

UNIVERSITY OF MINNESOTA DULUTH  
DEPARTMENT OF SOCIOLOGY ANTHROPOLOGY

# MASTER OF ARTS IN CRIMINOLOGY

---

GRADUATE PROGRAM HANDBOOK

**NOVEMBER 2008**

## **INTRODUCTION**

This handbook serves as a guide to students enrolled in the Graduate Program in Criminology at the University of Minnesota Duluth. This handbook supplements, but does not replace the University of Minnesota Duluth Catalog, the University of Minnesota Graduate School Catalog, the University of Minnesota Duluth Graduate Student Handbook, the University of Minnesota Guidelines for Graduate Assistants, or the information available through the Graduate School's web site.

## **OVERVIEW OF THE MASTER OF ARTS IN CRIMINOLOGY PROGRAM**

The Master of Arts (MA) in Criminology program provides students with opportunities to develop a knowledge base that enhances understanding of criminal behavior and the workings of the criminal justice system. Core requirements give students experience in using various methods of research, analyzing and interpreting data, understanding and critiquing the main theoretical traditions in the field, and examining the organization of the criminal justice system. Furthermore, course electives enable students to focus on more specific interests (e.g., corrections, youth justice, etc.).

Students will also be exposed to the significance of inequality in the way that criminal justice is administered. The theme of inequality is incorporated into the graduate program as it is in the undergraduate program. In particular, structural forms of oppression are examined and emphasis is placed on issues of social justice, human rights, and treatment/rehabilitation.

The MA in Criminology provides an opportunity for both intellectual and professional development. The program serves those students with undergraduate degrees in criminology (or a related social science) who are interested in pursuing the advanced study of crime and justice. The program also serves those who have been employed in organizations and agencies who wish to expand their knowledge and understanding in ways that may enhance their professional careers.

## **ADMINISTRATION OF THE GRADUATE PROGRAM**

The MA in Criminology is offered through the University of Minnesota Graduate School, which is housed administratively on the Twin Cities campus. Duluth campus graduate students will

deal mostly with the Graduate School Office on the UMD campus. However, there are a couple of forms that Duluth campus graduate students should obtain from the University of Minnesota Twin Cities (UMTC) Graduate School web site: These are the Universal Degree Program ([http://www.grad.umn.edu/current\\_students/forms/g89a.pdf](http://www.grad.umn.edu/current_students/forms/g89a.pdf)) and Petitions ([http://www.grad.umn.edu/current\\_students/forms/g59.pdf](http://www.grad.umn.edu/current_students/forms/g59.pdf)). Each of these is explained below. All other forms are available in the Graduate School Office on the UMD campus located at 431 Darland Administration Building.

## DEGREE REQUIREMENTS

Plan A or Plan B Project (10 Credits). The MA in Criminology can be obtained by one of two plans:

- Plan A is designed for those individuals wishing to pursue an independent research project culminating in a thesis. A thesis involves original research or a theoretical contribution to the field of criminology. The student must register for 10 credits of CRIM 8777 Master's Thesis Credits.
- Plan B is designed for those individuals attracted to a more experiential program, especially for more career related pursuits. A practicum involves supervised, direct work experience that culminates in a Plan B project. The student must register for 10 credits of CRIM 8600 Criminology Practicum.

Department Core Course Requirements (13 credits). All students are required to take the following five courses:

- Crim 8100 Criminology and Criminal Justice Systems (3 Credits). Review of the historical development of criminology and the criminal justice system.
- Crim 8200 Criminology Research Methods (3 Credits). Examination of basic methods for research design, data collection, and analysis.
- Crim 8201 Criminology Statistics (3 Credits). Survey of descriptive and inferential statistics appropriate for the study of criminal behavior and criminal justice system organizations.
- Crim 8300 Criminology Theory (3 Credits). Examination of the history of criminological thought and contemporary explanations of crime and criminal justice.
- Crim 8140 Proseminar on Professional Development (1 Credit). Introduction to the Graduate Program in Criminology, professional development, and pedagogy.

