

The University of West Florida
College of Arts, Social Sciences, and Humanities
Department of Criminology, Criminal Justice, and Legal Studies

Course Information

Course Title: Research Design in Criminal Justice
Course Prefix and Number: CCJ 4700
Course Credit Hours: 3
Course Modality: Online
Term and Year: Fall 2025

Instructor Information

Instructor Name: Dr. Kathrine Johnson
Email address: kjohnson@uwf.edu
Office location: Building 4, Office 458, Emerald Coast Campus
Phone number: 850-863-6588 (call or text)
Course location: <https://uwf.instructure.com/courses/63626>

Office Hours and Location:

- Monday 9:30-11:00 am Virtual
- Wednesday 1:00-3:00 Virtual
- Thursday 10:00 am-12:00 pm (Emerald Coast Campus Building 4/468)
- And by appointment

Graduate Assistant Information

- **GA Name:** Samantha Girardeau
- **Email Address:** sg162@students.uwf.edu
- **Office Location:** Virtual
- **Office Hours:** Monday 2:00-5:00 pm; Thursday 11:00 am-3:00 pm
- **Phone Number:** (251) 272-9211

Course Details

Catalog Course Description

Designed to give students an understanding of the basic principles and practices of empirical research as they are practiced in criminal justice and to enhance students' critical thinking skills with respect to criminal justice programs and proposals. Meets College-Level Communication Skills Requirement.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students should be able to:

- Explain the process of research as a rational and systematically organized sequence of events

- Identify the basic concepts and techniques necessary to understand the research process
- Critically assess research reports and use research in criminal justice practice
- Describe and explain the different purposes of research
- Compose and revise a researched academic paper that adheres to discipline-specific conventions

Topic

- Categories of Research
- Validity and Reliability
- Research Ethics
- Conceptualization and Measurement
- Sampling
- Research Designs
- Data Analysis

Course Prerequisites: None

Major/Minor Requirements: Required for majors in Criminal Justice and Children and Society. A program elective in the Bachelor's of General Studies program.

Required Materials and Resources

- Textbook
 - Title: *Basics of research methods for criminal justice and criminology*
 - Authors: M.G. Maxfield and E. Babbie
 - Edition: 4th Edition
 - ISBN: 978-1-305-26110-5
- Availability:
 - This textbook is available electronically through Brytewave
 - Required textbooks for 1000-4000 level courses are available on Reserve at the Circulation Desk at the UWF Libraries for a 2-hour loan period (book must stay in the Library). Please take advantage of this resource, but keep in mind that copies of textbooks for each course are limited and may be used by another student, particularly right before an assignment or reading is due, so plan your textbook use accordingly. This service is available for print-format textbooks only.
- Internet Access (broadband is recommended)
- Activated UWF ArgoNet E-mail Account

Course Policies

Academic Integrity

The [Student Code of Academic Conduct](#) defines various forms of academic misconduct, including cheating and plagiarism, and describes the process for addressing these types of allegations. All students are expected to read the Student Code of Academic Conduct and comply with the expectations. More information and links to the University regulations governing academic conduct can be found on the [Dean of Students' website](#).

Attendance Policy

This course is offered fully online. In order to be successful in online courses, it is important for you to be engaged with the material, your classmates, and the instructor. It is expected that you will sign in to the Canvas course at least three times per week. You will post discussion comments promptly so others in your group do not have to wait until the last minute. You will be responsible for reading the weekly announcements and for all information (and possible extra credit opportunities!) posted there. If you have special circumstances (see [Class Attendance](#)), which specifies four reasons to excuse an absence and permit makeup work. Please contact me as soon as you are aware of the situation not wait until after and then ask for an extension. If you have more than three unexcused absences from class (e.g., missed assignments), your final grade for the course will be dropped by five points for each additional unexcused absence.

Incomplete Grades

Incompletes will not be given *except* under very extreme circumstances. Please review the UWF Catalog for rules about [incompletes](#).

