

# PUBLIC SAFETY & SECURITY GRADUATE STUDENT HANDBOOK

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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](#).

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

PS&S is located in the College of Applied Studies, on the FSU Panama City Campus of Florida State University. PS&S houses 3-undeclared degrees (Bachelor of Science), Law Enforcement Operations, Law Enforcement Intelligence & Crime Scene Investigation, 1-undergraduate certificate, Underwater Crime Scene Investigation, 2-graduate certificates, Law Enforcement Intelligence & Underwater Crime Scene Investigation 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 FSU Panama City Campus in Panama City, Florida. The physical space includes offices for resident faculty and adjuncts, along with student study areas, student veterans lounge/study area, computer labs & a library learning center. The FSU Panama City campus also offers 9 graduate and 20 undergraduate programs.

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 [Graduate Application Portal](#). Admission decisions are made by the PS&S Faculty. Questions concerning the application and admissions process should be sent to the Graduate Coordinator, Cristina Doan, at [cdoan@pc.fsu.edu](mailto:cdoan@pc.fsu.edu) or (850) 770-2148 or Angie Sexton at [aseyton@pc.fsu.edu](mailto:aseyton@pc.fsu.edu) or (850) 770-2178.

### *Admission Deadlines*

Fall admission – July 1<sup>st</sup>

Spring admission – November 1<sup>st</sup>

Summer admission – March 1<sup>st</sup>

### *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.

### *Program Requirements*

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 will also be required to:

1. Complete and submit a graduate application through the [Graduate Application Portal](#).
2. Pay a non-refundable application fee of \$30.00. Application packets will not be reviewed until the fee has been paid.
3. Submit a completed [Residency Affidavit](#). All applicants must submit this form, which is completed online.
4. Arrange for an official transcript from each college or university attended to be sent to the Office of Graduate Admissions. Transcripts may be sent digitally but must come directly from the institutions attended. An unofficial transcript may be uploaded for the College of Applied Studies for review.
5. 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.

**The GRE is not required for Fall 2024 and Spring 2025 admission. If students choose during this time to not include GRE scores, it is important to have strong GPAs to be considered for admission.**

6. Applicants must arrange for the submission of three letters of recommendation through the FSU application process. The letters should provide an accurate assessment of your accomplishments and ability to succeed in graduate school and in the workplace.
7. Applicants should submit/upload a self-authored, original, personal statement addressing their interest and fit for this program.
8. Applicants should submit/upload a resume which is carefully proofread, professional in nature, and outlines all related academic and professional experiences relevant to this program.

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.

### *Graduation Requirements*

The graduation requirements for the Law Enforcement 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), totaling to 36 credit hours. All courses must be passed with a “B-” grade or better and students are expected to maintain a 3.0 GPA throughout enrollment in the program. If a “B-” grade or better is not achieved in a course, the course must be repeated.

*Degree Requirements (revised effective February 2024)*

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

- CJE-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-5737 3 hours Law Enforcement Intelligence  
This course provides the student a foundation and practicum in the establishment and on-going 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-5738 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.
- CJE-5745 3 hours Use of Force  
This course is designed to build on prior investigative courses and to give the student an in depth look at the law as it applies to the use of force, both lethal and non-lethal. Relevant court decisions that drive the investigation of use of force will be examined and their applications explained.
- 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.
- CJL-5023 3 hours National Security Law and Intelligence  
This course examines legal issues affecting National Security such as crimes against the State, criminal procedure in times of crisis, and United States Supreme Court rulings on the U.S. Constitutional protections of individual rights, regardless of status.
- DSC-5027 3 hours Homeland Security and Domestic Terrorism  
This course examines the history, logic, strategies and tactics of terrorism from a domestic law enforcement perspective, including an overview of weapons of mass destruction. Global, national and local counter-terrorism efforts will be explored, as well as the impact both terrorist acts and our responses have had on the way we view the world and each other.

## 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. The student will complete a

major research project and professional portfolio during this course. This course is taken only once and usually in the student's final semester.

#### *Program of Study Worksheet*

The [Program of Study](#) is to be completed by the student's graduate advisor and signed by the advisory committee prior to the end of the second semester of graduate work. After all signatures are obtained, a digital copy will be provided to the student to retain for reference.

#### *Graduate Advisor*

Dr. Banyon Pelham and Cristina Doan serve as the general Graduate Advisors 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 Advisor, 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 Panama City Financial Aid and Scholarships](#) webpage. 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.

#### *Leave of Absence Policy*

Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request. Students cannot be on leave during their semester of graduation and must be registered for a minimum of two hours that semester. The university's leave of absence policy may be found in its entirety in the university's [Graduate Bulletin](#). Please consult with your graduate advisor Dr. Banyon Pelham ([bpelham@pc.fsu.edu](mailto:bpelham@pc.fsu.edu)) or Cristina Doan ([cdoan@fsu.edu](mailto:cdoan@fsu.edu)) prior to applying for a Leave of Absence.



### *Academic Dismissal Policy*

Per university policy, academic dismissal constitutes a separation of the student from the University for academic reasons. Students on dismissal will not be permitted to register for courses, including registering as a non-degree student. However, at the time of dismissal, the major professor and/or department chair/director may petition the academic dean for consideration of special circumstances that the professor thinks constitute justification for an exception to this regulation, but under no circumstances will a student be allowed more than one additional term of probation after reinstatement. The university's policy may be found in its entirety in the university's [Graduate Bulletin](#).

### *Petitioning for Reinstatement*

A graduate level student who has been academically dismissed from the university may petition for consideration to be reinstated. To be considered for reinstatement, a student must provide an explanation of the extenuating circumstances and/or reasons outside of their control that resulted in their academical dismissal and the student's plans for the upcoming semester to regain good academic standing and for future academic success. The graduate student's Petition for Reinstatement form (once completed by the student) should be emailed to [appliedstudies@pc.fsu.edu](mailto:appliedstudies@pc.fsu.edu).

All petitions for reinstatement shall be reviewed, and a final decision made by, the Assistant Dean for the College of Applied Studies, in coordination with the college's graduate program faculty, graduate coordinator and director for academic services. All decisions are final and are not subject to appeal. Contact [appliedstudies@pc.fsu.edu](mailto:appliedstudies@pc.fsu.edu) to request the **Graduate Petition for Reinstatement** form.

### *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 PC 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 PC Student Rights and Responsibilities](#) 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 located on the [FSU Panama City Financial Aid and Scholarships](#) webpage. For



details on funding and awards offered through The Graduate School, please visit the [Funding & Awards](#) webpage.

#### *State Employee Tuition Waiver*

Student Business Services offers a State Employee Tuition Waiver, which provides full-time State of Florida employees the opportunity to take up to six hours of coursework per academic term at a significant discount. For details on student and program eligibility, please visit the [State Employee Waiver](#) webpage.

#### *Out-of-State Tuition Waiver*

The Student Veterans Center offers an Out-of-State Tuition Waiver, which can only be extended to honorably discharged veterans of the U.S. Armed Forces, Reserve and National Guard, and eligible veteran-dependents using VA educational benefits who physically reside in Florida. Active-duty members of the U.S. Armed Forces stationed **outside** of Florida also qualify for the Out-of-State Tuition Waiver. To submit an Out-of-State Tuition Waiver Request Form, please visit the [Out-of-State Tuition Waiver](#) webpage.