CJCB 402 – Leadership
COURSE SYLLABUS: Fall I 2022

INSTRUCTOR INFORMATION

Instructor: **Jason B. Waller, M.S.**
Office Location: **Virtual Office Hours Only**
Office Hours: **Virtual Only (*For Zoom Meeting appointment, please email Mr. Waller to set one up.*)**
Office Phone: **903-521-7476 (*personal mobile – please leave message if not answered – or text me - so I can return your call*.)**
Office Fax: **N/A**
University Email Address: **Jason.Waller@tamuc.edu**
Preferred Form of Communication**: University Email or within Course Email**
Communication Response Time: **Less than 24 hours**

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbooks - None. (Numerous links and files will be provided within the course.)

Software - Microsoft Word or other word processing software.

BSCJ WITH EMPHASIS IN LAW ENFORCEMENT LEADERSHIP DESCRIPTION

The Bachelor of Science in Criminal Justice with an emphasis in Law Enforcement Leadership (BSCJ-CJCB) at Texas A&M University-Commerce is a 100% online, competency-based program designed specifically for first responders: law enforcement, peace officers and military personnel with existing work experience, police academy training, or other certifications. Courses are offered in an accelerated format, so students can move swiftly through material they already have mastery over and focus more attention on topics that are new and challenging to their existing knowledge base. The courses are self-paced, so students can work according to their own schedule. Students in the BSCJ-CJCB program develop practical workplace competencies that meet current and future challenges facing first responders today.

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Course Description

Managing a successful policing organization requires the application of strong interpersonal leadership skills to work effectively with people in a variety of roles. In this course, you will learn effective leadership strategies including improving communication, team effectiveness, change management, conflict resolution, and ethical decision-making practices.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

LO1: Assess leadership style in a policing organization.
LO2: Evaluate the role of followership in a policing organization.
LO3: Describe an effective team within a policing organization.
LO4: Assess the importance of sworn/non-sworn personnel in policing organizations.
LO5: Create a plan for a mentoring program.

REGULAR AND SUBSTANTIVE COURSE INTERACTION

As a general guide, students enrolled in a three (3) semester hour course should spend one hour engaged in instructional activities and two to three hours on out-of-class work per week in a traditional semester. Students are expected to double this effort of engagement given that this course is being delivered in a seven-week term. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty to ensure that students are able to demonstrate competency.

COURSE REQUIREMENTS

Minimal Technical Skills Needed
Must be able to use Microsoft Word or other word processing software.

Instructional Methods

This is an online Competency Based Education (CBE) course. Learning activities include assorted reading and videos, discussions, quizzes, pre-test and post-test, and a culminating project.

Pretest:

The Pretest for this course assesses your knowledge of leadership theories and associated practices for improving communication, team effectiveness, change

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management, conflict resolution, and ethical decision-making practices. The Pretest also assesses your knowledge of:

- followership,
- the challenges in leading sworn and non-sworn staff, and
- mentoring programs.

The purpose of the pretest is to provide a baseline understanding of your knowledge in this competency. **The pretest is <u>required</u> for the course and a score of at least 80 is also required.**

NOTE: If you make an 80 or higher on the pre-test, you may, if you desire, then proceed to the development and submission of your term project. Once you have successfully completed it (with a grade of 80 or higher), then you can proceed to the Post-Test. You must make an 80 or higher on the Post-Test (and the other required assignments) to successfully complete this competency-based course.

If you make lower than an 80 on your first attempt of the Pre-Test, it is strongly recommended that you work through the various activities (videos, reading assignments, and quizzes) in order to hone your knowledge and skills before retaking the Pre-Test again and attempting to take the Post-Test.

Content	Description	Value	Notes
Pre-test	This is the initial assessment in the course to provide a baseline understanding of a student's knowledge of the course content and competencies. Pretests are taken once and should be completed upon the first couple of days of a CBE academic term or entry into a course if a student is an accelerator.	100 points	Required before completing any other work in the course. **The grade on the pre-test <u>does</u> count in the final grade for this course.**

Discussions:

You need to share your ideas/opinions in each discussion question. Because this is a CBE course, you are not required to respond to any other student in the class. However, please respond to your instructor when appropriate or requested.

Quizzes:

You need to complete a quiz in each module. It is a great opportunity to review what you learned in each module. (However, quiz grades do not factor into the course' final grade but are there for the student to review the knowledge and skills.)

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Student Responsibilities or Tips for Success in the Course

To be successful in this course, plan to spend at least **135** hours to read/listen to online content, participate in discussion forums, complete assignments, and study the course material.

Assessments

Pre-Test:

The Pretest for this course assesses your knowledge of leadership theories and associated practices for improving communication, team effectiveness, change management, conflict resolution, and ethical decision-making practices. The Pretest also assesses your knowledge of:
- followership,
- the challenges in leading sworn and non-sworn staff, and
- mentoring programs.

The purpose of the pretest is to provide a baseline understanding of your knowledge in this competency. **The pretest is <u>required</u> for the course. A score of 80 points or higher is required to demonstrate competency.**

Again, if you make lower than an 80 on your first attempt of the Pre-Test, it is strongly recommended that you work through the various activities (videos, reading assignments, and quizzes) in order to hone your knowledge and skills before retaking the Pre-Test again and attempting to take the Post-Test.

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Posttest

The Posttest for this course assesses your knowledge of leadership theories and associated practices for improving communication, team effectiveness, change

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management, conflict resolution, and ethical decision-making practices.

