



**ESTABLISHING GRADUATE CERTIFICATES**  
**ARIZONA STATE UNIVERSITY**  
**GRADUATE EDUCATION**

**This form should be used by programs seeking to establish a new graduate certificate. All sections should be completed.**

The graduate certificate is a programmatic or linked series of courses in a single field or in one that crosses disciplinary boundaries. The graduate certificate facilitates professional growth for people who already hold the baccalaureate degree, and it may be freestanding or linked to a degree program. The graduate certificate enables the university to respond to societal needs while promoting university cooperation with corporate, industrial, and professional communities.

Submit the completed and signed (chairs, unit deans) proposal to the **Office of Graduate Academic Programs** in Graduate Education. Mail code: 1003 and electronic copies to [eric.wertheimer@asu.edu](mailto:eric.wertheimer@asu.edu) or [amanda.morales-calderon@asu.edu](mailto:amanda.morales-calderon@asu.edu).

**Please type.**

<b>Contact Name(s):</b> José B. Ashford	<b>Contact Phone(s):</b> 602-496-0095
<b>College:</b> College of Public Programs	
<b>Department/School:</b> School of Social Work	
<b>Name of proposed Certificate:</b> Criminal Sentencing and Sentencing Advocacy	
<b>Requested Effective Term and Year:</b> Spring 2015 (e.g. Fall 2014)	
<b>Do Not Fill in this information: <u>Office Use Only</u></b>	
<b>CIP Code:</b>	

**1. OVERVIEW.** Below, please provide a brief overview of the certificate, including the rationale and need for the program, potential size and nature of the target audience, information on comparable programs (at ASU and/or peer institutions), how this program would relate to existing programs at ASU, and any additional appropriate information.

This will be a joint on-line graduate certificate that is provided by the School of Social Work and the School of Criminology and Criminal Justice through ASU-Online, but the home unit for this certificate will be the School of Social Work. Social workers and other criminal justice professionals perform a number of roles in the disposition and sentencing of various offenders and in the provision of services to victims. They provide such sentencing related services as (a) officers of the court in developing presentence investigations; (b) privately hired presentence report writers by defenses attorneys; (c) sentencing consultants in public defender offices; (d) mitigation specialists on capital defense teams; (e) facilitators in sentencing circles and victim offender mediations; (f) liaisons to judges in various types of problem solving courts; (g) evaluators of offenders for specialized diversion programs and other sentencing alternatives; and (h) investigators and sentencing advocates in military criminal tribunals. Yet there are no specialized higher educational programs in Arizona, or the nation at large, which are providing certificates for social workers and related human service professionals on addressing sentencing matters, as well as on how to translate such specialized knowledge into effective forms of practice. We have received support letters from the President of the National Organization of Forensic Social Workers, as well as letters of support from the Maricopa County Office of the Legal Defender, Office of the Federal Public Defender-District of Arizona, Capital Habeas Unit, and the Offices of the Federal Public Defender of the Northern and Southern Districts of Ohio. (see, Attachments for copies of these letters). In addition, the Maricopa County Adult Probation Department has met with Professor Jose B. Ashford about the design of courses to meet the needs of prospective probation officers. The County Probation Department has provided support as well for this certificate.

The certificate will provide social workers with the kinds of knowledge and skills required to practice as mitigation specialists. This is a burgeoning area of practice in the field of social work. It also will provide criminal justice majors with exposure to classes on topics dealing with treatment alternatives and knowledge of mental health concerns that are not currently available to students in many traditional criminal justice programs.

## 2. ADMINISTRATION AND RESOURCES

- A. How will the proposed certificate be administered (including recommendations for admissions, student advisement, retention etc.)? Describe the administering body in detail, especially if the proposed certificate is part of a larger interdisciplinary agenda.**

The certificate will be administered primarily by ASU Online. They have completed a market assessment for the certificate and have provided initial approval for the delivery of the certificate through ASU Online. ASU Online will handle marketing, and information regarding the submission of relevant materials for admission to Graduate Education. Laura Orr will provide advisement to students and evaluate materials for admission to the program in collaboration with the Director of the Office of Forensic Social Work Research and Training in the School of Social Work. The Directors of the Office of Forensic Social Work and the Masters in Criminal Justice will be responsible for interacting with participants in ways that address retention and program completion issues. The certificate is preparing students to practice as sentencing professionals. These professionals need to be exposed to evidence supported practices in both social work and criminology/criminal justice. For this reason, the program is a jointly delivered certificate program.

