Course Syllabus

CRIJ 3350.001  Criminal Justice Management
Spring 2012  Tuesdays, 7:00 – 9:30 p.m.

Mr. Sergio Olivares, M.P.A. – Adjunct Faculty
Office Hours: By Appointment
Cell Phone & Text Messaging: (361) 694 – 2385
E-Mail: criminal-justice-mgmt3350@live.com

Course Description:
The study of criminal justice agencies from a management perspective. An examination of basic organizational concepts as they apply to the management of criminal justice agencies: Purpose, Structure, Technology, Leadership, Relationships, and Rewards.

Course Goals:
To examine in a learning environment:

1. Basic definitions and concepts of management for organizations of the criminal justice system;
2. The application of the management functions of leading, organizing, decision-making, evaluating, staffing, training, allocating, and reporting to criminal justice organizations; and,
3. The skills of research and professional writing in relation to hypothesis testing.

Student Learning Objectives:
By the end of the semester, the student should be able to:

- Describe the eight management functions listed above.
- Relate leadership, planning, and reporting to criminal justice management.
- Demonstrate the skills of research and professional writing in relation to hypothesis testing.
**Student Activities:**

Students will be expected to attend classes, participate in discussions, read the assigned text, be prepared to complete 6 quizzes and three examinations, ask questions when Guest Speakers are present, and complete a unique research paper.

**Evaluation Procedure**

Students will be evaluated and graded according to the following 1,000 point scale:

- Attendance = 80 points
- Class Participation = 50 points
- Assignments = 50 points
- 6 Quizzes (20 pts each) = 120 points
- 2 Exams (125 pts each) = 250 points
- Final Exam = 250 points
- Research Paper = 200 points

**Total** = **1,000 points**

- 850 – 1,000 points = A
- 700 – 849 points = B
- 550 – 699 points = C
- 400 – 549 points = D
- 0 – 399 points = F

**Required Text:**

The Research Paper:

The research paper must be a minimum of eight (8) text pages, typed, double-spaced, with 1-inch margins. The type must be a 12 font of Times New Roman, Courier, or similar style. The research paper must be on a criminal justice management topic. It must develop a thesis, demonstrate library research skills, and conform to appropriate APA rules on style and grammar. Students are reminded to be aware of University rules on plagiarism. Please see separate assignment sheet for details about the research paper.

ADVICE and WARNINGS:

Attendance is expected. It will be important for classroom participation and discussion, preparation for the research paper, and for grading purposes. Remember that usually 50 percent of all test material will come from lectures. Roll call will be taken until the class list is finalized (this is automatic 80 points). After that, I refuse to be a prison warden for intelligent, competent adults, and will not take roll. If you come in late to class or must leave early, please do so quietly as to not disturb the process of the class.

Missed Quizzes and Examinations:

If you must miss a test due to a family emergency, job duty, or illness that you are aware of before a quiz or test, you must notify me and make arrangements for a make-up quiz or exam. If a true, unexpected emergency occurs, you should contact me as soon as possible. My expectation is that you will take the quiz or test at your earliest opportunity to do so. Do not let a lot of time go by as you will need to move on to the next assignment, quiz or exam.

Please turn off all personal communication devices prior to the start of class so that our time is not interrupted.

You may use a laptop for note-taking only. Searching the web, checking e-mails and other non-course related activities are prohibited.

Notice to Students with Disabilities:

Texas A&M University-Corpus Christi Complies with the American with Disabilities Act (ADA) in making reasonable accommodations for qualified students with disabilities. If you suspect that you have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Students with Disabilities Office located in Driftwood 101, or at (361) 825-5816. If you need disability accommodations in this classroom, please see me as soon as possible.
**Academic Advising:**

The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor and the Department Chair. The College’s Academic Advising Center is located in Driftwood 203E, or at (361) 825-3466.

**Grade Appeal Process:**

As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Website at: [http://www.tamucc.edu/provost/university_rules/index.html](http://www.tamucc.edu/provost/university_rules/index.html). For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

**PLAGIARISM WARNING:**

Plagiarism is the presentation of the work of another as one’s own work. It is a major academic offense and can result in you receiving no credit for the assignment or worse. It is the student’s responsibility to know the rules (catalog and student handbook) on plagiarism. Do not use more than three words of another author’s work without using quotation marks and a citation. Also, provide citations for all material you used but converted into your own words. This includes any fact or opinion you found in your research within someone else’s work. Give credit where it is due.

**Late Work:**

Class assignments are worth a total of 50 points. If they are turned in late, they will be penalized. Work that is turned in late within three days of the assignment due date will be penalized 5 points. Work that is turned in late four days or more will be penalized 10 points. The late penalties may not exceed a cumulative total of 50 points. I will consider exceptions to this policy based on events beyond your control. I reserve the right to make a judgment in each case concerning such events. Remember, work turned in late is better than work not turned in at all.