Department Electives (9 credits). In addition to the credits listed above, all students must choose at least 9 additional credits in criminology courses, 5xxx-level or above. Department electives include:

- Crim 8110 Correctional Systems (3 cr)
- Crim 8120 Law, Courts, and the Judiciary (3 cr)
- Crim 8130 Law Enforcement and Community (3 cr)
- Crim 8230 Advanced Evaluation Research Methods (3 cr)
- Crim 8230 Qualitative Research Methods(3 cr)
- Crim 8295 Special Topics: Various Titles (3 cr)
- Crim 8900 Directed Readings (1 - 6 cr)

Related Field (6 credits). Students are expected to include additional elective courses (6 credits) outside the major (in a minor or related field) as part of their program of study.

- The choice and approval of related field courses will be done in concert with and approval by the student's advisor. The following list of courses provides **examples** of possible related field courses. These are just examples; students may take other elective courses and should consult the UMD course catalog or advisor for additional options. Please note that sociology and anthropology are considered fields related to criminology, and you may therefore take 4xxx level classes with Soc or Anth designators, as long as those classes have the option of grad credit.

- Soc 4949 Race and Ethnic Relations (4 cr)
- Geog 4563 Introduction to Geographic Information Science (3 cr)
- MBA 8501 Management Accounting (3 cr)
- SW 5235 American Indians and Social Policy (2 cr)
- Psy 5123 Psychology of Addictive Behavior (3 cr)
- IS 8501 Ethics and the Human Condition (4 cr)

### Summary of Credit Requirements

Plan	Major Field	Related Field	Thesis or Practicum	Total
A	13 credits Core Classes 9 Credits Electives	6 credits	10 credits (Thesis)	38 Credits
B	13 credits Core Classes 9 Credits Electives	6 credits	10 credits (Practicum)	38 Credits

## COURSEWORK COMPLETION AND TIMELINE

The program is structured such that a student could complete their studies in 1.5 years by enrolling in approximately 12 credits per semester. Students should recognize that: (a) this is a heavy credit load for graduate classes, and (b) the planning and completion of the final project typically requires additional time. These facts suggest that completion within 2 years may be a more reasonable timeframe for most students.

All core courses are offered once per year in the same cycle (see Suggested Course Schedule below). Full-time students should complete core coursework during their first year. Graduate students are considered full-time if they are enrolled in 6 credits of coursework during a semester.

Students may enroll in Crim 8777 (Master's Thesis Credits) or Crim 8600 (Practicum Credits) during any semester. Students are strongly encouraged to begin the process of developing their final project during their first year of enrollment in the program.

Part-time students are encouraged to take core coursework prior to taking elective classes.

All students must enroll in Crim 8140 during their first Fall semester.

Students are encouraged to register before classes begin. Those who register for classes after the first day of classes will be charged a late registration fee. Students must register by the end of the second week of the semester. Failure to do so will result in being placed on inactive status and will also result in the loss of GRA or GTA positions if you have a graduate school appointment. No exceptions.

Students who wish to drop or add a class after the second week of class must submit a registration petition. The petition can be obtained from the UMD Graduate Office ( 431 Darland Administration Building).

Regardless of whether all required courses and thesis credits have been met, the Graduate School requires registration every semester excluding summer. If the required coursework and thesis credits have been completed, students who need to register to remain active in the program must register for Grad 0999. This is a no-credit, no-tuition, no-curriculum course the Graduate School has created specifically for those students who have taken a job or no longer need to be registered as a full-time student.

To continue to receive a scholarship, GTA or GRA, (or to maintain deferment of student loans) you must be registered as a full-time student. If the required coursework and thesis credits have

been completed, students may apply for Advanced Master's Status, which would allow you to register for 1 credit of Grad 0999 and still be considered a full-time student. You must apply for this; it is not automatically given. Deadlines for application are usually in October for Spring Semester, in April for Summer, and in July for Fall. These deadlines will not be extended. See the Director of Graduate Studies (DGS) for specific deadlines for each year.

