Wright State University's Applied Behavioral Science (ABS) Master of Arts Program

Criminal Justice & Social Problems Track

FIAT IUSTITIA ET RUANT COELI
("Let Justice Be Done, Though The Heavens May Fall")

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# Table of Contents

- Welcome, p. 4  
- Purpose of the Program, p.4  
- Track Focus: Criminal Justice and Social Problems, p.5  
- Program and Track Administration, p.5  
- Program Location and Contact, p.6  
- The Application Process and Admission Criteria, p.7  
- Combined B.A. and M.A. Degree Programs (4+1 Programs), p.8  
- Assistantships, p.9  
- Graduate Tuition Scholarships (GTS), p.9  
- Degree Requirements, p.10  
- Programs of Study, p. 10  
- The Faculty, p.11  
- Advising and Class Registration, p.11  
- Electives, p. 12  
- Internships, p.13  
- Adequate Progress, p. 13  
- Incomplete Grades, p. 13  
- Maintaining Active Status in Graduate School, p. 14  
- University Resources for Academic Success, p. 14  
- Interdisciplinary Opportunities, p. 16  
- Professional Development, p. 16  
- Relationships with Faculty, Classmates and Staff, p. 17  
- University Procedures on Student Misconduct, p. 18  
- Academic Mediation for Contested Grades, p. 19  
- Graduation Requirements p. 19
- The Thesis/Project Option, p. 19
- Project and Thesis Guidelines, p. 21
- Steps to Complete a Project, p. 22
- Steps to Complete a Thesis, p. 23
- Petitions, p. 24
- Life After the M.A. Degree, p. 24
- Letters of Recommendation, p. 24
- Keep in Touch, p. 25
- Appendix I - Sample Forms, p. 26
- Appendix II – Course Descriptions, p. 30
- Appendix III - Handbook Evaluation, p. 35

The information in this handbook reflects ABS Program rules and procedures as of **August, 2020**. For any updates contact the ABS Program Office.

**Visit us at** [https://liberal-arts.wright.edu/applied-behavioral-science](https://liberal-arts.wright.edu/applied-behavioral-science)
Welcome to the Master of Arts in Applied Behavioral Science (ABS) Program!

This handbook is designed to assist both new and continuing graduate students and should be consulted throughout your program to help guide you through the ABS program. Please work closely with the program director and faculty to make the most of this educational opportunity. We are glad you are part of our program and we look forward to working with you.

In addition to these guidelines, students should familiarize themselves with the requirements of the WSU Graduate School by consulting both the Thesis/Dissertation Handbook and the Policies and Procedures Handbook, both available on the WSU Graduate School website: http://www.wright.edu/graduate-school

Purpose of the Program
As a student enrolled in a graduate program, you are working within a larger community of academic inquiry and scholarly research. We hope to equip you with the skills, tools and perspectives to investigate important questions in your area of interest and to join the quest for deeper insight fueled by scientific inquiry. We hope to build on the skills you have already developed in other educational pursuits and work experiences.

In comparing graduate and undergraduate education, there are differences. Bachelor’s degrees are mostly focused around acquiring knowledge and skills for critical thinking, while master’s level education pushes the student to grasp fields of research, think conceptually, and attempt to contribute independently to a closely defined field of research. Please be patient, both with yourself, your classmates and with those trying to guide you. Know that the feedback and attention given to you are provided in the spirit of academic inquiry and professional development.
**Track Focus**

The focus of the *Criminal Justice and Social Problems* track in the ABS program is both academic and practical. The program develops students' reasoning and methodological skills and knowledge of recent scholarship in deviance, criminology and criminal justice. It does so not with a purely speculative goal, but rather to give students the ability to investigate real world problems in the fields of criminal justice or as social scientists, in order to develop applicable solutions to them.

The program is thus useful to those who work or intend to work in police, probation, judicial, prison, social services, education and related fields and who desire to enhance their research skills and understanding of complex issues in their chosen profession. The program also can serve as a rigorous introduction to graduate education for those wishing later to pursue doctoral degrees in criminology, criminal justice, sociology and related fields.

**Program and Track Administration**

The Applied Behavioral Science Program is a program of the College of Liberal Arts of Wright State University. The day-to-day administration of the program and the track in Criminal Justice & Social Problems is the responsibility of the Program Director who is appointed by the Dean of the College of Liberal Arts. The Program Director oversees policies, curricula changes, petition approvals and general oversight in the Applied Behavioral Science Program. However, the Applied Behavioral Sciences has a Program Committee that meets one or more times each semester (excluding summer term). This committee advises the Director in making programmatic decisions. Committee members are nominated by the Program Director to the Dean of the college who has ultimate power over appointments. All committee members are graduate faculty members. The Associate Dean of the College sits as an ex officio member of the Program Committee.