- B. How will the graduate certificate support staffing needs for this proposed certificate program be met?**

The School of Social Work's Office of Forensic Social Work will work in collaboration with the ASU Online staff and the Director of the Masters in Criminal Justice in the School of Criminology and Criminal Justice to develop the new courses on sentencing advocacy and performing presentence investigations. A large percentage of the courses already exist in the current on-line program in criminal justice. There are four courses that will need to be developed in social work. ASU Online will pay for the new courses for inclusion in the certificate that social work will be responsible for developing. ASU has provided approval for the certificate and has been providing advice and counsel to the Director about the delivery of courses and other logistical issues. Future profits from the certificate will be used to employ additional teaching assistants for the courses taught in social work.

- C. What are the resource implications for the proposed certificate, including projected budget needs? Will new books, library holdings, equipment, laboratory space and/or personnel be required now or in the future? If multiple units/programs will collaborate in offering this certificate, please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this certificate program.**

Each program will receive the Student Credit hours and the monies that come back to the unit for teaching a course that is offered within their respective Schools. ASU Online shares a portion of the amount paid for each course as a profit that goes back to each of the units involved in the process. The method of reimbursement is contingent on where the course is taught. This practice has been agreed to by all parties involved with this certificate program. The School of Social Work will use these profits to fund instructors and eventually pay a portion of the returns to the unit to support the advisement provided to certificate participants by the Office of Forensic Social Work Research and Training. The initial costs for the course instruction will have to come from the School of Social Work for the new social work courses until it can receive sufficient returns from ASU Online to continue paying for the instructors. Professor Ashford will also teach two of the courses as part of his teaching load until the courses on mitigation and general mental health can be transferred to a faculty associate.

## 3. ADMISSIONS PROCEDURES AND CRITERIA

- A. Admission criteria** – Applicants must meet the admissions criteria for Graduate Education. Please also include any other additional admission requirements, e.g. type of undergraduate degree, minimum GPA, tests and/or entry-level skills that are required for this certificate program.  
([http://graduate.asu.edu/sites/default/files/GraduatePolicies\\_1.pdf](http://graduate.asu.edu/sites/default/files/GraduatePolicies_1.pdf))

**Degree(s):** BSW from an accredited program of social work; individuals who are currently in the graduate of social work program or the master in criminal justice program; individuals who have an advanced degree from another accredited program of social work/criminology/criminal justice program

**GPA:** Minimum of a 3.00 cumulative GPA (scale is 4.0=A) in the last 60 hours of a student's first bachelor's degree program. Minimum of 3.00 cumulative GPA (scale is 4.0 = A) in the applicable Master's degree.

**English Proficiency Requirement for International Applicants:** (See Graduate Education policies and procedures) ([http://graduate.asu.edu/admissions/international/english\\_proficiency](http://graduate.asu.edu/admissions/international/english_proficiency)): Same as Graduate Education policy.

**Required Admission Examinations:**  GRE  GMAT  Millers Analogies  None required

## B. Application Review Terms

Indicate all terms for which applications for admissions are accepted and the corresponding application deadline dates, if any:

**To select desired box,** place cursor on the left side of the box, right click mouse, select **Properties**, under **Default Value** select **Checked**, press **OK** and the desired box will be checked

Fall                      Deadline (month/year): July 1, 2015

Spring                      Deadline (month/year): December 1, 2015

Summer                      Deadline (month/year): May 1, 2015

## C. Projected annual admission/enrollment. How many students will be admitted immediately following final approval of the certificate? What are enrollment projections for the next three years?

We are projecting to have 60 individuals in the first year, 100 participants in the second year and 150-200 participants by the 3rd year.

## 4. ACADEMIC REQUIREMENTS

### A. Minimum credit hours required for certificate (15 credit hour minimum)

This will be a 15 hour certificate program

### B. Please describe the primary course delivery mode, (e.g., online, face-to-face, off-site etc.). Please note: If this proposed initiative will be offered completely online, clearly state that in this section.

The certificate is to be completed entirely on-line through ASU Online

### C. As applicable, please describe culminating experience required (e.g., internship, project, research paper, capstone course, etc.) .

There is no culminating experience for this certificate.

- D. What knowledge, competencies, and skills (learning outcomes) should graduates have when they complete this proposed certificate program? Examples of program learning outcomes can be found at (<https://uoeee.asu.edu/program-outcomes>). At the completion of this certificate individuals will have knowledge and skills germane to serving as a sentencing professional in the criminal justice process.**

Those completing the certificate will have the following **Knowledge**:

- (1) principles of justice associated with determinative, presumptive, and individualized approaches to sentencing
- (2) the goals of sentencing (retribution, deterrence, rehabilitation, incapacitation, and restoration of victims).
- (3) how various courts process criminal cases e.g., municipal, state, and federal courts.
- (4) the role of plea-bargaining in disposing of criminal cases
- (5) How to interpret the results of offender risk and need assessments
- (6) The needs of victims in the criminal justice process
- (7) Issues in sentencing special offender populations
- (8) Aggravating and mitigating circumstances
- (9) Knowledge of alternatives to incarceration

At the completion of the certificate, the participants will have the following **Competencies and Skills**:

