



Please, click on the following link to access A&M-Commerce Covid 19 Information, <https://new.tamuc.edu/coronavirus/>

CJ 520- CJ Administration & Management

COURSE SYLLABUS: Fall 2022
(October 3, 2022 to November 4, 2022)

INSTRUCTOR'S INFORMATION

Instructor: Lorraine Samuels, Ph. D., MBA, MSc. (Adjunct Instructor)
Office Location: Online (100%)
Office Hours: Monday-Friday (By Appointment)
Office Phone:
Office Fax:
University Email Address: Lorraine.Samuels@tamuc.edu
Preferred Form of Communication: **Email**
Communication Response Time: 24-48 hours.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: **Administration and Management in Criminal Justice-A Service Quality Approach**, Third Edition by **Jennifer M. Allen**-Nova Southern University, Ft. Lauderdale, FL USA and **Rajeev Sawhney**-Western Illinois University, USA. SAGE Publications, Inc. ISBN: 9781506361529

Software Required: Per TAMU-Commerce

Optional Texts and/or Materials: As directed by your course instructor

Please Note: The *syllabus/schedule* are *subject to change*.

Course Description

CJ 520 – CJ Admin and Mgmt.

Hours: 3

Criminal Justice Administration and Management. This course will provide students with a conceptual and theoretical foundation upon which to study criminal justice administration and management through critical evaluation and application of the research literature to present-day criminal justice challenges and concerns.

Student Learning Outcomes

To provide students a clear understanding of the more central topics covered under the heading of *Administration of Justice*—to include specifics for the different arms of the criminal justice system.

1. To provide students with a clear understanding of the criminal justice agencies as units of the *system* with—their individual, yet connected goal of public safety and as such—shared, though distinct issues in administration and management.
2. To provide students with a deeper understanding of the organization as a living and dynamic entity.
3. To provide students with the opportunity to dissect some of the more concerning issues facing those organizations charged with administering justice.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Instructional Methods

- Directed Readings. Select textbook readings – (furthermore, course participants may be directed to professional journals as is relevant to expanding knowledge base and, informing own research paper/project).
- Discussion Forums
- Papers--Review and Reflection
- Project

Student Responsibilities or Tips for Success in the Course

Timeliness. Organization is key. You've likely heard it said before that it's not the "brightest" student who will necessarily be successful, but the most organized, this phrase reverberates in my mind each semester that I encounter new students; it remains one of my own key *take-a-ways* from one of my own doctoral professors. This, in itself, is a skill one must calculatedly work towards. Aim to be timely in asking

Please Note: The *syllabus/schedule* are *subject to change*.

questions and sharing concerns. Do not wait until the semester has ended to address issues that knowingly can/will impact your success as it will be then be too late. Be aware of due dates for all assignments (tests, discussion forums, required readings, etc.). Be sure to record these dates where you are certain to see them in a timely manner

Resources. It is important to secure the needed tools for your class. Having access to a textbook beginning day one is encouraged.

Stay connected. Get in the habit of checking the *announcement site/link* and your school emails regularly to stay connected.

Schedule changes. There are times when changes to the schedule may be/are unavoidable, you will be informed of such via the announcement site...do not wait days to visit this site as you run the real risk of missing important notice(s).

GRADING

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

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Assessments

Tests. Thirty (30) pts. Tests contribute 30 points to your overall grade. There are two tests worth a total of (30) pts. Test release days are typically Fridays and will be due by Sunday 11:59 pm. For the second test however, the planned release day will be Thursday, with a due day of the Friday given the calendar date for ending the semester.

Access & Schedule. Note that once you access a test, you must complete same in one sitting. Please note that tests are individual assignments. Tests are based on assigned readings/chapters, etc., as directed by course instructor ahead of test day. The specific area(s) of focus for each test will be made known (with adjustments made, as needed), pending coverage of course material. See calendar for schedule of days and related chapters. You will note that the following weeks: 1, 2 and 4 are test free with tests scheduled for weeks 3 and 5. I know you'll use test free weeks to get ahead on your readings, as well as sourcing references for your literature review (to be discussed further).

Please Note: The *syllabus/schedule* are *subject to change*.

Other notes...