The Posttest also assesses your knowledge of:

- followership,
- the challenges in leading sworn and non-sworn staff, and
- mentoring programs.

The Posttest is an assessment of your knowledge of the material required for the competency. **A score of 80 points or higher is required to demonstrate competency.**

If you score less than 80 points on any competency, you will have an opportunity to review the material and re-take the competency Posttest. You may take the Posttest assessment up to three times. If you have not passed the competency in three attempts, you will work with an Academic Coach to determine another method of fulfilling the program requirements in this subject. In order to demonstrate competency, a score of 80 points or higher is required.

Content	Description	Value		Notes
Post-test	Measures your competency of learning outcomes through essay, short answer, and multiple-choice questions.	100 points		Required and you must score 80% or higher. You have up to three attempts. **DUE: Last day of week 7, Friday by 9:59 PM CST**

Culminating Project – Mentoring Program

For this project you will create a mentoring program that you would like to implement in your department. Make sure to select from the following types of programs:

- One-on-One mentoring
- E-mentoring
- Reverse Mentoring, i.e., younger employees mentoring older employees on technology or social media applications.
- Peer Mentoring Groups
- Group Mentoring

Write up a proposal for your command staff using the Mentoring Program Rubric. Your written project should be written in APA format, however, if you would rather write it in more of a "memo" form (i.e. agency letterhead, etc.), that would be acceptable also. It should be typed, double-spaced, and using Times-New Roman 12-point font. It is also recommended that your project by at least 4-5 pages in length, not including a cover page or references (*which are also strongly suggested to be included in your proposal*).

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When you have addressed each of the rubric requirements, submit the proposal to your instructor for feedback. Once you have reviewed the instructor's feedback and made any the necessary updates, edits, or changes, upload your project for final grading.

Content	Description	Value	Notes
Project	Measures your competency of learning outcomes the completion of a competency-based project.	100 points	Required and you must score 80% or higher. You have up to three attempts. **DUE DATE if you want feedback for revisions: End of week 6.** **HARD DUE DATE: Last day of week 7, Friday by 11:59 PM CST**

Your instructor would request that you submit your written project to him by first e-mailing him a copy of it in Microsoft Word. He will then review it for content, structure and grammar, and inclusion of all of the requirements of the project's rubric. He will then return this pre-graded to the student for any edits or corrections. You can e-mail your Term Project to him at:

Jason.Waller@tamuc.edu

At some point, you will also be requested upload the proposal to your e-portfolio.

GRADING

A score of 80% or higher on Pre-Test, the Culminating Project, and Post-Test is required to demonstrate competency and receive credit for the course. The following items will be used to calculate the final grade in the course.

Item	Minimum Grade/Maximum Grade
Pre-Test	80/100
Post-Test	80/100
Culminating Project	80/100
Total	**100 %**

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

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A = 90%-100%

B = 80%-89%

F = 70%-79% or Below

The Posttest and Culminating Project for this course assess your culminating knowledge of the learning outcomes for this course.

<u>A score of 80 percent or higher on both the Post-Test and Culminating Project is required to demonstrate competency.</u>

If the seven-week term ends and you do not complete all competencies, you will receive a grade of "F" and be required to complete the remaining competencies in the next term.

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

YouSeeU Virtual Classroom Requirements:
https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements

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.

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

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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

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your "myLeo" mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 hours, provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

All emails from students should include:

- **Course name and subject in the subject line (ex. ORGL 3322 – Posttest)**
- **Salutation**
- **Proper email etiquette (no "text" emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

Expect responses to email within **24** hours and feedback on your final project within **48** hours.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

In order to demonstrate competency you must achieve 80% or higher for the Pre-Test, Post-Test, and Culminating Project.

Syllabus Change Policy

The *syllabus/schedule are subject to change.*

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.as px

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

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

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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
Velma K. Waters Library - Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: 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

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

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COURSE OUTLINE/CALENDAR		
Module Topic	**Materials to Read and Review**	**Suggested Assignments**
PRETEST	**NO REVIEW NEEDED**	**COMPLETE ON FIRST DAY (80 points or higher)**
M1 – Leading a Police Organization	**Reading assignments (4)** **Watch videos (4)**	**Exercise: Your leadership style (Required)** **Module Discussion (Required)** **Quiz**
M2 – The Role of Followership	**Reading assignments (3)** **Watch videos (1)**	**Exercise: Disagreement with a supervisor (Required)** **Module Discussion (Required)** **Quiz**
M3 – Importance of Teams	**Reading assignments (4)** **Watch videos (2)**	**Module Discussion (Required)** **Quiz**
M4 – Leading Sworn and Non-Sworn Staff	**Reading assignments (3)** **Watch videos (1)**	**Exercise: Civilian Interview (Required)** **Quiz**

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M5 – Mentoring and Coaching	Reading assignments (4)	Exercise: Your Mentor **(Required)** Module Discussion **(Required)** Quiz
POSTTEST	**REVIEW ALL NECESSARY MODULES**	**COMPLETE BEFORE FINAL DAY 5:00PM (80 points or higher)**
CULMINATING PROJECT	**Mentoring Program**	**REQUIRED ASSIGNMENT:** · **Create a proposal** · **Send the proposal to the instructor for feedback** · **Place into e-Portfolio upon successful completion, as directed by instructor.** **(Grade of 80 or higher)**

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