



# **CJCB 407 Organizational Culture in Public Safety Organizations**

COURSE SYLLABUS March 2020

## **INSTRUCTOR INFORMATION**

**Instructor: Mike Hughes, M.S.**

**Virtual Office Hours: Email as needed**

**Office Phone: 817 851 2924**

**Office Fax:**

**Preferred Email Address: [michael.hughes@tamuc.edu](mailto:michael.hughes@tamuc.edu)**

**Preferred Form of Communication: Email/Text**

**Communication Response Time: 24 7 days a week**

## **COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

*\*A textbook is not assigned for this class. All reading assignments are provided with links to Internet sources and/or document files.*

## **Course Description**

This competency-based course considers organizational culture in the context of law enforcement organizations, examining the factors that influence culture. Students will consider the ways that culture develops within an organization and how it influences communication and police/community relations with an emphasis on the relationship between leadership development and organizational culture. Students will develop a conceptual framework for their own leadership philosophy in the context of a dynamic public safety culture.

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**Student Learning Outcomes** (Should be measurable; observable; use action verbs)

1. Students will be able to articulate what organizational culture is; how it develops; and what factors influence it.
2. Students will be able to apply their knowledge of organizational culture to explain how it influences communication and leadership.
3. Students will be able to explain the ways that organizational culture influences internal criminal justice agency functions, as well as police/community relations.
4. Students will articulate what the role of leadership is in organizational culture, and specifically how their own leadership philosophy can influence organizational culture.

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

**Students will need a reliable computer and internet access for this course. Specific capabilities of the computer are discussed later in the syllabus. Students are required to demonstrate proficiency in myLeo navigation in order to participate in this course. Fluency in programs like Microsoft Word, PowerPoint and Excel may further contribute to student success in this course.**

### **Instructional Methods**

**This course is 100% online. As such, communication and assignment submission is all done electronically. Power points, resources, assignments and tests are all located within the online course.**

### **Student Responsibilities or Tips for Success in the Course**

Students are encouraged to thoroughly read all assignments and view relevant videos as directed. Critical thinking exercises will help students with practical application of the concepts presented, and students are encouraged to read through them after completing each module.

Students are encouraged to e-mail the professor as they encounter concepts that after reading and utilizing course resources (supplemental documents, Youtube videos, etc.), still do not understand.

## **GRADING**

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

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F = 70% or Below

\*Students are required to achieve and 80% or higher on a posttest in each competency and on the project in order to pass the course.

## **Assessments**

### **Pretest and Posttest for Each Module**

The purpose of the pretests is to provide a baseline understanding of your knowledge in each module.

The Posttest is an assessment of your knowledge of the material required for the module. If you score less than 80% you will have an opportunity to review the material and re-take the module Posttest. You will have up to three attempts at passing each competency. If you have not passed the module in three attempts, you will receive a letter grade of an F. In order to demonstrate competency, a score of 80% or higher is required.

### **Project**

You will also have a project in this course. The project will be based on expanding your knowledge and applying the information you have learned in a practical exercise. A score of 80% or higher is required.

### **Final Grade Calculation**

The final grade will be assigned by taking the average of the posttest and the grade of the project.

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

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## **ACCESS AND NAVIGATION**

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## **COMMUNICATION AND SUPPORT**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### **Interaction with Instructor Statement**

For questions or concerns about the course material or project, please contact your instructor.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

Participation from students regularly is encouraged. There are optional critical thinking exercises that are not required. Students are encouraged to participate in those, and to research organizational culture in practice, as regular exposure to course content will result in a better chance at successful completion of the course.

The only required assignments in this course are the pre-test, the posttest, and the project. While pre-tests are required to pass the course, the grade does not count toward your final

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grade. A grade of 80% or higher is required on a posttest. You have 3 attempts to achieve a grade of 80% or higher. Aside from the tests, there is one required course project that each student is required to participate in and an 80% or higher is required.

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

## **University Specific Procedures**

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).  
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:  
<https://www.britannica.com/topic/netiquette>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).  
<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

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## **Students with Disabilities-- ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

## **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## **COURSE OUTLINE / CALENDAR**

### **Suggested Timeline\***

Modules	Subject	Activities
1 & 2	Introduction to Organizational Culture	<b>Pre-test</b> , readings, videos, Critical Thinking assignment.
3	Organizational Culture and Communication	Readings, videos, Critical Thinking assignment.
4	Organizational Culture in Public Safety Organizations	Readings, videos, Critical Thinking assignment.
5	Organizational Culture and Leadership	Readings, videos, Critical Thinking assignment, Post-Test
6	Course Project	Submit project

\*All submissions should be turned in by the end of the last day of the term.

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