



**Master of Science in Criminal  
Justice Graduate Program  
Student Orientation**

SAINT LEO  
UNIVERSITY










# Welcome To the Saint Leo University Community



**Now Showing  
Saint Leo  
University's  
“Bold Initiatives”**

# What Will Be Expected Academically From the Graduate Student

-  The highest standards of academic excellence.
-  A strong commitment to achieving academic success.
-  Self-discipline in completing all assignments according to the professors' timelines.
-  Produce original, scholarly, and graduate level work.
-  To have an understanding and mastery of academic writing formats.
-  Complete extensive writing requirements in each course.
-  Use of research resources provided by the University.

# **Your Degree, Your Way**

**Understanding the need to manage your own educational experience, Saint Leo University's Graduate Studies in Criminal Justice provides you a choice in determining your journey:**

 **Summer Institute**

 **Video Conferencing**

 **On-Line Distance Learning**

 **Off Site Cohorts**

 **Institute for Excellence in Criminal Justice Administration**

 **College Learning at Sea Program (CLaSP)**

 **Officers' Command School (Law Enforcement Personnel Only)**

# On-Line Distance Learning Classes

Classes are taken on-line via computer

Students will utilize the virtual classroom of Blackboard 9 to complete the course



# On-Line Distance Learning Classes

## Are they right for you?

 Are you unable to attend regular classes due to professional or personal commitments?





 Do you have strong computer skills?

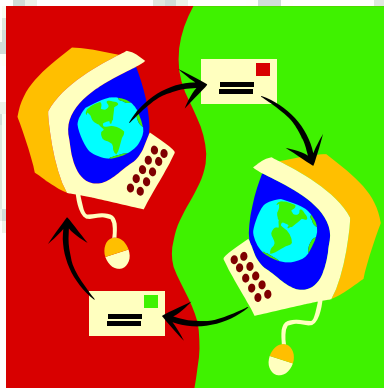
 Are you self-initiating, motivated, and directed?

 Do you have the time to complete all coursework over an eight week period?

**YOU MUST ANSWER YES TO ALL FOUR**

# Specialized Classes

-  Off Site Cohort
-  Institute for Excellence in Criminal Justice Administration
-  College Learning at Sea Program: CLaSP  
(which consists of a 7 to 10 day **SEA**mester)
-  Officers' Command School (Law Enforcement Personnel only)



Dr. Robert Diemer

[Robert.diemer@saintleo.edu](mailto:Robert.diemer@saintleo.edu)

#352-467-0722

Is your Academic Advisor

# Course Curriculum

The Master of Science in Criminal Justice program consists of 36 graduate credit hours;

- 12 hours consisting of four core courses,
- 18 hours consisting of six elective courses, and
- 6 hour Capstone Applied Project.



# Course Curriculum

## Core Class Requirements

All students must take all of the following 3 credit hour courses:

 CRJ 530 Ethical Issues in Criminal Justice

 CRJ 550 Legal Issues in Criminal Justice Administration

 CRJ 560 Public Policy Making in Criminal Justice

 CRJ 565 Leadership Applications in Criminal Justice

# Course Curriculum

## Elective Courses

**All students must take six of the following 3 credit hour courses from the categories of General Course of Studies or Focus Courses:**

- CRJ 501 Terrorism in Israel
- CRJ 502 Hostage Negotiations Phase I & II
- CRJ 503 Preventing Terrorist Attacks
- CRJ 520 Contemporary Issues in Community Corrections
- CRJ 521 Offender Treatment Methodology
- CRJ 525 Criminal Justice Policy Research and Evaluation
- CRJ 526 Research Methods in Criminal Justice
- CRJ 527 Research Methods in Criminal Justice II
- CRJ 535 Management of Human Resources
- CRJ 540 Planning and Financial Management
- CRJ 545 Introduction to Forensic Science
- CRJ 546 Advanced Forensic Science
- CRJ 547 Forensic and Medicolegal Death Investigation
- CRJ 548 Crime Scene Investigation and Management
- CRJ 551 Legal Issues in Criminal Justice Agencies II
- CRJ 555 Information Resource Management
- CRJ 570 Future Studies in Criminal Justice
- CRJ 575 Contemporary Issues in Criminal Justice Adm.
- CRJ 581 Terrorism and its Impact on Homeland Security
- CRJ 582 Management of Critical Incident Operations
- CRJ 583 Risk Identification and Assessment
- CRJ 584 Psychological Aspects of Critical Incidents
- CRJ 500 Special Topics: Various Courses

