

Mississippi Valley State University
Administration and Management of Criminal Justice Organizations (CJ 480-01)
CRN 10063
Spring 2019 Semester

Course Syllabus

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Class: Tuesdays 6:00pm-9:00pm SSB Room 18

Office Hours:

Mondays 10:40 - 3:40pm

Tuesdays 5:00pm-6:00pm

Wednesdays 10:40 - 3:40pm

Thursdays & Fridays: By Appointment

1. **BOOK:** Allen, Jennifer M. and Rajeev Sawhney (2015). Administration and Management in Criminal Justice: A Service Quality Approach, 2nd ed. Sage Publications, Inc.: Thousand Oaks, CA. ISBN: 978-1-4833-5070-7

The textbook is required. Students are required to complete the reading assignments before attempting to respond to discussion and assignment items. Consistent and thorough preparation is essential to successful completion of this course. Your preparation will be revealed in your responses to suspense dates, discussion questions, assignments, exams, email requests and even questions you may ask other classmates or me throughout the course.

2. **COURSE OVERVIEW:** This course provides students with a conceptual and theoretical basis upon which to analyze criminal justice administration and management. It also provides an overview of a broad set of concepts, research, and practices surrounding management and administration of criminal justice. It offers a system-wide perspective that considers how management issues run through the entire criminal justice system.

3. **COURSE GOAL:** The goal of this course is to ensure that students acquire in-depth knowledge and understanding of the administration and management of criminal justice organizations, including the structure and functions of these organizations.

4. **STUDENT LEARNING OUTCOMES:** **At the end of this course, students are expected to:**

- a. have an in-depth knowledge and understanding of the administration and management of criminal justice organizations.
- b. know the structure and functions of criminal justice organizations.

- c. know the basic concepts for understanding criminal justice organizations.
- d. know and understand the environments of the criminal justice system.

5. **EXPECTATIONS OF EACH STUDENT: Each student is expected to...**

- a. be regular and punctual in attending all classes. Regular and punctual attendance are required if significant learning is to occur. Absences may be excused by appropriate university authority/medical/etc. documentation. Documentation must be presented at the next class session for the student to be excused and allowed to do makeup work. Attendance will be counted as part of your final academic grade. University policy allows for a reduction in your academic grade for excessive absences. Two or more unexcused absences will be considered excessive. For this course, you are allowed only one unexcused absence. Also, every late attendance (coming to class after the roll is taken) will equal one (1) unexcused absence.
- b. complete all assignments and submit them no later than the due date for that assignment. All assignments must be typed, double-spaced with one inch margins on all sides, use a maximum 12 point font size, and include a cover page. A well-written assignment successfully conveys your message. Poor grammar, sentence construction, organization, and/or spelling errors often make it difficult for your instructor to understand your intended message and could also affect your grade. **Assignments are due at the start of class. No late submissions will be accepted without a valid excuse.**
- c. take lecture notes, as material presented in class discussions will likely appear in exams. This is an academic course and a learning environment, make the most of it.
- d. observe all rules of courtesy and respect, when participating in discussions. Your personal philosophy or theology is another perspective and should not be stated in a manner to condemn or discount the viewpoint and contribution of other students or of materials presented.
- e. participate in class discussions. Class discussion must reflect that you have read the material. At first you may not understand the concepts; a second reading will likely be most helpful. Even if you do not fully grasp the material, if you have made a reasonable attempt to read it, then that will be evident. Intelligent questions also reflect that you have read the material. You are responsible for reading and becoming familiar with all materials.

6. **RESEARCH PAPER:**

- a. Each student will select one U.S. (federal), or state, or local government criminal justice agency and discuss the structure, functions, and administration of that agency. The format for the research paper includes a title page, outline, text (introduction, body, and conclusion), and a reference page. The paper must be typed, 12 font, double-spaced, 1-inch margins on all sides, and 5 to 8 pages in length. The title page and the reference page are not counted as part of the 5 to 8 pages. You are required to use a

minimum of eight different sources which must be appropriately cited within the text of your paper and on the reference page.

- b. The paper that you submit is assumed to be your work exclusively. Students should review the University's policy on plagiarism.
- c. Accuracy of information, presentation style and format, clarity of presentation, and the organization, writing style, grammar, and spelling will affect the final grade assigned to your paper.
- d. A well written paper contains: (1) an introduction which defines the subject; (2) a discourse, or body, which places the subject in context and gives factual data and positions relating to the subject; and (3) a summary, or conclusion, of the material presented. The summary may also contain a personal opinion about the subject.
- e. Please use the American Psychological Association (APA) Manual as a guide for writing your research paper. Electronic reference formats recommended by APA can be found at <http://www.apa.org>.

