

HILBERT COLLEGE
GRADUATE PROGRAMS HANDBOOK
M.S. in Criminal Justice Administration (CJA)
M.S. in Public Administration (MPA)

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PART I: CAMPUS SERVICES, POLICIES AND RESOURCES

1. General Information

The Graduate Programs Handbook is designed to provide graduate students with information about policies and procedures specific to the CJA and MPA graduate programs at Hilbert College, as well as information about campus services, facilities, and resources. The College Catalog and other publications and documents may provide additional important information for all College students. It is the responsibility of each student to obtain these publications as they become available.

Hilbert College's Mission Statement

Hilbert College is an independent institution of higher learning that embraces its Catholic Franciscan heritage and values. Students from diverse backgrounds are educated in liberal arts and professional programs to become informed citizens committed to serving and strengthening their communities.

Hilbert College Philosophy Statement

Hilbert College strives to be faithful to the deep and diverse historical foundations on which it rests. From the founding congregation of the Franciscan Sisters of St. Joseph, we embrace the traditions of St. Francis: respect, hope, vision, joy, integrity, compassion, and peace. From the noble legacies of the liberal arts academy, we honor intellectual inquiry, freedom of thought, breath of knowledge, and lifelong learning. And from our own history, we continue to reach out to students from all backgrounds. We are committed to providing them skills and resources to achieve success in a wide range of careers, recognizing that today's world entails equipping students to respond to a rapidly changing global environment.

FRANCISCAN VALUES

Hope

The desire for a future good, joined with perseverance and trust that can be attained with God's help

Peace

God's love radiating from the core of one's being to others, resulting in non-violence, forgiveness, reconciliation, and harmony

Service

Selflessly working and advocating for the well-being of others, especially the poor, under-educated, and those in need

Joy

A conviction – outwardly manifested in an exuberant demeanor – that throughout the good and despite the bad times in life, the Spirit of God is always within us

Integrity

Firm adherence to doing what is right no matter what the circumstance may be

Respect

Recognition and reverence for God's presence in all creation including ourselves, others, and the environment

Compassion

Heartfelt concern for another person's suffering or need, accompanied by action to help better the situation

Vision

The ability to imagine what can be with God's help

2. College Facilities

Bogel Hall

Bogel Hall, named in honor of Sister M. Edwina Bogel, F.S.S.J. who served as the first President of Hilbert College, is the center of academic activity on campus. Classrooms, Academic Services and faculty offices are located in this building as well as Palisano Lecture Hall (Room 101), the Switchboard/Reception area, the Student Lounge Internet Café and Student Success.

Campus Center

The Campus Center, located directly behind the Franciscan Hall, is the hub of the social activities on the Hilbert Campus. The lower level of the Center houses the Campus Bookstore, the offices of the Director of Student Activities, the Student Government Office, as well as a student lounge/recreation area. On the upper level of the Center, the main Dining Hall, the "Cove," and the Counseling Office are located.

Franciscan Hall

Located next to the reflection pond, Franciscan Hall was designed as a central location for the offices of Admissions, Student Records, Student Finance/Financial Aid and Student Life to meet the needs of students. These offices are located on the first floor with the Student Leadership Office, the Career Development Center, Career Resource Lab, and two conference rooms. The upper level of Franciscan Hall houses the College's executive offices, the Board of Trustee's Conference Room, the Development Office and the Business Office.

Hafner Recreation Center

The Hafner Recreation Center is open daily for students, faculty, and staff use. The main portion of the building features a regulation basketball court with bleacher seating for 1,200. The fitness center is a state of the art facility including free weights, nautilus and cardiovascular equipment, satellite cable viewable on five monitors, and a regulated air conditioning system. Hours of operation for use of the various areas of the Recreation Center will be posted at the beginning of the Fall and Spring semesters. All individuals using the fitness center are asked to present their Hilbert College ID card prior to using the gym and fitness center.

McGrath Library

McGrath Library provides resources, both human and material, for the perpetuation of learning. With the continued cooperation and support of both the administration and faculty, McGrath provides for Hilbert's students, faculty, and staff, an extension of the classroom as well as a laboratory for learning and research.

Paczesny Hall

Overlooking the front of the campus, Paczesny Hall is Hilbert's newly built 21,000 –square-foot academic building housing high-tech smart classrooms, faculty offices and seminar rooms. Most of the graduate courses will be held in this building. This two-story building is named in honor of Sister Edmunette Paczesny, PhD. Who served as Hilbert's president for 32 years. **The Center for Adult and Graduate Education** is also located in Paczesny Hall (room 166).

William E. Swan Auditorium

The 430 seat William E. Swan Auditorium, located next to Paczesny Hill, is part of Hilbert's recently completed academic-auditorium complex. The state of the art auditorium is an ideal venue for conferences, seminars, cultural activities, and other artistic programs for the on-campus and surrounding communities. The single –story building is named in memory of the late Bill Swan, former CEO of First Niagara Financial Group, as testimony to his dedication to the Franciscan spirit and ideals.

3. Campus Services***Academic Services Center***

This Academic Service Center is located in Room 107 of Bogel Hall. The Center provides a wide variety of services to aid the students in their academic success. Students are encouraged to use the Center for assignments, to study, or review class notes. Study groups are welcome and individual help is available to brush up on study skills, time management techniques, note taking styles and/or organizational skills.

