

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

Course Syllabus

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Virtual Hours: Wednesday, 6:00pm - 8:40

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 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. CLASS ATTENDANCE AND PARTICIPATION POLICY:

- a. Each 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 absent unexcused (AU), unless the instructor has been informed beforehand and deemed the absence as absent excused (AE). The instructor shall report all absences to the main campus as required. A student who has not participated for 7 consecutive days regardless if the absences were deemed AU or AE shall be recommended for administrative withdrawal to the main campus. In a traditional classroom 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 online classroom shall be no different in this respect. It is the instructor's sole discretion as to what he/she shall consider AU or AE.

- b. Complete all assignments and submit them no later than the due date and time for that assignment. Assignments automatically become unavailable after the due date/time expires. All assignments **MUST** be keyed using MS Word or saved as a .DOC file and no multiple submissions will be allowed. 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 on blackboard by 11:59 pm every Sunday evening. Do not email your assignments to the professor and NO LATE SUBMISSIONS will be accepted without a valid excuse.**
- 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. (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-term 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. Make up maybe allowed, depending on the circumstances, with a documented excuse, per University policy. Makeup format is at the instructor’s discretion. I also reserve the right to give unannounced quizzes.

8. **COURSE DROPS/INCOMPLETES:** 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 WILL result in your receiving a letter grade of “F”. See the deadline for add/drop in your class schedule.

9. **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>
Reviews (10)	200	20
Discussions (10)	200	20
Research/Term Paper	200	20
Mid-Term Exam	200	20
Final Exam	200	20
TOTAL	1000	100

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” 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
Fall 2019
Class Schedule

SN	Week/Dates	Assignments/Class Activities	Assignments/Readings/Due Dates
2	08/26-09/01	Syllabus and Introductions Chapter 1: Defining Management and Organization	
3	09/03-09/08	Chapter 2: Open Versus Closed Systems	Review 1 Discussion 1
4	09/10-09/15	Chapter 3: Service Quality Approach	Review 2 Discussion 2 Term Paper Topic and Choice of criminal justice agency for your research paper is due 09/08/2019
5	09/17-09/22	Chapter 4: Environmental Influences	Review 3 Discussion 3 Exam 1
6	09/24-09/29	Chapter 5: Conflict, Power and Ethical Issues	Review 4 Discussion 4 Term Paper Abstract, Outline and list of 5-8 references is Due 09/24/2019
7	09/30-10/06	Work on Research	Review 5 Discussion 5 Exam 2
8	10/07-10/13	Chapter 6: Motivation	Review 6 Discussion 6
9	10/14-10/20	Chapter 7: Leadership	Review 7 Discussion 7
10	10/21-10/27	Chapter 8: Communication	Review 8 Discussion 8
11	10/28-11/03	Chapter 9: Police Administration	Review 9 Discussion 9
12	11/02-11/10	Chapter 10: Courts	Review 10 Discussion 10 Term Paper Due 11/10/2019
13	11/11-11/17	Chapter 11: Probation and Parole	Exam 3

14	11/18-11/24	Case Study Assignment Review	
15	11/25-12/01	Fall Break Thanksgiving Holiday	
16	12/02-12/08	Final Exams	
	12/09-12/15	Grades	