7. **EXAMINATIONS:** There will be two examinations during the semester--a mid-semester and a final. Exams may consist of a combination of multiple choice, true- false, matching, listing, definitions and essays. Test questions will come from lectures, textbook, and any handouts you may receive. **There will be no makeup tests given. I reserve the right to give unannounced quizzes.**

8. **PERFORMANCE EVALUATION AND GRADING CRITERIA:**

a. Your final letter grade will be based on a total of **1000** points/100% which can be accrued by each student during the semester. Points may be accumulated based on the following grading matrix:

<u>Instrument</u>	<u>Value (points/percentages)</u>	
Mid-term Exam.	200 points	20%
Final Exam.	200 points	20%
Term Paper/Presentation	200 points	20%
Projects/Attendance/ Participation	200 points	20%
Weekly Review Assignments	200 points	20%
Total:	1000 points	100%

Grading Scale:

A = 100 – 90%

B = 89 – 80%

C = 79 – 70%

D = 69 – 60%

F = 59 – 0%

c. **There will be no “incomplete” grades in this class.**

d. **Grade Appeals:** Any student who feels they have been graded unfairly, even after talking with me, may appeal that grade by following University procedures in the Student Handbook.

9. **CHEATING AND PLAGIARISM:** Cheating and plagiarism will not be tolerated in this class. Please refer to the University’s Undergraduate Course Catalog for the detailed policy, sanctions and examples of cheating and plagiarizing. As a quick reference from the catalog, the following two definitions are provided:

- a. “Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one’s grade or obtaining course credit. Such behavior also includes assisting another student in such practice. Although cheating is often associated with examinations, it is the intent of this definition that the term “cheating” not be limited to examination situations only, but also that it includes any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means.
- b. Plagiarism is a specific type of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the intellectual property of others as one’s own ideas or works.”
- c. Students should provide complete references on all materials and ideas that are borrowed from other authors. All written assignments should specify the source of the ideas (if borrowed) and each should have a corresponding reference in the list of references. There may be great temptation to copy and paste information, given the increasing amount of data on the World Wide Web. If you succumb to this temptation, be sure to cite your sources fully. Any www sources require a full URL and the date accessed.

10. **SERVICES FOR STUDENTS WITH DISABILITIES (SSD):** Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located inside the EMAP Computer Lab in the Technical Education (IT) Building to register for the program at the beginning of each semester.

For more information or to schedule an appointment, please contact Mr. Billy Benson, Jr. via phone or email at 662-254-3005 or billy.benson@mvsu.edu.

11. DISCLAIMER: This syllabus is subject to change. This document does not constitute a contract with the University. It contains guidelines.

Administration and Management of Criminal Justice Organizations/CJ 480-01
Spring 2019
Class Schedule

JANUARY

Week 1 (01/07-13) – Organizing the Course
Introductions and syllabus review/course requirements.

Week 2 (01/14-20) – Chapter 1: Defining Management and Organization

Week 3 (01/21-27) – Chapter 2: Open Versus Closed Systems

Week 4 (01/28-02/03) - Chapter 3: Service Quality Approach

FEBRUARY

Week 5 (02/04-10) - Chapter 4: Environmental Influences

Week 6 (02/11-17) - Chapter 5: Conflict, Power and Ethical Issues

Week 7 (02/18-24) – Chapter 6: Motivation

Week 8 (02/25-03/03) – Chapter 7: Leadership

MARCH

Week 9 (03/04-10) - **Mid-Term Exam (Chapters 1-7)**

Week 10 (03/11-17) – **SPRING BREAK**

Week 11 (03/18-24) Chapter 8: Communication

TERM PAPER DUE MARCH 24

Week 12 (03/25-03/31) - Chapter 9: Police Administration

APRIL

Week 13 (04/01-04/07) – Chapter 10: Courts

Week 14 (04/08-14) - Chapter 11: Probation and Parole

Week 15 (04/15-21) – Presentations/ Discussion of research

Week 16 (04/22-28) – Presentations/ Discussion of research

Final Exams

MAY (4)

Commencement

