

CRIMINOLOGY

Student Handbook

2008-2009

WELCOME.....	3
THE UNIVERSITY OF SOUTH FLORIDA SYSTEM.....	4
THE UNIVERSITY OF SOUTH FLORIDA, ST. PETERSBURG	4
USF St. Petersburg’s Mission	5
COLLEGE OF ARTS & SCIENCE.....	5
CRIMINOLOGY.....	6
RESEARCH WITHIN CRIMINOLOGY	6
CRIMINOLOGY STAFF CONTACT DETAILS	7
COMMUNICATION	8
Notice Boards.....	8
Personal Contact Information.....	8
Communication about Illness and Absences from Classes	8
Cancellations	9
CRIMINOLOGY (CCJ) PROGRAM DESCRIPTION.....	9
MISSION	9
LEARNING OBJECTIVES.....	10
CRIMINOLOGY REQUIREMENTS/CURRICULUM.....	11
Internships.....	12
REQUIREMENTS FOR THE MINOR IN CRIMINOLOGY.....	13
COGNATE WITHIN INTERDISCIPLINARY SOCIAL SCIENCES (ISS).....	14
CRIMINOLOGY STUDENT ASSOCIATION	14
ALPHA PHI SIGMA.....	14
LEARNING & TEACHING	15
Student Academic Expectations.....	15
Academic Dishonesty & Disruption of Academic Process	16
Rule No. 6C4-3.0015	16
“I” Grade Policy	18
ACADEMIC SUCCESS CENTER	19
NELSON POYNTER LIBRARY	19
ACADEMIC COMPUTING	19
COMPUTER CENTER	20
BOOKSTORES	20
EMERGENCY SITUATIONS.....	20
Hurricane Preparedness.....	20
Campus Police Services	20
REVERSE 911	21
Enhanced 911	21
DEPARTMENT OF STUDENT SERVICES (DOSS)	21
Disability Services.....	21
JUDICIAL AFFAIRS	22
Student Code of Conduct	23
DIVISION OF STUDENT LIFE	23
DIVISION OF STUDENT AFFAIRS.....	23
Career Services.....	23
Counseling Services	24
Health & Wellness	24
THE WATERFRONT	24
USEFUL NUMBERS	27
CALENDAR, FALL, SPRING, SUMMER 2008 – 2009.....	28

WELCOME

On behalf of the University of South Florida, St. Petersburg and the Criminology faculty, I welcome you! As a new student of the Criminology program, you are one of over 100 majors—the second largest within the College of Arts & Sciences. Our students are of primary concern to the faculty and staff here at USF St. Petersburg, as we aim to provide you with the highest quality instruction and supportive educational environment.

The University of South Florida is one of Florida's top three public institutions and is recognized by the Carnegie Foundation in the top tier off research universities. You are part of the USF family of campuses. Here at St. Petersburg, we offer a full complement of academic services and facilities, not to mention being located on one of the most beautiful campuses in the US. There is also a wide range of extramural activities including a sports center and our waterfront, which houses our swimming pool and the USF sailing team. During your time here, make sure you take advantage of all the experiences that the university can provide.

Your Criminology faculty consists of well-respected researchers who have contributed to their field of expertise, both nationally and internationally. Our backgrounds are in the social sciences, mainly from criminology, sociology, and political science. We are dedicated to a liberal arts education, which will provide you many options upon graduation. Our students have entered the workforce directly, while others have chosen to expand their education by pursuing graduate or law school.

Whichever route you chose, we hope that your years here at USFSP are productive ones that are filled with enthusiasm, success, and happiness.

We look forward to seeing you in class.

Dr. Jacqueline L. Schneider
Associate Professor & Director

Aim of the Handbook

This handbook has been written for students who have declared Criminology as their major, minor or cognate (ISS) course of study at the University of South Florida, St. Petersburg. The handbook provides basic information that you will need in order to get through your degree course. It aims to:

- Introduce the University, the College and the Program;
- Introduce the staff;
- Explain the degree structure and the approach the Criminology staff have adopted towards teaching, learning, and research;
- Advise students about study skills, written work; and
- Provide information about campus facilities that can assist you with your work.

Much of the information contained in this handbook is from the USF system-wide website. Please remember that the web is a significant and valuable source of information—visit it often.

The University of South Florida System

The University of South Florida is a multi-campus national research university that supports the development of the metropolitan Tampa Bay Region, Florida, the United States, and the world. USF is one of the nation's major public research universities and is classified in the top tier as Doctoral/Research Extensive by the Carnegie Foundation for the Advancement of Teaching.

The university is dedicated to excellence in:

- Teaching and lifelong learning in a student-centered environment
- Research to advance knowledge and promote social, cultural, economic, educational, health, and technological development
- Service based on academic excellence and the ethics of community responsibility
- Community engagement to build university-community partnerships and collaborations

The University of South Florida, St. Petersburg

University of South Florida, St. Petersburg is the oldest and largest regional campus within USF. USF St Petersburg offers students a strong liberal arts curriculum coupled by professional programs in Business and Education. The campus is known for its small college atmosphere with the benefits of being part of a university with a national reputation for advanced scholarship.

USF, St. Petersburg is fiscally autonomous and earned separate accreditation in 2006 from the Southern Association of Colleges and Schools. This recognition is evidence that USF St.

Petersburg stands on its own, academically, and affirms the quality of the faculty and programs. The campus will remain a separate, accredited institution within USF. The university houses a 210,000 volume library, a full service computer center and store, a fitness center, as well as other student recreational facilities. In fall 2006, USF St. Petersburg opened the doors to its first residential hall.

The Numbers

Enrollment in fall 2007 was 3,606 students.

Women make up 64% of the campus.

The campus offers 26 undergraduate degrees and 12 graduate degrees.

Degrees awarded in 2007 – 2008: 820

Ninety percent of faculty has terminal degrees.