Automated Teller Machine

The Automatic Teller Machine (ATM), which is located in the Campus Center lower level, is provided by Evans National Bank. The ATM services a variety of bankcards. For non-Evans Nation Bank card customers there is a \$1.50 fee for use of these services.

Campus Ministry

Embracing Hilbert's College's Franciscan heritage and values, Campus Ministry brings together students of all faiths in a warm and welcoming spirit of inclusiveness. A variety of opportunities are offered that nurture their religion and spiritual development, recognition of the presence of God in all persons and creation, and potential for ethical leadership. Activities include liturgies, interfaith and ecumenical services, faith sharing, spiritual/pastoral counseling, and retreats. Volunteer service projects with faith-based and non-profit organizations also exist. And, to provide a holistic experience, social events are planned as will. Campus Ministry programs support the mission of the College to educate students from diverse backgrounds to become informed citizens committed to serving and strengthening.

In the Catholic tradition, Mass is celebrated on special occasions and Communion services are held. Sacramental classes are available to students free of charge, including RCIA program (Rite of Christian Initiation of Adults). Campus Ministry is part of the Office of Mission and Ministry and is located in Bogel Hall room 103 C.

Campus Safety

Hilbert College maintains a Campus Safety Department that provides 24 hour coverage, 365 days a year. The mission of the Department is to assist and protect all individuals on campus, protect college property, report and respond to infractions and provide uniform parking and traffic enforcement. Personnel are responsible for enforcing the college policies, rules and regulations set forth by the Administration and Student Life. The Campus Safety staff will also work as liaisons with the appropriate local, state and federal agencies.

The Campus Safety Department asks for your support in the timely reporting of incidents of crime such as assault, theft, criminal mischief or disorderly conduct. Injuries, illnesses, fires and accidents are equally important and require that the Department be notified to assure that the proper assistance is rendered. The on-duty Campus Safety Officer can be reached immediately by calling **(716) 479-1233**. In-house phones have a button marked "Campus Safety" that can be used as well as the red phone in Bogel Hall's main lobby.

A more detailed directive on the services provided by Campus Safety Department and Crime Statistics of the College over the past three years is available upon request by calling **(716) 649-7900 x230** or you can visit www.hilbert.edu/about-hilbert/campus-safety

Campus Bookstore

Located in the lower level of the Campus Center, the Bookstore stocks all required texts for courses offered each semester, as well as a variety of school supplies, gift items, sundries, and collegiate apparel. Bookstore hours are posted throughout the campus at the beginning of each semester. The Bookstore buys back unused books, dates and times are posted. Visit the Bookstore website for policies, procedures, plus online ordering of textbooks and Hilbert College insignia products. www.hilbert.bkstr.com

Campus Notification System

This service will allow you to receive critical messages and school closing information as a text message to your cell phone and/or preferred email account. This service is free, and offered to

you through Hilbert College's Student Life Department. This service through e2campus is at no cost to you, however, your text messaging service provider may charge you for the text message you receive from this system. Hilbert College is not responsible for these charges. For an account go to www.e2campus.com/my/hilbert and click on "I want to create an account" and follow the instructions.

Career Development Center

The Career Development Center provides students with a number of interrelated services to assist them with the critical decisions they will be making about the future, career choices, as well as the job search. The office is located on the first floor of Franciscan Hall Room 105. Services are free to current registered students and alumni. There is no charge for services provided by the center that includes: individual counseling, career resource lab, job vacancy announcements (www.hilbert.edu/alumni/career-development/jobs) and a variety of workshops.

Counseling – Mental Health

The Counseling Center at Hilbert College offers a professional, confidential, safe environment where all concerns of the students are treated with dignity and respect. Using a holistic approach to counseling, the center offers educational encouragement for a health mind, body, and spirit. No personal conflict or concern is considered too great or too small; and confidentiality is our top priority. There is no charge for these services. The center is located in the Campus Center (upper level and front foyer of the Dining Hall). For further information, call **716-649-7900 x 232**.

Dining Service

Hilbert Dining Services offers meals on a cash basis to commuter students and visitors any time between the hours of 8:00 a.m. and 6:30 p.m. Meals are paid for prior to entering the serving line. Discount coupon books are available.

Disabilities Services

Accommodations for students with disabilities are also provided through the Academic Services Center. These services include academic adjustments, modifications and auxiliary aids.

Specific accommodations may include:

- Testing modifications
- Note takers
- Tape-recording classes
- Readers

When applying to Hilbert, it is the student's choice to discuss a disability. Disclosure is made to the assistant director of academic services either in person or writing. The assistant director will meet with the student to discuss specific needs. Additional information regarding accessing disability services is available in the manual titled, "Student Guidelines, Policies and Procedures for Accessing Disability Services". This manual is available at the Academic Services Center.

For additional information on disability services at Hilbert, contact:

[Debbie Dimitrovski](#)

Assistant Director of Academic Services
107 Bogel Hall
649-7900, ext. 260

Fitness Center

The Recreation Center's Fitness Center is available to Hilbert students / Alumni / and other members during the building's normal operation hours. These hours are posted on the door and may be subject to change. All users must present their valid ID which allows them access to the room. Appropriate clothing and footwear is expected while working out in the Fitness Center.

I.D. Cards

The identification Card is issued during orientation to all new students at Hilbert College. There is no charge for your first card. There is a \$7.00 fee for replacing your I.D. Card.

