PUBLIC SAFETY & SECURITY
GRADUATE STUDENT HANDBOOK

This document is intended as a brief overview of the facilities, academic programs, and administrative procedures for graduate students affiliated with the Public Safety & Security Program, within the College of Applied Studies at Florida State University Panama City. More detail can be found by clicking on the links provided throughout the document. Important sources of information for graduate students include the FSU Graduate School and, in particular, the information for new students, which includes a campus-wide Graduate Handbook. Other key sources include the FSU Graduate Bulletin, and the General Bulletin’s academic year calendar.

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About the Public Safety & Security (PS&S):

PS&S is located in the College of Applied Studies, on the Panama City Campus of Florida State University. PS&S houses 3-undergraduate degrees (Bachelor of Science), Law Enforcement Operations, Law Enforcement Intelligence & Crime Scene Investigation, 1-undergraduate certificate, Underwater Crime Scene Investigation, 1-graduate certificate, Law Enforcement Intelligence and 1 graduate degree (Master of Science) Law Enforcement Intelligence. The Public Safety & Security (PS&S) program integrates practical exercises, both analytic and hands-on, with theoretical principles to provide students with the knowledge, skills, and abilities required by the competencies for law enforcement, security, intelligence, and investigations. The guiding perspective of public safety is as an operational spectrum from prevention to response to investigation, underlaid with intelligence, connected by a management information system, all facilitated by an overarching management system. The core and required courses are designed to provide students an overview of this entire spectrum and also the opportunity to focus on operating within a portion of the system.

Location and Facilities

PS&S is located in the Holley Academic Center on the Panama City Campus. The physical space includes offices for core faculty and adjuncts, along with student study areas & a library learning center. The Holley Academic Center also houses the departments of Engineering, Computer Science, Recreation, Tourism & Events, Accounting, Business Administration, Elementary Education, Entrepreneurship, Hospitality, Professional Communication, Psychology, Social Science & Social Work.

All graduate students have remote access to virtual servers equipped with software to include: Bair Analytics, STELLA, CYRUN, Crime Zone and ArcGIS software, and the university has SPSS, SAS, and other software packages in its virtual lab. Should you need any other packages, we will try to accommodate your needs; please start the process by conferring with your major professor.
Master of Science in Law Enforcement Intelligence:

The master of science in law enforcement intelligence in the College of Applied Studies is intended to draw graduate students from a diverse background of experience and undergraduate degree programs. The curriculum is designed to prepare students for entry, supervisory and command level positions within local, state and federal agencies with intelligence divisions or missions. This program is offered online (distance learning) only. Traditionally, intelligence analysts at federal and military agencies were trained in specialized academies and, in effect, apprenticed at their jobs. As the demand for local and state intelligence analysts developed and the profession matured, the academic component also developed and matured. The substance of law enforcement intelligence is integrated from four social sciences - criminal justice, economics, political science, and military science. In general, it is the application of research methods for social science within these realms. While the theoretical constructs of intelligence are similar across disciplines, the research applications differ dramatically. Even among law enforcement activities, research approaches differ for terrorism, trafficking, financial crimes, and various street crimes. In general, the theoretical portion of this degree program applies to all intelligence disciplines, but the subject matter portion is flexible to account for the varied interests and professional needs of the students.

The flexibility of the program also extends to the backgrounds of potential students. Students will be entering this program with a variety of backgrounds, both academic and professional. Students from technical professions (e.g., engineering, information technology, computer science) are highly sought after by state and federal agencies and having additional education about the principles of law enforcement intelligence would allow them to apply their technology in a security setting. Additionally, this program is flexible enough to accommodate a variety of job placements in law enforcement. The level and size of the particular law enforcement agency will dictate whether students will be employed as analysts, agents, or managers upon graduation. Consequently, the degree is designed both to provide a comprehensive overview of the law enforcement intelligence field through core courses and to allow tailored specialization through elective courses.

