

CJ 300 – ADMINISTRATION OF CRIMINAL JUSTICE
Section 201, TR 2:00-3:15
SPRING 2017, SH 416

Professor Information

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Office Hours

Monday 3:15 to 4:00
Tuesday 12:15 to 2:00, 3:15 to 4:00
Thursday 10:00 to 11:00, 12:15 to 2:00
Other days and times available by appointment

Course Description

This course provides an analysis of the theories of organization and the administration of criminal justice agencies, including management styles, techniques of leadership, and decision-making.

Additional Information

This course will immerse you in the theory and practice of the administration of justice. The work for this course will be rigorous and you will be expected to “connect the dots” across units. This is not to trick you; this is to reinforce important information and demonstrate to you how information from previous units applies to information in current units.

Required Text

Allen, J. M., & Sawhney, R. (2015). *Administration and management in criminal justice*. Thousand Oaks, CA: Sage.

Suggested Text (investing in this now will save you headaches later)

American Psychological Association [APA] (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC.

University Policies

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on “Marshall University Policies.” Or, you can access the policies directly by going to www.marshall.edu/academic-affairs/policies/. Academic Dishonesty/Excused Absence Policy for Undergraduates/Computing Services Acceptable Use/Inclement Weather/Dead Week/Students with Disabilities/Academic Forgiveness/Academic

Probation and Suspension/Academic Rights and Responsibilities of Students/Affirmative Action/Sexual Harassment

Students with Special Needs

If you are in need of special accommodations for class, please contact the Office of Disability Services at <http://www.marshall.edu/disability/> Documentation of your needs is required for you to receive the appropriate assistance in this course.

Attendance and Make-up Policy

- 1) **While I do not take attendance as part of your grade**, I do track attendance for the purpose of reporting to the registrar.
- 2) **I understand** that 'life happens' and sometimes it is necessary for students to miss class and/or submit assignments later than the due date.
- 3) **Anyone** with an excused absence as defined by university policy will be permitted to submit course work according to the make-up policy outlined below. The university absence policy can be found at the following link:
<http://www.marshall.edu/student-affairs/files/Revised-Undergraduate-Class-Attendance-Policy-for-fall-2015.pdf>
- 4) It is always possible that you will have an absence that does not fall under university policy as being 'excused.' You may request to have the absence treated as excused by me for this course. Each absence not covered by university policy will be considered on a case-by-case basis. These absences will be subject to the make-up policy outlined below.
- 5) **Make-up policy**
 - a. If you have a university excused absence or an absence I consider to be excused, you must turn in all work within 2 days after the due date to receive up to 100% of the available points.
 - b. Any work turned in between 3 days and up to 5 days after the due date will receive a maximum of 50% of the available points.
 - c. Any work that is not turned in within 5 days of the due date will not be eligible to receive any of the available points.
- 6) **And finally.....**You are responsible for your own conduct inside and outside of the classroom. This includes making a decision about whether or not to come to class. Before you decide to miss/skip class on a regular basis without a good reason, think about the following:

Missed class = missed opportunities (e.g. review sessions, in-class discussions).

Missed opportunities = missed information for assignments, including exams

Missed information for assignments and exams = lower scores on assignments/exams

Lower scores on assignments/exams = lower course score

Lower course score = potential loss of financial aid, a bad grade on your transcript, spending money to retake the class, having to explain yourself to your parents

FURTHER, if you chronically miss class during this (or any other) course(s) in which you are my student, it will severely diminish the likelihood of me writing a letter of recommendation for you in the future.

Academic Dishonesty

- 1) The university policy for academic dishonesty can be found at the link below <http://www.marshall.edu/board/files/policies/MUBOG%20AA-12%20Academic%20Dishonesty.pdf>
- 2) If I suspect you have committed an act of academic dishonesty, I will request a meeting with you to discuss the assignment. If, after this meeting, I still suspect you committed an act of academic dishonesty, the following will occur:
 - a. If you commit academic dishonesty on an examination, you will fail the class.
 - b. If you commit academic dishonesty on any other type of assignment, you will receive a grade of "0" for that assignment.
 - c. A report will be filed with the Office of Academic Affairs.
- 3) Per university policy, you may appeal any charges of academic dishonesty.