Immunization Requirements

Certification of Immunization

In compliance with the New York State Public Health Law (NYS PHL) S 2165, all students enrolled for six or more credit hours and who were born on or after January 1, 1957 must submit verification of immunization or proof of immunity of two measles, one mumps, and one rubella prior to attending Hilbert. A form is provided to all accepted students and must be returned to The Center for Adult and Graduate Studies prior to being registered for class.

There are two ways to meet these requirements:

- You may submit proof of prior immunizations.
- You may obtain immunizations from a private doctor or public health department and submit proof of immunization.

For more information contact Health Records **(716) 649-7900 ext. 230**

McGrath Library

Fall & Spring Semester Hours:

Monday – Thursday	8:00am – 10:00pm
Friday	8:00am – 6:00pm
Saturday	11:00am – 4:00pm
Sunday	11:00am – 4:00pm

Find quality information for your field of study by using scholarly resources at McGrath Library. McGrath’s librarians are here to show you the most efficient means to find valuable resources for your research projects.

Scholarly and peer reviewed journal articles are located through our library databases found online at <http://hilbert.edu/academics/mcgrath-library> or by searching the online catalog at <http://tinyurl.com/437m7ph> to view our print collection. Subject areas include: public administration, criminal justice, business, the arts and humanities, forensics, health and medicine, history, psychology, and more.

Graduate students will quickly become familiar with Interlibrary Loan (ILL) services at Hilbert to gain access to research materials (including books, articles, dissertations and conference proceedings) that McGrath Library may not own. Our ILL request form is on the web at <http://www.hilbert.edu/library/interlibrary-loan>.

Visit the reference desk during regular hours or call **(716) 926-8913** to speak with a reference librarian.

Multicultural Affairs

The Office of Multicultural Affairs promotes academic progress and encourages awareness of diversity throughout the community by offering a wide range of programs, activities, and services. Programs include professionals from diverse professions and communities, presenting historical, cultural and social justice issues: social programming that consists of plays, cultural events, music and singing performances, and fashion shows. The Office of Multicultural Affairs is located in Bogel Hall room 103 B.

4 .College Policies

Absence – Religious Obligation

Hilbert College will accept the responsibility of making available to each student who is absent from school because of their religious obligations and practices an equivalent opportunity to make up any examinations, study or requirements which may have been missed because of such absence on any particular day or days.

Academic Dishonesty

Academic dishonesty is a violation of the Code of Ethics. It is the student's responsibility to seek guidance from the instructor, when he/she is unclear about any issue involving academic integrity. By matriculating at Hilbert College, students are automatically subject to the provisions of the Code of Ethics, and they are expected to uphold and support this Code of Ethics without compromise or exception. In addition, students are expected to comply with reporting procedures, when they notice any violation of the Code of Ethics.

Although it is ultimately a faculty member's choice, faculty are strongly encouraged to report all violations of the Code of Ethics. A faculty member should report any violation to the chairperson of the department in which the incident occurred. The chairperson of the department should then report the incident to the chairperson of the department of the student in question. Penalties for academic dishonesty may be loss of credit for the work in question, loss of credit for the course, suspension, or if two violations have been proven, expulsion from the College. Students have the right to dispute any action in accordance with the Student Grievance Procedure as described in the Student Handbook. Ignorance of any aspect of the Code of Ethics is not an acceptable defense.

Academic dishonesty shall include but not be limited to the following:

- B. Cheating on examinations and assignments: Cheating is obtaining an unearned academic advantage either through deliberate deception or indifference to the student academic code. A student is considered to be cheating if, in the opinion of the person administering an examination or test, the student gives, seeks, or receives aid during the test, examination, or other assigned class work. Examples of cheating include the following:
- Copying answers from another person.
 - Deliberate alteration of graded material for a re-grade or grade correction.
 - Using any unauthorized resources during an exam, such as bringing notes to class on a scrap of paper, on an article of clothing, on one's person, on an electronic device, etc., or writing notes or answers on campus furniture or structures.
 - Asking for, giving, or receiving the answers to test questions.
 - Having another person/student take a test for a student.
 - Stealing or having in one's possession without permission any tests, materials, or property belonging to or having been generated by faculty, staff, or another student.
 - Fabricating data and information (i.e., laboratory and clinical results, case studies, and interviews).

- Submitting a previously graded paper or speech to a different instructor without that instructor's approval.
- Submitting the same paper to two instructors simultaneously without both instructors' permission.

B. Plagiarism: Plagiarism is the presentation of others' ideas or written works as one's own. Written works can take the form of electronic or print media and could include—among other items—opinions, facts, and statistics. Examples of plagiarism include the following:

- Copying or presenting material verbatim from any source without using quotation marks and the appropriate documentation or by using improper documentation of the source, including any materials from the Internet or other electronic sources.
- Copying from any source (print and non-print, including Internet websites), including altering a few words to avoid exact quotation, without the appropriate documentation or by using improper documentation of the source.
- Rewording an idea found in a source but then omitting documentation or improperly citing the source.
- Submitting as one's own any course assignment (i.e., a paper, speech, computer project, media presentation, studio project, lab report, etc.) created by someone else.
- Having someone other than the student correct the mistakes on a paper or speech (someone may suggest revisions, but the work must be the student's).

Please note that “common knowledge” does not require a reference; however, a student may not be sure what constitutes “common knowledge.” The golden rule is, when in doubt cite.