While the main foundation of this program is integrative and flexible, it will also provide applied experience for students who will learn from faculty who have direct professional experience in the law enforcement intelligence arena. Therefore, this program will allow students to not only acquire knowledge but also apply it. While the program will be distance-based, the activities conducted in the courses will include active learning techniques and frequent evaluation to facilitate active and applied learning. Consistent with the mission in the College of Applied Studies, the applied focus is a very distinct and important aspect of this graduate program. The faculty have applied experience and the students will apply their learning to their professional careers through projects, which will be required in all classes rather than multiple choice exams (which may be less useful for direct application in their professions). Moreover, to further facilitate learning and reinforcing decision-making skills, techniques of social collaboration, peer review, and report writing will be required in most of the courses in this program as well.
Admissions

Applicants to the MSLEI program apply online through the FSU Graduation Admissions Portal. Admission decisions are made by the PS&S Faculty. Questions concerning the application and admissions process should be sent to the Academic Coordinator, Angie Sexton, at cdoan@pc.fsu.edu or 850-770-2148 or Angie Sexton at asexton@pc.fsu.edu or 850-770-2178.

Admission Requirements:

A bachelor’s degree from a regionally accredited U.S. institution, or a comparable degree from an international institution, with a minimum 3.0 (on a 4.0 scale) grade point average (GPA) in all coursework attempted while registered as an upper-division undergraduate student working towards a bachelor’s degree; or a graduate degree from a regionally accredited U.S. institution, or a comparable degree from an international institution; and test scores from a nationally standardized graduate admission test. Commonly accepted GRE scores will range between 148 and 160 on both the verbal and quantitative tests. In addition, all students must have been in good academic standing at the last institution. The intelligence profession combines a variety of educational, social and ethnic backgrounds in order to collect and evaluate data from a variety of human and technological sources. Our program is designed to incorporate this diversity and to provide the variety of subject matter expertise required by the profession. In addition, all law enforcement and intelligence agencies have character and fitness eligibility requirements supported by extensive background investigations and many require their applicants to pass a polygraph. In order to evaluate and select students who best meet both academic and professional requirements, applicants also will be required to provide: three letters of recommendation; a 300 to 500-word statement of interest; and, a one-page resume that includes personal eligibility qualifications. A holistic approach will be used to evaluate the GRE score, GPA, letters of recommendation, personal statement, and resume in order to achieve both the desired academic excellence and diversity in background. The graduation requirements for the Intelligence Master’s degree will include completion of seven (7) core courses (21 credit hours), four (4) elective courses (which can be across disciplines; 12 credit hours), and a capstone project (3 credit hours) with a minimum GPA of 3.0 for all coursework attempted (totaling 36 credit hours).

Complete and submit the University Admissions Office Online Application Form. Pay a non-refundable application fee of $30.00. Application packets will not be reviewed until the fee has been paid.

Submit a completed Residency Affidavit.

Arrange for an official transcript to be sent from each college or university attended. These must come from the schools; student copies of unofficial transcripts are not acceptable.

Take the Graduate Record Examination (GRE) and request scores to be sent to FSU. Commonly accepted GRE scores will range between 148 and 160 on both the verbal and quantitative tests. FSU’s school code is 5219.
Degree Requirements (revised effective May 2021)

Candidates for the MSLEI degree are required to complete a minimum of 36 semester-hours, including at least:

6 Credit Hours - Collection

- DSC-5595 3 hours Human Intelligence Collection
  This course focuses on how to develop, recruit, maintain, verify and secure human intelligence sources.
- CCJ-5079 3 hours Managing Intelligence Analysis Functions
  This course provides the students with a foundation in the myriad of software that must be managed for effective intelligence gathering, analysis and dissemination.

9 Credit Hours - Analysis

- CCJ 5739 3 hours Research Methods for Law Enforcement Intelligence
  This course focuses on the use of basic statistics and research methods in the analysis of various types of intelligence data. Emphasis will be on selecting the appropriate technique for the different problems and evaluating the results rather than the application procedures.
- CCJ-5748 3 hours Advanced Evidentiary Reasoning for Criminal Intelligence
  This course provides case studies for practice in evaluating investigative evidence and developing that information into intelligence.
- CCJ-5616 3 hours Profiling Criminal Behavior
  This course introduces the student to legal profiling of criminal behavior, how to recognize trends in individual and organizational behavior, and provides practice creating effective prevention strategies and responses to criminal events.