USF St. Petersburg is a beautiful waterfront campus that is located within St. Petersburg's downtown, featuring parks, shops, restaurants, art galleries, museums, performing arts, and sports venues. USF St. Petersburg is the only public university in Pinellas County, an area of one million people.

USF St. Petersburg's Mission

USF St. Petersburg offers distinctive graduate and undergraduate programs in the arts and sciences, business, and education within a close knit, student-centered learning community that welcomes individuals from the region, state, nation, and world. We conduct wide-ranging, collaborative research to meet society's needs and engage in service projects and partnerships to enhance the university and community's social, economic and intellectual life. As an integral and complementary part of a multi-institution system, USF St. Petersburg retains a separate identity and mission while contributing to and benefiting from the associations, cooperation, and shared resources of a premier national research university.

College of Arts & Science

The College of Arts & Sciences is home to a wide range of opportunities designed to provide an engaged learning experience for students with distinctive degree and non-degree programs in Anthropology, Criminology, Economics, English, Environmental Science and Policy, Florida Studies, Geography, Government and International Affairs (GIA), Graphic Design, History, Interdisciplinary Social Science, Journalism and Media Studies, Psychology, Social Work, and World Languages. The campus is uniquely located, providing learning experiences that would be difficult to obtain anywhere else in the world. The College mission is to provide the best possible research-based education while affording our students a more personal academic experience.

The College hosts the University Honors Program, which offers academically gifted, highly motivated students an exceptional college experience that is not "only challenging, but broadens and deepens..." their undergraduate education. Specially designed honors seminars span the

sciences and humanities and offer an unusual amount of freedom to explore an interdisciplinary approach to the acquisition of knowledge.

Criminology

The criminology program is located in the College of Arts and Sciences. There are approximately 140 undergraduate criminology majors making it the second largest major in the College. Still, one of the primary benefits of our program is the small classroom sizes and the personal attention given to each of our students.

We offer courses in wide variety of criminological areas including but not limited to crime analysis, crime prevention, crime, media, and pop culture, juvenile justice, gender and crime, drugs and crime, capital punishment, white collar crime and corrections. Our goal is to provide students with valuable critical thinking, research, and writing skills that will make them better citizens and professionals.

Criminology is a discipline that embraces scholarly, scientific, and professional knowledge concerning the etiology, prevention, control and treatment of crime and delinquency. This includes the measurement and detection of crime, legislation and practice of criminal law, theory testing, policy analysis and program evaluation as well as the law enforcement, judicial and correctional systems. This field is by definition multidisciplinary and includes scholars from sociology, political science, psychology, public administration, law, statistics, geographic modeling and other areas.

The University of South Florida St Petersburg offers a Bachelor of Arts degree, as well as a minor in Criminology, and a cognate for ISS. The program currently has six full time faculty members. Because of their expertise in their field, we employ two prominent adjuncts who offer classes in law and policing. Profiles of your faculty members are offered below.

Research within Criminology

The faculty members of the criminology program are committed to research and research-led teaching. Faculty members have been awarded various research awards both in the United States, United Kingdom, and Viet Nam. While research informs our lectures, we also contribute to various areas within the Criminological and Sociological disciplines.

Criminology Staff Contact Details

Name	Room Number	Telephone	Email @ stpt.usf.edu
Dr. Frank Biafora	DAV 129	727.873.4292	FBiafora@spadmin.usf.edu
Dr. Dawn Cecil	DAV 284	727.873.4618	dcecil
Dr. Lisa Holland Davis	DAV 282	727.873.4959	<u>lh</u>
Dr. William Ruefle	DAV 285	727.873.4077	<u>ruefle</u>
Dr. Jacqueline Schneider	DAV 281	727.873.4973	<u>jls</u>

Profiles

Frank Biafora, Ph.D.

Professor & Dean, College of Arts & Science

Research Interests

Research Methodology & Statistics, Substance Use and Abuse, Juvenile Delinquency

Dawn Cecil, Ph.D.

Assistant Professor

Research Interests

Crime in the media, particularly the depiction of female offenders and of prisons in both the news and entertainment media; corrections, with special interest in incarcerated mothers, and gender and crime.

Lisa Holland Davis, Ph.D.

Assistant Professor

Research Interests

Social structural impacts on individual delinquent/criminal behavior, victimization with particular interest in crimes against the elderly and capital punishment.

William Ruefle, Ph.D.

Instructor

Research Interests

Crime prevention, reduction, and analysis

Jacqueline L. Schneider, Ph.D.

Associate Professor & Coordinator of Criminology

Research Interests

Crime prevention and reduction, stolen goods markets, illegal trade in endangered flora and fauna, gun crime, and international/comparative crime and justice.

Communication

The offices of the criminology staff are located in Davis Building on the campus of St. Petersburg. Professors have weekly office hours and during these hours they are available to discuss work or personal matters. Should you need to make an appointment outside designated office hours, please contact the professor directly by email or telephone in order to find an available time. For adjunct professors, make sure you are able to contact them directly as they do not normally have set office hours as the full time faculty do.

Blackboard is used by the full time faculty as a way to communicate with students. Announcements, updates, and email are sent via Blackboard. *It is your responsibility to check Blackboard on a regular basis so that you keep informed of developments in your individual courses. Additionally, you must check your university email accounts on a regular basis. University email is the primary way a professor will make contact with students, so please make sure you do indeed check your account.*

Notice Boards

There are several bulletin boards located in on the second floor of Davis Building. These are situated around faculty offices. Information is updated regularly about courses, projects, campus activities, student organization activities, graduate schools, as wells as jobs.

Students are encouraged to consult the notice boards regularly.

Personal Contact Information

You **must** provide the Office of Undergraduate Advising with the following **CURRENT** information:

- Mailing address;
- Telephone number;
- University email address

It is your responsibility to get any changes in your contact information to that office. This is a university requirement, so please make sure you comply.

Communication about Illness and Absences from Classes

Each professor has their own policy regarding absences. Make sure you consult your course syllabus so that you are aware of the policy.

