CRIJ3350 001 Criminal Justice Management  Dr. Rhoades
MTWTh 10-11:50am CI-106  Office: BH 343
Summer I 2015  Off. Hrs. M-TH 9:00-9:50am, call to meet at other times
Off. Phone: 361-825-2637  philip.rhoades@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, relationships and rewards.

LEARNING OBJECTIVES:  By the end of the course the student should be able to

1. describe the eight management functions listed in the Goals #1. above,
2. relate leadership, planning, and reporting to criminal justice management, and
3. demonstrate the skills of research and professional writing in relation to hypothesis testing.

TEACHING METHODS:
♦ In class, the course will primarily consist of lecture and discussion. The lecture will focus on matters not covered in the text or will expand on the text material. The discussion will be based on assigned readings. Thus, you must read the text.

♦ Readings should be completed prior to the class day for which they are scheduled. One gains more from lectures and discussions if the reading material has provided an introduction and foundation for the classroom activities.

♦ Homework and in class exercises will provide a degree of mental and academic skill development. These will focus on course sub-topics and research/writing skills for the most part.

MAJOR COURSE REQUIREMENTS:

Each student is expected to:
1. attend class regularly,
2. participate in class discussions,
3. comprehend information contained in assigned texts and class presentations,
4. complete two examinations,
5. Write a thesis sentence,
6. Complete an annotated bibliography,
7. Complete a journal article abstract/critique,
8. Optionally, participate with the Safe Communities project and provide a report.

Specific assignment sheets will be distributed to explain the crime scene analysis, interview, observation and background investigation. These will have specific due dates and late work will be penalized.
The formula will be changed for students completing the optional assignment. The Bibliography will be reduced to 10% and the Abstract/Critique will be reduced to 15%. The Optional assignment report will be valued at 15%.

Grades (letter) will be assigned according to the following: 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, 59 and below = F.


**COURSE POLICIES:**

**Attendance/Tardiness:** Attendance is expected. It will be important for participation in the research project and for that portion of your grade. Remember that usually 50 percent of all test material will come from lecture. Roll will be taken until the class list is finalized. After that, I refuse to be a prison guard 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 Examinations and Late Work:** If you must miss a test due to a family emergency, job duty, or illness that you are aware of before the test, you must notify me and make arrangements for a make-up test. If a true, unexpected emergency occurs, you should contact me as soon as you can after the test is missed. My expectation is that you will take the test at your earliest opportunity to do so. Do not let a lot of time go by as you need to move on to the next assignment and test.

Class assignments that are turned in late 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 4 days to 7 days late will be penalized 10 points. An additional 10 point penalty will be taken for each week or partial week the assignment is late after the seventh day. The late penalty may not exceed a maximum 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.

**Cell Phone/Electronic/Device Usage:** Please, turn off all personal communication devices when you enter the classroom so that our time is not interrupted. It is permissible in my classes to use laptop or other computing devices to take notes. Other uses of such devices during class time is not acceptable behavior.
**Academic Integrity/Plagiarism:** University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. Plagiarism is the presentation of the work of another as one's own work. It is a major academic offense and can result in your 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. Academic misconduct may result in the assignment of a grade of zero (0) on an assignment or test, failure in the course as a whole, or recommendation for removal from the University based on the seriousness of the action.

**Dropping a Class:** I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. June 19, 2015 is the last day to drop a class with an automatic grade of “W” this term. June 30, 2015 is the last day to withdraw from the University.

**Statement of Civility:** Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

**Grade Appeal Process.** Students who feel that they have not been held to appropriate academic standards as outlined in this class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details on the process of submitting a formal grade appeal, please visit the College of Liberal Arts website, [http://cla.tamucc.edu//students/studentinfo.html](http://cla.tamucc.edu//students/studentinfo.html). For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s Office.

