Graduate Study in Criminology and Criminal Justice

THE UNIVERSITY OF TEXAS AT EL PASO
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Purpose of this Handbook

Welcome to the Master of Science in Criminology and Criminal Justice (MSCCJ) program in the Department of Criminal Justice at The University of Texas at El Paso (UTEP). This Handbook will acquaint you with policies and procedures of the Department of Criminal Justice and facilitate your progress toward applying for the program and earning the MSCCJ degree. Read this handbook carefully and consult with the graduate advisor whenever you have questions. Be aware that the policies and procedures described herein are subject to change and can be affected by changes in the policies of the university. University-wide policies take priority over the policies of Department of Criminal Justice. Check the campus catalog, College of Liberal Art’s website, and the Graduate School for the most up-to-date information.

Graduate School of the University of Texas at El Paso

The MSCCJ program is overseen by the Graduate School of The University of Texas at El Paso. For more information about the Graduate School, please visit the following website:

https://www.utep.edu/graduate/

Overview of the Master of Science in Criminology and Criminal Justice (MSCCJ)

The Master of Science in Criminology and Criminal Justice (MSCCJ) is designed to prepare students to identify crime-related problems and develop solutions to these problems through the application of criminological theories and methodologies as academics or criminal-justice professionals.

The MSCCJ degree is a 36-credit program offered via a combination of on-campus, hybrid, and online courses. All students in the program will be required to take 9 hours of core courses: Proseminar in CCJ, Criminological Theory, and Criminal Justice Policy. Following the core, two tracks are available to appeal to students with different educational goals: a professional track and a thesis track.

The professional track will appeal to the student who is seeking entrance to, or a promotion within, a justice-related agency and who desires the Master’s as a terminal degree. This track requires a capstone course where students will produce a major paper and demonstrate their mastery of knowledge through a comprehensive exam. The thesis track will prepare students who later aspire to enter a Ph.D. program by enhancing their theoretical knowledge, research, and statistical skills. Student in this track will produce a formal scholarly thesis.

Program’s Mission

The mission of the MSCCJ program is to:

(a) Provide an intellectually stimulating academic and professional environment in which students grow and develop to their full potential
(b) Contribute to knowledge and excellence of practice in the field of criminal justice through teaching, research, and service to local and state, communities, and agencies.
(c) Develop deep and comprehensive substantive knowledge about the field and critical thinking skills, strong analytic and communication skills, and high ethical and professional standards

**Program’s Objectives**

Objectives of the MSCCJ program are to:

a) Provide students with a broad-based knowledge of theory and practice concerning criminal justice administration, management and policy

b) Provide students with decision-making and problem-solving skills required in criminal justice administration, management and policy

c) Provide students with substantive expertise required for positions in police administration, judicial administration or correctional administration or in private sector organizations concerned with criminal justice administration

d) Provide theoretical, analytical, and research skills necessary for criminal justice administration, management and policy analysis and/or as preparation for doctoral level graduate study

e) Provide students with a comprehensive, integrated model of criminal justice administration theory and practice, stressing conceptual, methodological and contextual knowledge development and application.

**New Student Orientation**

Upon acceptance into the program, all new criminal justice graduate students are required to attend the orientation session for the criminal justice graduate program and those provided by the Graduate School.

**Conference Attendance and Travel Funding**

The Department of Criminal Justice encourages students to travel to scholarly conferences and meetings. Conferences are a primary means of sharing research and building professional and scholarly networks, and are valuable for students who later wish to earn a Ph.D.. The Department encourages attendance at criminology and criminal justice conferences that range in scope from regional (e.g., Southwest Association of Criminal Justice) to national (e.g., American Society of Criminology, Academy of Criminal Justice Sciences) organizations. While students may travel at their own expense, travel can be reimbursed for students making a research presentation at the conference. Students should investigate their websites for the deadlines and requirements for submitting papers and they should also search for funding that may defray the cost of attendance. Some organizations offer travel grants and awards for graduate students.