If you stop attending, go through official drop procedures. Otherwise, a failing grade will have to be given to you. University Rules do not permit any other option. The last day to drop the course is March 30, 2012. You may withdrawal from the University until April 30, 2012.
Text Readings:

Do the readings prior to the date for which they are assigned. As you read, mark your texts and take notes. That is the best way to study. This is best done before study guides are distributed prior to exams (at my discretion). Study the Learning Objectives and Important Terms and Names for each assigned Chapter. Quizzes will be given based on the Chapters assigned.

Scheduled Chapter Readings & Topics:

The sequence of the Chapter Readings and Topics may be changed at any time to meet current and other unexpected events. The research paper will be discussed throughout the semester to guide you to its completion.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 17</td>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>Jan. 24</td>
<td>Management in Criminal Justice</td>
<td>1 and 2</td>
</tr>
<tr>
<td>Jan. 31</td>
<td>Historical Antecedents</td>
<td>3</td>
</tr>
<tr>
<td>Feb. 7</td>
<td>Criminal Justice Leadership</td>
<td>4</td>
</tr>
<tr>
<td>Feb. 14</td>
<td>Organizing Criminal Justice</td>
<td>5</td>
</tr>
<tr>
<td>Feb. 21</td>
<td>Exam # 1</td>
<td></td>
</tr>
<tr>
<td>Feb. 28</td>
<td>Decision-Making &amp; Planning</td>
<td>6</td>
</tr>
<tr>
<td>Mar. 6</td>
<td>Evaluate, Appraise, Assess</td>
<td>7</td>
</tr>
<tr>
<td>Mar. 12-16</td>
<td>SPRING BREAK – Have FUN 😊</td>
<td></td>
</tr>
<tr>
<td>Mar. 20</td>
<td>Staffing &amp; Personnel Issues</td>
<td>8</td>
</tr>
<tr>
<td>Mar. 27</td>
<td>Training &amp; Education</td>
<td>9</td>
</tr>
<tr>
<td>Apr. 3</td>
<td>Exam # 2</td>
<td></td>
</tr>
<tr>
<td>Apr. 10</td>
<td>Allocating Key Org Resources</td>
<td>10</td>
</tr>
<tr>
<td>Apr. 17</td>
<td>Information Mgmt &amp; Future Issues</td>
<td>11 and 12</td>
</tr>
<tr>
<td>Apr. 24</td>
<td>Research Paper Due</td>
<td></td>
</tr>
<tr>
<td>May 1</td>
<td>Reading Day – No Class</td>
<td></td>
</tr>
<tr>
<td>May 8</td>
<td>Final Exam</td>
<td></td>
</tr>
</tbody>
</table>
Research Paper Assignment

Due Date: April 24, 2012

Assignment:
Each student will write an original, library research paper with a minimum text of eight (8) typed, doubled-spaced pages. The paper shall develop a thesis using a logical outline. The paper should conform to the APA style for research papers. One inch margins will be used. The font used will be Times New Roman, Courier, or similar font at size 12. The subject of the paper must relate to the class research project. Your topic and later your thesis must be approved by the professor.

Required Format:
Each research paper will include the following:

1. A Title Page
2. An Outline or Table of Contents Page
3. The Body of the Text to include an Introduction, Main Text and Conclusion/Summary (8 pages)
4. APA style citations in the Text
5. References or Selected Bibliography

Comments On Style:
The research paper should reflect the logical development of your thesis within the main body of the text. Your logical argument should be supported by evidence which you have found in your library research. The parts of your paper should be connected with appropriate transitions. Correct style for quotations, footnotes, and references is required. Footnotes or citations in the text must be used for all information you have obtained from sources other than your own mind. This is true even if you do not use direct quotations. You should proofread for grammatical correctness, spelling and typographical errors. Number your pages. Side, Top and Bottom margins should be only 1 inch. Font size should be 12.

Plagiarism Warning:
Plagiarism is the presentation of the work of another as one’s own. It is a major academic offense and can result in you receiving no credit for the assignment or worse. It is the student’s responsibility to know the rules (catalog and student handbook) on plagiarism. Do not use more
than three words of another author’s work without using quotation marks and a citation. Also, provide citations for all material you used but converted into your own words. This includes any fact or opinion you found in your research within someone else’s work. Give credit where it is due.

Remember that late work will be penalized a maximum of 50 points. However, you must turn in the paper even if late to receive a grade other than zero (0).

Note that this research paper is worth 200 points.