USF has a **mandatory first class policy.** Under the provisions of this policy, faculty are responsible for identifying students who fail to attend the first class meeting of **regularly scheduled undergraduate courses.** Undergraduate courses that are **not** regularly scheduled

(Independent Study, Directed Study, Directed Readings, Directed Research, Internships/Practicum) and graduate courses numbered 6000 and above are exempt from the policy.

If you do not attend the first class, you will be dropped from the course, which may require you to re-register. By doing this, you run the risk of the class being closed, so make sure you attend the first scheduled class.

Cancellations

Occasionally, it is necessary for lectures to be cancelled, usually for reasons of illness or weather emergency. If this happens, students will be informed via notices placed on the classroom door and on Blackboard. A professor may also choose to email students via the university email system.

Criminology (CCJ) Program Description

The major in Criminology provides students with an in-depth exposure to the total criminal justice system including law enforcement, detention, crime prevention, crime analysis, the judiciary, corrections, probation & parole. The program concentrates on achieving balance in the above aspects of the system from the perspective of the criminal justice professional, the offender, and society. The program provides a solid background in the theory, issues and methodology comprising Criminology.

The objective of the undergraduate program in Criminology is to develop a sound educational basis either for graduate work or for professional training in one or more of the specialized areas comprising the modern urban criminal justice system.

Mission

The mission of the bachelors degree program is to use a multidisciplinary approach in order to provide students with a specialized understanding of the criminal justice system and criminal behavior, particularly the ability explain, predict, and prevent crime and victimization. The program seeks to enable students to evaluate critically both criminological research and public policy responses to crime. Students are encouraged to become involved civically in the field through internships and organizational involvement. Overall, the criminology program aims to prepare students for both careers and graduate studies in criminology, criminal justice, research and crime analysis, and other justice-related fields and for a lifelong commitment to learning, service and justice.

Learning Objectives

Graduates with a criminology degree from the University of South Florida, St. Petersburg will be able to:

- Recognize and demonstrate the major theoretical perspectives of classical and positivistic criminology, as well as identify the social policy implications of these perspectives;
- Understand the development and operation of the major components of the criminal justice system—law enforcement, courts, and corrections, as well as the relationship between the democratic political process and the operation of the criminal justice system;
- Design crime prevention and intervention strategies;
- Understand the scope and process of crime analysis;
- Complete crime analysis projects using real crime data;
- Demonstrate an understanding of the nature, pattern, and extent of crime and victimization;
- Demonstrate an understanding of how race, ethnicity, gender, age, and social class contribute to varying experiences in the criminal justice system;
- Apply the principles of empirical social science research—causality, sampling, measurement and research design, as demonstrated by their ability to evaluate critically the quality of extant criminological research, to develop a relevant research question and to propose a research design in order to investigate that question;
- Create and deliver effective oral presentations;
- Develop effective written presentations;
- Contribute effectively to group projects; and
- Compare and contrast opposing criminal justice policy papers, and evaluate current laws and policy.

Criminology Requirements/Curriculum for the Major

THIS NEW PROGRAM APPLIES TO DEGREE-SEEKING STUDENTS STARTING FALL 2008 OR THEREAFTER

IN ADDITION TO THE MAJOR REQUIREMENTS LISTED BELOW, STUDENTS MUST COMPLETE ALL COLLEGE AND UNIVERSITY REQUIREMENTS TO GRADUATE. THESE REQUIREMENTS INCLUDE:

- General Education Requirements
- Gordon Rule Requirements
- Foreign Language Requirements
- Exit Requirements
- CLAST
- Minimum 48 UPPER LEVEL HOURS (3000 – 4000 level courses)
- Both USF and Overall GPA's must be 2.0 or higher
- Minimum 80 hours OUTSIDE OF THE CRIMINOLOGY DEPARTMENT
- Minimum 120 total hours
- Minimum 30 hours of the last 60 hours at USF St. Pete
- Minimum 9 summer hours (possible exemption – admitted to USF with more than 60 accepted transfer hours)

(Please refer to your SASS report for your current status on each requirement.)

CRIMINOLOGY MAJOR REQUIREMENTS (TOTAL - 36 hours):

You must have a 2.0 or higher in the major to graduate

EACH OF THE FOLLOWING SEVEN COURSES (21hours):

CCJ 3024 Survey of Criminal Justice	This course is a pre-requisite for every other course in Criminology except for CCJ 3706, which may be taken at the same time as this course.
CCJ 3706 Applied Statistics in Crim	May be taken during the same semester as CCJ 3024
CCJ 3610 Theories of Criminal Behavior	pre-req is CCJ 3024
CCJ 3701 Research Methods I	pre-reqs are CCJ 3024, CCJ 3610 & CCJ 3706
CJE 3440 Crime Prevention	pre-reqs are CCJ 3024 & CCJ 3610
CJE 4651 Introduction to Crime Analysis	pre-reqs are CCJ 3024, CCJ 3610, CCJ 3706, CCJ 3701, & CJE 3440
CCJ 4934 Senior Seminar	pre-req is CCJ 3024

UPPER LEVEL MAJOR ELECTIVES (15 hours):

CJC 4010 Am. Correctional Systems	CJL 4074 Correctional Law
CJE 4114 Am Law Enforcement Syst.	CJL 4115 Environ. Law and Crime
CJE 4010 Juvenile Justice	CJL 4410 Crim. Rts. and Procedures
CJL 3110 Substantive Crim. Law	CJL 4454 Juveniles' Rts. and Procedures
CCJ 3621 Patterns of Crim. Behavior	CJJ 4210 Develop. Aspects of Juv. Del.
CCJ 4450 Criminal Justice Admin.	CJJ 4211 Juvenile Substance Abuse
CCJ 4604 Abnormal Behavior	CJJ 4564 Juvenile Corrections
CCJ 4700 Research Methods II	CJT 4100 Criminal Investigation
*CCJ 4900 Directed Readings	CJC 4410 Intervention Techniques
*CCJ 4910 Directed Research	CJC 4310 Correctional Administration
CCJ 4930 Critical Issues in Policing	CCJ 4934 [Topics Vary]
CCJ 4933 Selected Topics	CJE 3640 Intro. to Forensic Science
CCJ 4940 Internship (see dept.)	CJL 3500 Intro. to Courts
CJC 4166 Alternative to Incarceration	
CJE 4044 Police & Juv. Delinquency	

* No more than six (6) hours of CCJ 4900, CCJ 4910 or any combination of the two will be accepted toward the minimum number of hours in the major.

