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Criminal Justice Administration and Management

CJ 383.01W

COURSE SYLLABUS: Fall 2023

Web Based Class

INSTRUCTOR INFORMATION

Instructor: Laura E. Salander
Email: laura.salander@tamuc.edu
Office Hours: By Appointment
Division Phone Number: 903-886-5332

COURSE INFORMATION

Textbook(s) Required:

Title: Justice Administration: Police, Courts, and Corrections Management

ISBN-13: 9780137636037

Edition: 10th Edition, 2023

Authors: Kenneth J. Peak and Andrew L. Giacomazzi

Publisher: Pearson - New York, New York

Additional required readings will be assigned weekly in D2L/Brightspace and resources will be provided in the online learning platform in order to access the readings.

Course Description

CJ 383 - CJ Administration and Mgmt

Hours: 3

Criminal Justice Administration and Management

The study of criminal justice administration (i.e., police, courts, and corrections) with special emphasis on applying theoretical concepts to practical planning and application, including the policy-making process, implementation of new policy, and policy assessment. Pre-requisite: CJ 101

Student Learning Outcomes:

1. The student will obtain a basic understanding of important issues in criminal justice planning, administration, and management;

The syllabus/schedule are subject to change.

2. The student will learn to utilize critical thinking skills;
3. The student will learn how to apply course concepts to 'real life' criminal justice administrative/management situations/issues;
4. The student will be an active and engaged participant in discussion forums by analyzing and evaluating information presented within the textbook, external readings/resources, student research, and class activities.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using the learning management system (D2L), using Microsoft Word and PowerPoint, using presentation and graphics programs, and Turnitin. Written and oral communication skills; reading; memorization; critical thinking. You should know how to access a Web site when given an address, use the features of your Web browser, download files, attach files to emails, and use word processing software, ...etc.

Instructional Methods

This course is designed in a format that is delivered asynchronously 100% online. In the online environment, students will be engaged in discussion forums and weekly unit completion of materials that will lend success to completion of the course work. The weekly lessons will be released by Sunday at 5pm.

Each week/unit starts on Monday and ends on Sunday at 11:59pm CST and your grade for activities will be posted as soon thereafter as possible. Typically grades are returned within one week of due date. See due dates for specific assignments posted in MyLeo/D2L.

This course will provide a variety of activities and assessments to assist you in achieving the outcomes/objectives for the course. You will work toward achieving these outcomes through discussions/comments, written assignments, video assignments, quizzes and exams.

Student Responsibilities or Tips for Success in the Course

The student must log into the course through myLeo multiple times throughout the week to complete weekly assignments and post and respond on discussion boards. The student must commit serious time to weekly readings as well as preparation for scheduled exams and all other assignments. Students should check email daily and set up automatic notifications for announcements and other reminders in the D2L system. Any changes/updates to assignments will be posted mainly through the "Announcements" tool on D2L. Students should ask questions of the professor if there is any information that is not fully understood. Reach out to the professor by email to schedule a one-on-one virtual office visit if desired.

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Students must cite in-text using APA style for all assignments. All written work is subject to Turnitin review. Any student who plagiarizes will receive a zero on the assignment in question and face potential further University disciplinary procedures.

Netiquette Expectations: When sending an email please put the COURSE NUMBER (CJ 383) in the subject block of the email as well as signing your name. Further – per University requirements, please contact me using your University e-mail account.

Do's • Keep all postings to class-related content, such as the textbook readings, videos, and assignments. • Use caution when discussing personal matters; the discussion board is for general comments. • Ask each other for advice, suggestions, and tips to improve the quality of class work. • Encourage each member of the class to do the best work possible.

Don't's • Don't challenge or attack others; the discussions are meant to stimulate conversation, not create contention. • Avoid all defamatory, profane, threatening, offensive, or illegal materials; do not post anything in a message that you would not want the world to see, or you would not want anyone to know came from you. • Avoid using the discussion board as a forum for complaints; any relevant issues should be brought to the professor's attention in a private e-mail. • Don't use inappropriate language toward other students and/or the professor. Any violation of the standards of appropriate behavior online will be reported to the Dean of Students and appropriate disciplinary action will be taken by the college.