Degrees in the ABS Program are approved by the Dean of the Graduate School of Wright State University and issued by the Graduate School. The ABS Program operates under The Graduate School’s rules and policies.
Program Location and Contact
The Applied Behavioral Science Program Office is located on the main campus of Wright State University near Dayton Ohio. The campus sits on 600 wooded acres and is easily accessible from Interstate 675 and other major roads. The Program Office is located in room 270 Millett Hall. Courses are generally taught on the campus. The program mailing address is:

Applied Behavioral Science Program
270 Millett Hall
Wright State University
Dayton OH 45435

The program phone numbers are:

(937) 775-2667 (Main Office)
(937) 775-4228 (Fax)

Email may be sent to either:

Jacqueline.Bergdahl@wright.edu or
Susan.Schultheis@wright.edu
The Application Process and Admission Criteria
All applications are done electronically through the Graduate School at: http://www.wright.edu/graduate-school/admissions/apply-now

Three letters of recommendation and a statement of purpose are also required for admission along with official copies of all undergraduate college transcripts. The ABS program does not require a GRE score for admission consideration. (If the student intends to request a transfer of graduate credits from another regionally accredited college or university, official copies of those transcripts should also be sent.)

Regular admission to the ABS Program normally requires a baccalaureate degree from a regionally accredited university with a minimum 2.7 (on a 4-point scale) cumulative undergraduate grade point average (or the equivalent from a foreign university). Students with lower grade point averages may be conditionally admitted under certain circumstances. Students approaching their undergraduate graduations may receive provisional admittance. Generally, admitted students have completed their undergraduate degree with a major in a social science (e.g. sociology or psychology), criminal justice, social work or a related field. Other majors will be considered on a case-by-case basis, especially when the applicant has work experience in a criminal justice field. Admission is generally for Fall semester (when the core course sequences begin), but students may be admitted for other terms. The admission deadline for Fall (for first priority) applications is March 1st. Applications will be accepted after the deadline.

Criminal Justice and Social Problems track admits approximately twenty new students each year. Students who do not take classes for four consecutive semesters must apply for readmission.
Combined B.A. & M.A. Degree Programs  
(4+1 Program)

**Admission Process**
The ABS program has worked collaboratively with the Crime & Justice Studies Program and the Sociology & Anthropology Department to create a combined 5 year combined undergraduate and master’s degree. At the end of their junior year, students who wish to pursue a five-year combined B.A./M.A. degree should submit to the Graduate School an application for the combined degree program. The combined degree programs are available to students who are completing undergraduate degrees in either Sociology or Crime & Justice Studies. Additionally, required documents include: (1) a WSU transcript; (2) A program of study approved by both the undergraduate advisor and ABS program director.

**Admission Requirements**
To participate in the combined-degree program, students must meet the following qualifications:
- Senior standing for the semester they start the combined-degree program.
- 3.2 or better cumulative grade point average on all undergraduate work
- Undergraduate advisor’s approval, and
- A recommendation from the ABS program to be accepted in the program.

**Program Requirements**
In order to earn both the B.A. and the M.A. degrees, students in the combined degree program must satisfy all coursework requirements for both degrees. Up to nine (9) semester credit hours of graduate electives at the 7000 level may be double counted and applied to both the B.A. and M.A. degree requirements. Please contact Dr. Bergdahl at Jacqueline.Bergdahl@wright.edu to make inquiries about the 4+1 programs.
Assistantships
The Applied Behavioral Science Program offers a limited number of assistantships. Assistantships include a waiver of tuition fees and a monthly stipend. Assistants are required to perform twenty hours of work a week (either assisting in teaching or research, attending undergraduate courses, grading papers, etc.) and take six hours of approved course work per semester. Assistantship applications are available through the departmental office. Assistantships are only awarded starting fall term. Generally, they will not be awarded to students who have received a conditional admission. Students who receive Graduate Assistantships (GA) or Graduate Teaching Assistantships (GTA) are required to register for a minimum of six semester hours in graduate level courses each term and to complete 20 hours of work for the program or department. During the time of the assistantship, students are required to maintain satisfactory progress toward the degree, maintaining a minimum GPA of 3.0. Failure to complete required duties or maintain adequate progress in the program may result in the revocation of the assistantship, even mid-year. Assistantships are awarded on an annual basis. Second year students may apply for assistantships, but in general, incoming students receive priority consideration.

Graduate Tuition Scholarships (GTS)
Graduate tuition scholarships include a full or partial tuition waiver and are awarded only to students with a grade point average of 3.0 or higher (on a 4-point scale). These can be given any semester, regardless of the number of credit hours taken. GTS recipients must maintain a 3.0 GPA or higher and avoid disciplinary difficulties, in order to maintain their scholarship. Interested students should directly contact the program director for application materials.
**Degree Requirements** (See course descriptions in Appendix II or in the Graduate Catalog at: http://www.wright.edu/graduate-school/admissions/graduate-catalog)

**Core Courses (15 hours)**
ABS7100 Research Methods I  
ABS7110 Research Methods II  
ABS7120 Applied Methodology  
ABS7220 Seminar on Criminal Justice or ABS 7240 Social Problems  
ABS7230 Modern Social Theory

**Electives, seminars, other approved courses, etc. (9 hours)**
ABS7300 Electives  
ABS7600 Electives (1-3 credit hours)

**Internship/Practicum---OPTIONAL (3 hours maximum)**
ABS7790 Internship (1-3 hours)

**Project and/or Thesis (6 hours)**
ABS7900 Project (6 hours total)  
ABS7910 Thesis (6 hours total)  
**Total = 30 Hours**

**Program of Study**
The program of study is outlined below. Your individualized program of study should be completed in your first semester of Graduate school in consultation with the program director. This document is signed by both the student and the program director and is forwarded to the Graduate School for filing. If there are any major revisions to your program of study, a revised program of study form should be completed and filed with the Graduate School. Most students go through on the regular program of study.

