

**Mississippi Valley State University**  
**Department of Criminal Justice**  
**Principles of Administration (CJ 565-E01)**  
**CRN 20657**  
**Spring Semester 2019**

**Course Syllabus**

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Class: Online

Virtual Office Hours: Mondays–Wednesdays 6:00 -10:00pm  
& By appointment

1. **BOOK:** Denhardt, R. and Catlaw, T. (2015). Theories of Public Organization, 7th ed. Cengage Learning. ISBN: 1285436334 ISBN-13:9781285436333

**The textbook is required.** Students are required to complete the reading assignments before attempting to respond to discussion questions and assignments. 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 introduces students to public administration and management as an academic discipline and as a professional field of study and practice. This course provides students with a conceptual and theoretical basis upon which to analyze public organizations. It also provides an overview of a broad set of concepts, research, and practices surrounding the theory of organizational management and administration. 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 principles of administration and theories of organizational management including the structure and functions of these organizations. Students will develop a sense of public administration’s history, theory, traditions, controversies, challenges, and opportunities. In addition, through the unfolding of the course, students should come to think seriously about themselves and their choice to enter public service and their personal connection to public service.

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

- a. have an in-depth knowledge and understanding of the principles of administration and organizational theories.
- b. know the structure and functions of public organizations.
- c. know the basic concepts for understanding public organizations.
- d. know and understand the environments of public organizations.

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 before the subsequent assignment is due. Attendance in this class is measured by your participation on blackboard and will be counted as part of your final academic grade. University policy allows for a reduction in your academic grade for excessive absences, measured by excessive delay and failure to submit assignments on blackboard. Every late submission will attract a penalty/points reduction up to 10 points (1%) per late submission. Failure to submit will attract a grade point of zero (0).
- 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 every Sunday night by 11:59pm. Late submissions will be penalized.**
- c. 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.
- d. 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. government criminal justice organization and discuss the theories that form the basis for administering that organization. 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, Times New Romans 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 which can be accrued by each student during the semester. Points may be accumulated in the following ways:

<u>Item</u>	<u>Points</u>	<u>% of Grade</u>
Weekly Discussions/Participation	200	20
Weekly Chapter Reviews	200	20
Research/Term Paper	200	20
Mid-Term Exam	200	20
Final Exam	200	20
<b>TOTAL</b>	<b>1000</b>	<b>100</b>

b. **Letter grades will be determined as follows:**

<u>Scale(%)</u>	<u>Points</u>
90 – 100 = A	900 - 1000 = A
80 – 89 = B	800 - 899 = B
70 – 79 = C	700 - 799 = C
60 – 69 = D	600 - 699 = D

Below 60 = F                      000 – 599 = F

c.        **There will be no “incomplete (I)” 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](mailto: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.**

**Principles of Administration/CJ  
Spring 2019  
Class Schedule**

**Week 1 (Jan 07-13)**

Organizing the Course  
Introductions and syllabus review/course requirements.

**Week 2 (Jan 14-20)**

Chapter 1: Learning and Public Organizations  
(pg. 1-12)

**Week 3 (Jan 21-27)**

Chapter 1: Learning and Public Organizations  
(pg.13-23)

**Week 4 (Jan 28-Feb 03)**

Chapter 2: The Intellectual Heritage: Marx, Weber and Freud  
pg. 23-44

**Week 5 (Feb 4-10)**

Chapter 3: The Political Heritage: From Wilson to Waldo  
pg. 45-75

**Week 6 (Feb 11-17)**

Chapter 4: The Rational Model of Organization pg 76-85

**Week 7 (18-24)**

Chapter 4: The Rational Model of Organization Pg. 86-104

**Week 8 (25- Mar 3)**

**Chapter 5: Organizational Humanism and the New Public Administration pg. 105-129**  
**Mid Semester Exams (Due March 3)**

**Week 9 (4-10)**

**Chapter 6: The Policy Emphasis and the New Public Management**  
**pg. 130-149**

**Week 10 (March 11-15)**

**Spring Break**

**Week 11 (18-24)**

**Term Paper Due March 24**

**Chapter 6: The Policy Emphasis and the New Public Management Pg. 149-167**

**Week 12 (25-31)**

**Chapter 7: Beyond the Rational Model: Toward Democratic Public Organization Theory**  
pg. 168-188

**Week 13 (April 1-7)**

**Chapter 7: Beyond the Rational Model: Toward Democratic Public Organization Theory**  
pg. 189-222

**Week 14 (8-16)**

**Chapter 8: The Practitioner as Theorist**  
pg. 223-240

**Week 15 April 15-21**

**Discussion of Research**

**April 21 Final Exams for Graduating Seniors and Graduate Students**

**Week 16 April 22**

**Final Exams for Undergraduate Students**

**May 4**

**Commencement**