6 Credit Hours – Management/Decision-making

- CJE-5537 3 hours Law Enforcement Intelligence
  This course provides the student a foundation and practicum in the establishment and ongoing management of the intelligence apparatus within a law enforcement organization to include the mechanisms to lawfully collect, process, integrate and evaluate information for intelligence purposes.

- CJE-5743 3 hours Public Safety Leadership
  This course introduces the major issues, influences, and trends considered in the study and practice of public safety and leadership. Course material will include the explanation and analysis of research theory as it applies to human behavior in the application of research and theory to the solving of real-world problems in the public safety and leadership context.

12 Credit Hours Subject Matter Expertise

- CPO-5429 3 hours Political Islam
  This course gives the student an introduction to and thorough examination of the history,
trends and current movements in the political structure and influence of Islam domestically and abroad.

- **CJE-5535 3 hours International Crime & Domestic Terrorism**
  This course studies real world examples of transnational crime with the emphasis on the conflation of terrorism and crime, as well as the cross-national and international efforts to combat transnational crime, including the roles of local law enforcement intelligence operations.

- **SCC-5406 3 hours Market and Competitive Intelligence**
  This course provides students with a knowledge base of practical tools and methods to research a businesses’ micro and macro environment exposing the student to analytical models and other resources an organization utilizes in the process of competitive intelligence.

- **CJE-5631 3 hours Financial Intelligence**
  This course examines the nature and scope of financial crimes and the use of financial analysis and other investigative techniques to proactively detect a variety of white collar crimes to include money laundering schemes.

- **CJE-57XX 3 hours Cyber Threat Analysis**
  This course gives the student some of the online tools and methodology of investigations used by analysts and their application to real world examples in dealing with the cyber threat.

3 Credit Hours Capstone Project

- **CJE-5715 3 hours Independent Research Capstone**
  This research-based project integrates the coursework of the program with a practical application within either the field or an academic setting.

**Program of Study Worksheet**

**Graduate Adviser**

Banyon Pelham & Cristina Doan serve as the general Graduate Advisers to all students admitted to the MSLEI program. MSLEI students should have at least one advising meeting each semester. Enrolled students should take courses recommended by the Graduate Adviser, to insure timely completion of their degree requirements.

**Fees and Course Loads**

For a detailed official description of graduate tuition rates, student fees, and related costs, consult the FSU Graduate School web page on funding and awards. Students who are not Florida residents may qualify for in-state tuition through the Academic Common Market (ACM). ACM eligibility must be established prior to matriculation.
The MSLEI program has been designed to be completed in 1 or 2 calendar years. A full-time course load for graduate students is 12 credit-hours per semester. Students should register for no more than 15 credit-hours per semester. Students who register for fewer than 12 credit-hours (i.e., less than a full-time load) should follow a 2-calendar year graduation schedule.

**Policy & Procedures on Exemption**

Students who have previously taken and passed graduate-level courses required by the MSLEI program with a grade of B- or better, or equivalent courses, are allowed to substitute other courses to meet program requirements. It is the intent of this provision to enable students to acquire more advanced training than would ordinarily be required as part of the MSLEI degree. Permission must be given by the Graduate Advisor, subject to the advice of faculty.

**Professional Conduct and Academic Integrity**

All students affiliated with PS&S in any capacity are expected to demonstrate the highest professional standards in terms of personal behavior and ethics. Investigation and resolution of alleged violations of the FSU Student Code of Conduct and the Academic Honor Code are coordinated through the FSU Office of Student Rights and Responsibilities. MSLEI students who have been accused of conduct or honor code violations should alert the MSLEI Advisors.

**Appeals Process**

PS&S values collegial governance based on best professional practices. All actions or decisions of the faculty may be appealed to the to the Dean of the College of Applied Studies. Specific University procedures exist for grade appeals and other academic grievances, including Academic Honor Code violations.

See the Regulations and Procedures section of the Academic General Bulletin or the website of the FSU Office of Student Rights and Responsibilities for details.
Resources for Graduate Students

Funded Awards and Recognition

Through the generosity of alumni, friends and faculty, PS&S students may benefit from the following awards located here.