#### Suggested Course Schedule for Full-Time Students

Fall Year 1	Spring Year 1
Crim 8100, Crim 8200, Crim 8140 Crim elective and/or Crim 8600/8777	Crim 8201, Crim 8300 Crim elective and/or Crim 8600/8777 and/or Related Field Electives
Summer Year 1	
Crim 8600 or Crim 8777 or Crim 8900	
Fall Year 2	Spring Year 2 (If Necessary)
Crim elective and/or Crim 8600/8777 and/or Related Field Electives	Crim elective and/or Crim 8600/8777 and/or Related Field Electives

## TIMELINE/MILESTONES FOR GRADUATION

In addition to coursework, the steps necessary for the completion of the MA in Criminology are discussed in detail below. Briefly, the following elements are necessary:

- Choose a major advisor and form an examination committee for your final project.
- File a Degree Program with the Graduate School.
- Obtain approval from major advisor (who also serves as examination committee chair) and/or your full committee for your final project proposal.
- Complete the coursework and final project as specified in your Degree Program.

Timelines for part-time students. Much of the information provided in this handbook is directed towards full-time students. While the graduate faculty welcomes part-time students, it is difficult to write specific timelines for this population. In general, the graduate faculty recommends the following guidelines:

- Select your examining committee chairperson by the time you complete 6 credits of graduate coursework.
- Select your committee and file your Degree Program by the time you complete 15 credits of graduate coursework
- Develop your thesis/practicum proposal in consultation with your committee. Seek your committee's approval of your proposal by the time you complete 20 credits of graduate coursework.

All graduate requirements must be completed within seven years from the date of initial registration.

## **ADVISING**

Initially, all students are assigned the DGS as their major advisor. The DGS will assist students in planning their first and/or second semester of graduate coursework. The student's chosen advisor will assist with the final project.

Students are responsible, as soon as feasible, for selecting a new major advisor who also serves as the examining committee chairperson for the final project. . The procedure is the same regardless of whether you follow Plan A or Plan B. While recognizing that this process will vary based on many factors, we do recommend that students select an advisor by the end of their first year in the program.

Select a potential major advisor from the list of graduate faculty whose indicated interests most closely matches your own. Meet with the potential major advisor to determine the feasibility of acting as your major advisor. Other considerations in selecting a major advisor include how well you can work with a particular faculty member, as well as that person's mentorship style, etc.

A list of criminology graduate faculty, as well as their research interests is available from the MA in Criminology website:

[http://www.d.umn.edu/socanth/criminology/macrim\\_graduateprogram.php](http://www.d.umn.edu/socanth/criminology/macrim_graduateprogram.php)

## **SELECTING AN EXAMINATION/ADVISEMENT COMMITTEE**

Both Plan A (Master's Thesis) and Plan B (Practicum) projects are administered by an examination committee consisting of three graduate faculty.

In consultation with the advisor, students select two additional committee members who have graduate school appointments.

Please note that not all faculty members have graduate school appointments. A list of individuals who are approved to serve on graduate committees, as well as the major/minor fields for which they are approved, is available through the Graduate School (UMTC) web page:

[http://www.grad.umn.edu/faculty\\_rosters/faculty.html](http://www.grad.umn.edu/faculty_rosters/faculty.html)

One of these members must be from the criminology graduate faculty, the other member must be from an outside department (related field).

Your advisement/examination committee is responsible for reading your Thesis (Plan A students) or Plan B Project (Plan B students) and administering your final oral exam. As the title suggests, they also help students plan and implement their Degree Program.

## **FILING OF GRADUATE DEGREE PROGRAM**

After the formation of your advisement/examination committee, you should design your full graduate program in consultation with your major advisor. Briefly, the "full graduate program" is a list of all coursework, completed and proposed, that will be offered to fulfill degree requirements. Additionally, it declares the type of final project (Plan A or Plan B) that the student will complete, and lists the examination committee members. The Degree Program serves as a template that the student uses to complete the requirements for the MA in Criminology.

Students must file a Degree Program with the Graduate School sometime after completing 10 credits of coursework, and ordinarily (assuming full-time status) before the third semester of registration.

To file a Degree Program, complete the Degree Program Form, which includes a Degree Program Transmittal page and a Degree Program page. It is the student's responsibility to have the document signed by the major adviser and the criminology graduate faculty member of the committee (listed as "co-adviser" on the Degree Program page).