Six hours per semester is considered fulltime for graduate students. If you wish to take more than 18 hours in a single semester, it requires permission from Dean of Graduate School. The regular program of study for ABS is completed in one summer and four regular semesters. Two required courses per semester are taken the first year and one required course a semester is taken the second year. The project or thesis is started during the summer semester.
The average time for ABS students to complete their coursework and write their project or thesis is 3.7 semesters (not counting summers). About 70% of graduates complete their programs in 4 semesters and 30% in 3 semesters. Most students work at least one year on their project or thesis to bring it to completion.

**The Faculty**

Regular and adjunct faculty members teach classes in the Applied Behavioral Science Program.

Regular faculty members are fulltime employees of Wright State University's College of Liberal Arts. They hold doctoral level degrees from major institutions of higher learning, have significant expertise in their major area of academic concentration, and engage both in teaching and research. Chairs of thesis committees additionally have been evaluated and granted regular graduate faculty status by the Graduate School of Wright State University.

Adjunct faculty members generally have advanced degrees, but may or may not hold doctorates. They are hired for particular courses due to their relevant areas of expertise and career experience.

The university mandates that each class will conduct a student evaluation of course and instructor, each regular faculty member's overall teaching performance is evaluated annually and adjunct faculty members teaching evaluations are reviewed by the program director.

**Advising and Class Registration**

All incoming students in the Criminal Justice and Social Problems track are advised by the program director. Based on student and faculty interest, another faculty member may be assigned to the student at the point the student begins formulation of the thesis or project. All students are encouraged to refer to their program of study and to consult with the program director for advising as needed. For an advising appointment please contact the program director (See page 6).

Courses in the Applied Behavioral Science Program are generally taught in the evenings, after 4 p.m. Electives (which generally carry an ABS7600 number) are often taught on weekends and may be taught,
when appropriate, at off campus facilities (e.g. at prisons, police stations, and courthouses). Electives carrying the ABS7300 number will have meeting times that may be outside of evening or weekend time slots as they are generally cross-listed classes from other programs.

All course registration is done online through Wings Express. Registration for ABS courses requires departmental permission. To get departmental permission, contact the program director with a list of the courses in which you wish to enroll along with your UID number. Once approved, the list will be forwarded to the program administrative assistant to grant you permission to enroll in those courses. You have approximately one week to enroll once released to do so.

Required ABS courses are capped at 20 students. An enrollment of a minimum of 10 students for a regular course is expected while for the ABS Graduate Seminars the minimum expected enrollment is 5 students. Courses that do not meet the minimum enrollment may be cancelled. Please register for courses during your scheduled time frame.

ABS Graduate Seminars will range between 1 to 3 hours. A one hour course generally meets on Friday from 5-9 and Saturday from 8-4 on a single weekend. A 1.5 hour course generally meets one Friday and two Saturdays. A 2 hour course will generally meet two Fridays and two Saturdays. Students are responsible for ensuring their attendance for registered classes. Should problems arise, contact the instructor or the program director for advice on how to proceed.

**Electives**

Students need 9 hours of electives for their program of study. You may take ABS weekend seminars (ABS courses numbered 7600), ABSD courses numbered 7300 and approved graduate level courses in other disciplines, or you may do an internship for up to 3 hours elective credit. ABS weekend seminars are generally offered during fall, spring and summer semesters. Generally, a one our course will meet one Friday evening and one Saturday, a two hour course will meet two Fridays and two Saturdays and a 1.5 hour course will meet one Friday
and two Saturdays. These are rough guidelines, see Wings Express for the meeting times and dates of a particular seminar.

Electives outside the ABS program must be approved in advance by the program director. Courses must be at the 5000 level or above and must not be a course that you took as an undergraduate. Contact the program director to ensure the course will count towards your ABS electives.

**Internships**
There are a limited number of internships available for ABS students. Contact the program director at least one semester in advance of the term you would like to take internship hours. The necessary forms are posted on the ABS website. A three hour internship would require 150 contact hours with an approved agency, generally 10 hours per week during the fall or spring semester. In some cases, summer internships may be arranged, but the contact hour requirement remains the same: 50 contact hours per hour internship credit. An annotated bibliography is also expected, please see the documentation for instructions.

**Adequate Progress**
In order to graduate from any graduate program at Wright State University, students must maintain a minimum of a 3.0 GPA. Recipients of federal student financial aid are also required to demonstrate “Satisfactory Academic Progress,” or SAP measured by Cumulative GPA, Completion Rate and Maximum Timeframe allotted for the degree. For more information, please see: [http://www.wright.edu/financial-aid/apply/academic-progress](http://www.wright.edu/financial-aid/apply/academic-progress)

**Incomplete Grades**
There may be some cases when a student needs time beyond the regular semester to complete required coursework for a particular class. In these cases, the student should approach the instructor to request an incomplete grade. If the faculty member agrees, the student and instructor will sign a contract for an incomplete grade, stating the agreed deadline to complete the required work.
It is the student’s responsibility to keep track of this deadline and to request an extension if necessary. Incompletes will automatically change to a grade of ‘F’ if they are not completed by the deadline. Before applying to graduate, all incomplete grades must be cleared from the academic record.