- (1) perform and integrate risk and need assessments into sentencing recommendations.
- (2) implement evidence supported methods of investigation in various sentencing contexts
- (3) address ethical dilemmas in criminal sentencing and sentencing advocacy
- (4) perform victim impact assessments
- (5) differentially assess special offender populations

- E. How will students be assessed and evaluated in achieving the knowledge, competencies, and skills outlined in 4.D. above? Examples of assessment methods can be found at (<http://www.asu.edu/oue/assessment.html>).**

Each session will have distinct outcomes that will be developed in conjunction with the current policies for all courses associated with ASU Online. This includes tests, special papers, and other methods of assessing a participant's capacities and knowledge. A successful student must earn a minimum cumulative 3.0 grade point average in the certificate to successfully complete the program. In addition, students will be expected to achieve a mastery level or above in outcomes outlined for each of the required classes (CRJ 513; SWG 528; and SWG 529).

**Outcome 1:** Graduates from this certificate will be able to implement evidence supported methods of assessing offender risks and needs.

**Measure 1.1:** SWG 528 Seminar on presentence investigations

**Performance Criteria 1.1:** 80 percent of students in the certificate will earn a rating of 80 percent or higher on the critical analysis of risk and need assessment assignment.

**Outcome 2:** Graduates from the certificate will be able to perform an efficient and effective presentence investigation, which includes an appropriate assessment of victim and community impacts.

**Measure 2.1:** SWG 528 Seminar on presentence investigations

**Performance criteria 2.1:** 80 percent of the students in the certificate will earn 80 percent or higher on the presentence investigation assignment.

**Outcome 3:** Graduates from this program will be able to identify relevant sentencing alternatives for a select category of special need offender.

**Measure 3.1** SWG 529 Seminar on advocating sentencing alternatives

**Performance criteria 3.1:** 80 percent of the students in the certificate will earn 80 percent or higher on the special need offender paper.

**Outcome 4:** Graduates from the certificate will understand the differential issues and ethical constraints for practicing as an advocate.

**Measure 4.1:** SWG 529 Seminar on advocating sentencing alternatives

**Performance criteria 4.1:** 80 percent of the students in the certificate will earn 80 percent or higher on the advocate interview assignment.

**F. Please state the Satisfactory student academic progress standards and guidelines (including any time limits for completion).**

Dismissal from the certificate program will be recommended to the Graduate Education if a student has received "C" and/or lower grades in course work taken after admission to the program. Per ASU Graduate Education policy: "Grades of 'D', 'E', 'I' or 'W' and audited courses (graded as 'X') cannot be used on an iPOS, although grades 'D' and 'E' are used to compute the GPAs. A student receiving a 'D' or 'E' must repeat the course in a regularly scheduled (not independent study) class if it is to be used on the plan of study. No student may have more than two (2) incompletes at any one time. A student is barred from taking further course work until one or more of the incompletes is removed. All coursework used toward the certificate must be completed within six (6) consecutive years.

**G. Will this proposed certificate program allow sharing of credit hours from another ASU degree program to be used as part of this certificate program? (Please note that a maximum of 9 graduate-level credit hours taken as a non-degree student at ASU, including as a part of a certificate program, may be used towards a future graduate degree at ASU).**

Yes. Students may share 6 credit hours from the masters in criminal justice at ASU. .

**H. Below, please list all required and elective courses in the appropriate boxes (you may attach additional pages if necessary).**

Please ensure that all new core course proposals have been submitted to the Provost's office through the Curriculum ChangeMaker online course proposal submission system before this initiative is put on the University Graduate Council and CAPC agendas. Please note: a minimum of 2/3 of the courses required for a graduate certificate must be at the 500-level or above.

<b>Required Courses</b>			<b>Credit Hours</b>
<i>(Prefix &amp; Number)</i>	<i>(Course Title)</i>	<i>(New Course?) Yes or No?</i>	<b>(Insert Section Sub-total)</b>
			<b>9</b>
CRJ 513	Seminar in Courts and Sentencing	N	<b>3</b>
SWG 528	Seminar on presentence investigations	Y	<b>3</b>
SWG 529	Seminar on advocating sentencing alternatives	Y	<b>3</b>
<b>Electives</b>			<b>Credit Hours</b>
<i>Students choose two courses from the list below for a total of 6 credit hours.</i>			
<i>(Prefix &amp; Number)</i>	<i>(Course Title)</i>	<i>(New Course?) Yes or No?</i>	<b>(Insert Section Sub-total)</b>
			<b>6</b>
CRJ 524	Seminar on punishment and society	N	3
CRJ 519	Seminar on victimization`	N	3
SWG-527	Seminar on mitigation in death and life cases	Y	3

SWG 526	Seminar on mental health for sentencing professionals	Y	3
CRJ-598	Seminar in Death Penalty	N	3
CRJ-518	Seminar on Race/ethnicity and crime issues	N	3
<b><u>Culminating Experience (if applicable)</u></b>			<b>Credit Hours</b> (Insert Section Sub-total)
N/A			
<b>Total required credit hours</b>			<b>15 hours</b>

**5. PRIMARY FACULTY PARTICIPANTS** - Please list all primary faculty participants for the proposed certificate, including home unit and title. You may attach additional pages if necessary.