Encouraged Classroom Behaviors

Criminal justice is a discipline with many controversial topics. You are going to have personal opinions about many of the topics we discuss. So will everyone else. Therefore, the **following behaviors are ENCOURAGED in my classroom**.

- 1) Be respectful of me, of your peers, of guests, and of yourself!
- 2) Talk, talk, talk! To understand any criminal justice issue, you must discuss it!
- 3) Challenge each other! Challenge me! I will challenge you! That is how we will all learn something.
- 4) Be open minded. Never be afraid to change your opinions after you learn new information or consider someone else's point of view.
- 5) Think critically. Connect the dots. Consider the research. Think about what it means to practice in the field of criminal justice. A personal opinion is not the same thing as an educated opinion or a professional opinion. And none of those are the same as the knowledge someone possesses based upon the research they, and others, have conducted.
- 6) Be brave. My classroom is a space where we can respectfully discuss controversial issues. If you are ever uncomfortable in my classroom, please tell me and I will do my best to address the issue. BUT – do not confuse being uncomfortable with being CHALLENGED!

Prohibited Classroom Behaviors

Any behavior that is disrespectful, threatening, and/or disruptive to me or other students is prohibited. I reserve the right to remove you from the classroom should you engage in any of these behaviors.

Personal Technology in the Classroom

- 1) Do not spend our time together with your face buried in your phone, your computer, or any other electronic device.
- 2) I do not mind if you use an electronic device to take notes, look at an electronic copy of the book, look at assignments, etc. However, if you are spending too much time typing or staring at the screen and not enough time making eye contact with me and engaging in classroom discussions, I will require you to put your device away.
- 3) If I suspect that any student is using technology to engage in academic dishonesty I will prohibit the entire class from using technology in the classroom.
- 4) Be respectful of me and your peers regarding social media. It is not amusing to post a picture or a video of someone without their knowledge. Doing so says far more about your character than it does about the character of the person who is your target.
- 5) Yes, I have social media (see instructor contact information). I will never post pictures of you without permission, and I will never say anything disparaging about you. I will, however, occasionally brag about you as a class or make a post about your class activities 😊

Communication Is Important!

A lot of problems could be avoided if people simply communicated with each other. Make it a habit of checking your MU e-mail daily for news about the course and the occasional extra credit opportunity. I will make every effort to respond to your e-mails within 24 hours of receiving them, excluding weekends (Friday at 5pm to Monday at 8am). If you have not heard from me within 24 hours of sending me a message (again, weekends excluded), feel free to give me a nudge. I am human (surprise!) and sometimes I do forget things.

Course Learning Outcomes Matrix

Course Learning Outcomes	How Each Outcome is Practiced	How Each Outcome is Measured
Students will identify the tasks and responsibilities of criminal justice agencies	In-class discussions	Policy and procedure development
Students will apply theories of leadership and management to criminal justice agencies	In-class discussions, case studies; draft of interview questions	Interview with a criminal justice manager; policy and procedure development

Students will analyze challenges to the administration of criminal justice	In-class discussions, case studies; draft of interview questions	SWOT analysis, interview with a criminal justice manager; policy and procedure development
Students will develop academic research skills related to the criminal justice field	Library research, annotated bibliography; journal article review	Policy and procedure development
Students will develop professional written communication skills using APA format	In-class discussions	Policy and procedure development

Course Assessments

This section outlines the course assessments that will be used to determine your performance in this class. More specific information for each assessment will be provided at the appropriate times.