C. Aiding another student in committing an act of academic dishonesty. Helping someone else to cheat is against the Code of Ethics. Some examples may include the following:

- Willfully offering to or taking from another student questions or answers to tests, examinations, oral and written assignments, presentations, clinical projects, etc.
- Doing another student's assignment (in the classroom, laboratory, studio, or clinical setting; online; or outside of class), excluding collaborative learning assignments or joint assignments approved by the instructor. Some examples may include, but are not limited to, doing another student's homework or other assignment for him or her as opposed to showing the student how to do the work, correcting a student's misspelled word as opposed to identifying a misspelled word, or writing or re-writing a major portion of a student's assignment.
- Taking a test for another student.

Consequences of Academic Dishonesty:

Ensuring academic honesty is everyone's responsibility. The excuse of ignorance is unacceptable in response to a charge of student academic dishonesty.

One act of academic dishonesty will result in the following consequences:

- Failing or zero (0) grade for the assignment or course to be determined by the professor.

- The student's name should be submitted to the Provost/VPAA and kept on file until graduation or until a second offense occurs.

If the student is caught engaging in a second incidence of academic dishonesty, he/she will be expelled from Hilbert College according to the following process:

Due process for alleged violations of the Code of Ethics

Step 1: During orientation, students will be given the Graduate Programs Handbook, which includes a description of the college's policy and procedures for academic dishonesty. Students will be provided with information about the nature of plagiarism and the damage to their lives and careers which will occur if they are found to have engaged in cheating.

Step 2: If a student is accused by faculty of academic dishonesty, the student may either accept or challenge the accusation. If the student acknowledges the dishonesty, the faculty member penalizes him or her according to whatever penalties that are described in the syllabus. The faculty member should then file an incident report within one business week to department chair, who will forward a copy to the Dean of Graduate Studies. Moreover, the faculty member will notify the student in writing within one business week that if the student is accused and proven of a second charge of academic dishonesty, he/she will be dismissed from the College.

Step 3: If the student challenges the faculty member's accusation, the matter will be presented to the faculty member's department chair. The chair will render a decision based on separate written reports submitted by both parties. If the chair's decision supports the faculty member and the student accepts the decision, a report will be filed in the Office of Adult and Graduate Studies. If the chair's decision supports the student's position and the faculty member accepts it, any report filed in the Office of Adult and Graduate Studies will be rescinded.

Step 4: If either the faculty member or student do not accept the decision of the chair and wish to appeal, the matter will be presented to the Curriculum, Academic Policies, and Procedures Committee (CAPP) within one business week of said accusation. Both parties and the department chair will then send written reports within one business week to the chair of that committee to render a final decision. If the committee's decision supports the faculty member, the report of dishonesty already filed in the office of the Dean of Graduate Studies will remain in force. If the CAPP Committee instead supports the student, such a report will be removed. If either the faculty member or student does not accept the decision of the CAPP Committee, a report will be sent within one business week to the Dean of Graduate Studies for a final decision.

Step 5: If a second report of academic dishonesty for the same student is filed in the Dean of Graduate Studies office and is sustained through the foregoing process, the student is automatically expelled from the college by the Dean of Graduate Studies.

Anti-Harassment

Hilbert College is committed to providing an environment for work and study free from harassment. Accordingly, harassment of faculty, staff or students of the College, or retaliation against individuals who exercise their rights under this policy, will not be tolerated.

The College recognizes and responds to its obligations to educate its faculty, staff, and students with regard to respect for the rights of individuals. As an educational institution with a long-standing Franciscan tradition, the College neither condones nor tolerates verbal or physical conduct which would include harassment of any member of the College community including guests or other third parties.

Bias-Related Crime Policy

Prepared in compliance with the New York State Education Law (Section 6334)

Hilbert College promotes the personal safety of our entire academic community through awareness and respect for others. The information in this report is available to all incoming and current students, as well as employees. It is made available to prospective students and employee upon request.

Campus Sex Crimes Prevention Act / Rape & Sexual Assault

In accordance with federal law, as of October 1, 2003 Hilbert College maintains a registry of sex offenders living or working on campus, which is available to students, faculty, and staff. The registry is located in the Office of Campus Safety. Additionally, Hilbert College's rape and sexual assault policy prepared in compliance with the federal Student Right to Know and Campus Security Act is made available upon request.

Drug Free School Program

As part of its mission and objectives, Hilbert College is committed to providing all students, faculty, and staff with a safe, healthful and pleasant environment in which to study and work. Part of this commitment is that the College will be completely free from the presence and adverse effects of illegal drugs and unauthorized use of alcohol. For more information on the Higher Education Amendment of the Drug-Free Schools and Communities Act of 1989 contact the Center for Adult and Graduate Studies.

Emergency Announcements

Because colleges do not transport students, they remain open when school districts close. It then becomes a personal decision to attend classes if the college remains open under conditions you consider too hazardous for travel.

There are also occasions when only the day or evening session may be cancelled when the other is not. You are advised to stay tuned to radio stations for an up-to-date report. Please tune into your local TV or radio station for school closing information.

Fire Alarm / Equipment

The New York State Fire Code requires that buildings must be completely evacuated when a fire alarm sounds. Any person who discovers or suspects a fire should make calls for assistance immediately to Campus Safety. Students should make sure that they are familiar with fire exits and follow fire evacuation procedures. Failure to cooperate with staff in evacuating a building subjects a student to disciplinary actions. Tampering with fire alarms and fire prevention, fire detection, and firefighting equipment is a violation of both the New Your State Fire and Penal Code. Any tampering with or misuse of fire equipment is punishable by College and/or court action.