# Course Curriculum

## Concentration in Critical Incident Management

In order to receive the Concentration in Critical Incident Management, a student must successfully complete all four critical incident management courses. In addition, imbedded within each concentration course are the Federal Emergency Management Agency (FEMA) Professional Development courses. At the completion of the Concentration students will have also received five professional development certificates from FEMA.

**CRJ 581 Impact of Terrorism on Homeland Security**

**CRJ 582 Management of Critical Incident Operations**

**CRJ 583 Risk Identification and Assessment**

**CRJ 584 Psychological Aspects of Critical Incidents**

# Course Curriculum

## Applied Project



All students will be required to complete CRJ 590 Applied Project in Criminal Justice Administration.



This 6 credit hour course is conducted during the student's final, 15 week semester via toll-free conference calls, culminating in a capstone project related to criminal justice administration.










This course is offered during each Spring, Summer, and Fall semester.



See *Meet the Director* on your Blackboard 9

# mySaintLeo Portal

-  Register for courses in **eLion**
-  University **eMail** Access
-  Cannon Memorial **Library** (Cybrary) Resources
-  **Virtual Classroom** (On-Line Distance Learning Students)
-  Read news & announcements
-  Maintain a personal calendar & contacts
-  Participate in community forums, chat rooms & message boards

# mySaintLeo Portal

Accessing your My.SaintLeo.edu account for the first time...

Go to <https://my.saintleo.edu/portal/main.html> via any internet connection.

Usernames are typically your first name, a period, followed by your last name and is the same as prefix of your Saint Leo email address. (*example:* [john.doe@saintleo.edu](mailto:john.doe@saintleo.edu) )

Your default password is your initials followed by the last four digits of your social security number (*example:* jd1234). You will be required to reset your password once you've successfully logged in.

For additional, online assistance with the MySaintLeo Portal, go to: <https://my.saintleo.edu/portal/help/index.html>

# mySaintLeo Portal eLion



Search and register for classes



Check course grades



Request an official transcript



Obtain a copy of your program evaluation



Review class schedules



Check on financial aid by academic year



Secure, online payment of tuition expenses

# mySaintLeo Portal eLion

Click on the  
E-Lion tab.

my.SaintLeo.edu® Gateway to my Saint Leo Community

News Tools WebMail **eLion** Library Services WebCT Support

Web Search  
Google  
Search

LAUNCH  
Weather News  
News Headlines  
New York Times

**LAUNCH**  
THE MONTHLY E-ZINE OF SAINT LEO UNIVERSITY  
December 2006 Edition

**Holiday message from Dr. Kirk**  
In this season of light, one light shines bright: the light in the hearts of everyone connected to Saint Leo.  
[read more >>](#)

**Holiday traditions**  
Saint Leo University is a unique community that includes people of many faiths and nationalities. Several members of the Saint Leo family have shared their diverse holiday traditions.  
[read more >>](#)