Grading Practices and Policies

Over the course of the semester, you will complete the following assignments:

- Syllabus review quiz (week 1 attendance)
- Academic Integrity Unit quizzes (week 1 attendance)
- Written Activities (3)
- Practice Activities (2)
- Comprehensive Assignment
- Discussion (1)
- Exams (3)
- Chapter Quizzes (10)

Grade Distribution

Grade Distribution

Assignments	Point Values
Syllabus/Important Information quiz	10
Academic Integrity Unit quizzes	19
Meet your classmate discussion	25
Comprehensive Assignment	50

Quizzes (10@10 points)	100
Practice Activities (2@50 points)	100
Exams (3@50 points)	150
Written Activities (3@100 points)	300
Total Points	754*

*To be adjusted if other projects are added

Grading Scale

Final course grades will be assigned based on the following grading scale:

Grading Scale

Grading Scale		
Letter Grade	Points Range (based on 754 pts)	Percentage Range
A	701-754	93% to 100%
A-	678-700	90% to <93
B+	655-677	87% to <90%
B	625-654	83% to <87%
B-	603-624	80% to <83%
C+	580-602	77% to <80%
C	527-579	70% to <77%
D+	505-526	67% to <70%

Grading Scale

Grading Scale		
Letter Grade	Points Range (based on 754 pts)	Percentage Range
D	452-504	60% to <67%
F	<452	<60%

Student Accessibility Resources

The University of West Florida supports an inclusive learning environment for all students. If aspects of this course's instruction or design hinder your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, reasonable accommodations can be arranged. Before receiving accommodations, you must register with Student Accessibility Resources. Appropriate academic accommodations will be determined on an individual basis with careful consideration of course design, course learning objectives, individual documentation of disability, and the academic barriers experienced by the student. Accommodations may vary from one course to the next and from one semester to the next. For information regarding the registration process, visit [the SAR website](#), e-mail sar@uwf.edu, or call 850.474.2387

Student Use of Generative AI Tools in this Course

Acceptable and Unacceptable Use of AI

The use of generative AI tools (e.g., ChatGPT, Dall-e, etc.) is permitted in this course only for the following activities:

- Brainstorming and refining your ideas;
- Finding information on a topic;
- Organizing your thoughts; and
- Checking grammar and style.

The use of generative AI tools is **not** permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts or content that you put into a Zoom chat.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs, or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws or contain misinformation or unethical content). Your use of AI tools must be appropriately documented and cited to stay compliant with university policies on academic honesty. See [Citing AI Content resources](#) and [ChatGPT and AI in Higher Education](#) for details on how to cite. You will choose the APA 7th edition for documenting and citing references. **If any assignment is found to have used generative AI tools in unauthorized ways, you shall be asked to schedule a meeting with the instructor to discuss the assignment.** Any misuse of AI tools will be

handled as any other case of academic misconduct. When in doubt about permitted usage, please ask for clarification. If you have any doubts about what constitutes a violation of the Student Code of Academic Conduct or any other issue related to academic integrity, please ask your instructor.

Important Information and Updates

Faculty members must sometimes make changes to update course elements such as schedules or assignment details in response to student needs and external events (e.g., severe weather or public health emergencies). If updates become necessary as the course progresses, students will be notified through [faculty member should specify the means of communication they will use (i.e., emails, Canvas announcement, etc.)]. Additional information regarding key policies and processes relevant to all courses at UWF are listed below. They can also be found on the [Additional Syllabus Statements](#) page.

For Your Protection

For those of you working in the CJ system, it is understood that your statements, comments, and replies do not necessarily reflect your personal or professional beliefs and practices or reflect your agency. All statements, comments, and replies in this course are for educational purposes only and are to further enhance the educational experience.

Disruptive Behavior

Any member of the University community who intentionally acts to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and/or functions of the University shall be subject to appropriate disciplinary action by University authorities for disruptive conduct, as described in the applicable rules and laws governing such actions. Disruptive behavior (in an online environment) includes, but is not limited to, allowing unauthorized guests, verbal abuse or threats directed to others in the classroom, flaming of others on discussion boards, and unprofessional conduct while in class.

Student assignment policies and other points of interest

- Please make sure you read the announcements posted each week in Canvas.
- All assignments are due as stated.
- All assignments are to be completed/submitted before 11:59 pm Central time on the required date.
- It is the student's responsibility to manage their time so as to complete all projects by the stated deadline.
- Please note that "down servers" or other electronic excuses (internet problems, my cloud storage crashed, ferret ate my thumb drive, etc.) will not be accepted.
- If Canvas goes down, we will make the appropriate adjustments, but do not wait until the last minute to complete assignments.
- Grades will generally be posted in Canvas within one week of the due date
- If you email me with a question, comment, or concern about the class, you can expect a response within 24 hours during the week (unless I have indicated in advance that I will not be available). If you email me over the weekend, it is likely that I will not respond until Monday.