Students who have submitted a research paper abstract or poster session abstract must be accepted before applying for funding.
There are three sources of funding for student travel—students are encouraged to apply to all 3 sources. Applications for funding must be received after abstract acceptance and at least 10 weeks in advance of travel dates:

a) The UTEP Graduate School offers several awards at the following website:
https://www.utep.edu/graduate/funding/internal-funding.html
b) Dodson Funds through the UTEP College of Liberal Arts
https://www.utep.edu/liberalarts/_Files/docs/department-chair-resources/types-dodson_funding.pdf

Once responses are received from Graduate School and Dodson Funds sources, the Department of Criminal Justice will defray remaining travel costs, pending budget availability, only for students who have an official role in a conference, such as presenting a paper or a poster session. Students must apply for Department funding to the Department Chair, and include a copy of their submitted conference paper title/abstract, along with a budget that includes travel money awarded from other sources, and remaining travel amount requested. Student travel requests will not exceed $500 from the Department of Criminal Justice and are based on budget availability.

Graduate Student Assembly (GSA)

The GSA is the representative body for all graduate students on UTEP’s campus. GSA contributes to a collegial, collaborative, and interdisciplinary community of graduate students. More broadly, GSA shares the Graduate School’s commitment to fostering an inclusive, safe, and diverse culture of graduate education. GSA wants to ensure the success of UTEP graduate students. You can help, too. All UTEP graduate students are automatically members of the Graduate Student Assembly, and each College/School and graduate program can name a representative to the Graduate Student Advisory Board.

If you would like to become more active in the group, attend the next meeting or event, email: gradsa@utep.edu or visit:
https://www.utep.edu/graduate/PD/Graduate%20Student%20Assembly.html

The UTEP Graduate School also offers professional workshops for Graduate Students. Visit: https://www.utep.edu/graduate/PD/workshops-and-events.html for the complete topic list and schedule.

Admissions to the MSCCJ program

Admission Requirements

(a) Completed application (UTEP Graduate School http://graduate.utep.edu)

(b) Proof of B.A. or B.S. degree in criminal justice, criminology or related field. Other fields are acceptable, but may require leveling classes as part of admission. Leveling classes are not counted toward graduate program credits.

(c) Minimum of 3.0 GPA in the last 60 hours of classes.
(d) Professional Resume

This document should provide information on your educational attainment and employment experiences. When describing your educational attainment, please provide your major, minor, and GPA for each institution attended, as well as any honors, awards, or extracurricular activities. When describing your employment history, please provide contact information for your immediate supervisor(s) and your job duties and responsibilities for each position. Please also provide information on past experiences with volunteer work, if any. Be sure to include any skills and accomplishments you have accrued, as well as any other information you think is relevant as you describe your experiences.

(e) Statement of purpose

This is a 3-4 page, well-written essay, that explains who you are and how you would benefit from, and contribute to, the MSCCJ. Describe yourself, your motivations for pursuing the MSCCJ, and your expectations of the program. Discuss relevant past experiences, such as your education, jobs, community activities, leadership roles, awards and honors. Write about how these experiences have shaped you and prepared you for the MSCJJ. Describe why you want to study criminology and criminal justice at UTEP.

(f) Two letters of recommendation

(a) The letters must be from individuals who are qualified to assess your potential for academic success and are not related to you. Ask individuals who know you well and can enthusiastically describe your talents, accomplishments and potential. Typically, these letters are from a current or former work supervisor, a professor, or a mentor from an internship, community organization, or similar activity.

(b) For applicants who have completed their bachelor’s degree in the last two years, at least one of the letters must come from the applicant’s former academic institution. These letters can come from faculty in any department.

(g) International students must pass the TOEFL Exam (or equivalent) with a minimum score of 250 (or 600 on the paper-based exam).

The Graduate Record Exam (GRE) is not required.

Regular Admission

Applicants must have graduated with a bachelor’s degree from an accredited institution. Applicants must have a minimum of 3.0 GPA in the last 60 hours of classes.

Conditional Admission

Applicants who lack the required GPA or who lack undergraduate course preparation may be considered for conditional admission. Conditional admission means that in order to be fully
admitted, a student may be required to earn a 3.0 or above in the first 9 hours and/or may be required to complete undergraduate preparation courses (CRIJ 3300, CRIJ 3313, or PSYC 4317) that will not count for graduate credit. Once the conditions are fulfilled, the student is fully admitted into the MSCCJ program.