Additional Information: The information in this class may be controversial therefore all students are expected to respect each other. I will not tolerate disrespectful behavior, and those that choose to engage in this type of behavior will be disciplined appropriately. Please respect your classmates and your professor.

GRADING

Assignments for this course will be scored using a points system. Below is an explanation of how each assignment type will be scored.

Assignment Type	# of Assignments	Point Value	Total Points
Writing Assignment	1	125	125
Exams	5	75	375
Discussions/Comments	8	50	400
Case Studies	5	20	100
		TOTAL	1000

Grades earned on each assignment will be added together and will be divided by the total number of points possible in the course. Below is the overall point scale/grading schema for the course.

Total points possible for the semester = 1000.

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1000-900 = A
899-800 = B
799-700 = C
699-600 = D
599 and below = F

Assessments

1. The student will obtain a basic understanding of important issues in criminal justice planning, administration, and management; *accomplished by developing the writing assignment and completing the exams.*
2. The student will learn to utilize critical thinking skills; *by developing the writing assignment, completing the exams and case study submissions, and participating in discussions and responding through comments to classmates.*
3. The student will learn how to apply course concepts to 'real life' criminal justice administrative/management situations/issues; *by developing the writing assignment and completing the case study submissions.*
4. The student will be an active and engaged participant in discussion forums by analyzing and evaluating information presented within the textbook, external readings/resources, student research, and class activities: *by participating in discussion forums and responding through comments to classmates.*

Writing Assignment: (125 points)

Agency Selection (5 points) due - 10/29/23

Full Report (120 points) due - 12/3/23

****I advise you to start early in the semester on this project as it requires planning!****

This writing assignment aims for you to examine one specific criminal justice agency's administration and management functions by analyzing the areas outlined in the "Writing Assignment - Full Report" assignment on D2L, including interviewing two people at the selected agency.

Essay Format: 12 pt font, Times New Roman, 5 pages of content minimum, reference sheet required, APA format and APA citations required. Minimum of 4 peer reviewed journal articles or academic books outside of your textbook to support your findings and compare/contrast with information learned about the agency. See grading rubric and additional assignment information in D2L (MyLeo).

Exams

There will be five exams in the course worth 75 points each (375 total course points). They will cover assigned chapters/readings for that section and the due dates will be posted in the course calendar. Exams will consist of essay, multiple choice and true/false questions. You may use your notes/book for the Exam. Since the exams are timed, it is highly recommended that you read each chapter thoroughly and take notes on key concepts and statistics. Essays require essay format and at least two paragraphs of content. You will have 1.5 hours in which to take the exam. You may take the exam one time.

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Participation/Discussions: (8 posts/comments at 50 points each = 400 points)

Eight discussions will be posted throughout the semester worth 50 points each total (40 points for the initial post and 10 points for your comments). Discussions on topics must be completed during the week(s) we discuss the course material. Posts are due on Saturday by 11:59 pm, and comments are due by Sunday at 11:59 pm of the week assigned.

Introduction (1 Introduction post not graded) Every student must introduce him- or herself by the fifth day of class (Friday) during Week One. This information will be entered as a threaded discussion. You will receive 10 extra credit points for completing this task by the deadline. See introduction assignment post details in D2L.

Discussion Posts

The Discussions in this class will focus on the specific assignments connected to each week. Each student is expected to participate in the weekly discussion by responding to ideas(s) presented by the professor. A minimum of one initial discussion per week is required by Saturday at 11:59 pm of the week assigned, and two peer responses by Sunday. This must not be all in one day. If desired, students may post earlier than the absolute due date but no later than the identified date. Five (5) points will be deducted for posts made after the Saturday deadline. The post will close on Sunday of the week assigned. Posts cannot be entered once the discussion is closed (Sunday at 1:59 pm).

