CJCB 402 – Leadership

COURSE SYLLABUS: **Summer II 2024**

INSTRUCTOR INFORMATION

Instructor:	**Jason B. Waller, M.S.**
Office Location:	**Virtual Office Hours Only**
Office Hours:	**Virtual Only (*For Zoom meeting appointments, please email Mr. Waller to set one up.*)**
Office Phone:	**903-521-7476 (*personal mobile – please leave A 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

This course has been designed using Open Educational Resources (OER) and/or materials that are available through the Waters Library. All materials are embedded within the course or are accessible via the internet or accessible through the Waters Library resource portal. After taking the pretest, students are encouraged to bookmark, download, or save materials provided via the internet for use with assignments and projects in this class.

Program Description

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.

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-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 can demonstrate competency.

Course Requirements

Minimal Technical Skills Needed: Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Instructional Methods: This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) must be completed. Please contact the instructor by email for any assistance.

Email your instructor as soon as you complete your pre-test so the instructor can access and grade your work.

Student Responsibilities or Tips for Success in the Course: To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) should be completed. Please contact the instructor by email for any assistance.

Assessment

A written essay-type and a quiz-type assessment at the end of each module are intended to emphasize key concepts, theories, processes, etc., introduced in the Learning Objective Module. The end-of-module posttests assess student knowledge and understanding of major concepts, theories, processes, etc., in the course/module. **A score of 80% or higher** is required to demonstrate competency.   **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**.

If you score less than 80% on the module project, you will have an opportunity to review the material and resubmit the project two additional times. Students who fail the module project should review feedback from the instructor before reattempting a submission. If the project score is less than 80% within three attempts, students will receive a grade of "F" in the course and will be required to retake the course in the new term.

Pre-test

The purpose of the pre-test is to provide a baseline understanding of your knowledge of this competency. Pre-tests 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. The pre-test is required before you begin studying course materials. If students do not make at least 80% on the pretest, they will be expected to complete assignments, quizzes, and other course content to prepare for the post-test and culminating project. Students are required to complete the post-test even if scoring 80% or higher on the pre-test. The grade on the pre-test does **not** count in the final grade for this course.

Culminating Project

The project assesses your knowledge of terms and the application of concepts presented in this course. A **score of 80% or higher is required** to demonstrate competency.   **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**.

Students who score less than 80% on the culminating project will have the opportunity to review the material and resubmit the project essay papers up to two additional times. If the culminating project is less than 80% within three attempts, students will receive a grade of **"F"** in the course and will be required to retake the course in the new term.

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. (The Rubric is typically found in an Announcement on the first day of the semester.)

Because this is a Senior-level academic course, your written project should be written using the most recent 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 be at least 5-6 pages in length (**minimum**), not including a cover page or references page(s) (*which are also strongly suggested to be included in your proposal no matter the format – APA academic or Memo-style*).

When you have addressed each of the rubric requirements, in detail, you may submit the proposal to your instructor for feedback. Once you have reviewed the instructor's feedback and made any 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 and/or corrections. Please give him 36-48 hours to get the reviewed copy back to you. Also, the last day for this type of review will be the Sunday night of the 6th week of the course. This will give him time to do an adequate review and for you to make any requested edits or additions.

You can e-mail your Term Project to him at:

Jason.Waller@tamuc.edu

Post-Tests

The module posttests and writing posttests are comprehensive exams that assess student knowledge and understanding of major concepts, theories, processes, etc., in the course/module. A **score of 80% or higher is required** to demonstrate competency. If you score less than 80% on the post-tests, you will have an opportunity to review the material and retake the post-tests two additional times. Students who fail the post-tests should review feedback from the instructor before reattempting the post-tests. If the post-test scores are less than 80% within three attempts, students will receive a grade of "F" in the course and will be required to retake the course in the new term. **DUE: Last day of week 7, Friday by 11:59 PM CST**.

Also, please see the Announcement regarding the Written Post-Tests standards ("Written Post-Test Information") which will have several very helpful hints on making your Module Post test writing exercises much better. It will also be found as an attachment to each of the five module posttests.

Grading

A score of 80% or higher on both the Culminating Project and the Posttests 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	Worth
Posttest Module 1	10 points
Posttest Module 2	10 points
Posttest Module 3	10 points
Posttest Module 4	10 points
Posttest Module 5	10 points
Writing Posttest Module 1	10 points
Writing Posttest Module 2	10 points
Writing Posttest Module 3	10 points
Writing Posttest Module 4	10 points

The syllabus/schedule are subject to change.

Writing Posttest Module 5	10 points
Writing Posttest	10 points
Culminating Project	100 points
Total	**200 points**

Final Grade Calculation

The final grade will be assigned by taking the average from the posttests and from the culminating project.