**Disabilities Accommodations:** 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 believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.
Statement of Academic Continuity: In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

Reading to Prepare for Class and Tests: Please, read assigned text chapters before the class session assigned so that lectures and discussions will make more sense. 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. For the textbook, we will use the Learning Objectives and Important Terms at the end of each chapter. I will not repeat this information on a review sheet. The review sheets will include other material from the text that I believe to be important for you to know. Tests and reviews will include material from the presentations and discussions. We will not be reading the texts from front to back. We will be moving around in the chapters. So, look for the chapter numbers in the list of readings. All presentations will be posted on Blackboard for you to use in review and test preparation.

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. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466.

Office Hours and Questions: If you have questions, do not understand a topic covered or an assignment, or are concerned about your grades, visit me in my office. I have a lot of meetings due to community, University, and research projects, but we can schedule a time to meet. I mean this. I don’t bite or at least I have not done so in the last 60 years. I will be in my office at times other than posted office hours. It is ok to ask if you can discuss your issue at those times. We may need to make an appointment, but we will get it done.

The sequence of topics listed below may be changed at any time should circumstances merit. Due to research projects, I may be required to go out of town at times that I cannot schedule at this time. When possible, I will schedule a guest for any days that I must miss. This should not short change your learning experience in any way.

THE RESEARCH PROJECT: A learning initiative here at TAMUCC has led to the nature of the out of class assignments for this course. Faculty are encouraged to involve their students in research. Also, this is related to the Objectives of the Criminal Justice Program. Each student will generate a hypothesis as if a research paper was to be written. Each student will perform library research on that hypothesis and produce a short annotated bibliography. Each student will review and abstract on academic/professional journal article that was included in the annotated bibliography. This will permit the development of refinement of basic research skills within the time constraints of a summer session class. Assignment sheets will be provided for each of these three assignments.
# READINGS AND TOPICS

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<td>Management in Criminal Justice, Models</td>
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<td>3</td>
<td>Systems Ideas <strong>Thesis is Due</strong></td>
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<td>Public Service Management</td>
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<td>Organizing and Organizations</td>
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<td>Planned Change <strong>Annotated Bibliography is Due</strong></td>
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<td><strong>FINAL EXAMINATION</strong></td>
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DUE DATE:  **June 3, 2015**

TASK:  Create, write, and turn in a thesis statement for your research project.

The topic area must be about some aspect of management.

The statement may be a declarative sentence, a persuasive conclusion, or a question. Remember, it must be a **complete sentence**. A thesis sentence should be a simple sentence with few clauses. **The thesis is the main idea around which your entire paper is to be researched and written.**

This assignment is worth 10 percent of your grade. Late assignments will be penalized. I will review and return the statements until an acceptable one is created and receives approval.

**EXAMPLES OF THESIS STATEMENTS**

1. Sentence disparity is caused by excessive judicial discretion.

2. Violent crimes can be reduced by strict gun control laws.

3. Restitution centers are cost-effective alternative for providing criminal punishment.

Note these are not Management topics, but are examples of good thesis sentences.  **YOUR thesis must be about something related to Management.**

An acceptable alternative to a Thesis Sentence is the provision of a Research Question. One can use a Research Question if one has not yet formed an opinion on a topic. The Question permits the exploration of all sides of an issue until an opinion, phrased as a thesis sentence is reached. The student would start the research project with the question and end with writing the paper in support of the conclusion, the thesis. Examples of Research Questions are below:

1. What are the causes of judicial discretion?

2. Can gun control laws reduce violent crime?

3. Are restitution centers cost-effective?
Annotated Bibliography Assignment

DUE DATE:  June 18, 2015

TASK:  Create an Annotated Bibliography of five (5) journal articles about the Thesis (value 15% of grade)

SUB-TASKS to accomplish the task include:

1. Use the Bell Library electronic resources to research your thesis in the Criminal Justice Periodicals index and find a minimum of five (5) academic/professional journal articles on your thesis.

