

University of Wyoming  
**COURSE SYLLABUS**



**COURSE: Leadership and Management in the  
Criminal Justice System**  
**COURSE NUMBER: CRMJ 4130**  
**CREDIT: 3 hours**  
**LOCATION: Classroom Building 306 & Zoom**  
**SEMESTER: Fall, 2020**  
**MEETING TIME: Tues & Thurs, 2:55 - 4:10 p.m.**  
**OFFICE HOURS: Wednesday, 9:00 a.m. to 1:00 p.m.**  
**START/END DATE: 08/24/2020 to 12/11/2020**

### **Instructor Contact Information**

The instructor's contact information is as follows:

- Email: rbarnhar@uwyo.edu
- Phone: 970-227-2817

The instructor will be on campus one day a week this semester. Office hours are posted above; meetings will be done using Zoom. However, feel free to contact the instructor at any time. Communication by email or phone 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. An email will typically 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. The phone number listed above is a cell phone; voice mail is available and you may text to that number as well.

### **Course Description**

**Prerequisites, Co-requisites, and Enrollment Restrictions:** The following are prerequisites for this course: CRMJ 1001 – Introduction to Criminal Justice, CRMJ 2210 – Criminal Law, CRMJ/SOC 2400 - Criminology, and CRMJ 3490 – Issues in Policing. There are no co-requisites or enrollment restrictions for this course.

**Course Description:** There is a clear need for managers and administrators to understand leadership and ethics. This course is designed to provide students with a foundation in the management and leadership discourse surrounding criminal justice agencies.

**Student Learning Outcomes:** 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.

**Required Texts, Readings, and Special Tools or Materials:** This course will use two textbooks for this course. 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: Administration and Management* (6<sup>th</sup> ed.), by Stojkovic, Kalinich, & Klofas.
- **Secondary Textbook** – *Publication Manual of the American Psychological Association* (7<sup>th</sup> 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 research 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.

### General Requirements/Expectations

**Required Examinations and Assignments:** Students will be expected to complete a series of assignments, including research papers 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. Assignments are to be completed and/or submitted by Sunday evenings at 11:59 pm of the week in which they are due. For a list of assignment due dates, see the syllabus attachment labeled Course Chart or examine the list of due dates found on the Syllabus page of WyoCourses.

- **Foundation Module** – The initial assignment in this course is to take and pass a quiz which covers course expectations and the use of APA to write and submit research papers. To move on to other assignments, 60 out of a possible 100 points must be obtained on this quiz. This quiz may be retaken as many times as needed to obtain a passing score. For additional information about this quiz, see the page describing the Foundation Module in WyoCourses.
- **Building Blocks Modules** – Once the Foundation Module has been completed satisfactorily, work may start on the Building Blocks Modules; there are five modules – Leadership/Management, Organizational Design, Climate and Culture, Managing People, and Measuring Results. The quizzes covering the five Building Blocks Modules may each be taken twice; the student will receive the higher of the two scores. For additional information about these quizzes, see the page describing the Building Blocks Modules in WyoCourses.
- **Research Papers** – Once the Building Blocks Module has been completed satisfactorily, work may also start on the four research papers. Each paper is to answer a question or

questions posed by the instructor. For details, see the syllabus attachment titled Research Papers.

**Class Meetings:** This class will be conducted using two parallel tracks – an in-seat class and an on-line class. The class is scheduled to meet twice a week, on Tuesday and on Thursday. The Tuesday class will be held using Zoom, while the Thursday class will meet in the assigned classroom. Students will attend one of those two days, and not both. Students will be surveyed and then assigned to one of the two tracks, with roughly half of the students being assigned to each track. Students wishing to attend the Zoom meetings for health/safety concerns will be placed in the Zoom track. Moving between tracks will only take place with the instructor’s permission. Attending on a given Thursday instead of Tuesday, or vice versa, due to a conflict of some kind will not be allowed. The assignments for the two groups will be identical.

