choice and true/false questions. ALL QUIZZES ARE ADMINISTERED AT THE BEGINNING OF CLASS (AT 11AM) ON WEDNESDAYS. See the course schedule listed below for when the quizzes take place.

**Exams**
There will be three (3) exams in this course. Each exam has two parts with the first part consists of matching, true/false, and multiple choice questions and the second part consists of short essay questions. Exams are not cumulative but they are closed book and will cover both lecture materials and assigned readings in the textbook. See the course schedule listed below for when the exams take place.

**Research Project**
There will be a team research project in this course (2 students per team). The project will consist of five (5) separate but related sections:

Section 1 - You are to select a research topic, compose an introduction for your topic, create an annotated bibliography and references page. You need to include the following items in your paper:

- A topic for the project.
- A list of at least ten (10) most up-to-date empirical studies. If feasible, include research articles published from 2000 to 2014 AND these articles need to come from peer-reviewed journals.
- An annotated bibliography for the above ten (10) articles.
- An “Introduction” section that clearly indicates the significance of the problem/issue
- A “References” section for the above 10 articles using APA Style.

Section 2 - You are going to compose the methodology section for your research project. You need to include the following items your paper:

- Your research question
- Your research hypothesis or hypotheses
- A description of your study design (i.e., which research design are you going to utilize to collect data? The experimental design or the quasi-
experimental design? If you are going to employ the quasi-experimental design, are you going to employ the before-and-after design? The ex-post facto design?)

- A description of your study sample (i.e., who will be the participants in your research proposal?)

Section 3 - You are going to construct a survey questionnaire or an interview questionnaire for your research project. In addition to submitting a copy of your survey or interview questionnaire, you need to indicate in your paper:

- Your dependent variable(s)
- Your independent variables
- Your control variables

Section 4 - You are going to pilot test your survey or interview questionnaire. You need to find 15 subjects and have them complete your survey questionnaire or conduct an interview with them. In addition to submitting copies of the completed surveys or interview questionnaires, you are to submit the following preliminary descriptive data for all of your variables:

- The minimum and maximum values, and the mean (or %) and standard deviation of your dependent variable(s)
- The minimum and maximum values, and the mean (or %) and standard deviation of your independent variables
- The minimum and maximum values, and the mean (or %) and standard deviation of your control variables
- An overall description of your sample (i.e., the mean age of the group, what proportion is males/females, the racial make-up of the group, etc.) (SEE THE SAMPLE TABLE POSTED AT CANVAS)

Section 5 - You are going to discuss the limitations and generalizability associated with your research project. Be sure to include the following items in your paper:

- Threats to external validity (i.e., are your findings generalizable to the larger population? Why or why not?)
- Threats to internal validity (review the lecture on threats to internal validity and discuss whether EACH ONE applies to your project or not)
- Ethical issues/concerns associated with your project
- Policy implications of your project
- Ways to improve or extend your project

ALL ASSIGNMENTS ARE DUE AT THE BEGINNING OF CLASS (AT 11am) ON MONDAYS. NO LATE ASSIGNMENTS WILL BE ACCEPTED. See the course schedule listed below for when the sections of the research project are due.

**Make-up Exams**

To make-up a missed examination, students must provide a written excuse to the professor as soon as possible. Valid excuses include illness (self or dependent) and bereavement.
Grading

Your final grade in this course is as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
<th>Grade Range</th>
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</thead>
<tbody>
<tr>
<td>Research Project</td>
<td>25%</td>
<td>A+ = 96 and above</td>
</tr>
<tr>
<td>Quizzes</td>
<td>15%</td>
<td>A = 93-95</td>
</tr>
<tr>
<td>Exam 1</td>
<td>20%</td>
<td>A- = 90-92</td>
</tr>
<tr>
<td>Exam 2</td>
<td>20%</td>
<td>B+ = 97-89</td>
</tr>
<tr>
<td>Exam 3</td>
<td>20%</td>
<td>B = 83-86</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>F = 59 or below</td>
</tr>
</tbody>
</table>

Grading Scale

- A+ = 96 and above
- A = 93-95
- A- = 90-92
- B+ = 97-89
- B = 83-86
- B- = 80-82
- C+ = 77-79
- C = 73-76
- C- = 70-72
- D+ = 67-69
- D = 63-66
- D- = 60-62
- F = 59 or below

TENTATIVE COURSE SCHEDULE AND READING ASSIGNMENTS:

January 5 & 7
Introduction to Criminal Justice Research Methods; Reasoning About the Social World; The Social Science Approach; Social Research Philosophies; Types of Research Methods.
- Lecture #1
- Required Text: Chapter 1

January 12 & 14
Designing Research; Identifying a Topic; Formulating, Refining, & Evaluating Research Questions; The Role of Criminological Theory; Social Science Research Strategies; Purpose of the Literature Review; The Importance of Introductions; Significance and Meaning of a Purpose Statement;
- Lecture #2
- Required Text: Chapter 2

January 19 & 21
Ethics in Criminal Justice Research; Ethical Principles; Institutional Review Boards (IRBS); Social Research Philosophies
- Lecture #3 & Lecture #4
- Required Text: Chapter 3

January 26 & 28
Conceptualization and Measurement; Concepts and Variables; Levels of Measurement; Measurement Operations; Evaluation of Measures; Measurement Validity and Reliability; Research Hypotheses
- Lecture #4
- Required Text: Chapter 4
- SECTION 1 OF RESEARCH PAPER DUE ON 1/26

February 2 & 4
Sampling Planning; Sampling Methods; Sampling Distributions
- Lecture #5
- Required Text: Chapter 3
- QUIZ #1 DUE ON 2/4
February 9  REVIEW FOR EXAM #1
February 11  EXAM #1

February 16 & 18  Criteria for Causal Explanation; Research Designs and Causality; Experimental Designs; Validity in Experiments; Threats to Internal Validity; Units of Analysis; Errors in Causal Reasoning
  • Lecture #6
  • Required Text: Chapter 6

February 23 & 25  Survey Research in the Social Sciences; Questionnaire Development and Assessment; Question Construction; Survey Designs; Ethical Issues in Survey Research
  • Lecture #7
  • Required Text: Chapter 7
  • SECTION #2 OF RESEARCH PAPER DUE ON 2/23

MARCH 2-8  SPRING BREAK

March 9 & 11  Introducing Statistics; Measures of Central Tendency; Measures of Variation; Preparing Data for Analysis; Displaying Univariate Distributions; Crosstabulating Variables; Analyzing Data Ethically
  • Lecture #8
  • Required Text: Chapter 11
  • QUIZ #2 DUE ON 3/11

March 16  REVIEW FOR EXAM #2
March 18  EXAM #2

MARCH 21  LAST DAY TO DROP A CLASS WITH A “W”; NO ACADEMIC PENALTY

March 23 & 25  Fundamentals of Qualitative Methods; Participant Observation; Intensive Interviewing; Focus Groups; Analysis of Qualitative Data; Ethical Issues in Qualitative Research
  • Lecture #9
  • Required Text: Chapter 8
  • SECTION #3 OF RESEARCH PAPER DUE ON 3/23

March 30 & April 1  Introduction to Policy Analysis; The National Institute of Justice (NIJ) Mission Statement; NIJ Research Priorities; Introduction to Evaluation Research; A Systems Model of Evaluation Research; Types of Evaluation Research; Steps in
<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 6 &amp; 8</td>
<td><strong>Evaluation Research</strong>&lt;br&gt;• Lecture #10&lt;br&gt;• Required Text: Chapter 10&lt;br&gt;Design Decisions; Quasi-Experimental Designs in Evaluation Research; Nonexperimental Designs; Qualitative and Quantitative Methods; Applied Research; Ethics in Evaluation Research; Evidence-Based Policy and Practice; What Works in Criminal Justice; Introduction to Meta-Analysis&lt;br&gt;• Lecture #11&lt;br&gt;• Review Chapter 10&lt;br&gt;• SECTION #4 OF RESEARCH PAPER DUE ON 4/6&lt;br&gt;QUIZ #3 DUE ON 4/8</td>
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<tr>
<td>April 13 &amp; 15</td>
<td>Analyzing Secondary Data; Historical Events Research; Comparative Methods; Content Analysis; Crime Mapping; Methodological Issues When Using Secondary Data; National Archive of Criminal Justice Data&lt;br&gt;• Lecture #12&lt;br&gt;• Required Text: Chapter 9&lt;br&gt;• QUIZ #4 DUE ON 4/15</td>
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<tr>
<td>April 20</td>
<td>REVIEW FOR EXAM #3; SECTION #5 OF RESEARCH PAPER DUE</td>
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<tr>
<td>April 22</td>
<td>EXAM #3</td>
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