Upon obtaining the signature of adviser and co-adviser, the student should deliver the documents to the Department of Sociology Anthropology, 228 Cina Hall (DO NOT mail them directly to the Twin Cities campus, as may be indicated on the form instructions). Department staff will then obtain the DGS signature and forward the original to the UMD Graduate School.

Degree Program forms are available at:

[http://www.grad.umn.edu/current\\_students/forms/g89a.pdf](http://www.grad.umn.edu/current_students/forms/g89a.pdf)

If you find it necessary to revise your program and/or advisement/examination committee, you must obtain the current amendment forms from the University of Minnesota Duluth Graduate School Office (431 Darland Administration Building) and submit them to the DGS. If approved, the DGS will forward the documents to the University of Minnesota Duluth Graduate School Office for final approval. Minor changes require a petition to change. Do not submit a “revised program” unless you have major changes in your program. Please see the DGS if you have any questions regarding changes to your program

## **FINAL PROJECT**

All students must complete a final project. There are two options, Plan A (Thesis) and Plan B (Practicum).

A thesis involves original research or a theoretical contribution to the field of criminology (Minimum of 10 credits). A thesis typically involves the design and implementation of a research project, including data collection and analysis. Alternatively, a thesis could be an exhaustive literature review that surveys and organizes the state of knowledge about a theoretical or policy issue.

You must prepare and submit three unbound copies of your thesis to the UMD Graduate School Office, copies to each of your advisement/examining committee members, and one copy to the Department of Sociology Anthropology. You or your advisor may wish to have additional copies.

Be aware that a thesis is a formal document that requires very specific formatting. Formatting guidelines are found at: [http://www.grad.umn.edu/current\\_students/masters/submission.html](http://www.grad.umn.edu/current_students/masters/submission.html)

- a. Example 1: Participant-observation of a local prison and interviews with women prisoners. The data collected is compared to national guidelines of gender-responsive programming to evaluate the effectiveness of the program.
- b. Example 2: Examination of the problem of sex trafficking and how existing

criminological theories contribute to (or fall short of) understanding the causes and impact of sex trafficking.

A practicum is a supervised, direct work experience with a criminal justice or related agency, and the completion of a paper, which connects that experience to theories or concepts from scholarly works in the field of criminology (Minimum of 10 credits). Students must work a minimum number of 300 hours at a criminal justice related agency (or multiple agencies). For purposes of the practicum, 1 academic credit is equal to 50 hours of work. Thus, 6 of the 10 practicum credits involve work for the agency. The remaining 4 credits are utilized completing the Plan B paper. There is no requirement to submit copies of the Plan B paper to the UMD Graduate School Office. See [http://www.d.umn.edu/grad/plan\\_b.htm](http://www.d.umn.edu/grad/plan_b.htm) for more information. You will be expected to provide copies to members of your advisement/examination committee, to the Department of Sociology Anthropology, and to the practicum site if requested.

- a. Example 1: Direct work with a non-profit agency that works with offenders being released from prison. The resulting paper applies social bonds theory to their reintegration program for ex-offenders, evaluating the success and/or failure of the program in addressing social bonds.
- b. Example 2: Direct work with a probation agency on a project of their choosing. This might be the development of training or policy manual, or the documentation of how a certain program fits with existing theories or research in criminology.

## **FINAL ORAL EXAMINATION**

A final oral examination is required of all candidates for the MA in Criminology. Although the University of Minnesota Duluth Catalog discusses the possibility of a final written examination, it is our policy not to require a written final examination. Your presentation will be open to the public (i.e., UMD community and representatives of agencies involved in research or practicum); the oral examination will generally last two hours and, unless both you and your examination committee consent otherwise, the examination is not open to the public.

In addition to questions addressing your Thesis or Plan B project, you can expect questions regarding subjects indirectly related to your research or project area, including general knowledge of criminology.

A majority vote of your committee is required to pass. If a majority vote is not obtained, you may be given an opportunity to retake the oral examination. This option of a second examination will require the unanimous consent of your committee.