**Military holiday traditions**  
In celebration of Saint Leo's strong connection to so many military families.

**Devotional**

**Your monthly dish**

**Training tip**

**Photo Essay**

**Weather News**  
Garden Calendar For Your Lawn For Your Garden  
Feels Like Humidity Wind: E11 Enter city  
Download

**News Headlines**  
 Show Descriptions

**MSNBC.com: Top MSNBC Headlines**

- Former President Ford dies - 6 hours ago.
- Saddam letter: Don't hate invaders - 25 minutes ago.
- Body of U.S. climber found in China - 2 hours ago.
- Early end to housing slump? - 1 hour ago.
- Steamy sex blog spat heads to court - hours ago.
- WP: U.S. wants proter polar bears - 15 hours ago.
- WP: Ethiopians dose i on Mogadishu - 7 hours ago.
- WP: Saddam to be hu in 30 days? - 1 hour ago.
- Red Cross: 260 dead i Nigeria blast - 1 day ago.
- U.C. football in Tenn. fog



# mySaintLeo Portal

## Webmail



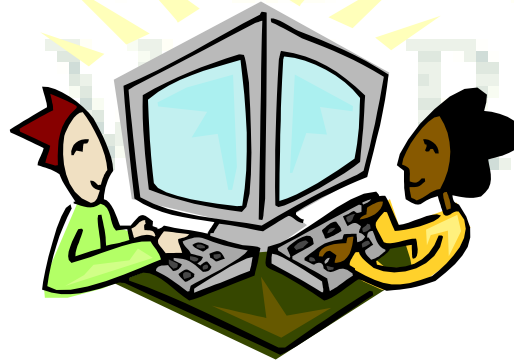
All Saint Leo University students are assigned a university email address that can be accessed via Webmail.



Email addresses consist of the user's first name, a period, and last name, for example;  
[robert.diemer@email.saintleo.edu](mailto:robert.diemer@email.saintleo.edu)



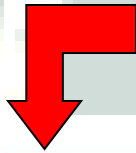
It is the student's responsibility to check their university email account for important correspondence from faculty and administrative staff.



# mySaintLeo Portal

## Webmail

Click on the  
Webmail tab.



The screenshot shows the my.SaintLeo.edu web portal. At the top, the URL "my.SaintLeo.edu" is displayed, along with the tagline "Gateway to my Saint Leo Community" and a user greeting "Hello Lisa.Haber". A navigation menu includes tabs for News, Tools, WebMail, e-Learn, Library, Services, WebCT, and Support. A "Web Search" box with a "Google" dropdown and a "Search" button is on the left. The main content area features a "LAUNCH" banner for the December 2006 edition of the monthly e-zine. Below the banner are three featured articles: "Holiday message from Dr. Kirk", "Holiday traditions", and "Military holiday traditions". A right-hand sidebar contains "Weather News", "News Headlines" (with a "Show Descriptions" checkbox), and "MSNBC.com: Top MSNBC Headlines" with a list of news items.

# mySaintLeo Portal


## Cannon Memorial Library

Provides a variety of student resources such as access to academic databases, research journals, eBooks, the library catalog, and research and writing assistance.



# mySaintLeo Portal Cannon Memorial Library

Click on the  
library tab.



The screenshot shows the mySaintLeo.edu website interface. At the top, the URL "my.SaintLeo.edu" is displayed on the left, and "Gateway to my Saint Leo Community" is centered. On the right, there are links for "Home" and "Site". Below the header is a navigation menu with tabs for "News", "Tools", "WebMail", "e-Learn", "Library", "Services", "WebCT", and "Support". The "Library" tab is highlighted in blue. A red arrow points from the text box above to the "Library" tab. On the left side, there is a "Web Search" section with a "Google" dropdown menu and a "Search" button. Below that is a "LAUNCH" section with a list of links: "LAUNCH", "Weather News", "News Headlines", and "New York Times". The main content area features a "LAUNCH" banner for the "December 2006 Edition" of "THE MONTHLY E-ZINE OF SAINT LEO UNIVERSITY". Below the banner are three article previews: "Holiday message from Dr. Kirk", "Holiday traditions", and "Military holiday traditions". On the right side, there is a "Weather News" section with a "Garden Calendar" and "Feels Like Humidity Wind: ESE" information. Below that is a "News Headlines" section with a "Show Descriptions" checkbox and a "MSNBC.com: Top MSNBC Headlines" section listing various news items.