**Admission Deadlines**

Admission to the MSCCJ program is made on a rolling basis and applicants are admitted for the fall or spring semester. The calendar for submission of admission materials is as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Preferred Deadline</th>
<th>Final Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>July 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Spring</td>
<td>November 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>December 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

In addition to fulfilling departmental requirements, students must also meet those set forth by the Graduate School in terms of grades, class attendance, academic probation, etc. More information can be found in the following website:

https://www.utep.edu/liberalarts/resources/student-resources/academic-standing.html

It is the student’s responsibility to keep informed of all Graduate School requirements, to obtain all necessary forms, to initiate required actions, and to meet the filing dates listed by the Graduate School.

**Graduate Teaching Assistantships**

Paid “Master’s Teaching Assistantships” are available each year pending budget approval, and do involve a combination of both teaching and research duties. Teaching assistantships require approximately 20 hours of work per week, both on and off campus. Students on assistantships must remain in “good academic standing” with a GPA of 3.0 and above, and also be enrolled in a minimum of 9 credit hours per semester, except in the last semester when finishing the capstone or thesis.

Teaching assistants typically work under the supervision of two faculty members or lecturers (sometimes up to 3 faculty) and assist them in teaching preparations/uploading course materials, grading of assignments, and proctoring exams in undergraduate courses. It is expected that teaching assistants will perform all work duties as required by the supervising faculty member or lecturer, and these duties will vary by individual faculty member. Teaching assistantships can also involve some research assistance to include library research, literature reviews, creating charts, and coding of data as part of the 20 hours.

The title of “Research Assistant” is funded by a faculty member’s research grant, and involves 20 hours per week assignment to specific research projects and work directly under the supervision of one principal investigator responsible for the project. It is expected that research assistants will perform the work duties required by the principal investigator at a satisfactory level.
Students that are awarded an assistantship can expect to receive funding for 9 months or 2 regular semesters at a time from Sept 1 to May 31. Teaching Assistantships do not extend into the summer. Renewal of a second academic year for an assistantship is evaluated each academic year and is contingent upon a student making normal degree progress and performing his or her work duties as a teaching or research assistant at a satisfactory level as determined by the supervising faculty member and the graduate director. Unsatisfactory performance of these work duties or failure to make normal degree progress may result in the loss of the assistantship. Teaching Assistantships may not extend past two academic years. Research Assistantships are more flexible, and can involve 12 month appoints and summer employment for as long as the student remains full-time.

**Academic Advising**

Upon entering the graduate program, new graduate students will meet with the graduate director, who will review the student’s interests and background, evaluate any graduate transfer courses taken in criminal justice (up to 6 hours), discuss the student’s objectives, and assist in developing an initial program of study.

**Professional Track**

The professional track will appeal to the student who seeks employment in a criminal justice agency or who already holds such a position and is seeking a promotion. In both cases, this track enhances knowledge, application, and critical thinking about criminal justice policy and social issues that affect crime.

In addition to 9 hours of core courses (Proseminar in CCJ, Criminological Theory, and Criminal Justice Policy), the professional track will require 9 credits in Criminal Justice Administration, Management, and Organizations, Program Evaluation and Capstone. Students taking the capstone course will produce a major paper and demonstrate their mastery of knowledge through a comprehensive exam. Skills acquired in previous courses in the areas of critical thinking, problem solving, and professional writing will be demonstrated. The remaining 18 credit hours of courses will be taken as electives, 9 of these credits must be CRIJ-designated.