Any student who receives a grade of “D” or lower in more than one USF CCJ course will be automatically barred from continuing as a Criminology major.

All undergraduate students electing Criminology as their major will be required to take a **minimum of 30 credit hours in major coursework at the University of South Florida**. In addition **30 of the last 60 credit hours must be taken at the St. Pete home campus**. Only **6 hours** approved by the department can be accepted in transfer toward the major.

Internships

Internships provide students with a supervised experience in the practical work of the criminal justice system and thus are an integral part of the Criminology program. An internship bridges the gap between academia and the professional world so that students may begin to apply

theoretical knowledge and develop an awareness of the responsibilities to be encountered upon entering the field of criminal justice.

Objectives

1. To place the student in a criminal justice agency under the guidance and supervision of practitioners in the field.
2. To provide a work experience where classroom studies may be applied to operational realities.
3. To provide a supervised exposure to clients.
4. To provide career planning options.

Plan for the Internship

Advance planning is essential for a successful internship. Approval of the Internship Coordinator **MUST BE OBTAINED PRIOR TO REGISTRATION FOR CCRJ 4940**. In normal circumstances an internship must be arranged and approved at least one month before the start of the internship. An internship with a federal agency could take 4 to 6 months of advance planning. Approval of the agency must be obtained in advance. Starting and ending dates must specifically be planned in advance. During the internship a student must complete a total of 145 **WORK HOURS WITH THE AGENCY**. These hours must be worked during the semester in which the student is registered for CCJ 4940.

Internships Opportunities:

USFSP students have been placed at all of the following:

City and County Law Enforcement Agencies
Adult and Juvenile Probation
State Attorney's Office
Court System
Forensic Science Labs
Juvenile Treatment Programs
NOAA's Division of Law Enforcement
U.S. Secret Service
Corporate Private Security and loss Prevention

Requirements for the Minor in Criminology

The Department of Criminology offers a minor in Criminology. The minor consists of:

Three required courses (9 hours):

CCJ 3024 Survey of Criminal Justice System
CCJ 3610 Theories of Criminal Behavior
CJE 3440 Crime Prevention

Three required courses (9 hours):

To be drawn from ANY ELECTIVE OFFERED IN THE USF SYSTEM and/or any existing senior seminar for which they have met pre-requisites.

Students must receive approval from the Department prior to starting their minor work. A minimum of 9 semester hours must be completed at USF. Students minoring in Criminology are subject to the Department's "2 D" Rule.

Cognate within Interdisciplinary Social Sciences (ISS)

Students seeking to receive a cognate in Criminology for their Interdisciplinary Social Science degree must take a total of 12 hours.

Two required courses:

CCJ 3024 Survey of the Criminal Justice System (3)
CCJ 3610 Theories of Criminal Behavior (3)

The remaining six hours can be any **upper level** Criminology elective.

Criminology Student Association

The Criminology Student Association allows students to gain a better understanding of the criminal justice system and introduce students interested in criminology to potential employers in the area. The association aims to promote professional, academic and public awareness of criminal justice issues.

Past Officers:

President: Shannon Huber
Vice President: Kristen Splendore
Treasurer: Rachel Dougherty
Secretary: Travis Doll

FACULTY ADVISOR: Dr. Dawn Cecil

Any student interested in joining the Criminology Student Association should please contact Dr. Cecil for membership information.

Alpha Phi Sigma

Alpha Phi Sigma, the National Honor Society in criminal justice and criminology, was founded in 1942 for the purpose of promoting academic excellence in order to make the criminal justice system and its practitioners more effective and ethical. At the University of South Florida St. Petersburg, membership in the Chi Sigma Mu chapter is open to students who display excellence in the study of criminology. Alpha Phi Sigma is a member of the Association of College Honor Societies and an affiliate of the Academy of Criminal Justice Sciences.

Qualifications

- Be a declared criminology major or minor
- Have completed at least three semesters of college work
- Have completed at least four criminology courses
- Have at least a 3.0 GPA overall
- Have at least a 3.4 GPA in Criminology coursework

To Join: Provide Dr. Bill Ruefle, Chapter Advisor, with the following

- Completed membership application
- Verification of your GPA application
- Membership fee of \$40 payable to Alpha Phi Sigma National Office (money order or cashier's check only) AND \$10 payable to CSA for local fees.

Membership applications are available on the Criminology Bulletin Board and from Dr. Bill Ruefle, Davis 285.

Learning & Teaching

This section of the handbook provides information about the various departments and services available to you as a student at USFSP. General information is provided along with various websites so that you can obtain more detailed information about each. These services are provided by the university as a way to make your time here at USFSP more rewarding.

Students studying criminology are offered a wide range of learning and teaching methods. These include lectures, discussions, research and analytical projects, one-to-one supervisions and writing assignments.

Student Academic Expectations

Each criminology professor specifies his/her expectations and classroom policies in the syllabus. Any infraction of these policies will be dealt with by the professor. The professor can ask the program coordinator for advice and assistance when infractions or grievances occur.

Generally speaking, students are expected to arrive to class on time, especially on days of exams and when assignments are due. Arriving late is disruptive to students and professors. Unless stated otherwise on individual course syllabi, students are expected to turn in their assignments on the date specified at the beginning of class. It is also expected that students will spend a considerable proportion of their time engaged in private study. This includes use of the library and its resources and information services. Students are expected to read their assigned readings prior to attending class. Arriving late is disruptive. Use of IPODish devices (IPODs, MP3 players, cell phones, etc) are strictly forbidden during class. Any misuse of these devices will result in it being confiscated for the remainder of the class period.