**Maintaining Active Status in Graduate School**

According to the policy and procedures of the Graduate School, students who have not completed at least one course within 3 semesters are considered to be in inactive status and, therefore, must reapply for admission. The term "course" includes formal courses, independent study, thesis research, continuing registration, etc. If you need to reapply for admission, when you complete the admission form, in the notes section request that your previous letters of recommendation be used, or you will be expected to provide new ones.

There is a seven year time limit established by the Graduate School to complete all required work for the M.A. degree. The time frame begins with your first graduate course taken. Leaves of absence may be granted in advance for adequate cause by the academic program and the Dean of the Graduate School. An extension of the seven year rule can also be requested by petition to the Graduate School, subject to approval by the program, the Graduate Committee of the College of Liberal Arts and the Dean of the Graduate School.

**University Resources for Academic Success**

Students are strongly encouraged to make use of the multiple centers and systems afforded all students at Wright State University. This includes specially trained research personnel at the University Library (Brian Olesko is the librarian assigned to ABS), the multiple computer labs across campus (which include printing services, 24-hour labs and a help desk for computing issues), and the University Writing Center, located in 122 Student Success Center. The website is at: [http://www.wright.edu/university-college/academic-help/writing-center](http://www.wright.edu/university-college/academic-help/writing-center)

The University Library also maintains many research guides for students. There is not one specifically for ABS, but consider using the
one for Criminal Justice or Sociology instead. You can browse the various topics at: [http://guides.libraries.wright.edu/browse.php](http://guides.libraries.wright.edu/browse.php)

There is also a very good guide about citing sources at: [http://guides.libraries.wright.edu/content.php?pid=59883&sid=447949](http://guides.libraries.wright.edu/content.php?pid=59883&sid=447949)

Wright State University also hosts numerous student organizations designed to promote student development and success. Consider joining the Graduate Student Assembly. This organization advocates for graduate students across Wright State and works to provide services and opportunities for professional and academic development for all students. They also provide two types of grants: the Original Work Grant and the Professional Development Grant. The Original Work Grant is intended to support research conducted by WSU Graduate students. The Professional Development Grant is intended to help students enhance their graduate-level education through Participation in conferences, seminars, and workshops as well as other activities related to furthering the students’ careers. For more information, please follow them on Twitter (@WSUgsa), “like” them on Facebook (“WSU Graduate Student Assembly”) or visit: [http://wsugradstudent.wordpress.com/members/](http://wsugradstudent.wordpress.com/members/)

Wright State University’s Office of Career Services (located in E334 Student Union) provides many services to students including resume development and critique sessions, mock interviews, membership in the campus resume listing and job search database, recruiting days and etiquette luncheons. All career advising sessions and services are free, even for WSU alums. The website is at: [http://www.wright.edu/career-services](http://www.wright.edu/career-services)

All Wright State University students are afforded individual email accounts. Faculty initiated communication to students will be conducted using these accounts, so please be sure to check your Wright State account regularly or have your Wright State email forwarded to the address you check more frequently. A number of courses in the ABS program will utilize WINGS, the university portal. Course materials may be delivered using “Pilot” available on this platform. Ensure you have working access to these entryways. Contact
the Help Desk (937-775-4827) or visit their website for other contact options: http://www.wright.edu/information-technology

For any questions about computer connectivity, navigating firewalls, passwords, etc., please contact CATS (Computer and Technology Services). The contact information is given above.

Interdisciplinary Opportunities
You are encouraged to investigate interdisciplinary opportunities in the form of second master’s and certificate programs. A second master’s degree may be earned by taking an additional 22 semester hours (minimum number of hours, more may be required by program) of graduate credit. Admission policies and procedures are the same for the second degree as those for the first. Programs that you might consider to compliment your ABS degree include Master of Public Administration (MPA), Master of History and Master of Public Health. See the list of graduate programs on the Graduate School website at: https://www.wright.edu/graduate-school/policies-and-procedures-manual-second-masters-degree

Graduate certificate programs are another option to consider as an interdisciplinary opportunity. This coursework may count as electives in your ABS program of study. In the College of Liberal Arts, consider completing a graduate certificate in Nonprofit Administration, Women’s Studies, Geographic Information Science or Teaching English as a Foreign Language (TEFL). Information about graduate certificate programs are listed on the Graduate School website at: http://www.wright.edu/graduate-school

Professional Development
All graduate students are strongly encouraged to present their work for feedback at academic conferences and forums. In the spring semester, WSU sponsors a university-wide Celebration of Research, Scholarship and Creative Activities. Students at all levels are encouraged to submit abstracts for consideration – the call for papers usually takes place early in the Spring Semester. During the day-long conference (usually held in April) students complete poster-style presentations and receive feedback from attendees during their assigned time block.
Students are also encouraged to present their thesis or project research at academic conferences. For ABS students, consider presenting a paper at the Academy of Criminal Justice Sciences conference or the North Central Sociological Association both of which are held in the spring, or consider the conferences of other regional or national organizations. Students who have a paper at an academic conference may apply to the ABS program for travel support. This funding, contingent on availability, is limited to one presentation a year. Students need to provide a copy of the acceptance of their paper by the organization and then, after the conference, a copy of the conference program. Also consider applying for a grant from the Graduate Student Association.