CRIJ 5305  Proseminar in Criminology and Criminal Justice  
CRIJ 5310  Advance Criminological Theory  
CRIJ 5315  Seminar in Criminal Justice Policy  
CRIJ 5300  Criminal Justice Administration, Management, and Organization  
CRIJ 5350  Program Evaluation and Evidence-Based Practices  
CRIJ 5385  Graduate Study Abroad in Criminal Justice  
CRIJ 5390  Capstone in Criminology and Criminal Justice

CRIJ 5390 Capstone in Criminology and Criminal Justice should be taken during the last semester of the student’s degree plan and all core graduate courses should be completed before the capstone course is taken.
Thesis Track

The thesis track will prepare students who later aspire to enter a Ph.D. program by enhancing their theoretical knowledge, research, and statistical skills. In addition to 9 hours of core courses (Proseminar in CCJ, Criminological Theory, and Criminal Justice Policy), the thesis track will require 6 credits in graduate-level Research Methods and Statistics, and 6 credits for the completion of the Thesis.

While the thesis will be completed and supervised by faculty within the Department of Criminal Justice, the research methods and statistics courses will be taken from other departments who already offer similar courses for their Master’s students. Communication, INSS, Psychology, Public Administration, and Sociology have agreed to allow CJ students to enroll in pre-existing courses. The remaining 12 credit hours of courses for the thesis track will be taken as electives, 9 of these credits must be CRIJ-designated, and the remaining 3 credits may be CRIJ electives or specific courses designated in the list below. Students should begin thinking about thesis topics and their major professor during the first year of the program. Students are free to talk with any potential major professor during the first year of the program.

CRIJ 5305 Proseminar in Criminology and Criminal Justice
CRIJ 5310 Advance Criminological Theory
CRIJ 5315 Seminar in Criminal Justice Policy

One Research Methods Course from the following three possibilities:
   COMM 5310 Quantitative Research Methods or
   PAD 5300 Introduction to Research Methods or
   SOCI 5320 Seminar in Research Methods

One Statistics Course from the following two possibilities:
   PAD 5351 Applied Statistics for Public Administration or
   SOCI 5312 Seminar in Advanced Measure/Inference

CRIJ 5397 Master’s Thesis I
CRIJ 5399 Master’s Thesis II

A student must decide whether they will embark in either the professional track or the thesis track at the completion of 18 credit hours.

Forming a Graduate Supervisory Committee

The MSCCJ supervisory committee consists of three graduate faculty members: two from the Department of Criminal Justice and one academic professor from outside the department or University. The first step in forming a supervisory committee is for the student to ask a faculty member to serve as the thesis committee chair. The major professor is designated as the chair of the student’s graduate committee and serves as the student’s primary academic advisor for the remainder of the program. The primary responsibility of the major professor is to provide guidance to the student in completing the remaining requirements for the MSCCJ degree. While the thesis must be chaired by a full-time tenured or tenure-tracked faculty within the Department
of Criminal Justice, at least one of the other two committee members must come from a related discipline at UTEP (e.g., Political Science, Psychology, Sociology, and Women’s Studies) or from a criminal justice or criminology department at another university. The two remaining faculty members are usually identified based on the advice of the thesis chair. Other members of the supervisory committee should be consulted when necessary and kept informed of degree progress by the student.

Only faculty who are designated as members of the “graduate faculty” by the university are eligible to serve as a major professor or member of a MSCCJ supervisory committee. Faculty who are not members of the graduate faculty can be temporarily added to the graduate faculty via a form that requires approval from the Graduate Director of the Department of Criminal Justice, the Department Chair, Dean of the College of Liberal Arts, and the Graduate School. A list of departmental graduate faculty and their areas of interest are listed near the end of this handbook.

**Oral Examination of the Thesis Proposal**

While the expectations of major professors may vary somewhat, proposals are typically 12-15 pages of text, plus references. The proposal should serve as a roadmap to the thesis and, thus, do the following things:

1. Introduce the topic
   a. Clearly describe the research topic
   b. Present the central questions that drive the thesis
2. Explain how the thesis will contribute to the field
   a. Discuss the importance in the relevant fields or subfields
   b. In the discussion of how the work will be situated within the extant literature, explain how it will contribute to the literature
   c. Cite relevant authors, books, and arguments
3. Describe research methods and theoretical framework
   a. What theoretical and/or conceptual approaches will inform the work?
   b. What is the methodology or methodologies employed?
4. Outline the remainder of the thesis
   a. Provide a preliminary breakdown of each section of the thesis.
5. Present a timeline for completion of work
6. End with a reference page of published sources