THE FINAL ORAL EXAMINATION IS TAKEN ONLY AFTER THE PLAN A THESIS OR PLAN B PROJECT HAS BEEN COMPLETED AND SUBMITTED TO YOUR ADVISEMENT/EXAMINATION COMMITTEE.

Procedures:

1. Pick up an Application for Degree from the UMD Graduate School Office, 431 Darland Administration Building, and submit it by the first day of the month in which you will be taking your oral examination and at least one week before the oral examination.
2. Provide all members of your advisement/examination committee with a clear and complete copy of your Thesis or Plan B paper at least two weeks prior to the date on which your oral examination is to be given.
3. Notify the UMD Graduate School Office, 431 Darland Administration Building, of the date of your oral examination at least **two weeks** prior to your oral examination. This will ensure that they send the Master's Thesis or Plan B Paper Reviewers' Report form and Examination Report to the chair of your committee before your oral examination.
4. The signed Master's Thesis or Plan B Paper Reviewers' Report and Examination Report will be delivered to the UMD Graduate School Office by the last day of the month in which you take your oral examination.
5. Oral examinations **should not be scheduled** in the last few days of any month, as this does not leave time for the paperwork to be sent to the Graduate Office on the Twin Cities Campus before the month ends.

## **PROPOSAL FOR FINAL PROJECT**

Graduate students and faculty have a great deal of latitude in how they create and supervise the final project. Some examination committee chairs may desire a very formal and structured process, while others choose a more informal process. There may also be variation in how and when the full committee is utilized.

Regardless of specific procedure, students should make some provision for having a final project proposal approved by the examination committee (or at minimum the chair of the committee). Students should call a meeting of their committee at which all committee members must be present to approve the proposed plan. This will assure that the planned courses will meet the expectations of the members of your committee, the MA in Criminology program, and the Graduate School.

Plan A students are advised to submit a detailed outline of intended research to the examination committee, including objectives and methodology. Your examination committee may also ask that you provide periodic progress reports, either oral or written, concerning the thesis project.

Plan B students are advised to submit a detailed outline of the exact manner in which you will meet the requirement of your Plan B project to the examination committee. The examination committee may ask that you provide periodic progress reports, either oral or written, concerning your project.

## **PROGRESS IN GRADUATE WORK**

The MA in Criminology program evaluates your progress in graduate work using the following criteria. If any one of the criteria is not met, a hold will be placed on your registration. To remove the hold, you must prepare a plan for how you will remedy the situation to the satisfaction of the DGS and your advisor. Failure to adhere to the plan will result in another hold on your registration. A hold on your registration could occur due to any of the following:

- Deficiencies: The completion of any course deficiencies indicated to you in your acceptance letter must be accomplished before the beginning of the second semester registration.
- GPA: A cumulative GPA of 3.0 or better in all graduate level courses listed in your Degree Program.
- Incomplete(s): A maximum number of 1 incomplete course on your record at any one time. If the course in which the incomplete occurs is taught annually, you have one year from the end of the course to complete the remaining work. If the course is not taught annually, you must present a plan for timely completion of the remaining work that is agreeable to the instructor of that course, your major advisor, and the DGS.
- Code of Conduct: professional standards are discussed in the required Thesis/Practicum courses (Crim 8777 or Crim 8600). You are expected to be on time, have regular attendance, be willing to “chip in” and help with additional and reasonable assignments when called upon, confer respect to colleagues, faculty, staff, students, agency personnel and clients, and the public in general.
- The MA in Criminology program expects you to act in accordance with the University Code of Conduct and the Professional Code of Ethics in Sociology - <http://www.asanet.org/members/ecoderev.html>. Serious and/or repeated breaches of

professional standards will be brought to the attention of the DGS, Department Head, and/or Dean of the Graduate School. One or more of these individuals will then meet with you and your advisor to discuss appropriate measures to rectify the situation. In extreme cases, dismissal may be an option.