# mySaintLeo Portal Cannon Memorial Library

Quick links to library resources, services, research guides, and help links.



The screenshot shows the mySaintLeo.edu website with the following elements:

- Header:** my.SaintLeo.edu Gateway to my Saint Leo Community. Navigation tabs: News, Tools, WebPortal, eLearn, Library, Services, WebCT, Support.
- Search:** Web Search box with Google as the engine and a Search button.
- Library Services:** A blue banner with "Welcome" and "Cannon Memorial Library" text, and a "Resources" button.
- Quick Links:** A section with sub-sections: Resources (LeoCat Library Catalog, Online Databases, eBooks and eReference, A to Z Journal List), Services (eReserves, FL Statewide Virtual Chat, Interlibrary Loan), Guides and Tip Sheets (Library Instruction Guides, Subject Research Guides, Recommended Websites), and Help Links (Library Tutorial, Library Tour).
- Mission Statement:** A paragraph describing the library's mission to support the university's mission and provide information, quality service, and expertise to faculty, students, and community patrons.
- Library News:** A section with "Newsletter" and "What's New" links, and a note about setting up a personal account for convenience.
- New Resources available!** A section listing "Lucent Library of Homeland Security", "Lucent Terrorism Library", and "The New Catholic Encyclopedia Online".
- Footer:** Saint Leo University, 33701 State Road 92, (800) 394-2552, Saint Leo, FL 33574-6665.

# mySaintLeo Portal

## *Westlaw*



*Westlaw* is a database service that allows the student to research state and federal case law as well as law journals.



*Westlaw* can be accessed from the mySaintLeo portal on the Cannon Memorial Library page or for a direct link. You will be required to login using your mySaintLeo Portal username and password.

Using Westlaw


Westlaw® Research Guide


November 2008

Westlaw

# Writing Formats

## APA Style

 American Psychological Association (APA) is the most commonly used writing format in the social sciences.

 Writing in APA style provides consistency and allows for greater simplicity in citing resources used by the student.

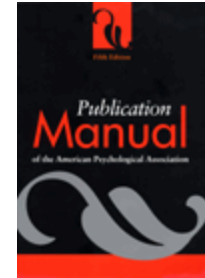
 All graduate level Criminal Justice courses will require the use of the APA writing format.

# Writing Formats

## APA Resources



APA Publication Manual, current edition



The Owl at Purdue APA Formatting Guide Website




Software programs such as APA Perra 5, StyleEase, FormatEase, ScholarWord, and easypaper.




For assistance with citation formatting, try using the Landmark Project's interactive website, Citation Machine.




