Syllabus

MISSISSIPPI VALLEY STATE UNIVERSITY

Academic Term and Year	Fall 2018
Course Prefix and Number	CJ 567 EO1
Course Title	Administration and Management in Criminal Justice
Days, Time and Location of Class Meeting	Online
Instructor's Contact Information	
Name:	Dr. Emmanuel N. Amadi
Office Location:	Criminal Justice Department Office
Office Hours:	Monday 11:30 AM-3:30 PM, Wednesday 11:30 AM-2:30 PM, and Thursday 11:30 AM-2:30 PM; and by appointment.
Office Phone Number:	662) 254-3363 Fax#: (662) 254-3646
E-Mail Address:	Blackboard Communication Tools
Course Prerequisites	None
Course Goals	The goals of this course are to give students in-depth knowledge and understanding as well as the skills necessary for successful administration and management of criminal justice organizations.
Course Description	This course involves an extensive examination and analysis of managerial skills applicable to the management of criminal justice agencies.
Criminal Justice Graduate Program Student Learning Outcome	Upon completion of the graduate program in criminal justice, the student should demonstrate understanding of : 1. The core issues and principles governing the operations of the criminal justice system. 2. Evaluate the theoretical formulations that explain crime, its prevention and control, as well as the operations of the criminal justice agencies. 3. Write professionally.
Expected Student Learning Outcomes:	Upon completion of this course, students are expected to: 1. Develop in-depth knowledge of justice administration. 2. Be familiar with the practices and principles of organization and administration of criminal justice organizations. 3. Be familiar with the roles and functions of criminal justice personnel. 4. Understand ethical issues in criminal justice. 5. Know the rights of criminal justice employees.
Course Requirements	Basic computer skills, working within Windows system environment, navigating the Internet, and familiarity with

	E-mail.
Required Textbook:	Peak, Kenneth J., (2016). Justice Administration: Police, Courts, and Corrections Management. Eighth Edition. Hoboken, NJ: Pearson Education, Inc.
Recommended Books:	Allen, Jennifer M., and Rajeev Sawhney (2015). Administration and Management in Criminal Justice: A Service Quality Approach. Second Edition. Thousand Oaks, CA: SAGE Publications, Inc. Kania, Richard R.E., (2008). Managing Criminal Justice Organizations: An Introduction to Theory & Practice. First Edition. Newark, NJ: LexisNexis. Stohr, Mary K., and Peter A. Collins. (2009). Criminal Justice Management: Theory and Practice in Justice-Centered Organizations, New York, NY: Oxford University Press.
Class attendance policy:	Every student is required to participate in using Blackboard Communication Tools, taking online exams, and other aspects of Blackboard. You are expected to log in regularly (daily, perhaps several times per day) to submit assignments, check grades, personal messages, and view course materials. Student(s) who fail to participate in the online course during a course week will be deemed absent for that week. The absence will be annotated as <u>absent unexcused</u> (AU), unless the instructor has been informed beforehand and deemed the absence as <u>absent excused</u> (AE). The instructor shall report all absences to the main campus as required. A student who has not participated for 7 consecutive days regardless of the absences, will be deemed AU or AE, and shall be recommended for administrative withdrawal by the main campus. In a traditional On-Line course, just because a student contacts the instructor and is excused from a scheduled class meeting does not mean the student is given credit for participation or attendance. The student is still annotated as AU or AE**. The On-Line shall be no different in this respect.** It is the instructor's sole discretion as to what he/she shall consider AU or AE.
Submission of Work:	Scheduled assignments MUST be completed and successfully submitted through the Blackboard Assignment Tool (drop box) by due date and time. Assignments automatically become unavailable after the due date and time expire. All assignments MUST be keyed using MS Word or saved as a .DOC file and no multiple submissions will be allowed.

	Research Paper **Due Date: November 15, 2018** For your research paper, you <u>MUST</u> select <u>one</u> United States (federal), or state, or local government criminal justice agency and discuss the structure, functions, and administration of that agency. The paper <u>must</u> also include an analysis and assessment of the interaction between the agency and its external and internal environments. The format for the research paper includes a title page, outline, text, and references. You are required to utilize a minimum of <u>five</u> sources to write the paper. You can use your textbook as one of your sources. The paper must be double-spaced and 15-20 pages in length. The paper is to follow the APA style. For information on APA style, consult: http://www.wisc.edu/writing/handbook/DocAPA Reference.html. Please note that spelling, punctuation, sentence structure, grammar, and the general content will factor prominently in determining the grade of the paper. Also, note that plagiarism (making intellectual use of material that originated with another author without citing the source) is a serious intellectual offense and will be addressed accordingly, that is, to the highest punitive academic degree, including earning a failing grade for the course.
Make-up policy:	Make-up will be based on unforeseen circumstances or emergency situations (e.g., serious illness, accidents, jury duty, or death in the immediate family) that make it impossible for the student to complete the course requirements on schedule. In that case, the student must request the make-up of a course grading item(s) and obtain the approval of the instructor before the make-up. Also, students attending officially authorized functions must discuss make-up with the instructor and obtain the instructor's approval before the make-up. Otherwise there is **NO** opportunity for make-up or "I" grade in this course.
Course Drop:	Students not completing the course for any reason are required to submit official drop notices to the Registrar's Office prior to the deadline date. **This is your responsibility**. Failure to comply with the procedure <u>WILL</u> result in your receiving a letter grade of "**UF**".
Cheating and plagiarism policy:	Cheating in any fashion will not be tolerated, including but not limited to plagiarizing another's words, work or ideas on individual class assignments. To address the situation of plagiarism, the University has implemented *Turnitin* to fight plagiarism and improve reading,