Name	Home Unit	Title
Jose B. Ashford	Social Work	Professor
Mark Stodola	Social Work	Faculty Associate
Jeff Trollinger	Social Work	Faculty Associate
Cassia Spohn	Criminology/Criminal Justice	Professor
Daniel Zorich	On-line Education Criminology and Criminal Justice	Assistant Director, Online education
Gary Sweeten	Criminology and Criminal Justice	Associate Professor
Min Xie	Criminology and Criminal Justice	Associate Professor

**6. REQUIRED SUPPORTING DOCUMENTS**

(Please label accordingly, i.e., Appendix or Attachment A, B, etc.)

Please include the following with your proposal:

- A. Sample plans of study for students in the proposed program (**See below**)
- B. Statements of support from all deans and heads of impacted academic units

**Sample Plan of study:**

Fall: CRJ-513 Seminar in the courts and sentencing (7.5 weeks-3 credits)  
SWG-528 Seminar on presentence investigations (7.5 weeks-3 credits)

Spring: SWG-529 Seminar on advocating sentencing alternatives (7.5 weeks-3 credits)  
SWG-527 Seminar on mitigation in death and life cases (7.5 weeks-3 credits)

Summer: CRJ 519 Seminar in Victimization (7.5 weeks- 3 credits)

**7. APPROVALS** - If the proposal submission involves multiple units, please include letters of support from those units.

DEPARTMENT CHAIR or SCHOOL DIRECTOR (PRINT/TYPE) Steven G. Anderson	
SIGNATURE Steven G. Anderson	DATE 2/13/14

DEAN (PRINT/TYPE) Kathleen Anderson, Assoc. Dean	
SIGNATURE Kathleen Anderson	DATE 2/14/14

The following section will be completed by Graduate Education following the recommendations of faculty governance bodies.

VICE PROVOST FOR GRADUATE EDUCATION	
SIGNATURE	DATE

**Please note:** Proposals for new certificates also require the review and recommendation of approval from the University Graduate Council, Curriculum and Academic Programs Committee (CAPC), the Academic Senate, and the Office of the Provost before they can be put into operation.

**The final approval notification will come from the Office of the Provost.**

GF1112G-89

## APPENDIX

### OPERATIONAL INFORMATION FOR GRADUATE CERTIFICATES

(This information is used to populate the [Graduate Programs Search](#) website.)

**1. Provide a brief (catalog type - no more than 150 words) program description.**

Social workers and other criminal justice professionals perform a number of roles in the disposition and sentencing of various offenders and in the provision of services to victims. The certificate provides social workers with the kinds of knowledge and skills required to practice as mitigation specialists. This is a burgeoning area of practice in the field of social work. It also provides criminal justice majors with exposure to classes on topics dealing with treatment alternatives and knowledge of mental health concerns that are not currently available to students in many traditional criminal justice programs.

2. Campus(es) where program will be offered: \*
- |                                     |               |                          |       |
|-------------------------------------|---------------|--------------------------|-------|
| <input type="checkbox"/>            | Downtown      | <input type="checkbox"/> | Tempe |
| <input checked="" type="checkbox"/> | Online (only) | <input type="checkbox"/> | West  |
| <input type="checkbox"/>            | Polytechnic   |                          |       |

\* **To select desired box**, place cursor on the left side of the box, right click mouse, select **Properties**, under **Default Value** select **Checked**, press **OK** and the desired box will be checked

**3. Keywords:** (List all keywords that could be used to search for this program. Keywords should be specific to the proposed program.)

Criminal sentencing, sentencing advocacy, social work, criminology

**4. Area(s) of Interest:**

\* **To select desired box**, place cursor on the left side of the box, right click mouse, select **Properties**, under **Default Value** select **Checked**, press **OK** and the desired box will be checked

**A. Select one (1) primary area of interest from the list below that applies to this program.**

- [Architecture & Construction](#)
- [Arts](#)
- [Business](#)
- [Communications & Media](#)
- [Education & Teaching](#)
- [Engineering & Technology](#)
- [Entrepreneurship](#)
- [Health & Wellness](#)
- [Humanities](#)
- [Interdisciplinary Studies](#)
- [Law & Justice](#)
- 
- [Mathematics](#)
- [Psychology](#)
- [STEM](#)
- [Science](#)
- [Social and Behavioral Sciences](#)
- [Sustainability](#)

