

SCHOOL OF CRIMINAL JUSTICE
Graduate Education and Postdoctoral Training for
Responsible Conduct of Research and Scholarship

Introduction

MSU School of Criminal Justice has a long history of engagement in providing education and training on responsible conduct of research (RCR) for its graduate students. This education occurs in many ways: at the orientation, in classrooms, in discussions with academic advisors and faculty, through other aspects of coursework which includes a professional development course spread over the entire first year of graduate study, and from peers. It is expected that such interactions will continue to provide substantial education on RCR issues.

This document outlines and formalizes a set of RCR requirements for on-campus graduate students (i.e., Masters and Ph.D.) and postdoctoral researchers that is required by the university. Overall, we require all graduate students to obtain MSU HRPP/IRB Certification and complete 10 hours of RCR training/education during the first year of graduate study, and a minimum of three hours per year in subsequent years until completion of degree. Students not on campus, but still in good standing and progressing towards degree, are required to coordinate with their academic advisor to assure that the minimum of 3 hours of RCR-related knowledge and/or training is completed. Students who are supported by NSF, NIH, or USDA grants may be required to complete additional specific training. All documentation of compliance with this policy will be stored in GradPlan.

Initial Training (Year 1) for Students Enrolled in the Ph.D., On-campus Masters in Criminal Justice, and Post-doctoral Researchers

- MSU HRPP/IRB Certification. <http://hrpp.msu.edu/required-training>
[Documentation: Certificate of Completion]
- Four CITI online modules. *[Documentation: Tracked in SABA].*
 - Introduction to the Responsible Conduct of Research
 - Authorship
 - Plagiarism
 - Research Misconduct
- Six hours of Discussion-Based Training including:
 - Mandatory attendance to a workshop conducted by the School of Criminal Justice on Responsible Conduct of Research and the role of the Institutional Review Board offered at Graduate Student Orientation in the first year of graduate study *[Documentation of attendance provided to Graduate Secretary by Director of Graduate Programs.]*
 - Mandatory attendance to a course CJ 809 *Issues in Criminal Justice: Doctoral Study* in fall and spring semesters of the first year of graduate study. Students are introduced to various topics including scholarly integrity, research integrity, plagiarism, professional standards, peer review, etc. Students are not required to officially enroll in the course in order to attend sessions related to RCR, to permit any Masters and/or Ph.D. students who are interested to attend. *[Documentation of attendance provided to Graduate Secretary by course instructor.]*

- Completion of at least three (3) RCR-related workshops offered by the Graduate School [*Documentation of completion Graduate School workshops is tracked in SABA*] or any combination of the following: attendance/participation in at least 3 class sessions or seminars that addresses RCR issue(s) or 3 hours of discussion of RCR topic(s) with your academic advisor. [*Documentation of attendance/participation/discussion of RCR issues provided to Graduate Secretary.*]

Initial Training (Year 1) for Students Enrolled in the Masters in Forensic Science (FS)

Forensic Science (FS) graduate students are exposed to RCR topics through their required coursework.

Chemistry and Biology FS students cover Ethics and Professional responsibilities in CJ805 (10.5 hrs.).

Chemistry FS students cover these issues in CJ819 (0.5 hr.) and CJ820 (0.5 hr.).

Biology FS students cover these issues in CJ824 (0.5 hr.) and CJ825 (0.5 hr.).

FS students are also required to cover issues relating to Quality Assurance. This material is covered in CJ805 (3.0 hrs.). This is supplemented with 4 additional hours for Chemistry FS students in CJ819 and CJ820 and 4 hours for Biology FS students in CJ824 and CJ825.

The total number of hours = 18.5 hours.

[*Documentation: Transcript of Successful Completion of Courses*]

Refresher Training (Year 2 and beyond) for All Students (M.S. in FS, M.S. in CJ, and Ph.D. in CJ) and Post-doctoral Researchers

After their first year in the School of Criminal Justice, graduate students and postdoctoral researchers will need to refresh and extend their training in RCR. Each year, completion of at least three RCR related events, as described above, is required. This includes the option to complete three additional CITI modules on RCR topics the student did not complete in Year 1.

Reporting

Each graduate student is responsible for keeping his or her participation in RCR training events up to date via their individual GradPlan. The documentation for each component is described above. Compliance with RCR policy will be reviewed annually by the student's advisor and the Graduate Program Director.

For Ph.D. students, the advisor is the chair of your guidance committee.

For Forensic Science Students, the advisor is the FS Program Director.

For all other on-campus Masters students, the advisor is the Graduate Program Director for the School of Criminal Justice.