## **TRANSFER OF CREDITS**

The Graduate School requires students to complete 60 percent of their course credits (excluding thesis or practicum credits) as registered Graduate School students. With approval from the advisor, the DGS, and the Graduate School, the transfer of up to 40 percent of the degree coursework from other institutions or from Continuing Education at the University of Minnesota, in any desired combination, is permitted. For details, see:

[http://www.d.umn.edu/grad/reg\\_req.htm](http://www.d.umn.edu/grad/reg_req.htm)

## **FINANCIAL SUPPORT FOR GRADUATE STUDENTS**

There are several sources of funding available to graduate students. The most common forms of funding are obtained through the graduate program. These include Graduate Teaching Assistantships, Graduate Research Assistantships, and the Pulford Scholarship.

- The Master of Arts in Criminology offers 1/4 time Graduate Teaching Assistantship (GTA) positions. The assistantship will provide a stipend for academic year (\$6,500 in 2009-2010) and half tuition reimbursement, plus minimal benefits. The assistantship involves working closely with a professor each of the semesters during the academic year. Duties will be determined between the professor and the GTA, with an average of 10 hours per week. This experience will provide GTAs with the skills necessary to apply for a second year GTA. In the second year, the successful applicant will be assigned to teach one section of a lower level undergraduate class for one semester with an average of 10 hours per week while assisting in a course the other semester.
- Graduate Research Assistantships (GRAs) may become available through faculty research grants. The level of funding and tuition reimbursement varies with the scope of the grant. Additionally, faculty may hire research assistants based on an hourly basis for specific research projects. Faculty who receive funding for research generally invite applications from the graduate student body for these positions. Examples of past research grants are available on the MA in Criminology web site.

- The Art Pulford Memorial Scholarship is a cash stipend (\$1,000) awarded annually (based on application materials and/or student performance) to one or more students. The DGS or his/her designee awards the scholarship based on several criteria, including:
  - Students must be committed to the professionalization of criminal justice agencies.
  - There must be evidence that students understand and value a commitment to engaging in the career field in ways that attend to issues of inequality.
  
- Graduate Fellowships, awards based on academic merit, are available to new and currently enrolled graduate students at the University of Minnesota. The Graduate School Fellowship Office administers these:
 

<http://www.grad.umn.edu/fellowships/index.html>

  - Since these fellowships are University wide, you should be aware that you are competing against applicants to UMTC programs, including doctoral candidates. Consequently, this means that awards to students applying to a MA program at the Duluth campus are rare.
  - Applications may be printed from the Fellowship Office web page and sent to the Fellowship Office by the designated deadline. The Office also administers the National Science Foundation Fellowships program. Forms for these purposes may be obtained by writing directly to the Graduate Fellowship Office, 422 Johnston Hall, 101 Pleasant Street, S.E., University of Minnesota, Minneapolis, Minnesota 55455-0421.
  
- The Criminology Graduate Program and/or the Graduate school may award money to reimburse the cost of presenting research papers or posters at professional meetings. The DGS and/or the Graduate School will notify graduate students via email about such opportunities.

## **THESIS/PLAN B RESEARCH EXPENSES**

Certain expenses will be incurred during the course of your thesis research or Plan B project for the purchase of supplies, services, certain pieces of equipment, etc. As these needs arise, you should notify the faculty member supervising your research or project, usually your major advisor. If that faculty member has outside grant support, those funds may be used to meet your needs. If no outside funds are available, your advisor may forward your requests to the Sociology Anthropology Department Head. Within reasonable limits, the department may attempt to provide some measure of support for your research. It is possible for graduate students to apply on their own or in conjunction with a faculty member for outside funding for their research.

Although this approach will entail considerable work on your part and only limited resources may exist, it can prove to be a beneficial experience in the art of grant writing, a set of skills that might come in handy subsequently in your professional career. The Graduate School occasionally offers workshops in grant writing. Students are advised to discuss funding research/project expenses with the faculty member supervising their research or practicum project early in the design process.

It is the student's responsibility to ensure that all expenses incurred in the production and copying of versions of the Thesis or Plan B Paper, as well as any binding of the final version(s) are paid.