**B. Select one (1) secondary area of interest from the list below that applies to this program.**

- [Architecture & Construction](#)
- [Arts](#)



- [Business](#)
- [Communications & Media](#)
- [Education & Teaching](#)
- [Engineering & Technology](#)
- [Entrepreneurship](#)
- [Health & Wellness](#)
- [Humanities](#)
- [Interdisciplinary Studies](#)
- [Law & Justice](#)
- [Mathematics](#)
- [Psychology](#)
- [STEM](#)
- [Science](#)
- [Social and Behavioral Sciences](#)
- [Sustainability](#)

## (NEW GRADUATE INITIATIVES)

### PROPOSAL PROCEDURES CHECKLIST

Academic units should adhere to the following procedures when requesting new curricular initiatives (degrees, concentrations or certificates).

**Obtain the required approval from the Office of the Provost to move the initiative forward for internal ASU governance reviews/approvals.**

- Establishment of new curricular initiative requests; degrees, concentrations, or certificates
- Rename requests; existing degrees, concentrations or certificates
- Disestablishment requests; existing degrees, concentrations or certificates

**Submit any new courses that will be required for the new curricular program to the Curriculum ChangeMaker online course approval system for review and approval.**

- Additional information can be found at the Provost's Office Curriculum Development website: [Courses link](#)
- For questions regarding proposing new courses, send an email to: [courses@asu.edu](mailto:courses@asu.edu)

**Prepare the applicable proposal template and operational appendix for the proposed initiative.**

- New degree, concentration and certificate templates (contain proposal template and operational appendix) can be found at the Provost's Office Curriculum Development website: [Academic Programs link](#)

**Obtain letters or memos of support or collaboration. (if applicable)**

- When resources (faculty or courses) from another academic unit will be utilized
- When other academic units may be impacted by the proposed program request

**Obtain the internal reviews/approvals of the academic unit.**

- Internal faculty governance review committee(s)
- Academic unit head (e.g. Department Chair or School Director)
- Academic unit Dean (will submit approved proposal to the [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu) email account for further ASU internal governance reviews (as applicable, University Graduate Council, CAPC and Senate)

**Additional Recommendations** - All new graduate programs require specific processes and procedures to maintain a successful degree program. Below are items that Graduate Education strongly recommends that academic units establish after the program is approved for implementation.

**Set-up a Graduate Faculty Roster for new PhD Programs** – This roster will include the faculty eligible to mentor, co-chair or chair dissertations. For more information, please go to [http://graduate.asu.edu/graduate\\_faculty\\_initiative](http://graduate.asu.edu/graduate_faculty_initiative).

**Establish Satisfactory Academic Progress Policies, Processes and Guidelines** – Check within the proposing academic unit and/or college to see if there are existing academic progress policies and processes in place. If none have been established, please go to [http://graduate.asu.edu/faculty\\_staff/policies](http://graduate.asu.edu/faculty_staff/policies) and scroll down to the **academic progress review and remediation processes** (for faculty and staff) section to locate the reference tool and samples for establishing these procedures.

**Establish a Graduate Student Handbook for the New Degree Program** – Students need to know the specific requirements and milestones they must meet throughout their degree program. A Graduate Student Handbook provided to students when they are admitted to the degree program and published on the website for the new degree gives students this information. Include in the handbook the unit/college satisfactory academic progress policies, current degree program requirements (outlined in the approved proposal) and provide a link to the Graduate Policies and Procedures website. Please go to [http://graduate.asu.edu/faculty\\_staff/policies](http://graduate.asu.edu/faculty_staff/policies) to access Graduate Policies and Procedures.

**College of Public Programs  
Official Submission**

**From:** Kathleen Andereck [<mailto:kandereck@asu.edu>]  
**Sent:** Tuesday, February 18, 2014 11:51 AM  
**To:** [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu)  
**Subject:** FW: certificate

Julie,

Attached is a proposal for a graduate certificate in Criminal Sentencing and Sentencing Advocacy. Please note that this is another one of the programs in which we had already invested significant time, including approval by ASU Online, before the requirement to offer programs on campus prior to offering them Online. We are requesting that this be offered only in the Online format.

Kathy

\*\*\*\*\*

**Kathleen Andereck**

Associate Dean, [College of Public Programs](#)

Director and Professor, [School of Community Resources and Development](#)  
**Arizona State University**

Mail Code 4020, 411 North Central Avenue, Suite 550 Phoenix, Arizona 85004-0690

Phone: (602) 496-1056 | Fax: (602) 496-0953 | E-mail: [kandereck@asu.edu](mailto:kandereck@asu.edu)

## Approval for ASU Online

**From:** Julie Ramsden  
**Sent:** Tuesday, April 01, 2014 3:12 PM  
**To:** Amanda Morales-Calderon; Jennifer Malerich; Sergio Quiros  
**Cc:** Andrew Webber; Eric Wertheimer; Frederick Corey  
**Subject:** RE: FW: University Graduate Council Questions/Comments: Graduate Certificate in Criminal Sentencing and Sentencing Advocacy

**CORRECTION:** The title should be Certificate in Criminal Sentencing and Sentencing Advocacy as submitted on the Academic Plan and confirmed by the college.