	writing, and research skills. *Turnitin* is a comprehensive plagiarism prevention system that lets faculty quickly and effectively check all students' work. Results are based on exhaustive searches of billions of pages from both current and archived instances on the Internet. Plagiarism will result in at least a failing grade for the assignment(s) and/or course.
Online Communication Observation of "Netiquette":	Students MUST use Blackboard mail for contact with the instructor and other members of the class. All your Online communications should be composed with fairness, honesty and tact. What you put into an Online course reflects on your level of professionalism.
Technical Problems:	If you experience technical/computer difficulties (*need help downloading browsers or plug-in, logging into your course, using your course web site tools, or experience errors or problems while in your online course*), contact: Mack Pendleton at 662.254.3114 as well as your instructor.
Technology Infusion:	**Hardware:** **Software:**
Teaching/Learning Strategies	The instructor will set the course contents, course objectives, and methods of on-line assessment. The course will incorporate the following instructional strategies: online activities, assigned readings/assignments. Students are encouraged to actively participate in activities, ask questions, and make comments when and where necessary. Most importantly, students are expected to be active learners, and to ask for clarification when they have questions. In order to be successful in this online class, it is important that students read the assigned material and submit assignments according to schedule. The goal of this approach is to develop a safe learning environment that addresses a variety of learning styles, promotes critical thinking, and fosters creativity.

Hardware table (within Technology Infusion):

Operating System:	Windows 98, 2000, NT, XP or a Macintosh System 8.1 or higher
Processor:	200 MHz or higher
Memory:	32 MB of RAM
H Drive Space:	100 MB free disk space
Modem:	28.8 kbps or higher
Monitor:	800x600 resolution

Software table (within Technology Infusion):

Internet Access:	Any Internet Service Provider
Browser:	Internet Explorer, Netscape r 4.7 or higher*, AOL 5.0 or higher**
Application	Recommend Microsoft Word or application file name **.doc**
Audio & Video:	RealPlayer, Quick Time

Grading Scale and Course Evaluation Procedures	Due Dates: **Midterm Exam: October 3, 2018** **Time: 1 hour & 30 minutes or 90 minutes** **Research Paper: November 15, 2018** **Time: 120 minutes per page of writing = 2,400 minutes for 20 pages** **Final Exam: December 5, 2018** **Time: 1 hour & 30 minutes or 90 minutes**

			Assessments	#	Points
A	180 – 200		Homepage Time: 240 minutes	1	5
B	160-179		Chapter Discussion Assignments Time: 2,880 minutes	13	65
C	140 - 159		Discussion Board Time: 960 minutes	4	40
D	120 – 139		Research Paper	1	30
F	Below 120		Exams	2	60
			Total	**21**	**200**

ADA Statement	Students with special needs/disabilities of any type who require special attention of the ADA Coordinator/instructor should notify the ADA Coordinator/instructor in the first full week of class. Such students should also have written confirmation by qualified experts of the disability on file with the Office of Academic Affairs and the ADA Office on MVSU campus. For help with papers, please use the University Writing Center often.

Course Outline

WEEKS	TOPIC OUTLINE: READING ASSIGNMENTS
1 8/20-8/25	The Study and Scope of Justice Administration – Ch. 1 **Time: 3 hours 180 minutes**
2 8/26-9/1	Organization and Administration: Principles and Practices – Ch. 2 **Time: 3 hours or 180 minutes**
3 9/2-9/8	Rights of Criminal Justice Employees – Ch. 3 **Time: 3 hours or 180 minutes**
4 9/9-9/15	Police Organization and Operation – Ch. 4 **Time: 3 hours or 180 minutes**
5	Police Personnel Roles and Functions – Ch. 5

9/16-9/22	**Time: 3 hours or 180 minutes**
6 9/23-9/29	Police Issues and Practices – Ch. 6 **Time: 3 hours or 180 minutes**
7 9/30-10/6	Court Organization and Operation – Ch. 7 **Midterm Exam** (Studying/Preparation) **Time: 18 hours or 1,080 minutes**
8 10/7-10/13	Court Personnel Roles and Functions – Ch. 8 **Time: 3 hours or 180 minutes**
9 10/14/-10/20	Court Issues and Practices – Ch. 9 **Time: 3 hours or 180 minutes**
10 10/21-10/27	Corrections Organization and Operation – Ch. 10 **Time: 3 hours or 180 minutes**
11 10/28-11/3	Corrections Personnel Roles and Functions – Ch. 11 **Time: 3 hours or 180 minutes**
12 11/4-11/10	Corrections Issues and Practices – Ch. 12 **Time: 3 hours or 180 minutes**
13 11/11-11/17	Ethical Considerations – Ch. 13 **Time: 3 hours or 180 minutes**
14 11/18-11/24	Special Challenges: Labor Relations, Liability, and Discipline – Ch. 14 **Time: 3 hours or 180 minutes** **Note: Not included in the Final Exam**
15 11/25-12/1	Financial Administration – Ch. 15 **Time: 3 hours or 180 minutes** **Note: Not included in the Final Exam**
16 **12/5**	**Final Exam** (Study and Preparation) **Time: 1 hour & 30 minutes or 90 minutes**
	Estimated Total Time for Course Activities in this Online Course is : 9,990 minutes.
NOTE	This document does not constitute a contract with the University. It contains guidelines. The instructor reserves the right to make changes as necessary in the syllabus.

Mississippi Valley State University
University College
Services for Students with Disabilities (SSD)
Disabilities Statement for Course Syllabus

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.