Ideally, the oral examination of the thesis proposal should be scheduled no later than the beginning of the fourth semester of enrollment (e.g., no later than January 31 for most students). The supervisory committee will read and evaluate the proposal in terms of three criteria: (1) adequate methods, (2) theory, and (3) subject area competence. At the oral examination, the student will be subject to questions by the committee. After the presentation, the student and those attending will be dismissed from the room while the committee members deliberate. Then, the student will be brought back into the room and the student will learn the outcome of their proposal. At this point, the committee meets privately with the student to discuss revisions or other relevant matters. The oral examination will be graded on a pass/fail basis. A grade of pass
indicates that the research project has been approved for completion. A grade of fail indicates that revisions to the proposed research project are required. Oral examination of the thesis proposal is open to anyone who wishes to attend.

Students must bring a completed proposal form to the thesis proposal defense. The form can be found at https://www.utep.edu/graduate/_Files/docs/forms/forms-for-masters-students/Thesis_Proposal_Form1.pdf

Completion of the Thesis

Once the oral examination of the research proposal has been passed, the student must complete the research project described in the proposal and write the thesis. This is done in consultation with the major professor and members of the supervisory committee. It is the student’s responsibility to keep committee members informed of his or her progress and to schedule meetings with them for consultation.

The UTEP thesis formatting guidelines are available in a Word file at: https://www.utep.edu/graduate/forms.html in which it is recommended that you use the Word file to format your title page, signature pages, headers, and reference page.

More details on these guidelines are in a 21-page PDF file at the following link:

Once the thesis is completed and the major professor has determined that it is ready for final defense, the student must distribute typewritten or electronic copies of the thesis to members of the supervisory committee. The scheduling of the date for the final oral defense must occur only after two weeks has passed since sending typewritten or electronic copies of the thesis to the members of the committee. If the supervisory committee determines that the draft copy of a student’s thesis has met their requirements for acceptance, several steps must be taken.

First, the student must complete an Approval to Schedule Final Examination form. This form must be signed by all members of the supervisory committee and the department chair, then filed with the Graduate School. This certifies that the supervisory committee approves the thesis as being ready for a final oral defense.

In consultation with members of the supervisory committee and the administrative assistant in the department, the student must set a date, time, and place for the final examination to occur. All defenses will occur in the Criminal Justice Conference Room in Suite 111.

The Final Defense

The final defense is an oral examination of the completed thesis. The student is subjected to questions about the research by members of the supervisory committee. After the presentation, the student and those attending will be dismissed from the room while the committee members deliberate. Then, the student will be brought back into the room and the student will learn the outcome of their final defense. At this point, the committee meets privately with the student to
discuss revisions or other relevant matters. This oral examination is graded on a pass, conditional pass, or fail basis. A grade of pass indicates that the student has successfully completed the MSCCJ degree. A grade of conditional pass indicates that the student will pass if he or she makes revisions or alterations to their thesis. The final defense is open to anyone who wishes to attend.

The student is responsible for bringing the final defense forms for signature to the final defense. This form can be found at: https://www.utep.edu/graduate/_Files/docs/forms/forms-for-masters-students/completion_defense_masters_form1.pdf

Failures and Retakes

A student who fails the oral examination for either the thesis proposal or the final thesis defense must retake the exam by rescheduling the defense.

Submission of Final Typed Copy of Thesis

The final requirement for obtaining the MSCCJ degree is the submission to the Graduate School of the final draft of the thesis as approved by the student’s supervisory committee. Please email your approved thesis to: gradschoolgraduation@utep.edu for format check.

Applying for Graduation

A student must first meet with the graduate advisor of the MSCCJ program to make sure that the student has completed all the degree requirements for your degree plan and track. A sample graduate degree plan form is available at: https://www.utep.edu/graduate/_Files/docs/forms/forms/Graduation_Final_Degree_Plan_Form1.pdf

Submit the graduate advisor-approved Application for Graduate Degree to the Graduate School. The student will receive email notification from the Graduate School once the application is approved. The diploma fee and the UMI online publication fee are billed to the student’s UTEP Goldmine account upon approval of the Application for Graduate Degree. Do not submit payment with the application and do not pay the diploma fee until the Application for Graduate Degree has been approved by the Graduate School.

