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: Sergio.olivares@tamucc.edu

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, Relationship, 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. Study of key management figures;
3. The application of the management functions of leading, organizing, decision-making, evaluating, staffing, training, allocating, and reporting to criminal justice organizations; and,
4. 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 3 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 Points** = **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 10 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 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. 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 become 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 the earliest opportunity possible. 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 call the Student with Disabilities Office located in Driftwood 101, or call (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 call (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 compliant 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:**

Assignments are worth a total of 50 points. If they are turned in late, they will be penalized a percentage of the points due. 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.

**Stop Attending:**

If you stop attending, go through the official drop course procedures. Otherwise, a failing grade will have to be given to you. University Rules do not permit any other option. Check the University’s Academic Calendar for key drop / withdrawal dates.
**Text Readings:**

Do the assigned readings prior to class meetings. As you read, mark your texts and take notes. That is the best way to study. Study the Learning Objectives and Important Terms and Names for each assigned Chapter. Quizzes will be based on the assigned Chapters and Lectures’ materials.

**Tentative Schedule 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.

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<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
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<td>Jan. 28</td>
<td>Introduction</td>
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<tr>
<td>Feb. 4</td>
<td>Management in Criminal Justice</td>
<td>1 &amp; 2</td>
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<td>Feb. 11</td>
<td>Historical Antecedents</td>
<td>3</td>
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<td>Feb. 18</td>
<td>Criminal Justice Leadership</td>
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<td>Feb. 25</td>
<td>Organizing Criminal Justice</td>
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<td>Mar. 4</td>
<td>Exam # 1</td>
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<td>Mar. 10-14</td>
<td>SPRING BREAK _ HAVE SOME FUN 😊</td>
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<td>Mar. 18</td>
<td>Decision-Making &amp; Planning</td>
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<td>Mar. 25</td>
<td>Evaluate, Appraise, and Assess</td>
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<td>Apr. 1</td>
<td>Staffing &amp; Personnel Issues</td>
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<td>Allocating Key Org Resources</td>
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