## **RESEARCH INVOLVING HUMAN SUBJECTS**

If your research involves human subjects, you must apply for approval through appropriate review councils. This is discussed further in the Research Methods for Criminology course. For further details, consult the following web sites:

<http://www.grad.umn.edu/draft/irb.html>

[http://www.grad.umn.edu/ethics/ethics\\_brochure.html](http://www.grad.umn.edu/ethics/ethics_brochure.html)

Any student acting as the principle investigator of a research project that seeks IRB approval **MUST** complete the “Responsible Conduct of Research” training. Part I of the training is “in person” and offered periodically. Part II may be completed on-line.

<http://www.research.umn.edu/irb/training/>

## **GRIEVANCE PROCEDURES**

Occasionally, students may be dissatisfied with the decisions of the department or faculty. Students are strongly encouraged to attempt to resolve the dispute with the person with whom the student has a conflict before pursuing resolution with others. If the student is not satisfied with the outcome of that informal process, s/he may enlist the assistance of the following individuals (in order):

- Major Advisor
- The Director of Graduate Studies
- The Department Chair
- The Associate Dean of the Graduate School

## **OFFICE SPACE, ADMINISTRATIVE ASSISTANT SUPPORT, OFFICE SUPPLIES, ETC.**

Cina Hall 111 is available to graduate students for use as an office, workspace, and/or gathering space. The room is equipped with workspace, telephone, computers, internet connection, printer, reference materials, and a refrigerator.

All graduate students will be given a key to Cina Hall 111. If students are assigned to a different space for purposes of teaching or research, they will be assigned an additional key. It is important that you use these keys only for your own purposes and they should not be given to anyone else. Upon leaving the program, it is required that you return all keys assigned to you to the Department of Sociology Anthropology or a hold will be placed on your records, including receipt of your degree and release of your official transcripts.

Administrative services in the program office are not generally available to graduate students or graduate assistants. Students are encouraged to prepare their own documents using the facilities in Cina 111. The copy machine is in Cina 228.

Criminology graduate students have a common mailbox located in Cina 228. Mail is delivered to and picked up from the Department of Sociology Anthropology once a day in the late morning.

All graduate students are provided with an email account through the University. Information can be found at <http://www.d.umn.edu/itss/email/>.

At times you may find it is necessary to use University stationery for correspondence. Upon approval, you may obtain letterhead and envelopes from office staff.

Telephone/fax: There is a telephone for graduate student use for official business in Cina 111 and a fax machine in Cina 228 and in the CLA Dean's Office, 306 Kirby Plaza. Students will be given "telephone access code numbers" for long distance dialing if/when necessary. If you need to place a long distance call or fax pertaining to your work in the program, and you do not have an access code number, contact the office staff for assistance. Personal fax service is available in Campus Books.

## **GRADUATE STUDENT REPRESENTATIVES**

The mechanism for selection of Graduate Student Representatives (GSR) is for students to determine. Normally GSRs are elected by the other graduate students. Regardless of the manner of selection, it is necessary that the DGS is informed of the results. This will ensure that the representatives are notified of all necessary meetings and will receive meeting minutes.

The MA in Criminology program prefers that one GSR be present at all Criminology Graduate Faculty meetings.

The GSR will provide input at meetings and disseminate information to fellow students concerning any changes in policy made by graduate faculty or the Department of Sociology Anthropology.

The GSR will have Criminology Program voting rights EXCEPT on matters pertaining to:

- student acceptance
- awarding of financial support
- evaluation of a student's academic progress
- decisions regarding adding or deleting members to or from the graduate faculty

The GSR for the University of Minnesota Duluth Graduate Council is chosen on a campus wide basis seats are not allocated to every graduate program.

## **ICPSR**

The Inter-university Consortium for Political and Social Research (ICPSR), established in 1962, is an integral part of the infrastructure of social science research. ICPSR maintains and provides access to a vast archive of social science data for research and instruction, and offers training in quantitative methods to facilitate effective data use. To ensure that data resources are available to future generations of scholars, ICPSR preserves data, migrating them to new storage media as changes in technology warrant. In addition, ICPSR provides user support to assist researchers in identifying relevant data for analysis and in conducting their research projects. The URL for ICPSR home page is: <http://www.icpsr.umich.edu/org/index.html>.

The Department of Sociology Anthropology serves as the UMD repository for ICPSR data. The resources related to ICPSR are located in Cina 111.