New York State Consumer Complaint Process

Section 494 (j) of the Higher Education Act of 1965, as amended, provides that a student, faculty, member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint. For complete details, contact the Center for Adult and Graduate Studies.

Smoking Policy

The New York State Clean Indoor Act enacted 1/1/90, bans smoking in colleges and universities. Hilbert College is committed to a healthful environment for all members of the community at all locations. Smoking of any material prohibited in all college facilities, including residence hall rooms, and college owned vehicles. Smoking includes the burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material. Smoking devices such as Hookas or bongos are not allowed anywhere on campus.

Traffic and Parking

Hilbert College traffic and parking regulations apply to all students, faculty, guests, and visitors to the campus. The Office of Campus Safety is responsible for the regulations and enforcement for traffic and parking at Hilbert College.

Student Parking

- Only resident students have overnight parking privileges all others must contact campus safety.
- All commuter students are permitted to park in Lots A,C,D & G.

Special Events / Maintenance

Campus Safety has the authority to close streets, lots, and parking spaces to facilitate College special events, and to perform necessary maintenance.

Unacceptable Off-Campus Behavior

Hilbert College acknowledges that one's status as a student in no way alters the individual's rights or responsibilities as a citizen. While the College does not become involved in the private actions of students, it does reserve the right to take appropriate action if such private actions adversely affect the good name of the College and its constancies. Such measures will follow the right of due process for all concerned.

PART II: GRADUATE PROGRAMS

1. Graduate Programs Learning Outcomes and Course Requirements

At the successful conclusion of the graduate program, the Hilbert College graduate student will:

1. Demonstrate professional communication and information literacy proficiencies through the ability to write and speak about issues of the discipline or profession to peers, professional audiences, and the public.
2. Achieve mastery of the knowledge and skills required within the discipline or profession.
3. Appraise and act on professional and ethical challenges that arise in their field or discipline.
4. Engage in and meaningfully contribute to diverse and complex communities and professional environments.

Master of Science in Criminal Justice Administration (CJA), Mission Statement

The mission of Hilbert College's Master of Criminal Justice Administration program is to prepare criminal justice professionals with advanced competencies in their respective specialties and areas of interest. Graduates of the program will be enabled to assume positions of professional leadership in the field of criminal justice and related agencies, and/or to seek entry into a doctoral program. The CJA program emphasizes a practical graduate education that integrates academic and professional skills to broaden students' knowledge of the causes, consequences and responses to crime and how crime is interrelated to other fields within the social sciences. Students will further develop their analytical, intellectual and personal skills so that they may apply the knowledge they have acquired to the betterment of their communities and in the service of social justice.

CJA Student Learning Outcomes

The CJA graduate student will:

1. Analyze critical crime and justice issues and/or information utilizing theoretical, methodological, and statistical skill bases.
2. Synthesize core theoretical knowledge with practice and application in criminology and criminal justice.
3. Evaluate the challenges of a socially and culturally diverse society and how to prepare for them in an ethical and principled manner.
4. Evaluate and problem-solve in areas related to effective leadership such as administrative management, budget & finance, and organizational change.

Masters of Public Administration (MPA), Mission Statement

The Master of Public Administration program's mission is to prepare students for public service careers as ethical and informed managers and leaders in public and/or not-for-profit organizations. The MPA program provides current and prospective public service officials with the substantive knowledge, skills and values needed for effective administration in the 21st

century. Additionally, the program serves community organizations through service-learning and applied research or projects.

MPA Student Learning Outcomes

The Master of Public Administration graduate student will:

1. Design and evaluate organizational policies, projects and programs
2. Analyze organizational, human resource and budgetary resources.
3. Evaluate the organizational and political dynamics affecting organizational policy issues.

2. Graduate Admissions Requirements

Admissions Policy - To be considered eligible for entrance into the graduate MS CJA or MPA program, applicants must:

1. Complete the Hilbert College on-line graduate application.
2. Submit an admissions statement/essay specifically addressing how the program will be of benefit to you and the community that you serve.
3. Provide official transcripts from ALL prior colleges.
4. Submit two letters of recommendation from employers, professional supervisors, colleagues, or previous professors.
5. Submit a current resume.
6. Possess relevant work experience.*
7. Hold a baccalaureate degree from an accredited college or university having earned a 3.0 cumulative grade point average (GPA) or higher.*
8. Complete a personal interview with the Director of the Center for Adult and Graduate Studies.

*Applicants who do not meet the above requirements may be admitted on a conditional basis at the discretion of the respective graduate program chair.

Graduate Admissions Process - All materials, transcripts, etc., should be forwarded to the Director of the Center for Adult & Graduate Studies.

Graduate Credit Transfer Policy

Students may transfer up to six graduate credit hours with grades of B or better into their programs at the discretion of program Chairs. Credits must be from an accredited institution in graduate courses appropriate to the program being pursued.

Graduate Admissions Process

- A. Applicants will submit their application and related material to the Director of Adult and Graduate Studies. The Director will subsequently contact the student to set up an initial interview.
- B. Upon completion of Step A, the Director of Adult and Graduate Studies will forward the information to the respective Graduate Programs Academic Chairs for final approval.
- C. The Chairs will review the application and render their final decision. The applicants will be notified via an acceptance or rejection letter from the program Chair.
- D. In cases where applicants do not meet the above admissions requirements, Chairs will review the file for conditional admission, and may ask for an interview with the applicant.