**Relationships with Faculty, Classmates and Staff**

Graduate school is a professional experience. In every interaction with faculty members, classmates and staff, the expectation is that all parties will behave in a professional and courteous manner. Respect for multiple points of view and opinions towards the complex and sometimes contentious issues discussed in coursework and research projects is absolutely necessary to maintain an atmosphere of intellectual rigor. A major component of graduate education requires that students remain open to faculty criticism of their work and that they willingly incorporate faculty suggestions for restructuring and revision of research. This is especially true as students engage in the process of completing a research project or thesis, which requires multiple rounds of revision in consultation with the faculty members involved.

Students showing disrespect toward their fellow students, faculty members or staff will be asked to excuse themselves from the immediate situation. Under no circumstances will belligerent behavior in any form or any forum, including classrooms, office hours or email communications be tolerated. Students whose behavior is viewed as consistently disruptive may be dismissed from the program.

Students are also advised to remember that many program faculty are actively involved in research and other academic endeavors that require them to be away from the Dayton area for extended periods of time. This is especially the case during the summer months. Although
email communication may sometimes be possible, in some areas of the world downloading lengthy attachments (such as thesis chapters or research projects) is difficult if not impossible. Although faculty members will make every effort to accommodate students’ schedules, from time to time, these travel schedules will lengthen the completion of a thesis or project. Clear and open communication between advisors and students should help prevent such cases from becoming problems.

**University Procedures on Student Misconduct**

The Code of Student Conduct serves to educate students as to their civic and social responsibilities as members of the campus community. The Code also serves to provide students with the opportunities for service and leadership; to resolve, disputes in a cooperative, educational, and non-adversarial manner; to facilitate informed participation in the conduct process; and to increase awareness of and respect for differences of culture, gender, religion, race, sexual orientation, gender identity, and ability.

Wright State University has established standards of student conduct and procedures for enforcement. The standards of conduct are published as the Code of Student Conduct. And can be found at: [https://www.wright.edu/community-standards-and-student-conduct](https://www.wright.edu/community-standards-and-student-conduct)

The Code applies to Wright State University undergraduate, graduate and professional students and all student organizations. A student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. Students will also be held accountable for their conduct, even though the behavior may have occurred before classes began, after classes ended, or if it was discovered after the student graduates. Additionally, inappropriate behavior during the academic year, between academic terms or during periods of suspension is not permitted. All policies, processes and procedures outlined in the Code shall also apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
Academic Mediation for Contested Grades
In the case of contested grades or grading, the College of Liberal Arts has established policy and procedures for academic mediation. The policy, procedures and forms can be found at: https://liberal-arts.wright.edu/sites/default/files/page/attachments/Academic%2520mediation%2520policy%2520revision%25202014.pdf

Graduation Requirements
1) Please make sure you have a current and completed Program of Study Form turned in and signed by the ABS Director (See page 28). These forms are available from the ABS Website or ABS office.
2) You must complete an online graduation application with the Graduate School. The application fee is $40. The application is at: https://www.wright.edu/graduate-school
3) You must have a 3.0 cumulative GPA or above.
4) Only 6 credit hours of a “C” will count toward the completion of your graduate degree.
5) You must have turned in your completed and approved project or thesis, meeting all program and graduate school specifications of acceptable research.
6) It is the student’s responsibility to be aware of deadlines for filing for graduation and for meeting those deadlines. Those deadlines appear on the registrar’s web page: www.wright.edu/registrar/graduation.html

The Thesis/Project Option
As the culminating experience in the ABS Criminal Justice and Social Problems track, the student may select the writing of either a traditional thesis or a project.

A traditional thesis is a formally presented research work with an explicit theoretical perspective or orientation in the form of an approximately 80 to 100 pages. The outline of the thesis in the form of a prospectus must meet prior approval by a three-person thesis committee, usually through a thesis defense meeting, and the program director before the student can register for thesis hours. (See Appendix I for prospectus cover form.) The student must register
in total for a six hours of thesis credit, more thesis hours may be taken but do not count towards the program hours total. These six hours need not all be taken in the same semester. The student must be enrolled in at least 1 hour of graduate coursework the semester they graduate. The thesis must conform to the guidelines issued by the Graduate School of the university. A handbook explaining these guidelines may be downloaded from the Graduate School website: https://www.wright.edu/graduate-school/graduate-thesis-dissertation-handbook

A thesis is only considered completed after a successful oral defense, approval from the student's thesis committee and the program director, and acceptance by the Graduate School.

