



EAST TEXAS A&M
— UNIVERSITY —

CJ 520-01W CRN 81393
CRIMINAL JUSTICE ADMINISTRATION AND MANAGEMENT

Course Syllabus: Fall 2025
08/25/2025-10/17/2025
Asynchronous

INSTRUCTOR INFORMATION

Instructor: J. Alex Purdon, Ph.D.
Office Location: Ferguson 229
Office Hours: By virtual appointment.
Office Phone: (903) 886.5332
University Email Address: James.Purdon@etamu.edu
Communication Response Time: Emails are answered within 24 hours Monday-Friday during business hours (9am-5pm).

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Required Textbook

Peak, K. J. & Giacomazzi, A. L. (2019). *Justice administration: Police, courts, and corrections management* (9th ed.). New York: Pearson. ISBN: 978-0134871400.

Required Research Articles

Adams, I., & Mastracci, S. (2019). Police body-worn cameras: Effects on officers' burnout and perceived organizational support. *Police Quarterly*, 22(1), 5-30.

Bradford, B., Kyprianides, A., Andrews, W., Aston, E., Clayton, E., O'Neil, M., & Wells, H. (2025). 'To whom am I speaking?'; Public responses to crime reporting via live chat with human versus AI police operators. *Policing and Society*, 1, 1-17.

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Diaz, C. L., Rising, S., Grommon, E., Bohmert, M., & Lowder, E. (2022). A rapid review of literature on factors associated with adult probation revocations. *Corrections: Policy, Practice and Research*, 9(5), 641-668.

Dickson-Gomez, J., Spector, A., Krechel, S., Li, J., Montaque, H., Olich, J., Galletly, C., & Weeks, M. (2022). Barriers to drug treatment in police diversion programs and drug courts: A qualitative analysis. *American Journal of Orthopsychiatry*, 92(6), 692-701.

International Association of Chiefs of Police (2024). *The state of recruitment & retention: A continuing crisis for policing: 2024 survey results*.

Thomas, S., Singer, A., & Kopak, A. (2023). Receptivity to jail-based medication for opioid use disorder among rural detention administrators. *Corrections: Policy, Practice and Research*, 9(4), 517-535.

Vinceti, S. R. (2024). Innovating Judicial Performance Evaluations: Toward Academic Style Peer Review? *International Journal for Court Administration*, 15(1), 1-15.

COURSE DESCRIPTION

This course focuses on the administration and management process and procedures used in operating the components of the criminal justice system (i.e., police, courts, and corrections). The structural foundation of these subsystems is analyzed using theoretical and research information. In this course, students become familiar and experienced in performing critical evaluations of organizations' operations, analyzing, and investigating policy-making processes. Adopting techniques that allow them to consider implementing new policies and to perform policy assessment.

Student Learning Outcomes

1. Identify fundamental processes used in the operation of the criminal justice subsystem.
2. Develop skills which will allow them to critically evaluate managing styles used in each component of the criminal justice system.
3. Able to write and discuss sharing gained information that describes management styles employed in various criminal justice organizations.
4. Demonstrate their familiarity with organizational issues and offer researched solutions and innovative policies.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

- **Computer System:** Windows or Macintosh desktop or laptop computer purchased within the last 5 years. Chromebooks and mobile devices may not provide full online access.

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- **Operating System:** Windows-based computers must be running Windows 10 or newer. Macintosh computers must be running OS 10.13 (High Sierra) or higher.
- **Required Software:** Microsoft Office 365; Adobe Acrobat Reader DC
- **Web Browser:** Use a recently updated internet browser.
- **Learning Management System (LMS):** See below for requirements.

STUDENT RESPONSIBILITIES OR TIPS FOR SUCCESS IN THE COURSE

1. **Review the Syllabus and the Course Schedule** to keep up to date on requirements for the course.
2. **Read announcements and check email!** I will send updates about the courses through D2L, so check regularly.
3. Create a **personal organization system** to keep track of specified due dates.
4. **Communicate regularly** with your instructor and peers.
5. **Create a study and/or assignment schedule** to stay on track.
6. Set aside **regular times** in which you can do your classwork with minimal interruptions or distractions. Avoid multitasking while studying.
7. Learn about and use the student resources available to you! You can get free assistance from the [A&M-Library](#), [IT Support](#), [the Writing Center](#), and more.

ASSESSMENTS

Introductory Reflection

Students will submit a 300–500-word personal reflection introducing themselves, their professional background, and their goals for the course. This reflection should also include preliminary thoughts on leadership in justice administration and any areas of the criminal justice system they are especially interested in improving or learning more about. This assignment is worth 6% of the total grade.

Capstone Project

Students will complete a final project that demonstrates synthesis of course concepts, research skills, and professional application. Projects should be 8-10 pages in length (not including the title page or references) and include at least five scholarly sources. Students may choose from the following format:

1. Strategic plan for reforming a justice agency
2. Research-based policy proposal for an emerging issue
3. Agency-wide implementation plan for new technology or procedures
4. Leadership development program design for a justice agency

Regardless of the format, students must include a clear problem statement, goals, analysis, and recommendations in a professional and organized manner. This assignment is worth 30% of the total grade.

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Policy/Management Memos

Students will write concise 1-page memos addressing practical administrative or policy challenges related to weekly topics. These memos can be written for either a real or hypothetical agency head or stakeholder, using clear, professional language. Memos will be evaluated on clarity, relevance, and the ability to apply course concepts to real-world decision-making. This assignment is worth 18% of the total grade.