The criminology faculty have adopted the ideology that writing is a critical skill for our students. **Unless otherwise stated on the course syllabi, the required format for all Criminology work is the APA style.** If you are unfamiliar with this style, it is advisable to visit the Academic Success Center. The library also has reference guides that can assist you.

Academic Dishonesty & Disruption of Academic Process

Rule No. 6C4-3.0015

Students attending the University of South Florida are awarded academic degrees in recognition of successful completion of course work in their chosen fields of study. Each individual is expected to earn his or her degree on the basis of personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. Disruption of the classroom or teaching environment is also unacceptable. This cannot be tolerated in the University community and will be punishable, according to the seriousness of the offense, in conformity with this rule.

Plagiarism

(a) Plagiarism is defined as "literary theft" and consists of the unattributed quotation of the exact words of a published text, or the unattributed borrowing of original ideas by paraphrase from a published text. On written papers for which the student employs information gathered from books, articles, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism, also, consists of passing off as one's own, segments or the total of another person's work.

(b) Punishment Guideline: The student who submitted the subject paper, lab report, etc. shall receive an "F" with a numerical value of zero on the item submitted, and the "F" shall be used to determine the final course grade. It is the option of the instructor to fail the student in the course.

Cheating-Cheating is defined as follows:

(a) the unauthorized granting or receiving of aid during the prescribed period of a course graded exercise: students may not consult written materials such as notes or books, may not look at the paper of another student, nor consult orally with any other student taking the same test;

(b) asking another person to take an examination in his or her place;

(c) taking an examination for or in place of another student;

(d) stealing visual concepts, such as drawings, sketches, diagrams, musical programs and scores, graphs, maps, etc., and presenting them as one's own;

(e) stealing, borrowing, buying, or disseminating tests, answer keys or other examination material except as officially authorized, research papers, creative papers, speeches, etc.;

(f) stealing or copying of computer programs and presenting them as one's own. Such stealing includes the use of another student's program, as obtained from the magnetic media, or interactive terminals or from cards, print-out paper, etc.

Punishment Guidelines for Academic Dishonesty: Punishments for Academic Dishonesty will depend on the seriousness of the offense and may include receipt of an "F" or "Zero" grade on the subject paper, lab report, etc., an "F" in the course, suspension or expulsion from the University. The University drop and forgiveness policies shall be revoked for a student accused of academic dishonesty. The internal transcript of a student who is awarded an "F" for academic dishonesty will read "FF".

(a) For observation of or exchanging test information with other students during the course of a classroom test, the students who receive or give such information may receive an "F" with a numerical value of zero on the test, and the "F" shall be used to determine the final course grade. It is the option of the instructor to fail the student in the course.

(b) For use of any prohibited device, such as a cheat sheet, recording, calculator if forbidden on exam, etc., during the course of a classroom test to assist the student or other students, the student using such prohibited device may receive an "F" in the course.

(c) For the use of another student, a stand-in, to take an examination for the enrolled student, it is suggested that the enrolled student receive an "F" in the course and be suspended from school for one year and that the stand-in, if a University student, be suspended from school for one year.

(d) For stealing, borrowing, or buying of research papers, creative works, speeches or tests and other exam materials, or the dissemination of such materials, or the manipulation of recorded grades in a grade book or other class records, the student, if enrolled in the course, may receive an "F" in the course and may be expelled from the University.

(e) It is suggested that students who receive or give stolen computer programs receive an "F" with a numerical value of zero on the program or programs, and the "F" be used to determine the final course grade. It is the option of the instructor to fail the student in the course.

Disruption of Academic Process - Disruption of the academic process is defined as the act or words of a student or students in a classroom or teaching environment which in the reasonable estimation of a faculty member:

(a) Direct attention from the academic matters at hand, such as noisy distractions; persistent, disrespectful or abusive interruptions of lecture, exam or academic discussions, or

(b) Present a danger to the health, safety or well being of the faculty member or students.

“I” Grade Policy

Below is the “I” policy as stated in the current undergraduate handbook, p. 265

(<http://www.stpt.usf.edu/academics/documents/07-08-StPeteCatalog.pdf>.)

Notice the third sentence, which indicates under what conditions an “I” should be granted.

“I” Grade Policy

An “I” grade indicates incomplete coursework and may be awarded to graduate and undergraduate students. (Undergraduate rules apply to non-degree-seeking students.) It may be awarded to an undergraduate student only when a small portion of the student’s work is incomplete and only when the student is otherwise earning a passing grade. Until removed, the “I” is not computed in the GPA for either undergraduate or graduate students. The time limit for removing the “I” is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. “I” grades not removed by the end of the time limit will be changed to “IF” or “IU,” whichever is appropriate. Whether or not the student is in residence, any change to “IF” grades will be calculated in the cumulative GPA and, if applicable, the student will be placed on appropriate probation or academically dismissed. Students are not required to re-register for courses in which they are only completing previous course requirements to change an “I” grade. However, if a student wants to audit a course for review in order to complete course requirements, full fees must be paid.



Academic Advising

The professional advisors in the Advising Center are on campus to help students accomplish their academic goals. Each undergraduate advisor is affiliated with a specific college and addresses the unique needs of students pursuing undergraduate degrees offered by that college. The Criminology staff encourage our students to meet with their advisor on a regular basis to best plan their strategy for graduation. Advisors for the College of Arts & Science service Criminology students.

Advisors are available by *appointment only*. Call 727.873.4511.

Office Hours: Monday - Thursday 8:00 am - 6:00 pm and Friday 8:00 am - 5:00 pm

Their office is located in 134 Davis.