A project may use primary or secondary data or be an applied research work and will be approximately 25 to 80 pages in length and will resemble a social scientific journal article. The student must register for six credit hours of project work, although more project hours may be taken, they do not count towards the program hours total. The project topic must be approved in advance by the project director and the program director. Approval will be based on a project proposal (See Appendix I for project proposal form). Although the project format is different from a traditional thesis, the project is designed to be a rigorous academic achievement that draws on the knowledge and skills obtained by the student in the seminars, workshops, and other required and elective program activities. The following guidelines should guide the student in the development and execution of the project. Although exceptions can be made to these guidelines, the burden is on the student to delineate, justify and propose any alternatives to them. Minor exceptions will be reviewed by the program director; major exceptions must take the form of a petition submitted to the program committee.

The main differences between a project and thesis are length, and with how many faculty members the student works. Students completing a thesis must work with three different faculty members to successfully complete their program. Students complete a project work with a single faculty member. The more faculty members a student works with, generally the longer the document and the more time is taken to complete the program. Most ABS students opt to do projects, but those
students who intend to go on to Ph.D. programs are encouraged to consider doing a thesis. Once a student has taken either thesis or project hours, they are committed to that track and may not change unless there are extenuating circumstances. Consult with the program director if this is the case.

**Project and Thesis Guidelines:**
1. The project or thesis may be based on quantitative or qualitative data of a quality generally acceptable in the social sciences.
2. The form a project or thesis may take is a decision made between the student and their advisor that is then reviewed for approval by the program director.
3. All projects and theses need *written* prior approval from the director and project adviser on the Project Proposal Cover Sheet or the Thesis Prospectus Cover Sheet which are available on the ABS website under Resources.
4. A copy of approved proposal or prospectus will be on file with the ABS director before enrollment for project or thesis enrollment is requested.
5. Regular contact with your project director or thesis committee is expected. What regular contact means is between you and your director or chair, but generally, contact at the beginning and end of the semester is the minimum expectation.
6. The project or thesis must present the applied/practical use of its conclusions and indicate implications for further research.
7. Your project or thesis when completed will resemble a social science journal article. Work with your director about the specific headings and subheadings needed for your project or thesis. The ABS Project Proposal Cover Sheet provides a typical outline.
8. Citations, notes and references must be in a style generally acceptable in the social sciences (typically APA style).
9. All graphs, charts, diagrams and other illustrative devices must be presented and labeled in a manner generally used in the social sciences.
10. All work (excepting assistance from a statistical consultant) must be the original work of the degree candidate.
11. All necessary approvals from any university committee and/or any outside agencies are the candidate’s responsibility.
12. Copyright holder approval for any material that does not fall into the category of ‘fair use’ is the candidate’s responsibility. 

13. **All projects must be revised until they receive final approval from the project adviser and acceptance by the program director.** The project or thesis director is the final authority on whether or not a project or thesis is complete. Once completed it is then forwarded for acceptance to the program director.

14. An electronic copy of the final approved project or thesis must be submitted to the program director by the project advisor or thesis chair. Copies of projects or theses sent directly from the student to the director will not be accepted. Final copies of theses are uploaded per the Graduate School instructions.

15. Project or thesis research must take place after the student is enrolled in the program.

16. Although the project or thesis may build on information and experience gained in professional employment, it is not to be work that forms part of the student’s regular employment activities.

17. The project or thesis may be either new work or an expansion of previous course work, but in the latter case must extend beyond the course work in terms of scope, depth, and sophistication.

18. These guidelines will cover all projects and theses.

19. These guidelines may only be revised by the ABS program committee.

**Note:** A degree is granted only after all requirements are completed (including all course work and the project or thesis) and no grades of "I" appear on the student's grade transcript. (See the Graduate School Catalogue for an explanation of letter grades.)

Furthermore, it is the student's responsibility to be aware of deadlines for filing for graduation and for meeting those deadlines. Deadlines are listed on the Graduate School website (https://www.wright.edu/graduate-school/academics/graduation).

**Steps to Complete a Project**

The following is intended as a general guideline. Please work closely with your project advisor to ensure your successful research project and review the guidelines that start on page 22.
1. Choose a topic and select an appropriate project advisor.
2. Prepare a research proposal and get advisor feedback and approval.
3. Give a copy of the research proposal and project proposal coversheet (see ABS website) to ABS director for approval.
4. Get IRB approval – assumes CITI training (See WSU Research and Sponsored Projects website).
5. Once approved, collect data. If doing a survey, consider using the Qualtrics software which is available on the WSU website.
6. Working with your project advisor, analyze data and write up results.
7. Working with your project advisor, write the Discussion and Conclusion sections.
8. Double check that all your citations are in your reference section and all references are cited.
9. Have your advisor send a copy of your approved project to the ABS director who will change your grade so you can graduate.

**Steps to Complete a Thesis**

The following is intended as a general guideline. Please work closely with your thesis committee chair to ensure a successful thesis experience and review the guidelines that start on page 20.
1. Choose a topic in consultation with potential committee members.
2. Recruit Thesis Chair and Committee.
3. Prepare Prospectus and revise in consultation with Chair.
4. Schedule Prospectus defense.
5. Draft chapters and revise in consultation with chair and committee.
7. Make post-defense revisions in consultation with chair and committee as appropriate.
8. Submit final thesis to OhioLINK after review from Graduate School.
9. Have chair inform program director of completed thesis so that thesis grades are changed to reflect completion.
Petitions
Petitions to waive or modify program requirements may be made in writing to the Program Director. The burden of justifying the petition falls on the student making it. The director will handle petitions for minor items. Petitions for major items (such as exemption from or modification of any core requirement) will be brought before the ABS Program Committee or a subcommittee designated by the Program Committee.