Minimum technical skills utilized by students

- Activate a MyUWF student account
- Access the MyUWF portal a minimum of 2-3 times a week
- Access the UWF email account (Gmail) 2-3 times a week
- Have basic word-processing knowledge

Additional information regarding key policies and processes relevant to all courses at UWF can be found on the [Additional Syllabus Statements](#) page.

Course Calendar

CCJ 4700 Course Calendar			
Date	Topics	Assignments	Due Dates
Week 1 August 25	Introduction to the course - Get to know each other - Academic Integrity - Syllabus Review	Complete the Academic Integrity Tutorial and Quizzes Complete the Syllabus Quiz Complete the "Meet your Classmates" Discussion	All quizzes are due before 11:59 pm Central Time on 8/30 Initial comments for the discussion are due be Wednesday; all contributions complete by Saturday
Week 2 September 1	Chapter 1: Criminal Justice and Scientific Inquiry	Chapter 1 Quiz	Chapter 1 quiz due before 11:59 pm Central Time on 9/6
Week 3 September 8	Chapter 2: Ethics and Criminal Justice Research	Chapter 2 Quiz	Chapter 2 quiz due before 11:59 pm Central Time on 9/13
Week 4 September 15	Chapter 3: General Issues in Research Design	Chapter 3 Quiz	Chapter 3 quiz due before 11:59 pm Central Time on 9/20
Week 5 September 22	Chapter 4: Concepts, Operationalization, and Measurement	Chapter 4 Quiz Writing Activity 1 - Conceptualization and Measurement	Chapter 4 quiz due before 11:59 pm Central Time on 10/4 Submitted to the assignments area before 11:59 pm on 10/4
Week 6 September 29	Chapter 4: Concepts, Operationalization, and Measurement	Chapter 4 Quiz Writing Activity 1 - Conceptualization and Measurement	Chapter 4 quiz due before 11:59 pm Central Time on 10/4 Submitted to the assignments area before 11:59 pm on 10/4
Week 7 October 6	Chapters 1-4	Exam 1 (Chapters 1-4)	Exam available 10/6-10/10

Week 8 October 13	Chapter 5: Experimental and Quasi-Experimental Designs	Chapter 5 Quiz	Chapter 5 quiz due before 11:59 pm Central Time on 10/18
Week 9 October 20	Chapter 6: Sampling Chapter 7: Survey Research	Chapter 6 Quiz Chapter 7 Quiz Writing Activity 2 - Experiments	Chapter 6 quiz due before 11:59 pm Central Time on 10/25 Chapter 7 quiz due before 11:59 pm Central Time on 10/25 Submitted to the assignments area before 11:59 pm on 10/25
Week 10 October 27	Chapter 8: Qualitative Interviewing	Chapter 8 Quiz Practice Activity 1 - Sampling	Chapter 8 quiz due before 11:59 pm Central Time on 11/1 Submitted to the assignments area before 11:59 pm on 11/1
Week 11 November 3	Chapters 5-7	Exam 2: (Chapters 5-7) Practice Activity 2 - Surveys	Exam available 11/3-11/7 Submitted to the assignments area before 11:59 pm on 11/8
Week 12 November 10	Chapter 9: Field Observation	Chapter 9 Quiz Comprehensive Assignment	Chapter 9 quiz due before 11:59 pm Central Time on 11/15 Submitted to the assignments area before 11:59 pm on 11/15
Week 13 November 17	Chapter 10: Agency Records, Content Analysis, and Secondary Data	Chapter 10 Quiz	Chapter 10 quiz due before 11:59 pm Central Time on 11/22
Week 14 November 24	Content Analysis	Writing Activity 3 – Content Analysis	Submitted to the assignments area before 11:59 pm on 11/29
Week 15 December 1	Chapter 11: Evaluation Research and Problem Analysis	Chapter 11 Quiz	Chapter 11 quiz due before 11:59 pm Central Time on 12/6
Week 16 December 8	Chapters 8-11	Exam 3: (Chapters 8-11)	Exam available 12/8-12/12