Their website is: <http://www.stpt.usf.edu/advising/>

Academic Success Center

The Center offers an array of instructional support for students, including individual and small group tutoring sessions, workshops, seminars, academic counseling. The Center can assist students with learning how to write, study, use references, amongst other skills. Additionally, the Center provides a small computer lab where you can work, print or study at no cost. The Center is located in Terrace 301. You can contact them at: 727.873.4632 or via email: academicsuccess@stpt.usf.edu.

Their website is: <http://www.stpt.usf.edu/success/index.htm>

Nelson Poynter Library

Nelson Poynter Memorial Library supports the mission and goals of USFSP in three ways. In cooperation with the USF Library System, the library provides print, media, and electronic information resources required for teaching, learning, and research. It also provides the services and instructional opportunities required for using this information effectively. Finally, the library supports student learning by providing and maintaining classroom technologies.

As a student of the USF system, you also have access to libraries on other campuses, all of which are available through the 'myUSF' portal.

Complete access is available through their website: <http://www.nelson.usf.edu/mainpage>

Academic Computing

The university offers students an array of services, including free email, access to Blackboard, and training. You must have first set up your NetID so that you can then log into your 'myUSF' account.

Instructions are located on the web at: <http://www.acomp.usf.edu/group/myusf/>

Computer Center

Campus Computing Services (CCS) is open about 71 hours per week during USF St. Petersburg's fall and spring semesters. The computer lab, within CCS, is the location for supporting all student computing questions at USF St. Petersburg. Student support and training is provided by the academic support staff on duty at the computer lab.

Bayboro Hall houses a 5,000 square foot instructional computing facility with over 140 computers, for supporting over 4,000 of USF St. Petersburg's students. CCS maintains a PC/Microsoft Windows lab located in the Florida Center for Teaching building and chemistry and biology labs in Davis Hall.

Student Help and lab information line: 727.873.4551.

Campus Computing is located in 226 Bayboro Hall.

Website: <http://www.stpt.usf.edu/computing/index.htm>

Bookstores

There are two bookstores available to you: Barnes & Nobles and Bayboro Books. 727.873.1173.

Emergency Situations

Hurricane Preparedness

The University of South Florida's top priority is the safety of all students, faculty, staff and visitors. The following information is intended to provide our community with the resources and Web links necessary in the event of a weather-related emergency. During the course of an approaching hurricane or tropical storm, USF administrators remain in constant communication with local and state agencies to monitor the storm's track.

At the time of a weather emergency, all official notifications regarding university operations will be released through the USF Web site and on our toll-free information line at (800) 992-4231. These official notifications will be updated at 9:00 a.m., 12 p.m., and 3:00 p.m. Further updates may be posted after 3:00 p.m. but only if there are changes or cancellations to report, otherwise the message will not be updated until 9:00 a.m. the following day. Local media will also be contacted with periodic updates, so you may also wish to monitor local media for additional information.

Campus Police Services

University Police officers are professional state law enforcement officers, drawing authority from State Statute 1012.97. They are here to serve the campus community as well as to protect it. All officers are certified by the state of Florida after completing training from the State Regional Police Training Academy. To be employed at USFSP PD, Officers must meet the highest standards of their profession. Officers must meet or exceed stringent educational, training, background, and physical requirements, as well as pass a process of personal interviews, oral boards, a writing exercise, and psychological testing. Many of our officers have

also brought to USF St. Petersburg a variety of experience and specialized training from other law enforcement agencies.

Campus Police are located at FPF 105 (just down from Campus Barnes & Noble in the parking garage facilities). They are open 24 hours a day; 7 days a week.

Phone: 727.873.4140

Website: <http://www.stpt.usf.edu/police/index.htm>

REVERSE 911

USF St. Petersburg is a REVERSE 911 certified site. Our REVERSE 911 notification system can theoretically call up to 48 students every 30 seconds, up to a maximum of 5,760 calls per hour, to notify them of a campus emergency. As of Spring 2007, our REVERSE 911 telephone directory contains just over 3,300 contacts, and is sorted by a student's declaration of college: Arts and Sciences, College of Business, College of Education or "undeclared".

REVERSE 911 can place calls to students through on-campus phones, such as student housing phones, or through home and mobile phones according to a their phone number on record in OASIS. It can also send text messages to students with a mobile phone if their number is provided for the "Address3" field of their contact information in OASIS. REVERSE 911 even has the capability to send email messages to email addresses recorded in OASIS.

Enhanced 911

Enhanced 911, or e911, is available on our residence hall phone and office phone networks, and is registered with the Pinellas County e911 system. Using a reverse telephone directory, the e911 calling system can automatically associate a call with a physical address and room number.

Department of Student Services (DOSS)

The mission of the Department of Student Services is to serve the needs and interests of the University of South Florida St. Petersburg's campus community. The department is committed to providing services, programs and learning opportunities that will facilitate the holistic development of each student inside and outside of the classroom. Services and programs that this office provides include: disability services, food services, housing, multicultural affairs, and volunteer services. Their office is located in 111 Bayboro. Phone: 727.873.4162.

The main website for DOSS is: <http://www.stpt.usf.edu/saffairs/studentserv/index.htm>

Disability Services

To be eligible for disability related services, you must have a documented disability as defined by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitations Act of 1973.

According to these regulations, you are disabled if you have a physical or mental impairment that substantially limits one or more of the major life activities: walking, standing, seeing, hearing, sitting, breathing, learning or taking care of yourself.

These federal rules prohibit discrimination in recruitment, admission, or treatment against otherwise qualified individuals with disabilities. If you have a documented disability, you may request accommodations that enable to you participate in and benefit from all University programs and activities.

Process for Registering with this Office

Your disability may allow you to move about campus without any assistance or to attend classes without any special arrangements. However, if your disability requires special accommodations you must register with our office. The process is simple:

- Schedule an appointment with a coordinator in our office;
- Submit documentation by mail or fax indicating a diagnosis by a qualified professional of your specific disability and how you expect your disability will affect your performance;
- Keep your initial interview, provide the requested information and sign a release form; and
- Determine accommodations.