Petitions to waive requirements of the Graduate School of Wright State University must be made to the Graduate School. Forms for filing such a petition can be obtained from the Graduate School.

Life After the M.A. Degree
The Master of Arts Degree in Applied Behavioral Science is designed to assist students reach a variety of individually designed goals ranging from personal enrichment, career advancement, further graduate study and more. The faculty members of the program are committed to fostering the success of each student and we take pride in helping each of you complete your degree. As you depart with M.A. in hand, please remember that the WSU Office of Career Services remains available to WSU alums as well.

Letters of Recommendation
Faculty members are willing to provide letters of recommendation to potential employers and graduate schools. It is best to secure letters
from those faculty with whom you have worked most closely, especially those who served on your project or thesis committee. As a general courtesy, students should allow as much time as possible for the faculty member to complete the letter, two weeks at a minimum. Students will need to provide information about the employer or graduate program to which the student is applying. It is also a good idea to share a copy of your resume or curriculum vita with the faculty member as a resource and include any deadline dates in your request.

**Keep in Touch**

After you complete the degree, please keep in touch with the ABS program, as we enjoy hearing from our graduates. Please make sure we have your most recent contact information, especially your email address, so we may continue to send you alumni surveys to track your progress in life. Consider coming back to offer a weekend seminar, speak to students in the program, or address graduate workshops – we’d love to see you again in Millett Hall!
Appendix I - Program Forms

The following are samples of forms used by the ABS Criminal Justice and Social Problems Track. All forms are available on the ABS website or copies of any of them may be obtained from the ABS Program Office.
# Program of Study

**Applied Behavioral Science**  
**Criminal Justice and Social Problems**

<table>
<thead>
<tr>
<th>Name (print or type)</th>
<th>UID Number</th>
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## Core Courses (15 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Offered</th>
<th>Semester Taken</th>
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</thead>
<tbody>
<tr>
<td>ABS 7100 Methodology I</td>
<td>(3 hrs) Fall</td>
<td></td>
</tr>
<tr>
<td>ABS 7110 Methodology II</td>
<td>(3 hrs) Spring</td>
<td></td>
</tr>
<tr>
<td>ABS 7120 Applied Methodology</td>
<td>(3 hrs) Fall</td>
<td></td>
</tr>
<tr>
<td>ABS 7220 Seminar on Criminal Justice</td>
<td>(3 hrs) Fall</td>
<td></td>
</tr>
<tr>
<td>OR ABS 7240 Social Problems</td>
<td>(3 hrs) Spring</td>
<td></td>
</tr>
<tr>
<td>ABS 7230 Modern Social Theory</td>
<td>(3 hrs) Spring</td>
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</table>

## Electives or other approved alternatives (ABS courses, graduate courses outside of ABS, etc.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Taken</th>
<th>Credit Hours</th>
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Internship 7790 (optional-3 hours max.)

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<th>Course</th>
<th>Semester Taken</th>
<th>Credit Hours</th>
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Project 7900/Thesis 7910 (only 6 hours total can be counted towards graduation)

<table>
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<tr>
<th>Course</th>
<th>Semester Taken</th>
<th>Credit Hours</th>
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</table>

Total Semester Hours (must be 30) __________

Student Signature __________ Date __________  
Director Signature __________ Date __________
Applied Behavioral Science
Criminal Justice & Social Problems
Thesis Prospectus Cover Sheet

Student Name____________________________________

Date __________

Quarter(s) in which student will register for thesis hours __________

Anticipated completion date _______________

Thesis director: ________________________________

Thesis title__________________________________

Student signature_____________________________

Committee chair signature________________________

Committee member signature_______________________

ATTACH PROSPECTUS

Program director’s approval ______ Date_______
Applied Behavioral Science
Criminal Justice & Social Problems
Project Proposal Cover Sheet

Student Name (print or type)__________________________________________

Date ______________

Semester(s) in which student will register for project hours ___________

Anticipated completion date ________________

Requested project director Professor__________________________________

Project title________________________________________________________

Attach summary description of project with paragraphs numbered as follows:
1. Statement of subject matter,
2. Main hypotheses,
3. Methodology,
4. Subjects of research,
5. Place(s) where research will be done,
6. Perceived importance of research,
7. Applied implications of research,
8. Anticipated difficulties in doing the research,
9. Anticipated findings.

I have received and read the project guidelines and understand the responsibilities of the student in completing the project contained therein.

__________________________________________  ______________________
Student Signature  Date

Project director’s approval ____________________________  __________________
Date

Program director’s approval ____________________________  __________________
Date
Appendix II – Course Descriptions

**ABS 7100 - Research Methods I**
Credit Hour(s): 3

Emphasis on research designs, testing hypotheses, and data collection techniques such as sampling, surveys, questionnaire design, scaling, interviewing, and techniques for analysis of documents and records.
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.