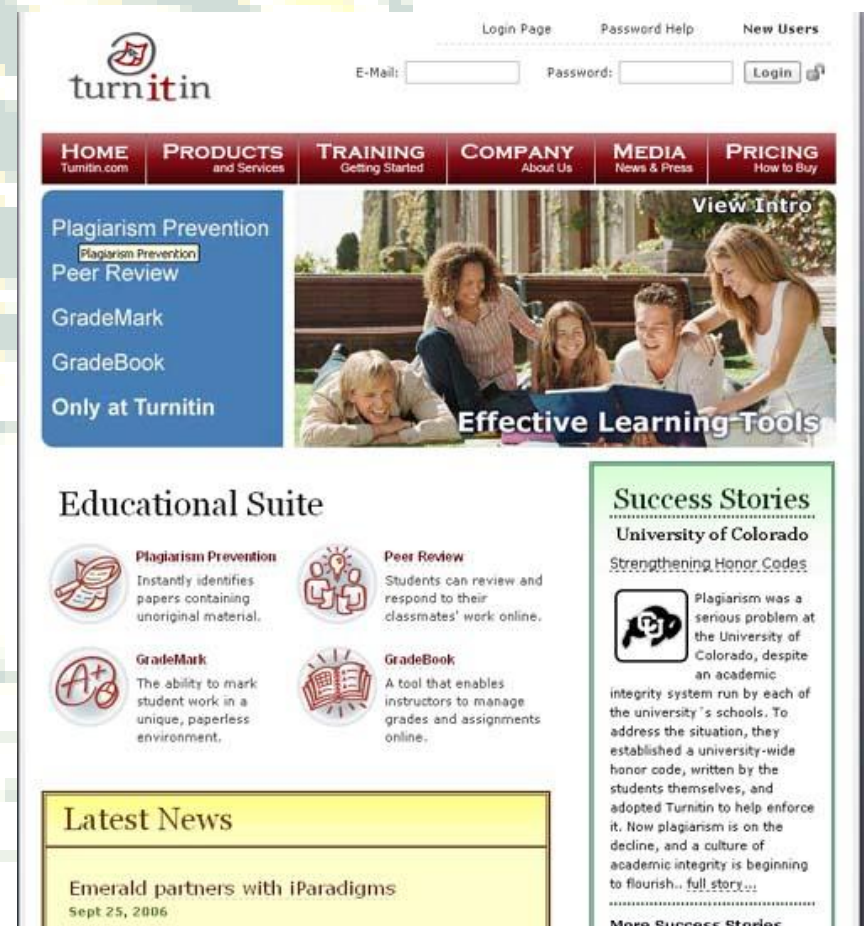
# Turnitin.com

 Turnitin.com is a website that is designed to assess written documents for possible plagiarism.

 The site may be used as a central location for the student to obtain assignment due dates, to submit completed work, and obtain assignment grades.

 All graduate students will be required to become proficient in the use of the site.

 Minimum Requirements – a computer with Internet access (either dial-up, broadband, or DSL)



The screenshot shows the Turnitin.com homepage. At the top right, there are links for "Login Page", "Password Help", and "New Users". Below these are input fields for "E-Mail:" and "Password:" with a "Login" button. A navigation menu includes "HOME Turnitin.com", "PRODUCTS and Services", "TRAINING Getting Started", "COMPANY About Us", "MEDIA News & Press", and "PRICING How to Buy". The main content area features a blue sidebar with "Plagiarism Prevention", "Peer Review", "GradeMark", "GradeBook", and "Only at Turnitin". To the right is a banner for "Effective Learning Tools" with a photo of students and a "View Intro" link. Below this is the "Educational Suite" section with icons and descriptions for "Plagiarism Prevention", "Peer Review", "GradeMark", and "GradeBook". On the far right is a "Success Stories" section for the University of Colorado, titled "Strengthening Honor Codes", with a "More Success Stories..." link. At the bottom left, a "Latest News" section features the headline "Emerald partners with iParadigms" dated "Sept 25, 2006".

# How to Use Turnitin.com

Make sure you review the tutorials for turnitin.com

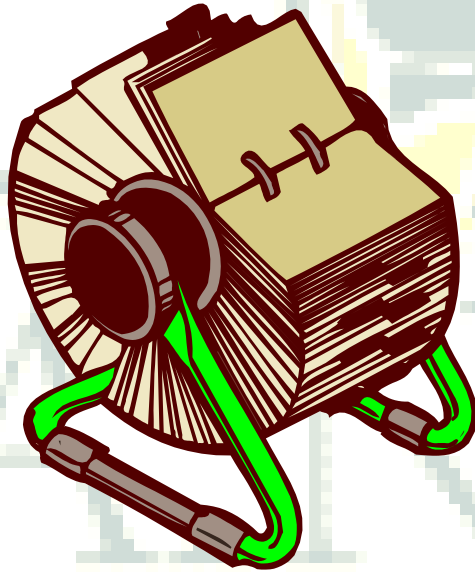


How to Use Turnitin



Understanding the  
Originality Report

# For Additional Assistance



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