Thanks,  
Julie

**From:** Frederick Corey  
**Sent:** Saturday, November 02, 2013 1:37 PM  
**To:** Jennifer Malerich; Julie Ramsden; Sergio Quiros  
**Subject:** FW: FW: Moving forward with online programs

Please note that Betty has approved the following for ASU Online:

Minor in Business (W. P. Carey)  
Minor in Business Data Analytics (W. P. Carey)  
**Certificate in Criminal Sentencing and Criminal Advocacy (CoPP)**  
B.S. in Emergency Management & Homeland Security (CoPP)  
MSW - Master of Social Work (CoPP)  
MS in History (CLAS)

Thanks! Fred

**From:** Philip Regier [<mailto:atpr@asu.edu>]  
**Sent:** Saturday, November 02, 2013 1:34 PM  
**To:** Frederick Corey; Kari Barlow  
**Subject:** Re: FW: Moving forward with online programs

To be clear on what Betty approved (there were several emails and she sent one blanket ok):

Minor in Data Analytics (W. P. Carey)  
**Certificate in Criminal Sentencing and Criminal Advocacy (CoPP)**  
B.S. in Emergency Management & Homeland Security (CoPP)

MSW - Master of Social Work (CoPP)

Business Minor

MS in History

I will leave it to you two to communicate the approvals to the appropriate parties. My suggestion is Kari can inform the academic units, Rebecca and Tamara. Fred, if you could take care of registrar or whoever needs to know in your area.

Thanks.

Phil

On Fri, Nov 1, 2013 at 6:45 AM, Philip Regier <[atpr@asu.edu](mailto:atpr@asu.edu)> wrote:

FYI - let's get going.

----- Forwarded message -----

From: **Elizabeth Phillips** <[Betty.Phillips@asu.edu](mailto:Betty.Phillips@asu.edu)>

Date: Fri, Nov 1, 2013 at 4:10 AM

Subject: RE: FW: Moving forward with online programs

To: Philip Regier <[atpr@asu.edu](mailto:atpr@asu.edu)>

Fine with me

Date: February 18, 2014

To: University Curriculum Committee

From: Kathleen Andereck, Associate Dean



Re: Criminal Sentencing and Sentencing Advocacy Certificate

This memo is to confirm support from the College of Public Programs for the certificate in Criminal Sentencing and Sentencing Advocacy. Courses will be included from the School of Social Work and the School of Criminology and Criminal Justice. The College is pleased to be able to offer this certificate.

## Jeniece Morales

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**To:** Kathleen Andereck  
**Subject:** RE: Materials for approval of certificate

**From:** Scott Decker  
**Sent:** Monday, February 17, 2014 7:05 PM  
**To:** Kathleen Andereck  
**Subject:** RE: Materials for approval of certificate

I have read this proposal and it has the support of the School of Criminology and Criminal Justice.

Scott

Scott H. Decker  
Foundation Professor and Director  
School of Criminology and Criminal Justice  
Arizona State University  
411 N. Central Avenue  
Phoenix AZ 85004  
(602) 496-2333

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**From:** Kathleen Andereck  
**Sent:** Monday, February 17, 2014 5:47 PM  
**To:** Scott Decker  
**Subject:** FW: Materials for approval of certificate

Scott,  
Attached is a proposal for the new certificate in Criminal Sentencing and Criminal Advocacy that Jose Ashford has been working on and that will be offered through ASU Online. As usual we'll need an email from you indicating that CCJ supports the inclusion of CRJ courses in the certificate. Thanks.  
Kathy

\*\*\*\*\*

**Kathleen Andereck**  
Associate Dean, [College of Public Programs](#)  
Director and Professor, [School of Community Resources and Development](#)  
**Arizona State University**  
Mail Code 4020, 411 North Central Avenue, Suite 550 Phoenix, Arizona 85004-0690  
Phone: (602) 496-1056 | Fax: (602) 496-0953 | E-mail: [kandereck@asu.edu](mailto:kandereck@asu.edu)

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**From:** Jose Ashford  
**Sent:** Wednesday, February 12, 2014 12:21 PM  
**To:** Steven Anderson  
**Cc:** Kathleen Andereck; Jonathan Pratt  
**Subject:** Materials for approval of certificate

Hello Steve,

You should have warned me that this involved more work than I initially planned on. Attached are the modified materials based on our prior meeting. I completed the syllabi which enabled me to think more about the planning for each of these courses. We are planning to move to training of staff in April and begin working on the syllabi in the near future with ASU Online.