Level: Graduate
Schedule Type(s): Lecture

**ABS 7110 - Research Methods II**
Credit Hour(s): 3

Analysis and interpretation of data in social research, with emphasis on multivariate statistical techniques.
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.

Level: Graduate
Schedule Type(s): Lecture

**ABS 7120 - Applied Methodology**
Credit Hour(s): 3

Addresses issues pertaining to contemporary research writing in terms of the integration of problem statements, literature review, and presentation of methodology, data summary, conclusions, and ethical issues.
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.

Level: Graduate
Schedule Type(s): Lecture

**ABS 7220 - Seminar on Criminal Justice**
Credit Hour(s): 3

An investigation of the criminal justice system in the United States and its relation to deviant adult and juvenile behavior.
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.

Level: Graduate
Schedule Type(s): Seminar
**ABS 7230 - Modern Social Theory**  
Credit Hour(s): 3  
Survey of social theories that form the foundations of sociology and examine major contemporary social problems of the modern world  
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.  
Level: Graduate  
Schedule Type(s): Seminar

**ABS 7240 – Social Problems**  
Credit Hour(s): 3  
ABS 7240 will focus on the cause, treatment, and prevention of social problems. In this course, we will examine mental illness, inadequate health care, alcohol and drug abuse, violence, crime, inequality, aging, terrorism and environmental concerns. Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.  
Level: Graduate  
Schedule Type(s): Seminar

**ABS 7300 – Studies in Special Topics**  
Credit Hour(s): 3  
In-depth coverage of special topics in applied behavioral science. Topics vary. 3 credit hours.  
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.  
Level: Graduate  
Schedule Type(s): Seminar

**ABS 7600 - Graduate Seminar in ABS**  
Credit Hour(s): 1 to 2  
In-depth coverage of special topics in applied behavioral science. Topics vary. 1-2 credit hours.  
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.  
Level: Graduate  
Schedule Type(s): Seminar
**ABS 7601 - Seminar in Criminal Justice Research**
Credit Hour(s): 1 to 2

In-depth coverage of special topics in applied behavioral science/criminal justice with an emphasis on theory, methods, and research. Topics vary. 1-2 credit hours
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.

Level: Graduate
Schedule Type(s): Lecture

**ABS 7602 - Seminar on the Criminal Justice System (from law to incarceration)**
Credit Hour(s): 1 to 2

In-depth coverage of special topics in applied behavioral science/criminal justice with special emphasis on the criminal justice system and its components. Topics vary on law, crime, police, courts, corrections, etc. 1-2 credit hours
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.

Level: Graduate
Schedule Type(s): Lecture

**ABS 7603 - Seminar on Criminal Justice Issues & Policy**
Credit Hour(s): 1 to 2

In-depth coverage of special topics in applied behavioral science/criminal justice with an emphasis on specific criminal justice issues and policies. Topics vary. 1-2 credit hours
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.

Level: Graduate
Schedule Type(s): Lecture

**ABS 7604 - Seminar in Social Problems**
Credit Hour(s): 1 to 2

In-depth coverage of special topics in applied behavioral science/social problems. Topics vary. 1-2 credit hours.
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.

Level: Graduate
Schedule Type(s): Lecture
**ABS 7700 - Independent Research**  
Credit Hour(s): 1 to 3

Independent laboratory or field research under the sponsorship of a faculty supervisor.  
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.

Level: Graduate  
Schedule Type(s): Independent Study

**ABS 7790 - Practicum in Applied Behavioral Science**  
Credit Hour(s): 1 to 3

On-site participation of students in selected behavioral science projects. Jointly supervised by faculty and on-site personnel.  
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.

Level: Graduate  
Schedule Type(s): Practicum

**ABS 7800 - Continuing Registration**  
Credit Hour(s): 1

Continuing Registration.  
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.

Level: Graduate  
Schedule Type(s): Independent Study

**ABS 7900 - ABS Graduate Project**  
Credit Hour(s): 1 to 6

Practical application of knowledge gained through courses applied to a capstone experience.  
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.

Level: Graduate  
Schedule Type(s): Independent Study
ABS 7910 - Graduate Thesis Research
Credit Hour(s): 1 to 6

Research for the Master’s degree thesis.
Restrictions: Must be enrolled in one of the following Levels: Graduate, Medical, and Professional.

Level: Graduate
Schedule Type(s): Independent Study
Appendix III - Handbook Evaluation

In order to improve future versions of this handbook, the program would appreciate constructive feedback from those who make use of it. Please send any comments (signed or anonymous) to the program office. While such comments may relate to any concerns with this handbook, the following are of particular concern to the Program Director and the Program Committee:

1. Does the handbook cover all the information that you desire? If not, what additional elements should be added?

2. Is the writing clear? Are there any particular pages that you believe need to be rewritten to improve clarity?

3. Is the formatting (font, type size, margins, etc.) pleasing to the eye and suitable for this type of publication?

4. Are there any elements that are particularly well done and should not be changed?

When sending your comments it would be useful for us to know if you are a prospective student, new student, second semester (or later) student, faculty member, or administrator.

Please forward those comments to the ABS Administrative Support Coordinator, Susan Schultheis, at susan.schultheis@wright.edu.

Thank you in advance for your comments.