

Syllabus
Criminal Justice Management



CRMJ 4130/5130

Fall Semester, 2018
AG Building, Room 218
Tues & Thurs: 2:45 – 4:00 pm

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Office Hours

Office: AS 402
Time: Tues & Thurs – 10:00-11:00 am & 12:30–1:15 pm

Introduction

This course will explore the need for leadership and ethical behavior at all levels within criminal justice organizations. The lectures, resource materials and activities are designed to provide both intellectual and experiential opportunities to examine the challenges faced by professionals working in the field. While the criminal justice system only loosely conforms to the concept of a true system, the need for leaders to think in terms of an integrated criminal justice system will be emphasized.

Course Objectives

Objectives or outcomes have been defined for individual modules or activities as well as at the course level. Only objectives for the course are listed here. At the end of the course, students will be able to:

- Explain why leadership is a quality that is needed at all levels of an organization and how organizations benefit from that leadership.
- Describe theoretical frameworks and approaches to defining the essential qualities or characteristics of a leader.
- Identify key functions needed for, and challenges to, the effective management of criminal justice organization.
- Discuss the interrelatedness of components of the criminal justice system, and the importance of evaluating the impact of proposed policy decisions upon all components of the system.

Books/Resources

This course will use one primary textbook and one supplemental textbook. Resource articles and background material for the simulation will also be utilized; these will be posted on WyoCourses. The following are required:

- **Primary textbook** - *Criminal Justice Organizations: Administrations and Management* (6th ed.), by Stojkovic, Kalinich, & Klofas.
- **Secondary textbook** – *Publication Manual of the American Psychological Association* (6th ed.), by APA.
- **WyoCourses** - WyoCourses is the University's on-line supplemental course website. If you have difficulties with WyoCourses at any time during the semester, click on the Help button at the bottom of the navigation bar on the left-hand side of the page; you can talk to the Canvas Help Desk 24/7 by phone or chat room.
- **Microsoft Word** - The action papers must be submitted in an electronic format in Microsoft Word. Paper copies or electronic files in electronic formats other than Microsoft Word will not be accepted.

Class Schedule

This course will take place between August 30 and December 12, 2018. Classes will be held on Tuesday and Thursday from 2:45 to 4:00 pm. For a detailed breakdown of assignments for each day and/or week of the course, see Syllabus Attachment - Course Chart.

Course Assignments

Students will be expected to complete a series of assignments, including discussion boards, written papers (called action reports), and quizzes over the material covered in the course. Each week of the course begins on Monday at 12:01 am and ends Sunday evening at 11:59 pm. Quizzes and action reports must be completed and submitted by Sunday evenings at 11:59 pm of the week they are due.

- **Quizzes** – Seven quizzes are scheduled as part of this course. The first quiz covers week one of the course. The remaining seven quizzes cover two week segments of the course. There will be no final or comprehensive exam. The quizzes will be taken on-line using WyoCourses. See the Course Chart for the due dates for the quizzes. Each quiz will cover the material from the text book, the presentations, the CJ simulation, resource materials, evidence-based practices, and APA formatting. Each quiz will be composed of twenty to thirty questions. The first quiz is worth 10% of the final grade; the remaining seven quizzes are each worth 6% of the final grade.
- **Discussion Boards** – Students will complete three discussion boards during the course. Initial threads are due on Monday evening, and responses are to be posted over the course of the next six days. Each discussion board will be worth 8% of the final grade. See the syllabus attachment for details about the discussion boards.
- **Action Papers** – Over the course of the semester, students will complete three action papers. Each will be four to six pages in length. Each action paper will be worth 8% of the final grade. For details, see the syllabus attachment for the action reports.
- **Extra Credit** – An extra credit assignment is provided. It consists of taking an on-line quiz about proper use of the APA style of formatting. Students close to the border between two grades are strongly encouraged to complete the extra credit assignment. The final weighted

grade received at the end of the semester will not be rounded up; for example, an 89.4% will be a B and will not be rounded up to an A. Students desiring the higher grade need to complete the extra credit assignment.

Academic Honesty

Any form of academic dishonesty, including plagiarism, collaborating on or otherwise cheating on quizzes or assignments will result in zero points for the assignment which involved the academic dishonesty. The violation will also be reported to the appropriate University authorities for disciplinary action and may be grounds for expulsion from the University. To read the University's policy on academic dishonesty, click on UW Regulation 6-802 policy (<http://www.uwyo.edu/generalcounsel/files/docs/uw-reg-6-802.pdf>) and read what is provided. If you have any questions about what constitutes academic dishonesty, consult the regulations or arrange to meet with the instructor before you submit the materials in question.