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

Grading Scale

A = 90%-100%
B = 80%-89%
F = 79% or Below

Acceleration Process

Students enrolled in competency-based education courses in the College of Innovation and Design are permitted to accelerate from one CBE course to another during a seven-week academic term under certain conditions. The request to accelerate from one course to another must be initiated by the student upon successful completion of currently enrolled CBE courses. Students are responsible for maintaining communication with faculty and their assigned advisor(s) throughout the acceleration process. Students who fail a course or who drop/withdraw from a CBE course are not eligible for acceleration. Student may only request permission to accelerate in one course at a time. Request to accelerate is initiated and completed by 5:00 pm CST on the fifth Friday of a seven-week academic term.

Process

1. Student successfully completes all required coursework in their CBE courses(s) with a grade of "A" or "B."
2. Student receives emailed verification from the assigned instructor that the course has been satisfactorily completed (Grade of A or B only).
3. Student contacts assigned advisor to provide proof of completion and discuss eligibility for acceleration into another course.

The deadline for requesting acceleration for the May Mini 2024 semester is

Friday, August 9th, 2043.

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 the technical requirements

Learning Management System (LMS) Requirements:

View the [Learning Management System Requirements Webpage](.).

LMS Browser Support:

Learn more on the [LMS Browser Support Webpage](.).

YouSeeU Virtual Classroom Requirements:

Visit the [Virtual Classroom Requirements Webpage](.).

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 on the [Brightspace Support Webpage.](.)

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. If you have any questions or are having difficulties with the course material, please contact your instructor. 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 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. EDCB 517 – Posttest)**
- **Salutation**
- **Proper email etiquette (no "text" emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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.

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 online in the Student Guidebook.

Students should also consult the Rules of Netiquette Webpage for more information regarding how to interact with students in an online forum.

TAMUC Attendance

For more information about the attendance policy, please view the Attendance Webpage and the Class Attendance Policy

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all 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

Graduate Student Academic Dishonesty Form

CID Policy on Academic Integrity

Academic dishonesty includes cheating, complicity in cheating, multiple submissions (or substantial portions) of the same work for credit without authorization, submitting another's work, plagiarism, submitting algorithmically (AI) plagiarized work, and other acts that may reasonably be called academic dishonesty.

- Students who commit academic dishonesty will receive a grade of 0 for the assignment in the course and be issued a Written Warning that is reported to the CID Assistant Dean's office and listed in a database.
- If the student does NOT have a previous Written Warning for academic dishonesty reported in CID courses and has additional attempts available for the assignment, the student may resubmit the assignment (this applies to CBE courses only).
- If the student has a Written Warning of academic dishonesty reported in CID courses, the student may NOT resubmit the assignment, and the instructor will follow the procedure detailed in Policy 13.99.99.R0.03 for Undergraduate Academic Dishonesty and report the incident to the Provost Office.

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

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. 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 – Counseling 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

Module	Assignments
Module 1- Leading a Police Organization Competency: Assess leadership style in a policing organization.	Introduction Complete Module 1 Pretest Read or View: Multimedia 1.1 - Overview of Leadership Theories Reading 1.1 - Situational Leadership Styles Reading 1.2 - Leadership in Policing Reading 1.3 - Effective Communication in Law Enforcement Multimedia 1.2 - Leading Change Multimedia 1.3 - Police Leadership Basics Reading 1.4 - Ethical Leadership Multimedia 1.4 - Police Leadership
Complete Module 1 Writing Posttest Complete Module 1 Posttest	

Module 2-Followership in Policing Competency: Assess followership in policing (Evaluate the role of followership in a policing organization)	Complete Module 2 Pretest Read or View: Reading 2.1: Responsibilities of a Follower Multimedia 2.1: Servant Leader Reading 2.2: Servant Leadership Theory Reading 2.3: Ethics and Agency Culture
Complete Module 2 Writing Posttest Complete Module 2 Posttest	
Module 3-Teams in Policing Competency: Describe an effective team within a policing organization.	Complete Module 3 Pretest Read or View: Reading 3.1: Team Organization Multimedia 3.1: Importance of Teamwork in Law Enforcement Reading 3.2: Leading an Effective Team Multimedia 3.2: Learning from Failure Reading 3.3: Improving Team Communication Reading 3.4: Resolving a Conflict on a Team
Complete Module 3 Writing Posttest Complete Module 3 Posttest	
Module 4-Leading Sworn and Non-sworn Staff Competency: Assess the importance of sworn/non-sworn personnel in policing organizations.	Complete Module 4 Pretest Read or View: Reading 4.1: Sworn and Non-sworn staff Multimedia 4.1: Conflict Between Sworn and Non-sworn Staff Reading 4.2: Challenges Leading Sworn and Non-sworn Staff Reading 4.3: Assessing Civilianization in Policing
Complete Module 4 Writing Posttest Complete Module 4 Posttest	
Module 5-Mentoring and Coaching Competency: Create a plan for a mentoring program.	Complete Module 5 Pretest Read or View: Reading 5.1: Mentoring and Coaching Reading 5.2: Types of Mentoring Programs Reading 5.3: Planning a Mentoring Program Reading 5.4: Mentors and Millennials
Complete Module 5 Writing Posttest Complete Module 5 Posttest	

Complete Culminating Project