**Honorlock:** Honorlock will be used to proctor your exams this semester. Honorlock is an online proctoring service that allows students to take exams from the comfort of their homes. Students do not need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection. To get started, Google Chrome is needed to download the Honorlock Chrome Extension. You can download the extension at [www.honorlock.com/extension/install](http://www.honorlock.com/extension/install). Honorlock support is available 24/7/365. If anyone encounters an issue, they may contact Honorlock by live chat, phone (855-828-4004), and/or email (support@honorlock.com).

**Required Participation Outside of Class Meetings:** Students are not required to participate in organized meetings or activities outside of class.

**Final Examination:** There is no formal, comprehensive final for this course. The class will not meet during finals week.

**Grading Scale and Grading Policies:** The final grade for the course will be based on the weighted points accumulated over the course of the semester. The points received for an assignment will be multiplied by the assigned weight. Quizzes are taken on-line and the scores are available as soon as the quiz is completed. Written assignments will normally be graded within seven days of the due date.

### Weighting

<b>Quizzes . . . . .</b>	<b>60%</b>
<b>Research Papers . . .</b>	<b>40%</b>
<b>Total . . . . .</b>	<b>100%</b>

The final grade is based on the total weighted points earned throughout the semester. Grades are awarded as follows: A - 90 or more weighted points, B - 80 to 89 weighted points, C - 70 to 79 weighted points, D – 60 to 69 weighted points, and F - less than 60 weighted points.

**Late Assignments:** Assignments may be turned in up to five days late. No assignments may be turned in more than five days after the due date without an excused absence.

- **Foundation Quiz** – The Foundations Quiz must be passed with a score of 60%. It may be taken after the due date for that quiz. There is no penalty for taking it late.

- **Building Block Quizzes** – Building Block Quizzes may be taken up to five days late. There is a 10% per day late penalty for late submissions.
- **Research Papers** – Research papers may be submitted up to five days late. There is a 10% per day late penalty for late submissions. To be a valid submission, the uploaded file must be in Word, and must be able to be opened, read, and editable (non-corrupted). Placing the wrong file or a corrupted file in a WyoCourses drop box will not be considered a submission, and will receive a zero for a grade. Replacing such a file later will result in a late penalty deduction based on the number of days the corrected file is submitted after the due date.

**Attendance and Excused Absence Policy:** Attendance in either the classroom or the Zoom calls is expected. Copies of lecture notes, Power Point slides, etc., will not be made available unless there is an excused absence. A student can request an excused absence; for what constitutes an excused absence and/or to apply for an excused absence, see [UW Regulation 2-108 \(Student Attendance Policy\)](#).

**Classroom Behavior Policy:** Students are expected to behave as they would at work: act professionally, arrive on time, pay attention, complete work in a timely and professional manner, and treat all deadlines seriously. Students are to be respectful towards classmates and the instructor. Spirited debate and disagreement are to be expected in any classroom and all views will be heard fully; however, personal attacks, offensive language, name-calling, and dismissive gestures are not warranted in a learning atmosphere. Students who misbehave may be dismissed from the classroom, study sessions, electronic forums, and other areas where disruptive behavior occurs. Electronic devices such as mobile phones should be set to silent or turned off. Laptops are allowed for note-taking purposes. No video or audio recording during class is allowed to protect the privacy of other students.

**Classroom Statement on Diversity:** The University of Wyoming values an educational environment that is diverse, equitable, and inclusive. The diversity that students and faculty bring to class, including age, country of origin, culture, disability, economic class, ethnicity, gender identity, immigration status, linguistic, political affiliation, race, religion, sexual orientation, veteran status, worldview, and other social and cultural diversity is valued, respected, and considered a resource for learning.