Services Provided

Accommodations are designed to compensate for the impact of a student's specific disability and may vary from class to class. Accommodations include but are not limited to:

- Services of note-takers
- Permission to tape record lectures (audio)
- Services of ASL interpreters
- Extra time or distraction-free environment for test-taking
- Use of computers for examinations
- Services of scribes or readers for examinations
- Adaptive classroom furniture

For other information, please visit their website at:

http://www.stpt.usf.edu/saffairs/studenterv/disability_services/disability_services.htm

Judicial Affairs

The mission of the Office of Student Judicial Affairs (OSJA) is to provide for the safety and well being of the University environment; to aid in the growth and development of a student as related to a student's behavior; and to serve as the management agency for the University Judicial System.

The Office of Student Judicial Affairs receives all referrals regarding alleged violations of the Student Code of Conduct. Any member of the University community may file charges against a student for an alleged violation of the Student Code of Conduct. Such charges must be filed in writing with the Office of Student Judicial Affairs. The OSJA also reserves the right to initiate or

follow-up any investigative leads where there is reasonable belief of possible violations of the 2007-08 Student Code of Conduct (pdf).

The OSJA utilizes fundamental fairness and strives to inspire trust and confidence in the University's Judicial System. We strongly encourage the assumption of individual responsibility and promote the incorporation of standards of acceptable behavior in a lasting, individualized value system via the student code of conduct. Treating a student with respect, fairness, and allowing them to be an active part of the judicial process is fundamental to the "service" we provide to students and the university community.

Student Code of Conduct

Becoming a student in the USF system, you are agreeing to abide by certain rules and regulations. Violations of these can result in official action taken against you. You are advised to read the ***Student Code of Conduct*** in its entirety. If you have questions, contact the Department of Student Services.

Division of Student Life

The Student Life Department and Campus Activities Center exist to provide opportunities for out-of-classroom learning. The mission of the Student Life Department is to facilitate the educational process by providing opportunities for students, faculty, and staff to interact in a variety of informal settings. Staff members strive to promote student growth and development through student involvement in diverse co-curricular cultural, social, educational, and recreational activities.

Student Life programs complement the academic programs of study and enhance the overall educational experience of students through development of, exposure to, and participation in social, cultural, recreational, and governance programs.

Website: <http://www.stpt.usf.edu/studentlife>

Division of Student Affairs

This office offers students a range of services that include: career services, counseling services, and health & wellness services. Their offices are located in 119 Bayboro. Phone: 727.873.4129. Victim Advocate Cell Phone Number: 727.698.2079.

Career Services

Career Services assists students in their pursuit of increased self-awareness, identification of career goals, and the achievement of career and life satisfaction. Services include: career counselling and assessment, development workshops, career expos, experiential education, recruiting services, and 'Recruit-a-Bull.

Website: http://www.stpt.usf.edu/saffairs/CCC/Career_Services/career_resources.htm

Counseling Services

The Counseling and Career Center (CCC) supports the holistic development of USF students and staff by providing a comprehensive array of professional services. The Center provides short-term psychological counselling for students with a variety of personal, career, and educationally related problems.

Website:

http://www.stpt.usf.edu/saffairs/CCC/Counseling_Services/about_psychological_counseling.htm

Health & Wellness

The Center provides individual consultation and information concerning a wide range of lifestyle issues.

Website:

http://www.stpt.usf.edu/saffairs/CCC/Health_&_Wellness/About_Health_&_Wellness.htm

The Waterfront

An array of water-related activities are available for USF students. Located at 108 Coquina, the office has information on swimming, sailing, kayaking, scuba diving, and camping. Their number is: 727.873.4597 or email them: water@stpt.usf.edu

Website: **<http://www.stpt.usf.edu/waterfront/Index.htm>**



Careers in Criminology

The Criminology field allows students to use a variety of skills to work in all facets of the justice system. Students with a Criminology degree can work in law enforcement, courts, corrections, crime prevention, crime analysis, and private security. The mission is to equip students to think critically about the causes, and consequences of crime and deviance, about ways to analyze crime patterns in order to design prevention techniques, about evolving issues in the field of criminal justice, and about the potential of empirical research to help guide policy development.

The University of South Florida St. Petersburg offers a Bachelors degree in Criminology, as well as a minor. Courses are offered in a wide variety of criminological areas including but not limited to juvenile justice, gender and crime, drugs and crime, capital punishment, white collar crime and corrections. Our goal is to provide students with valuable critical thinking, research, and writing skills that will make them better citizens and professionals. Please see the undergraduate catalogue and department website for more information.

Skills:

- Ability to assess and analyze patterns of crime
- Develop intervention tactics aimed at crime prevention
- Ability to work well under pressure or when in physical danger
- Analytical thinking abilities in the face of adversity
- Understanding and respect for the values and workings of the legal system
- Willingness to take action as situations arise

Typical Work Activities:

Ability to work independently and as a team

- Collection of data and utilizing facts to solve problems
- Maintain a high degree of physical fitness
- Must possess strong written and verbal skills

Occupational Opportunities:

Law Enforcement

- Alcohol, Tobacco, & Firearms
- Border patrol Agent
- Customs Agent
- Deputy U.S. Marshall
- Drug Enforcement Agent
- F.B.I. Agent
- Import Specialist
- Internal Revenue Agent
- Police Officer
- Postal Investigator
- Secret Service Agent
- State Trooper
- Crime Analyst

Corrections

- Warden
- Corrections Counselor
- Corrections Officer
- Prisoner Classification Interviewer
- Employment Counselor
- Inmates Records Coordinator
- Parole Officer
- Penologist
- Probation Officer

Courts

Bailiff
Court Administrator
Court Liaison Counselor
Court Reporter
Judge
Law Librarian
Lawyer
Probation Officer
Pre-trial Services Officer