Ordering Regalia

For Master’s candidates wishing to participate in commencement, a black graduation gown, a hat/black tassel, and a dark/royal purple hood is required, and can be purchased through the UTEP bookstore at T at: https://www.utep.edu/graduate/Current%20Students/how-to-graduate.html The commencement schedule can be found at: https://www.utep.edu/commencement/
Graduate Faculty

Permanent Graduate Faculty

**Leanne F. Alarid** (Ph.D., Sam Houston State University)
*Teaching Areas:* EBP/Program Evaluation, Correctional Police/Mgmt., Criminological Theory
*Research Areas:* Corrections (Prisons, Reentry, Probation), Gender and Crime, Mental Health and CJ

**Mario Cano** (Ph.D., Arizona State University)
*Teaching Areas:* Introduction to Criminal Justice, Courts and Sentencing, Criminal Justice Policy
*Research Areas:* Courts and Sentencing Outcomes, Punishment Policy, Crime and Immigration

**Theodore R. Curry** (Ph.D., Washington State University)
*Teaching Areas:* Immigration, Communities, Criminological Theory, Criminal Justice and Film
*Research Areas:* Immigration, Communities, Gender, Theory

**Timothy Dickinson** (Ph.D., University of Missouri-St. Louis)
*Teaching Areas:* Research Methods, Criminological Theory, Drugs and Social Policy
*Research Areas:* Offender Decision-Making, Offender Identity-Work, Drug Markets

**Misty C. Duke** (Ph.D., The University of Texas at El Paso)
*Teaching Areas:* Investigative Interviewing and Interrogation, Decision-Making in Intelligence Analysis, Research and Statistical Methods
*Research Areas:* Investigative Interviewing and Interrogation, Decision-Making in Intelligence Analysis, Legal Psychology

**Caitlyn N. Muniz** (Ph.D., University of South Florida)
*Teaching Areas:* At-Risk Youth, Criminology, Juvenile Justice
*Research Areas:* Sexual Violence, Intimate Partner Violence, Perceptions, Criminological Theory

**Melinda Tasca** (Ph.D., Arizona State University)
*Teaching Areas:* Corrections, Criminal Justice Policy, Gender, Race/Ethnicity and Criminal Justice
*Research Areas:* Correctional Policy, Collateral Consequences of Incarceration, Disparities in Criminal Justice

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1 These professors may chair a thesis or serve on committees.
Egbert Zavala (Ph.D., Kansas State University)
Teaching Areas:
Family Violence, Victimology, Research Methods
Research Areas:
Intimate Partner Violence, Family Violence, Violence, Deviance

Graduate Faculty Approved to Serve on Committees

Paul D. Ashby (Ph.D., University of Kent)
Teaching Areas:
International Relations Theory; Security Studies Theory; area studies in Americas, Asia, Africa, Europe, Middle East from security/strategic/IR perspectives; ethics and human rights in IR; UN system; US national security; US foreign policy; US grand strategy
Research Areas:
North American Regional Security; Border Security; US Security Assistance

Victor Manjarrez (Ed.D, The University of Texas at El Paso)
Teaching Areas:
Research Areas:

Erik Nabors (Ph.D., Drexel University/J.D., Villanova University)
Teaching Areas:
Race and Ethnicity, Prisons
Research Areas:
Mental Health and Criminal Justice

Stacie Ordonez (Ph.D., Capella University)
Teaching Areas:
Research Methods, Criminological Theory, Homicide, Special Topics: Sex Offenses
Research Areas:
Sex offender behavior motivation, Sex offender typologies, Secondary Trauma

These faculty members are approved to serve on thesis committees, but cannot chair a thesis.
Recent MSCCJ Graduates
(As of Fall 2020)

Caleigh D. Lynch (Fall 2020)
“Understanding the association between routine activities, social bonds, violent victimization, and violent offending.”