Course Syllabus

CRIJ 3350.001 Criminal Justice Management Room # CI 109

Spring 2016 Tuesdays, 7:00 – 9:30 p.m.

Mr. Sergio Olivares, M.P.A. – Adjunct Faculty

Office Hours: By Appointment Office: Bay Hall #349

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 Outcomes:
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.**

**Classroom/Professional Behavior:**

Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) Instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in Article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to
the leave the classroom. This prohibition applied to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

**Disability Services:**

The American 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 accommodations 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, Room # 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.

**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:**

Students who feel 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.

**Statement of Academic Continuity:**

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on campus, this course would continue through the use of Blackboard and/or e-mail. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., e-mails, 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.
**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>Chapter</th>
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<td>Feb. 2</td>
<td>Management in Criminal Justice</td>
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<td>Historical Antecedents</td>
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<td>Feb. 23</td>
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<td>Mar.14-18</td>
<td>☺ SPRING BREAK _ HAVE SOME FUN ☺</td>
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<td>May 3</td>
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