Please inform as soon as you hear back from the University. Would you sign and move forward to Kathleen for the addition of the other signatures and the other necessary attachments. Feel free to make any changes in the document if I failed to include some of the relevant content. Let me know if any of you have any additional questions.

Thanks in advance

José B. Ashford, PhD, MSW, LCSW  
Professor of Social Work  
Director of the Office of Forensic Social Work Research and Training  
School of Social Work, College of Public Programs  
Member of Doctoral Faculty in Sociology  
Affiliate Professor of Criminology and Criminal Justice  
Affiliate Professor of Justice and Social Inquiry

Arizona State University  
411 N. Central Avenue, Suite 800  
Phoenix, Az 85004  
(602-496-0095)



Newly published at: <http://global.oup.com/academic/product/death-penalty-mitigation-9780195329469;jsessionid=F61459CED4705306A59EC98BFC943C1A?cc=us&lang=en&>



**FEDERAL PUBLIC DEFENDER  
SOUTHERN DISTRICT OF OHIO**

**Steven S. Nolder**  
*Federal Public Defender*

**Gordon G. Hobson**  
*Senior Litigator*

**Carol A. Wright\***  
*Supervising Attorney  
Capital Habeas Unit*

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**Alan J. Pfeuffer**  
**\*David C. Stebbins**  
**\*Justin Thompson**  
**Jose B. Velez**  
*Assistant Federal Public Defenders  
\*Capital Habeas Unit*

June 4, 2013,

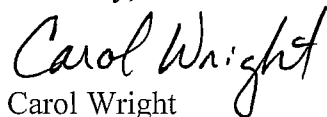
To Whom It May Concern:

I have been provided with a short description of the Proposed Post-Graduate Certification in Sentencing Advocacy proposed by the Arizona State University School of Social Work. I am very interested in seeing such a program come to fruition because our office requires professionals with this type of education and training.

The Office of the Federal Public Defender represents indigent individuals charged with federal offenses, from misdemeanor through federal capital felonies. In addition, our office represents individuals who have received state or federal death penalty sentences in their federal habeas corpus proceedings. This work often requires investigation and preparation of a complete psycho-social history of our clients. It also requires gathering and reviewing historical records regarding our clients, their families, friends, and individual's with knowledge of the client's development and history. It requires interviewing skills and working with experts to provide the necessary history. It requires preparing social histories that may be used in sentencing advocacy efforts. It often requires client management skills and communications responsibilities. These skills are a critical part of the function of the defense team.

We are often seeking to hire individuals with these skills. We hire investigators, mitigation specialists and victim's rights advocates. Because there are few formal programs that provide this type of training and experience, it is difficult to find professionals with the necessary skills to fill our positions. Accordingly, we would welcome such a program. Additionally, we do not have a formal training program in-house and thus, this program could provide a source of training for our less experienced employees.

Sincerely,

  
Carol Wright

**Office of the  
FEDERAL PUBLIC DEFENDER  
NORTHERN DISTRICT OF OHIO**

**Skylight Office Tower • Suite 750 • 1660 West Second Street • Cleveland, Ohio 44113-1454  
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**Branch Offices**

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Toledo, Ohio 43604-1433  
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Fax: 419-259-7375*

*Thomas D. Lambros Federal Building and  
United States Courthouse  
125 Market Street  
Youngstown, Ohio 44503-1780  
Phone: 330-746-6399  
Fax: 330-746-6391  
(By Appointment Only)*

June 5, 2013

José B. Ashford, Professor  
Director of Office of Forensic Social Work and Training  
Arizona State University School of Social Work  
411 N. Central Ave., Suite 800  
Phoenix, AZ 85004-0689

**Re: Certification Program in Sentencing Advocacy**

Dear Professor Ashford,

I have reviewed the post-graduate Certification Program in Sentencing Advocacy proposed by the Arizona State University School of Social Work. The Capital Habeas Unit (CHU) of the Office of the Federal Public Defender for the Northern District of Ohio, represents indigent individuals sentenced to death in Ohio capital offenses. As part of our representation we routinely employ and contract with behavioral science professionals and other criminal justice professionals to assist in our representation of defendants who have been sentenced to the death penalty. We currently have one Licensed Social Worker, two paralegals, and two investigators on our CHU staff. The LISW is one of our investigators. On occasion, we contract with social workers and other behavioral science professionals to either consult with our defense teams or to testify in hearings regarding the psycho-social history of our clients. This work takes place both in our case litigation as well as in our state Clemency presentations.

The criminal justice professionals working for or with our office are responsible for performing a wide range of tasks including: 1) gathering and reviewing historical records regarding our clients, their families, friends, and individual's with knowledge of the client's development and history; 2) preparing social histories for use with experts and for use in sentencing advocacy efforts; 3) interviewing lay witnesses in gathering evidence relevant to our defense and sentencing advocacy efforts; 4) working with experts; and 5) client management and communications responsibilities. Those professionals are an extremely important and integral part of our defense teams.