The University guidelines define plagiarism as presenting the work (i.e., ideas, data, creations) of another, wholly or in part, as one's own work and failing to provide the customary and proper acknowledgement of sources and extent of use. The student is responsible for proper documentation of material from other sources; failure to cite correctly using APA guidelines constitutes plagiarism.

Excused Absences

Excused absences include the following:

- **University excuse** - In order to be excused from a class or assignment, a valid University excuse must be obtained. University excuses can be obtained from the Office of Student Life (Room 128 Knight Hall, University of Wyoming, Laramie, WY 82070 - telephone: 307-766-3296) between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. The Office of Student Life (OSL) will provide the excuse, provided the student's absence meets the criteria for an authorized absence. For further information on obtaining an excused absence, contact the OSL or visit their website at: <http://uwacadweb.uwyo.edu/OSL/absences.htm>.
- **Serious illness** - A serious illness is defined as a medical condition that requires hospitalization, immediate treatment at a doctor's office or medical facility, and/or bed rest which makes it impossible for the student to complete the scheduled expectation of the class. To be considered a serious illness, a written excuse from your doctor must be provided which states that on the date of the test or missed assignment, the student was unable to attend class and/or complete the tasks defined by the syllabus. The excuse must be for the date in question, and must state that you were unable to attend the class period that day. Doctor's appointments do not constitute an excused absence. Excuses need to be presented to the instructor by the class period following the excused absence to be accepted.
- **Death in the immediate family** - An immediate family member is defined as father, mother, sibling, spouse, or child. Documentation must be provided; acceptable documentation includes an obituary published in a commercial newspaper which lists the student as an immediate family member, or a letter from a member of the clergy on church stationary confirming the death and the relationship of the deceased to the student.

- **Special circumstances** - It is understood students have a life outside university classes. If major events preclude a student being on campus and completing the course expectations on the designated dates, the instructor may make other arrangements. For example, weddings are often planned a year in advance; accommodations will be made to allow students to be absent when special circumstances create conflicts with key events defined in the syllabus. Special circumstances are up to the course instructor to approve. In general, special circumstances must be approved in advance by the instructor, and the assignments must be completed in advance of the date defined in the syllabus.

Assignments missed due to an excused absence must be made up within one week of the original due date.

Late Assignments

Assignments may be turned in up to five days late. There is a 10% per day late penalty for a late assignment. Assignments may not be turned in more than five days after the original deadline. Placing the wrong file or a corrupted file in a drop box will be accepted as a submission. An initial thread for a discussion board is due on Tuesday evening; late penalties apply after Tuesday evening. Participation points are awarded during the week of the discussion board, and may not be made up.

Grading

The final grade for the course will be based on the weighted points accumulated over the course of the semester. One hundred total points are possible for each of the assignments. The points received for an assignment will be multiplied by the assigned weight. The final grade is based on the total weighted points earned throughout the semester.

- A person receiving 90% or more of the possible weighted points will receive an A.
- A person receiving from 80% to 89% of the possible weighted points will receive a B.
- A person receiving from 70% to 79% of the possible weighted points will receive a C.
- A person receiving from 60% to 69% of the possible weighted points will receive a D.
- A person receiving less than 60% of the possible weighted points will receive an F.

Weighting	
Initial Quiz	10%
Regular Quizzes	42%
Discussion Boards . .	24%
Action Papers	24%
Total	100%
Extra Credit	4%

Points for assignments will be posted in WyoCourses. Points for quizzes will be available upon completion of each quiz. Points for the discussion boards and the action reports will normally be posted within a week of their submission.

Office Hours/Advising

The instructor is on campus this semester on Tuesday and Thursday. Office hours will be held on the days and times shown at the top of the syllabus. Students desiring additional time can request it and a mutually acceptable time will be arranged.

Instructor

The instructor lives in Fort Collins, Colorado. Communication by email is welcomed and encouraged. The goal is to make this class a learning experience for students and the instructor, and an on-going dialogue between students and the instructor is seen as an important component of

learning. Emails with questions about the course content, and other topics relevant to the course, are considered as much a part of the course as discussion in the classroom. A typical work day for the instructor involves several hours in meeting with clients, and additional time in the office working on the computer. As a result, an email may be answered within minutes, and will generally be answered the same day. It will be a rare occasion that an email is not returned within 24 hours. Voice mail is available so if the phone is not answered feel free to leave a message; a call because of an emergency will be returned promptly, and making the instructor aware of a problem as soon as possible will earn you some empathy.