Graduate Academic Policies

Full-time and part-time graduate students must meet the academic regulations listed below:

- A. A student must maintain a minimum semester and cumulative average of at least 3.0.
- B. No more than a total of two courses with grades lower than B may count towards graduation. This policy applies to all 500- and 600-level courses. A grade of C- or lower for any course will not count toward degree completion.
- C. Students who fail to achieve a minimum grade of C for any course will not be permitted to enroll for subsequent courses until the course has been successfully repeated with a minimum grade of C. If space is available the course must be repeated the next time it is offered.
- D. Students may only repeat a course 1 time. If the course is not completed successfully on the second attempt the student will be dismissed from the program.
- E. Students receiving a grade of C or lower for any class will receive a notification from the College reminding them of the requirements for maintaining their academic standing.
- F. Any student receiving failing grades in two courses will be subject to dismissal from the graduate program.
- G. In addition to academic standing, students may be dismissed for activities inconsistent with academic or professional standards.
- H. Grievances and dismissals for academic reasons may be appealed to the program Chair. Non-academic grievances and dismissals may be appealed to the Director of Adult and Graduate Studies. In both cases, the final appeal will be to the Dean of Graduate Studies.
- I. Individuals may enroll as non-matriculated students on a space-available basis at the discretion of the program chair.
- J. Course grades of “incomplete” will only be granted under extraordinary circumstances and require the approval of both the instructor and the program Chair.
- K. Academic dishonesty policy and process applied to undergraduate education will also apply to graduate education, except that if the appeals committee does not include a graduate faculty member, one will be named to join the regular committee.
- L. Advisement: registration will be handled by the Director of Adult and Graduate Studies. Other academic advisement will be conducted by the Chairs or their designee. In

addition, each incoming graduate student will be assigned a faculty research mentor (refer to Graduate Research Project section).

M. Graduate Grading Policy: Letter grades for courses in graduate programs at Hilbert College are based on the following system:

A	93 or above
A-	90-92.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	73-76.9
Unsatisfactory (failure)	72.9 or less

N. Readmission Policy: Students who are dismissed from a graduate program may be readmitted only with the approval from the chair and the Graduate Committee.

3. Dress Code

Guide to Business Casual Dressing for the Classroom

You are required to dress business casual for class. Any variation of this policy will be at the discretion of the instructor. There will be members of the community attending your classes as guest lecturers and presenters and we will maintain a culture of respect and professionalism by acting and dressing in a professional manner. This is a general overview of appropriate business casual attire. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire. No dress code can cover all contingencies so students must exert a certain amount of judgment in their choice of clothing to wear to class.

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for the classroom. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the classroom.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for the classroom. Most suit jackets or sport jackets are also acceptable attire for the classroom. Inappropriate attire for the classroom includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Shoes and Footwear

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for the classroom. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops, and slippers are not acceptable in the classroom.

Jewelry and Makeup

Should be in good taste, with limited visible body piercing.

Hats and Head Covering

Hats are not appropriate in the classroom. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

4. Overview of the Graduate Program Attendance Policy

Class attendance is required. Not only is this Hilbert policy, but consistently attending class is the only way students can successfully complete this program in an accelerated 5 week format. Commitment to this graduate program is a job and attendance is one your job requirements.

Excused Absences

As with any job, failure to show up for work reflects poorly on one's performance. In the business world, employees who miss work too often are terminated. At the same time, exceptional circumstances, like family or medical emergencies, do sometimes arise, and employers understand this. For that reason, the policy permits 2 excused absences per course. To receive an excused absence, you must contact the instructor in advance (if possible), by phone or e-mail, to explain why you must be absent. Even in cases of serious accidents (which hopefully will not happen), one of a person's first responsibilities is to contact their employer as soon as possible. You will be held accountable to make up any required work missed.

Unexcused Absences

This program, like any workplace, depends on your being present. Failing to give advance notice when you cannot attend class is inconsiderate. Being absent not only hurts your chances to learn, but also deprives your co-workers of your knowledge and abilities. Two unexcused absences will result in automatic failure of the class.

Tardiness

Tardiness is also not acceptable. Being late for work is considered bad form and is just as serious as missing work. Therefore, tardiness will also negatively effect your grades in this program. Tardiness will count as an unexcused absence.

The Bottom Line

Please attend every class and be on time. Anything less than this threatens to hurt your reputation as a good student and your educational opportunities.

Progressive Discipline:

We promote a policy of progressive or corrective discipline, i.e., discipline shall gradually increase depending upon the severity and/or frequency of the infractions.

Normally, disciplinary action begins with a verbal warning for the first offense and culminates with dismissal after repeated coaching attempts have failed.

Infractions within the student's 18-month graduate program may warrant use of a Verbal Warning, Written Warning, or Dismissal as appropriate.

Types of disciplinary action:

Verbal Warning

An Interim Guidance Discussion (IGD) – Verbal report giving notification and warning to student of an incident verbally, and then documenting the verbal discussion in the student file.

Written Warning

An Interim Guidance Discussion (IGD) – Written report giving formal written notification to the student.

Dismissal

Final Discussion - report giving formal notification in writing to a student documenting continued incidences and resulting in a dismissal from the graduate program.