## FEDERAL PUBLIC DEFENDER

José B. Ashford, Professor

June 5, 2013

-Page 2-

We do not have a formal training program for new hires in these positions and we hire based upon prior work experience. The proposed certification program would be a positive indication of the experience, training, and personal commitment of potential applicants that would be given significant weight in future CHU hiring decisions made by our Chief Public Defender in consultation with myself.

I welcome your efforts in establishing this valuable program. Please do not hesitate to contact me directly should you have any questions or concerns.

Sincerely,



Alan C. Rossman  
Director, Capital Habeas Unit

Office of the  
**FEDERAL PUBLIC DEFENDER**  
for the District of Arizona  
**Capital Habeas Unit**

**Jon M. Sands**  
Federal Public Defender

**direct line:** 602-382-2816  
**email:** dale\_baich@fd.org

May 24, 2013

Jose B. Ashford, Professor  
Director of Office Forensic Social Work and Training  
Arizona State University, School of Social Work

Dear Professor Ashford:

We have reviewed, with interest, the post-graduate Certification Program in Sentencing Advocacy proposed by the Arizona State University, School of Social Work.

The Office of the Federal Public Defender represents indigent individuals charged with federal offenses, from misdemeanor through federal capital felonies. In addition, our office represents individuals who have received state or federal death penalty sentences in their federal habeas corpus proceedings. We employ and contract with social workers and other criminal justice professionals to serve as investigators, as well as mitigation specialists to assist us in our representation of defendants who have been sentenced to the death penalty in state and federal courts. We have also contracted with social workers and other behavioral science professionals to consult with our defense teams and, in some cases, to testify as teaching or fact witnesses regarding the psycho-social history of our clients.

The criminal justice professionals working with our office are responsible for performing a wide range of tasks including: 1) gathering and reviewing historical records regarding our clients, their families, friends, and individual's with knowledge of the client's development and history; 2) preparing social histories for use with experts and for use in sentencing advocacy efforts; 3) interviewing lay witnesses in gathering evidence relevant to our defense and sentencing advocacy efforts; 4) working with experts; and 5) client management and communications responsibilities. Those professionals are an important and integral part of our defense teams.

Our office seeks to employ individuals for these positions who have extensive training and experience. We do not have a formal training program for new hires in these

Professor Ashford

May 24, 2013

Page 2

positions and we depend primarily on outside training programs and prior work experience. The proposed certification program would be a positive indication of the experience, training, and personal commitment of potential applicants that we would give significant weight in future hiring decisions.

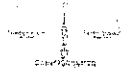
We applaud your efforts in establishing this much needed program.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dale A. Baich". The signature is fluid and cursive, with the first name "Dale" and last name "Baich" clearly legible.

Dale A. Baich

Supervisor, Capital Habeas Unit



May 28, 2013

To Whom It May Concern:

I have reviewed, with interest, the post-graduate Certification Program in Sentencing Advocacy proposed by the Arizona State University School of Social Work.

The Maricopa County Legal Defender's Office represents indigent clients charged with any felony violations in the Maricopa County Superior Court, including capital murder.

We employ social workers and other criminal justice professionals to serve as investigators and mitigation specialists in our representation of our clients in criminal cases. In most of our cases, we can provide the best service to our client with effective sentencing advocacy. Currently, we employ two degreed individuals who work on non-capital felony cases and seven who work on capital cases. Typically the degrees are in social work, counseling, or a related field. Our capital investigators typically have a master's degree. We also contract with behavioral science professionals to consult with our defense teams and, in some cases, to testify as teaching or fact witnesses regarding the psycho-social history of our clients.

The criminal justice professionals working with our office are responsible for performing a wide range of tasks including: 1) gathering and reviewing historical records regarding our clients, their families, friends, and others with knowledge of the client's development and history; 2) preparing social histories for use with experts and for use in sentencing advocacy efforts; 3) interviewing lay witnesses to gather evidence related to our defense and sentencing advocacy efforts; 4) working with experts; and 5) client management and communications responsibilities. Those professionals are an important and integral part of our defense teams.

Our office seeks to employ individuals for these positions who have extensive training and experience. We do not have a formal training program for new hires in these positions and we depend primarily on outside training programs and prior work experience. I have found, during the interview process, that, unless someone has previously held the same job in another office, no one has the requisite training or experience for these positions. The proposed certification program would help ensure the necessary training and personal commitment of potential applicants, and would be a significant factor in our future hiring decisions.

We look forward to seeing the launch of this valuable program. Please contact me if I can provide additional information.

Sincerely,

A handwritten signature in black ink that reads "Marty Lieberman".

Marty Lieberman  
Legal Defender

ML:ms