The **Discussions** are directly related to the assigned lecture material. Upon completing the assigned lecture material, you are expected to engage in an **ongoing** discussion/debate with your classmates. Your contributions to the discussion forums will be graded for **quality** and a **detailed analysis** linking the material to a critical appraisal of theory, policy, and practice. You must integrate course material (textbook) and outside material into your post and cite it properly. In all cases, students must have **one in-text citation and provide a full bibliography/works cited at the end of their post for all citations mentioned in the post in APA format** (See information later in the syllabus for more information on citing utilizing APA citation format).

These posts should be **the equivalent of 1 page in length or a minimum of 250 words**. The discussion assignment is located in each unit Week by clicking on the Discussion link.

Posts are due by Saturday at 11:59 PM CST during the week assigned.

Comment Posts

Comment posts are responses to the discussion posts you and your classmates post each week and are due by Sunday by 11:59 pm. You are **required** to make a minimum of **two** comments for each discussion. I strongly encourage you to engage your colleagues well past the two-comment minimum to maximize your meaningful discussion and learning opportunity.

Comment posts should be meaningful and at least one paragraph in length. Merely agreeing or disagreeing with a classmate will not be looked upon favorably, resulting in a loss of points. A meaningful post moves the discussion forward in some substantive

way by providing one's perspective, additional information through research, or reframing the discussion in some new way. You are expected to engage in an **ongoing** discussion/debate with your classmates. Your comments will be graded for **quality** and **relevance**. Your comments will also be graded based on your ability to engage in critical thinking.

NO LATE COMMENTS ARE ACCEPTED. All comment posts are due by Sunday at 11:59 PM of the week assigned.

Assessment Method: Comments and the Discussion Post will be graded using the Discussion/Comments Grading Rubric. See information in D2L/Brightspace for Discussion Rubric. The discussion and comments for each week will be graded together and posted as one grade (Discussion = (40) + Comments 2 @ 5 points each (10) = 50 points).

See Discussion Rubric in D2L.

Case Studies – 50 points

In your book there are case studies at the end of each chapter. You will need to choose one case study for each section of material covered and submit it by the date listed on the course calendar. Submissions are to include which chapter the case study is from and a response to all discussion questions listed under the case study prompt. Your response needs to be in your own words and offer a complete, academically supported response to each prompt listed in your book after the case study. Add in examples and information learned from lecture and book content to show you understand the material. Your total submission should be at least one page in length. Each submission is worth 20 points (5 submissions at 20 points each = 100 points total).

We cover 5 main areas of content – Justice Administration (CH 1-3), The Police (CH 4-6), The Courts (CH 7-9), Corrections (CH 10-12) and Issues Spanning the Justice System CH 13-15). You may choose a case study from any chapter in the area of content. The “Justice Administration” content area covers chapters 1-3, you may choose a case study from any one of those three chapters to submit by the deadline for Case Study Submission #1. For Submission #2, you may choose a case study from chapters 4, 5 or 6. For Submission #3, you may choose a case study from chapters 7, 8 or 9. For Submission #4, you may choose a case study from chapters 10, 11 or 12. For Submission #5, you may choose a case study from chapters 13, 14 or 15.

See rubric and assignment details in D2L (myLeo).

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

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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 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

My primary form of communication with the class will be through Email and D2L/Brightspace Announcements. Any changes to the syllabus or other important information critical to the class will be disseminated to students in this way via your official University Email address available to me through MyLeo and in Announcements. It will be your responsibility to check your University Email and Announcements

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regularly. You may also want to set up notifications on your MyLeo account to receive text/email notifications.

Students who Email me outside of regular office hours can expect a reply within 24 hours M-F. Students who Email me during holidays or over the weekend should expect a reply by the end of the next regularly scheduled business day.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

APA Citation Format Policy

It is very important that you learn how to cite properly. In some ways, citations are more important than the actual text of your paper/assignment. Therefore, you should take this task seriously and devote some time to understanding how to cite properly. If you take the time to understand this process up front, it will save you a significant amount of time in the long run (not to mention significant deductions in points).

In the social and behavioral sciences (including Criminal Justice), we use APA (American Psychological Association) format. As a rule of thumb, one cites whenever they are paraphrasing other people's words or when they quote other's words directly. You may learn to cite from a variety of different sources including the sources listed below.