Strategic Leader Presentations

Students will create a series of short (3-5 minute) recorded presentations addressing a leadership challenge prompt. Each presentation corresponds with a major sector of the criminal justice system: policing (Week 2), courts (Week 4), and corrections (Week 6) for a total of 3 presentations. Presentations should demonstrate strategic thinking and use a combination of course materials and outside research to successfully address the prompt. Visual aids such as slides are encouraged but not required. This assignment is worth 18% of the total grade.

Weekly Discussion Posts

Each week, students will participate in discussion forums to engage with course materials and their peers. Initial posts should respond to the weekly prompt and incorporate readings and research. These posts should be between 300-400 words in length and follow APA norms. In addition, students must also include a question to stimulate further discussion for their peers within the original post. Lastly, students must respond to at least two classmates' questions. These responses should be between 150-250 words, substantive, and address the question posed by the original poster. This assignment is worth 28% of the total grade.

GRADING

Final grades in this course will be based on the following scale (see Table 1):

Table 1: Grade Cut-Offs		
<i>Grade</i>	<i>Points</i>	<i>Percentage</i>
A	450-500	90.00% – 100%
B	400-449	80.00% – 89.99%
C	350-399	70.00% – 79.99%
D	300-349	60.00% – 69.99%
F	Below 300	Below 60.00%

Total points corresponding to the final letter grades (see Table 2):

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Table 2: Assessments and Their Values		
Assignment	Points	Percentage
Introductory Reflection	30	6%
Discussion Posts (x8)	140	28%
Policy/Management Memos (x3)	90	18%
Strategic Leadership Presentations (x3)	90	18%
Capstone Project	150	30%

Grades can be accessed on D2L.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University 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

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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.

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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

Communication will be held either in-person, email, or through D2L.

What to call me – Please refer to me as **Professor** or **Dr. Purdon**.

Look for the answer first. When questions arise during the course of this class, please remember to check these two sources for an answer *before* you contact me:

- Course Syllabus
- Announcements in D2L

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Citation Style

Students are required to use the citation style and format of the American Psychological Association (APA). Review the *Publication manual of the American Psychological Association* (7th ed.) or similar APA Citation Style online resource. It is acceptable to cite legal materials (cases, statutes, regulations, etc.) in accordance with the style specified in *The Bluebook: A Uniform System of Citation* (22nd ed.) in all papers.

Extra credit

No individualized extra credit work will be permitted in my class. Why? Extra credit is unfair to the students who do their work diligently all semester long. However, extra credit may be offered to the whole class for a variety of activities that go beyond what is anticipated in the syllabus.

Late or Missed Assignments

All assignments are due by 11:59 pm on the stated due date unless otherwise noted. Late assignments will be penalized a full letter grade (10%) for every calendar day the

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assignment is late. After 5 days, late work will not be accepted unless you have made prior arrangements with the instructor.

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>

ETAMU 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 East Texas A&M University 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>

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

East Texas A&M University

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/>

Nondiscrimination Notice

East Texas A&M University 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 East Texas A&M University 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 East Texas A&M University 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 East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

EAST TEXAS A&M UNIVERSITY SUPPORTS STUDENTS' MENTAL HEALTH

The Counseling Center at East Texas A&M University, 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

AI Use in COURSES

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

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COURSE SCHEDULE

ACTIVITIES/ASSIGNMENTS	PERCENTAGE	DUE DATE
WEEK 1: Foundations of Justice Administration		08/25-08/31
Readings: Syllabus	--	--
Readings: Chapter 1 & 2	--	--
Introduction Reflection	6%	08/31
Discussion Post #1	3.5%	08/31
WEEK 2: Police Organization and Operation		09/01-09/07
Labor Day-Campus Closed	--	09/01
Readings: Chapter 4	--	--
Readings: International Association of Chiefs of Police (2024)	--	--
Discussion Post #2	3.5%	09/07
Strategic Presentation #1	6%	09/07
WEEK 3: Police Issues and Practices		09/08-09/14
Readings: Chapter 6	--	--
Readings: Adams & Mastracci (2019)	--	--
Discussion Post #3	3.5%	09/14
Policy Memo #1	6%	09/14
Week 4: Court Organization and Operation		09/15-09/19
Readings: Chapter 7	--	--
Readings: Vinceti (2024)	--	--
Discussion Post #4	3.5%	09/19
Strategic Presentation #2	6%	09/19
WEEK 5: Court Issues and Practices		09/22-09/28
Readings: Chapter 9	--	--
Readings: Dickson-Gomez et al. (2022)	--	--
Discussion Post #5	3.5%	09/28
Policy Memo #2	6%	09/28
WEEK 6: Corrections: Organization and Operation		09/29-10/05
Readings: Chapter 10	--	--
Readings: Diaz et al. (2022)	--	--
Discussion Post #6	3.5%	10/05
Strategic Presentation #3	6%	10/05
WEEK 7: Corrections: Issues and Reform		10/06-10/12
Readings: Chapter 12	--	--

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Readings: Thomas et al. (2023)	--	--
Discussion Post #7	3.5%	10/12
Policy Memo #3	6%	10/12
WEEK 8: Innovation, Technology, and the Future		10/13-10/19
Readings: Chapter 17	--	--
Readings: Bradford et al. (2025)	--	--
Discussion Post #8	3.5%	10/17
Capstone Project	30%	10/17

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