PART III: GRADUATE RESEARCH PROJECT

1. Graduate Research Project Overview

In addition to fulfilling all core and major course requirements for their respective graduate programs, all graduate students are required to complete a graduate research project as a condition for graduation. This graduate research project is designed to help students apply classroom concepts and theories to practical issues and problems by framing the issue within the context of scientific research, and by developing information literacy lifetime learning skills.

The graduate research project steps and requirements are incorporated within graduate courses throughout the curriculum. Because the research project is embedded seamlessly within the curriculum (and not in one specific course), it is critical that students make continued progress, and seek help and guidance from their Faculty research mentor when problems arise in relation to their research projects.

2. Graduate Research Process and Requirements

The following table outlines some basic information regarding requirements of the graduate research project and corresponding courses throughout the curriculum.

Research Competency/Activity	Corresponding Courses	Research Levels	Final Outcome (s)
<ol style="list-style-type: none"> 1. Identification of area of research interest; 2. Articulation/development of research topic; 3. Construction of statement of rationale; 4. Review of conceptual framework for scientific research. 	CC500 CJA 601 Or MPA 625	Level I: Overview of Research Conceptual Framework; Submission of topic for the Research Project; Submission of a rationale statement for the Research Project.	Were topic and statement of rationale approved by the instructor and Faculty research mentor? Complete Level 1 Research Log. (Meet with Librarian for evaluation of ILP)
<ol style="list-style-type: none"> 1. Study background 2. Comprehensive literature review 	CJA 601 Or MPA625	Level 1: Submission of comprehensive literature review	Was literature review for research project reviewed and approved by the instructor and faculty research mentor?
<ol style="list-style-type: none"> 1. Submission of draft research proposal 	CJA 640/MPA640	Level 2 (cont.): Submission of draft research proposal, including research methodology, design, and expectations	Was Proposal approved by instructor and student allowed to proceed forward with research?

<ol style="list-style-type: none"> 1. Institutional Review Board (IRB) and Human Subject Protection requirements. 2. Data collection 	CJA 640/MPA 640	Level 2: Submission of completed Institutional Review Board (IRB) application.	<p>Was IRB application paperwork approved by instructor and are all human subject protection provisions met</p> <p>Complete Level 2 Research Log;</p>
<ol style="list-style-type: none"> 1. Development of smart objective 2. Development of research methodology. 	CC 510	Level 3: Submission of problem statement, purpose, smart objectives, and methodology.	<p>Were smart objectives and methodology related to problem statement reviewed and approved by instructor and faculty research mentor? Was Information Literacy incorporated in the research process?</p> <p>Completion of Level 3 Research Log.</p> <p>(</p>
<ol style="list-style-type: none"> 1. Final analyses 2. Discussion of results 3. presentation of project 	CJA 680 or MPA 644	Level 4: Classroom (public) presentation of the project and submission of final copy of the project	Was final written component of the final research project submitted to the faculty research mentor

Based on the schema outlined above, the following process will be used to ensure that all graduate students make a satisfactory progress with their graduate research project, and complete the project in a timely fashion:

Graduate students are required to complete research logs and meet with librarians to receive research assistance and feedback on their capstone projects during scheduled check-in points listed in the table above.

CJA Research Log Library Evaluator

Colleen Dippold (716) 926-8955 cdippold@hilbert.edu

Public Services & Library Instruction Coordinator

MPA Research Log Library Evaluator

Wil Prout (716) 926-8910 wprout@hilbert.edu

Library Director

- A. Every incoming graduate student will be assigned a faculty member as a research mentor during the first semester of the program.
- B. The faculty research mentor will advise and mentor the student throughout the research project, and will make sure that the student is fulfilling various requirements and components of the graduate research project, including proposal submission, filing of IRB paperwork, and completion of final research project.
- C. Students will meet with their Faculty research mentor on a regular basis to discuss their progress.
- D. The faculty research mentor will also meet with individual faculty members when needed to ensure that the student is making satisfactory progress. Essentially, course instructor and the faculty research mentor will act as a two-person faculty research committee for the student.
- E. The faculty research mentor will consult with department chair or dean of graduate programs if the student is having difficulty making progress through various stages, and counsel and advise the student by developing appropriate corrective action plan to help the student.

Information Literacy Project

Level 1 Research Log

Due week 4 of CJ601 and MPA625

Level 1: (To be completed by student and reviewed and signed by Librarian)

Topical area and topic:

Databases Identified/ Searched:

Search Terms, keywords, subjects and phrases used:

Academic/Scholarly Sources found:

1.

2.

3.

4.

5.

Academic/Scholarly Sources found:

6. _____

7. _____

8. _____

9. _____

10. _____

Evaluated By (instructor): _____

Date: / /

Acceptable

Not Acceptable

Acceptable with Changes (changes to be made)

Evaluated By (librarian): _____

Date: / /

Acceptable

Not Acceptable

Acceptable with Changes (changes to be made)

Information Literacy Project

Level 2 Research Log

Due week 4 of CJ640 and MPA640

Level 2: (To be completed by student and reviewed by Instructor and Librarian)

Literature (titles) related to Major Capstone Project

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Literature related to Project Methodology/Statistics Used

- 1. _____

- 2. _____

- 3. _____

Literature related to Variables Used

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

Evaluated By (instructor): _____	Date: / /
Acceptable	Not Acceptable
Acceptable with Changes (changes to be made)	

Information Literacy Project

Level 3 Research Log

Part A and B

Due week 4 of CC 510

Level 3: Part A: To be completed by student and evaluated by instructor.