<https://www.tamuc.edu/writing-center/> (offers a variety of resources and tutoring sessions)

www.apastyle.org (**Opens in a new window**)

<http://owl.english.purdue.edu/owl/resource/560/02/> (**Opens in a new window**)

www.library.cornell.edu/resrch/citmanage/apa (**Opens in a new window**)

It is the student's responsibility to understand how to cite properly. If you have questions, feel free to ask.

This department has a strong policy and a low tolerance for cheating. Plagiarism is disliked and treated very seriously. Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing or removal) of resource material. Sites that address plagiarism and how to avoid it: <http://www.plagiarism.org> or <http://www.unc.edu/depts/wcweb/hanouts/plagiarism.html>.

Late Work

My position is that everyone knows the rules of engagement at the beginning of the term and that it is the student's responsibility to ensure that they plan accordingly to submit their assignments in a timely manner. However, I do note that life circumstances arise. Therefore – the Writing Assignment will receive a 20% deduction in points if submitted after the due date and cannot be accepted beyond **one week** of the due date unless you have contacted me beforehand to explain any circumstances and we have

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agreed to an extension **before the due date**. The Case Study Submissions will receive a 20% deduction in points if submitted after the due date and cannot be accepted beyond **3 days** of the due date unless you have contacted me beforehand to explain any circumstances and we have agreed to an extension **before the due date**. Late comments on discussions will not be accepted. When a discussion is closed it cannot be reopened for late submissions. Quizzes cannot be made up. Exams will only be allowed a late submission under extenuating, documented circumstances. Written assignments and discussions cannot be regraded or redone.

Drop Course Policy

Students should take responsibility for dropping themselves from the course according to University policy should this become necessary.

A student may drop a course by logging into their MYLEO account and clicking on the hyperlink labeled 'Drop a class' from among the choices found under the MYLEO section of the Web page.

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>

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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 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

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.

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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.

Counseling Center Services

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

COURSE OUTLINE / CALENDAR Fall 2023

This is a tentative schedule of readings and exam dates. The instructor reserves the right to change dates to accommodate additional topics or unforeseen scheduling conflicts. **Each week/unit starts on Monday and ends on Sunday at 11:59pm CST. Due dates are on Sunday of the week assigned unless otherwise stated.**

Week One: 8/28	Course introduction. Syllabus, Homework and Text review. Introduction Discussion Post. Chapter 1 - The Study and Scope of Justice Administration
Week Two: 9/4	Chapter 2 - Organization and Administration: Principles and Practices 9/4/23 – Labor Day – Campus Closed
Week Three: 9/11	Chapter 3 - Rights of Criminal Justice Employees Discussion #1
Week Four: 9/18	Exam #1 Case Study Submission #1 Chapter 4 - Police Operation and Organization
Week Five: 9/25	Chapter 5 - Police Personnel Roles and Functions Discussion #2
Week Six: 10/2	Chapter 6 – Police Issues and Practices Discussion #3
Week Seven: 10/9	Exam #2 Case Study Submission #2 Chapter 7- Court Organization and Operation
Week Eight: 10/16	Chapter 8 – Court Personnel Roles and Functions Discussion #4
Week Nine: 10/23	Chapter 9 – Court Issues and Practices Discussion #5 Writing Assignment - Agency Selection
Week Ten: 10/30	Exam #3 Case Study Submission #3 Chapter 10 –Corrections Organizations and Operation
Week Eleven: 11/6	Chapter 11 – Corrections Personnel Roles and Functions Discussion #6

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Week Twelve: 11/13	Chapter 12 – Corrections Issues and Practice Discussion #7
Week Thirteen: 11/20	Campus closed 11/22-11/24 Exam #4 – due Monday 11/27/23 Case Study Submission #4 – due Monday 11/27/23 Chapter 13 - Ethical Considerations
Week Fourteen: 11/27	Chapter 14 – Special Challenges: Labor Relations, Liability, and Discipline Discussion #8 Writing Assignment – Full Report
Week Fifteen: 12/4	Chapter 15 – Financial Administration Case Study Submission #5
Finals Week 12/11	Exam #5 DUE 12/13/23!!!!!!

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