- **Tests** are individual assignments/work. Evidence of collusion will trigger a review and, if collusion is borne out, this will result in a failing grade for the related assignment. Simply put, it is not worth your time to engage in such practice when you most likely would have performed perfectly well on your own. Tests are timed assessments to be completed in one sitting, you will have only **one access**, it is therefore imperative that you take care as you open your tests. It is important to prepare before opening tests as requests to re-open a test you have already been given access to will not be facilitated. This is not a case of “punishing” anyone, but certainly a case of keeping the “playing field” level for all. Where there are questions of technical issues, your course instructor will request of our IT- department to review concerns as part of the final decision making process to re-opening or not a test. You will be called upon to furnish (in writing), a detailed report of what transpired.
Contacting course faculty. In addition, as the registered student, it is your responsibility to contact your course instructor as soon as is possible if you encounter an issue that disrupts your ability to successfully access, complete, or launch a completed assignment and one that is not attributable to student error or neglect.
 - **Structure of tests.** Tests will consists of multiple choices, short answers and mini-essays.
 - **Practice quiz.** A short practice quiz will be given before the first full test, the objective here is to “pre-test” the system (a dry run if you will) before the larger assignments, thus allowing for early trouble-shooting, as needed.
 - Your **Practice quiz** will be for 1 pt. You will be awarded full point irrespective of quiz outcome, as long as you have attempted all questions on the brief practice quiz, otherwise, a percentage of this 1 pt. will be applied based on the number of attempted questions.

Discussion Forum. Ten (15) pts. Three scheduled for this class for a total of 15 pts (3 x 5 pts =15 pts). Special Note for submission→You must first submit a post (your original response), before you will have access to the submissions of classmates. An **original** post is required, this will be your most substantive post and will be for a possible 2.5 pts of the 5 pts for each forum. Your submission will be assessed based on relevance, content, and clarity. Postings should reflect **your voice** on the topic of discussion, along with aptly weaved in citations from relevant literature. APA applies. Note that the discussion is not, however, a literature review. The remaining points (2.5 pts.) will be based on your response and engagement to at least two of your classmates’ original posts; these must make a point—simply stating that you “agree with” or “like how someone stated...” and any similar version that would be assessed as simply such will not be sufficient to move the mark on grading; aim to engage your classmates on the core of what they stated. To recap then, your original post is your most substantive, with at the very least, two responses to classmates’ submissions—

Please Note: The *syllabus/schedule* are *subject to change*.

each worth a possible 1.25 (for total of 2.5 pts of the 5 pts allotted). **Stacking.** Time is also a factor in submitting posts and by extension, in grading; if all your postings are submitted in close time/proximity to each other, this does not allow your readers adequate time to digest and respond to your work—it does not mirror the intended “classroom” simulation of discussions and will ultimately impact the final grade. The recommendation is that you review the topic, prepare your first (more substantive post) and submit. Next, take time to read the works of others, decide which you’ll respond to and submit with care for spacing these engagements. Address each of your classmates as you respond to their posted work. You may also take the route to submit a second post (with not specific reference to a classmate’s work) if you find that your classmates are lagging behind in their submissions; this essentially amounts to two “original” postings, your third in this instance must be to a classmate’s work. Remember—a total of three postings required. You can submit more than three responses to the forum.

Reflection Papers. Thirty (30) pts total. Three required. These will be based on either your review of a written article, a chapter or chapters or a video footage(s) you are directed to read/view/etc. You will prepare a brief reflection and critique on what you read/viewed. **Three typed written** pages required (double spaced). (APA applies)

Project Paper. Forty (25) pts. An **individual** project is required. The final paper should be 8-10 type written pages, no less than 8 pages, no more than 10 pages (APA applicable... 12 pt. font, double spaced, bibliography, etc.). **SPECIAL NOTE: YOU WILL NOT BE CONDUCTING RESEARCH.** On this assignment, you will have some options to be spelt out ahead of our class start date. As a prelude, this assignment will address some management issue in any aspect of any of the agencies or arms (i.e., Law Enforcement, Courts, Corrections) of the criminal justice system. You will be required to name the issue, clearly explain the issue, critique the issue and offers solution(s) for the issue. Your critique of your identified area for focus can will be introduced at the beginning of your paper as you state the nature of the problem (supported by literature). Conceivably, this could be 4-5 pages of your 8-10 page report. Through literature review, you will make clear to your reader, the exact nature of the issue. This can be focused on Law Enforcement Administration, Courts of Corrections—or, one could take a more holistic view and approach this project from a system perspective. You will, where possible, explain why the problem exists and you will offer viable, novel solutions for addressing the problem. Another perspective could be to take an historical view of an old issue and chronicle the development of responses to this issue—with a view to presenting any success or failure to effect change. NOTE: More discussions to come on this project. (APA applies)

POINTS DISTRIBUTION FOR COURSE

Summary of Assignments and Possible Points & Weights:

Test #1:	15 pts
Test #2:	15 pts
Discussions	15 pts (3 discussions@ 5 pts. each = 15 pts)
Reading Reflections	30 pts (3 reflections@ 10 pts. each = 30 pts)
Paper/Project	25 pts

<i>Paper/Project</i>			
Areas	Pts.	Total	Notes
Introduction of problem, related literature to support, relevance.	15		<i>Accounts for 60% of allotted 25 project pts.</i>
		15 pts	
Design, clarity, flow	5		<i>Relevance, Logic</i>
Solution (logic, clarity)	5		<i>Content, Quality, Relevance of Delivery/Presentation</i>
		10 pts	
		25 pts	

Late Assignments. *At the discretion of course instructor. Documentation needed.*

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>

Please Note: The *syllabus/schedule* are *subject to change*.