Other

Criminologist
Environmental Conservation Officer
Loss Prevention Officer
Park Ranger
Risk Management & Security
Victim Services Personnel
Child Welfare Case Worker

Possible Employment Settings:

City and county offices
Department of Commerce
Department of Defense State Offices
Department of Energy
Department of Health and Human Services
Department of Interior
Department of Justice
Department of Labor

Department of Transportation
Department of Treasury
Federal Protective Services
General Service Administration
Military and federal services
Non-profit organizations
Prisons, jails, court houses
School systems

Internet Sites:

Career Information
O*NET
Officer.com
U.S. Dept of Labor
Web of Justice

www.collegegrad.com/careers/
<http://online.onetcenter.org/>
www.officer.com/
www.bls.gov/oco/

www.co.pinellas.fl.us/bcc/juscoord/exploremain.htm

Professional Associations:

Academy of Criminal Justice Sciences
American Correctional Association
American Criminal Justice Association/Lambda Alpha Epsilon
American Society of Criminology
Federal Law Enforcement Officers Association
National Criminal Justice Association
National Sheriff's Association

www.acjs.org
www.corrections.com/aca
www.acjalae.org
www.critcrim.org
www.fleoa.org
www.ncja.org
www.sheriffs.org

Visit USFSP Department of Criminology

www.stpt.usf.edu/coas/criminology

Visit USFSP Career Center

www.stpt.usf.edu/saffairs/CCC/

Useful Numbers

Name	Phone	Location
Academic Advising		
College of Arts & Sciences Advising	873.4511	DAV 134
Roy Callihan, Advisor	873.4517	DAV 138E
Joan Eldridge, Ph.D. (Coordinator for CAS)	873.4152	DAV 138C
Secretary	873.4726	DAV 134
Academic Affairs	873.4885	BAY 204
Academic Success Center	873.4632	TER 301
Accounting & Financial Services		
General Information	873.4107	BAY 132
Cashier	873.4305	BAY 132
Admissions & Records	873.4142	BAY 134
Campus Activity Center	873.4596	CAC 130
Campus Emergency	3.4140	
Campus General Information	873.4636	
College of Arts & Sciences		
General Information	873.4126	
Harriett Fletcher, Sr. Secretary	873.4156	DAV 100
Frank Biafora, Dean	873.4292	DAV 129
Computer Center		
Student Help Line	873-4551	BAY 228
Computer Lab	873.4551	BAY 226
Computer Store	873.4357	BAY 224
Copy Center	873.4733	BAY 134
Counseling & Career Center		
Sonya Hayes, Career Services	873.4032	BAY 117
Shannon Cho, Health & Wellness	873.4148	CAC 109
Financial Aid & Veteran's Services	873.4128	BAY 105
Parking Services	873.4480	BAY 132
Poynter Library		
General Information	873.4123	
Student Affairs		
General Information	873.4162	BAY 111
Student Disabilities	873.4837	TER 200
Waterfront	873.4597	

Calendar, Fall, Spring, Summer 2008 – 2009

Fall 2008-09		Spring 2008-09	
Non-degree seeking registration begins	Aug 18	New Year's Day—USF CLOSED	Jan 1
State Employee Fall registration begins	Aug 21	State Employee Spring registration begins	Jan 2
Last day to register Fall without late fee	Aug 22	Last day to register Spring without late fee	Jan 2
FALL CLASSES BEGIN	Aug 25	SPRING CLASSES BEGIN	Jan 5
Drop/Add/Fee Liability Deadline	Aug 29	Drop/Add/Fee Liability Deadline	Jan 9
Last day to submit residency applications	Aug 29	Last day to submit residency applications	Jan 11
Labor Day—NO CLASSES	Sept 1	Senior Citizen Fall Registration	Jan 12
Senior Citizen Fall Registration	Sept 2	MLK Day—NO CLASSES	Jan 19
CLAST registration deadline	Sept 5	CLAST registration deadline	Jan 23
Fall Graduation Application Deadline	Sept 19	Spring Graduation Application Deadline	Jan 30
CLAST Administration Day	Oct 4	CLAST Administration Day	Feb 21
DROP DEADLINE (no refund/W grade)	Nov 1	Drop Deadline (no refund/W grade)	Mar 14
Spring degree seeking registration begins	Nov 3	Spring Break—NO CLASSES	Mar 16-21
Veteran's Day—NO CLASSES	Nov 11	Sum/Fall 2008 degree seeking reg begins	Mar 23
Thanksgiving—NO CLASSES	Nov 27-28	SPRING CLASSES END	Apr 24
Spring non-degree registration begins	Dec 4	FINAL EXAMS	Apr 25- May 1
FALL CLASSES END	Dec 5	GRADUATION	May 1
FINAL EXAMS	Dec 6-12	Spring Commencement USFSP	TBA
GRADUATION	Dec 12	Summer 08 Non-degree Registration Begins	May 4
Fall Commencement USFSP	TBA	State Employee Summer Reg Begins	May 7
USF OFFICES CLOSED	Dec 22-26	Last day to register for Summer A & C without fee	May 8
	Dec 31	Summer CLAST registration deadline	May 8

Summer 2008-09	
Summer Classes Begin	
Summer A	May 11
Summer B	June 29
Summer C	May 11
Drop/Add/Fee Deadline (full refund/no grade)	
Summer A	May 15
Summer B	July 6
Summer C	May 15
Senior Citizen Summer Registration	
Summer A	May 18
Summer B	TBA
Summer C	May 18
Memorial Day—No Classes	May 25
Summer Graduation Application Deadline	June 5
Drop Deadline (no refund/W assigned)	
Summer A	June 6
Summer B	July 25
Summer C	June 20
Summer CLAST Administration Day	June 6
Summer Classes End	
Summer A	June 19
Summer B	Aug 7
Summer C	July 17
Last day to register for Summer B w/o late fee	June 26
Independence Day—NO CLASSES	July 3
Summer Commencement (TAMPA)	Aug 8