Purpose of Research

Project (s.m.a.r.t.) Goal(s)

1.

2.

3.

Project (s.m.a.r.t.) Objectives

1.

2.

3.

Evaluated By (Instructor): _____

Date: / /

Acceptable

Not Acceptable

Acceptable with Changes (changes to be made)

Level 3 Research Log

Due week 4 of CC 510

Level 3: Part B: (To be completed by student and evaluated by Librarian)

Literature related to project, project mission, or project goals :

1. _____

2. _____

3. _____

Literature related to project objectives:

1. _____

2. _____

3. _____

Evaluated By (instructor): _____

Date: / /

Acceptable

Not Acceptable

Acceptable with Changes (changes to be made)

Information Literacy Project

Rubric

Level 4: (To be completed by instructor of capstone course)

Overall, how well was the Project researched?

1 2 3 4 5 6 7 8 9 10

Did the Research Project integrate and effectively use sources of information?

1 2 3 4 5 6 7 8 9 10

Did the Research Project effectively organize information?

1 2 3 4 5 6 7 8 9 10

Did the Research Project effectively evaluate information?

1 2 3 4 5 6 7 8 9 10

Did the Research Project use research to generate new knowledge?

1 2 3 4 5 6 7 8 9 10

Did the Research Project effectively use citations and appropriately document information?

1 2 3 4 5 6 7 8 9 10

Did the Research Project effectively use citations to bolster arguments?

1 2 3 4 5 6 7 8 9 10

Did the Research Project use proper citation formatting?

1 2 3 4 5 6 7 8 9 10

Did the Research Project use proper reference formatting?

1 2 3 4 5 6 7 8 9 10

<p>Evaluated By (instructor): _____ Date: / /</p> <p>Acceptable Not Acceptable</p> <p>Acceptable with Changes (changes to be made)</p> <p>Evaluated By (Faculty Research Mentor): _____ Date: / /</p> <p>Acceptable Not Acceptable</p> <p>Acceptable with Changes (changes to be made)</p>

* To be completed before the end of the capstone course

3. Student Portfolio

MPA Graduate Program

A portfolio is a compilation of the student's work over the course of his or her MPA studies. As such it should demonstrate the students' skills and abilities as they have progressed over time. The portfolio is initiated at the time of admission with the first document being the student's resume. The following documents are required in each of the following topic areas during the students' progress through the program:

- **Copy of Current Resume** (updated as needed)
- **Guided Self-Reflection Assignment** (completed in MPA 625: Introduction to Public Administration)
- **Written/Oral Communication Skills:**
 - Major research paper (graded). This paper provides a benchmark for the improvement in the student's writing and research abilities over time.
 - An evaluation of the student's oral presentation skills and writing abilities to serve as a benchmark for further development.
 - One additional graded research paper chosen by the student from any course.
 - Two additional graded oral presentation assignments chosen by the student from any two courses.
- **Teamwork and Team-Building Skills:**
 - Peer evaluations.
 - Faculty feedback from group project work.
- **Linking Theory to Practice:**
 - At least one appropriate assignment from courses related to practice in major (MPA or CJA coursework)
- **Analytical and Research Skills:**
 - Over the course of completing the Graduate Research Project students will be expected to include the following elements in their portfolios:
 - Research Proposal
 - Final Research Product
 - Poster presentations of research project findings including final poster presentation.
- **Values and Ethics:**
 - One reaction/application paper on ethics (graded).

- **Reflective Essay** (ungraded) from MPA 644 (Capstone Course) addressing the following questions:
 - What have I gained from being an MPA student?
 - Did the MPA program meet my expectations?

- **Additional Student Accomplishments:**
 - Include conference presentations, publications, or other forms of special recognition earned by the student.

CJA Graduate Program

A portfolio is a compilation of the student's work over the course of his or her CJA studies. As such it should demonstrate the students' skills and abilities as they have progressed over time. The portfolio is initiated at the time of admission with the first document being the student's resume or application essay. The following documents are required in each of the following topic areas during the students' progress through the program:

- **Copy of Current Resume** (updated as needed)

- **Guided Self-Reflection** (CJA 601: Proseminar in Criminal Justice Administration)

- **Written/Oral Communication Skills:**
 - Major research paper (graded). This paper provides a benchmark for the improvement in the student's writing and research abilities over time.
 - An evaluation of the student's oral presentation skills and writing abilities to serve as a benchmark for further development.
 - One additional graded research paper chosen by the student from any course.
 - Two additional graded oral presentation assignments chosen by the student from any two courses.

- **Teamwork and Team-Building Skills:**
 - Peer evaluations.
 - Faculty feedback from group project work.

- **Linking Theory to Practice:**
 - At least one appropriate assignment from courses related to practice in major (MPA or CJA coursework)

- **Analytical and Research Skills:**
 - Over the course of completing the Graduate Research Project students will be expected to include the following elements in their portfolios:
 - Research Proposal
 - Final Research Product
 - Poster presentations of research project findings including final poster presentation.

- **Values and Ethics:**
 - One reaction/application paper on ethics (graded).

 -

- **Reflective Essay** (ungraded) from CJA 680 (Capstone Course) addressing the following questions:
 - What have I gained from being an CJA student?
 - Did the CJA program meet my expectations?

- **Additional Student Accomplishments:**
 - Include conference presentations, publications, or other forms of special recognition earned by the student.