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 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

Given this is an online class, all questions and concerns must be shared via email. As a situation warrants, it may be necessary or more prudent to have a phone-call. In such cases, I will ask that you furnish me with a phone number to reach you. We can also meet via zoom (no video required). Outside of such special times, please email me as soon as possible if you have questions. When you email, please aim to indicate in the subject line, the nature of your communication and also indicate the class concerned, for example: (Subject: I'm In Your Juvenile Delinquency Class, Upcoming Test Question). This will help to quickly bring attention to your email amidst other communications). I will aim to get back with you in the shortest possible time.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

It is at the discretion of the course faculty to allow for the make-up of missed assignments. Documentation may be needed in some circumstances to facilitate such a decision. As a general rule, missed work, is missed work.

Please Note: The *syllabus/schedule* are *subject to change*.

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>

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](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

Please Note: The *syllabus/schedule* are *subject to change*.

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

Velma K. Waters Library Rm 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/)

<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>

Please Note: The *syllabus/schedule* are *subject to change*.

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.

A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Department or Accrediting Agency Required Content

COURSE OUTLINE / CALENDAR

Fall 2022
(Monday, October 3, 2022 – Friday, November 4, 2022)

Wk	Dates	Course Activities/Readings	Required Reading
1.	WEEK #1 →	(Before this week is through, be sure to carefully review your syllabus and send any questions via email) ----- Defining Management & Organization Open Versus Closed Systems Service Quality Approach	Chapter 1 Chapter 2 Chapter 3
	Mon Oct. 3, 2022		
	Tues Oct. 4, 2022		
	Wed Oct. 5, 2022		
	Thur Oct. 6, 2022		
	Fri. Oct. 7, 2022	Due: Reflection Paper #1	
	Sunday Oct. 09, 2022	Due: Discussion #1	

Please Note: The *syllabus/schedule* are *subject to change*.

Wk	Dates	Course Activities/Readings	Required Reading
2.	WEEK #2 →	Environmental Influences Conflict, Power, and Ethical Issues Motivation Leadership v Management	Chapter 4 Chapter 5 Chapter 6 Chapter 7
	Mon. Oct.10, 2022		
	Tues Oct.11, 2022		
	Wed Oct.12, 2022		
	Thur Oct. 13, 2022		
	Fri Oct.14, 2022	Due: Reflection Paper #2	
	Sunday Oct. 16, 2022	Due: Discussion #2	
3.	WEEK #3 →	Communication(Defining, Org needs, Interpersonal, channels, etc. Police Administration Courts	Chapter 8 Chapter 9 Chapter 10
	Monday. Oct.17, 2022		
	Tuesday Oct.18, 2022		
	Wednesday Oct.19, 2022		
	Thursday Oct. 20, 2022		
	Friday Oct. 21, 2022		Test #1
	Sunday Oct. 23, 2021		
4	WEEK #4 →	Probation & Parole Prisons, Jails and Detention Centers Private Security Management	Chapter 11 Chapter 12 Chapter 13
	Monday June 24, 2022		
	Tuesday June 25, 2022		
	Wednesday June 26, 2022		
	Thursday June 27, 2022		

Please Note: The *syllabus/schedule* are *subject to change*.

Wk	Dates	Course Activities/Readings	Required Reading
	Friday July 28, 2022	Due: Reflection Paper #3	
	Sunday July 30, 2022	Due: Discussion 3	
5	WEEK #5 →	Measuring Organizational Effectiveness and Service Quality	Chapter 14
	Monday Oct. 31, 2022		
	Tuesday Nov. 1, 2022		Due: Final Paper
	Wednesday Nov. 2, 2022		
	Thursday Nov. 3, 2022		Test #2
	Friday Nov. 4, 2022		
6	Week #6	→→Grades Posted←←	

Special Note: The instructor reserves the right to make amendments to the calendar

Summary of Assignments

Assignments	Weeks	Points		
Reflection Papers *(3)	1, 2 & 4	30		
Discussions *(3)	1, 2 & 4	15		
Tests *(2)	3 & 5	30		
Final Paper	5	25		
		Total = 100		

Please Note: The *syllabus/schedule* are *subject to change*.

Please Note: The *syllabus/schedule* are *subject to change*.