2. Record all of the information necessary to create a correct bibliographic citation for each of the five (5) journal articles using the APA format.

3. Read each of the five (5) journal articles sufficiently to derive (abstract) the author(s) main idea or thesis, the type of research performed, and the supporting findings or logical support for the thesis.

4. Create from your reading a minimum of three sentences that summarize the material to be found in 3. above, i.e. the thesis, data, and findings. This short type of summary is known as an annotation.

5. Turn in a typed product that includes your name, the 5 complete, correct APA bibliographic citations, and the 5 annotations.

ASSIGNMENT CONDITIONS and INFORMATION:

The articles must be selected from professional/academic journals, not magazines (see journal list below). The articles must be on a topic about the management and each must exceed 8 pages in length.


A correct bibliographic citation in APA format would include:

Author(s). (year). Article Title. Journal Title volume(number): pages.

ARTICLE ABSTRACT--CRITIQUE

ASSIGNMENT: Each student will complete an abstract and critique of a journal article.

Use one of the articles found in your Annotated Bibliography. The abstract--critique must be between 200 and 500 words in length (1 to 2 typed, double-spaced pages). Late items will be penalized per the policy in the main body of the syllabus. The abstract must be your own individual work. Do not plagiarize the author's material, i.e. no direct quotes which are not credited. Try not to use quotes at all. An abstract summarizes the author’s work. A critique evaluates its usefulness and readability. This assignment is valued at 25% of your course grade.

DUE DATE: June 30, 2015

CONTENTS: Each Abstract--Critique should include

1. Full, correct bibliographic citation of the article, using the format (APA) below:

Author(s). (year). Article Title. Journal Title volume(number): pages.


2. An abstract (summary) of the contents of the article. This should include:
   a. the author(s)' thesis or main conclusion. (What are they trying to argue or convince you about?)
   b. an outline of the logical argument used to support the thesis. (The justification of their argument, findings discovered, theories used)
   c. a description of research methods and data used.

3. An evaluation and critique of the article.

This part is your analysis (supported opinion) of the article. The Evaluation and Critique should comment on the readability, informativeness, and usefulness of the article. Comment on style and level of presentation. Consider the article’s clarity, organization, completeness, and contribution to knowledge. Comment on the quality and usefulness of the tables, figures, footnotes and bibliography. Mention things that were done well and those things which left unanswered questions or confusion. Do not critique the content, i.e. the opinions and conclusions of the author.
Optional Civic Engagement Project

This is an optional project. At your choice you may complete this project based on the availability of events which would permit you to engage in community service. **The availability of events cannot be guaranteed by the Professor.** Thus, this optional assignment may not be available to any student and may only be available to a limited proportion of any given class.

This assignment links to Texas A&M University—Corpus Christi’s community engagement goals. Faculty, staff, and students should be engaged in serving their community. Such engagement as students provides service learning opportunities and sets up a pattern of civic engagement for the rest of one’s life.

**DUE DATE: Reports are due June 30, 2015**

**TASK: Volunteer for a minimum of 3 hours at a Safe Communities Project event and produce a brief written report on the activity.**

1. To volunteer contact Bobie or Tricia at 825-3206 or in Bay Hall 211, the Social Science Research Center.

2. Produce a written report that describes the event, how you arranged to be involved in the event, and what you did at the event. The report should be at least 250 words in length.

**How this changes your grade:**

This optional civic engagement project is to be completed in addition to the Annotated Bibliography and the Abstract—Critique. It **does not substitute** for those assignments.

However, this optional project is valued at 15% of the course grade. For this to happen, the value of the Annotated Bibliography is reduced to 10% and value of the Abstract—Critique is reduced to 15% for students completing this optional project.

The optional project adds one assignment to the class and changes the grading formula for students that choose to engage in it. To a degree it is extra credit. As a simple volunteer project with a simple written report, it is not as complex as the other assignments. This tends to lead to elevated grades on the assignment that contributes positively to grade averages.