- 1) **You must turn in all assignments and earn at least 92% of the total course points to be considered for the grade of A in this course.** If you fail to turn in any assignments or take any exams or quizzes, the highest grade you are eligible to earn is a B, regardless of points earned on your completed work. Maximum effort, people! Maximum effort! ☺
- 2) Hard work is rewarded. If you pay attention to my feedback on your assignments and use this feedback in other assignments to improve your skills, your scores will reflect your effort.
- 3) This policy is not intended to discourage you – just the opposite – this policy is intended to encourage **EXCELLENCE IN LEARNING!** You are intelligent people and I have high expectations of you. I also have high expectations **FOR** you! You are on your way to becoming professionals in your chosen field – it is my job to make sure you are off to a great start by teaching you responsibility and professionalism!
- 4) All assignments except for group work will be submitted via Blackboard.

Interview with a criminal justice manager (25 points)

The interview with a criminal justice manager is worth 20% of your grade. This assignment will require you to develop questions designed to assist you in writing your service quality approach paper. The draft of the interview questions is worth 5 points and the interview itself is worth 20 points.

Policy and procedure development (100 points total)

Policy and procedure development is worth 40% of your grade. More details will be provided to you during the second week of class.

Learning reflection (25 points)

The learning reflection paper is worth 10% of your grade. Information about this assignment will be provided to you at the end of the semester.

SWOT Analysis (25 points)

The SWOT analysis is worth 10% percent of your grade. A SWOT analysis examines the Strengths, Weaknesses, Opportunities, and Threats to an organization. More details will be provided to you during the second week of class.

In-class group work (5 x 10 points, 50 points total)

In-class group work is worth 10% of your grade. Group work for this class requires meaningful discussions with your peers about a criminal justice management issue or a research article chosen by the professor. Please note that if you miss class on a day we will be doing group work, you will be required to write a short paper on the topic of discussion if your absence is excused.

Unit questions (3 x 25 points, 75 points)

Unit questions are worth 10% of your grade. These questions will be graded for accuracy of information.

Grading Scale

A = 92% to 100%

B = 91% to 80%

C = 79% to 70%

D = 69% to 60%

F = 59% and lower

Tentative Schedule

This reading schedule serves as a guide to assist you in organizing your work inside and outside of class. You are responsible for reading and understanding all assigned materials. My lectures will not cover each and every point in the readings; often my lectures include information that you will not find in the readings. Any material assigned is testable material, regardless of whether or not it is covered during class time. Please note that I reserve the right to amend this schedule based upon class needs.

Unit 1 – Approaches to management and organization		
	<i>Read This</i>	<i>Items Due</i>
Week 1 Jan 10, 12	Syllabus Chapter 1 Defining management and organization	
Week 2 Jan 17, 19	Chapter 2 Open vs. closed systems	Jan 19 – In class group work
Week 3 Jan 24, 26	Chapter 3 Service quality approach	Jan 26 – Draft of interview questions
Week 4 Jan 31, Feb 2	Chapter 14 Measuring organizational effectiveness and service quality	
Week 5 Feb 7, 9	Chapter 14 Measuring organizational effectiveness and service quality	Feb 9 – Unit questions Feb 9 – In class group work

Unit 2 – Administration of CJ		
Week 6 Feb 14, 16	Chapter 9 Police Administration	Feb 16 – In class group work
Week 7 Feb 21, 23	Chapter 10 Courts	Feb 23 – Interview with criminal justice manager
Week 8 Feb 28, Mar 2	Chapter 11 Probation and parole	Feb 23 - Unit questions
Week 9 Mar 7, 9	Chapter 12 Prisons, Jails, Detention Centers	Mar 9 – In class group work
Unit 3 – Influences on management and organization		
Week 10 Mar 14, 16	Chapter 4 Environmental Influences	
Week 11 SPRING BREAK		
Week 12 Mar 28, 30	Chapter 6 Motivation	Mar 30 - SWOT Analysis
Week 13 Apr 4, 6	Chapter 6 Motivation	Apr 6 – In class group work
Week 14 Apr 11, 13	Chapter 7 Leadership	
Week 15 Apr 18, 20	Chapter 8 Communication	Apr 20 – Unit questions
Week 16 Apr 25, 27	DEAD WEEK	Policy and procedure paper due April 25 th
Exam Week		
Learning reflection assessment due via Blackboard by Thursday May 4 at 10:15 am		