### **COVID-19 Policies**

During this pandemic, you must abide by all UW policies and public health rules put forward by the City of Laramie (or by Natrona County if at UW-Casper), the University of Wyoming and the State of Wyoming to promote the health and well-being of fellow students and your own personal self-care. The current policy is provided for review on the [University's website about COVID](#). As with other disruptive behaviors, the University has the right to dismiss you from the classroom (Zoom and physical), or other class activities if you fail to abide by these COVID-19 policies. These behaviors will be referred to the Dean of Students Office using the UWYO Cares [Reporting Form for Student Code of Conduct](#) processes.

### **Disability Support**

The University of Wyoming is committed to providing equitable access to learning opportunities for all students. If you have a disability, including but not limited to physical, learning, sensory or psychological disabilities, and would like to request accommodations in this course due to your disability, please register with and provide documentation of your disability as soon as possible to Disability Support Services (DSS), Room 128 Knight Hall. You may also contact DSS at (307) 766-3073 or [udss@uwyo.edu](mailto:udss@uwyo.edu). It is in the student's best interest to request accommodations within the first week of classes, understanding that accommodations are not retroactive. Visit the DSS website for more information at [www.uwyo.edu/udss](http://www.uwyo.edu/udss).

### **Academic Dishonesty Policies**

Academic dishonesty will not be tolerated in this class. Cases of academic dishonesty will be treated in accordance with UW Regulation 2-114. The penalties for academic dishonesty will include an "F" for the exam or the class component exercise. The student will also be referred to the Dean of Students for further review and possible additional disciplinary action. Academic dishonesty means anything that represents someone else's ideas as your own without attribution. It is intellectual theft – stealing - and includes (but is not limited to) unapproved assistance on examinations, plagiarism (use of any amount of another person's writings, blog posts, publications, and other materials without attributing that material to that person with citations), or fabrication of referenced information. Facilitation of another person's academic dishonesty is also considered academic dishonesty and will be treated identically.

### **Discrimination - Duty to Report**

UW faculty are committed to supporting students and upholding the University's non-discrimination policy. Under Title IX, discrimination based upon sex and gender is prohibited. If you experience an incident of sex- or gender-based discrimination, you are encouraged to report it. While you may talk to a faculty member, please understand that as a "Responsible Employee" of the University, the faculty member must report information you share about the incident to the university's Title IX Coordinator (you may choose whether you or anyone involved is identified by name). If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are people who can meet with you. Faculty can help direct you or you may find info about UW policy and resources at <http://www.uwyo.edu/reportit>. You do not have to go through the experience alone. Assistance and resources are available, and you are not required to make a formal complaint or participate in an investigation to access them.

### **Syllabus/Syllabus Changes**

A schedule of readings, videos to be watched, due dates for assignments and quizzes is posted in an attachment to this syllabus; it is titled the "Course Chart." The Course Chart articulates what is to be done in each week of the course. The Course Chart can be found in the Syllabus section of WyoCourses.

All deadlines, requirements, and course structure are subject to change if deemed necessary by the instructor. The Course Chart and the schedule of activities in WyoCourses will be updated when changes to the schedule are made. Students will be notified verbally of these changes in Zoom sessions, using Announcements in WyoCourses, and/or via email.

## Student Resources

### *DISABILITY SUPPORT SERVICES*

[udss@uwyo.edu](mailto:udss@uwyo.edu)  
307-766-307  
128 Knight Hall  
[www.uwyo.edu/udss](http://www.uwyo.edu/udss)

### *ACADEMIC AFFAIRS*

766-4286  
312 Old Main  
[www.uwyo.edu/acadaffairs](http://www.uwyo.edu/acadaffairs)

### *UW POLICE DEPARTMENT*

[uwpd@uwyo.edu](mailto:uwpd@uwyo.edu)  
766-5179  
1426 E Flint St  
[www.uwyo.edu/uwpd](http://www.uwyo.edu/uwpd)

### *COUNSELING CENTER*

[uccstaff@uwyo.edu](mailto:uccstaff@uwyo.edu),  
766-2187,  
766-8989 (After hours),  
341 Knight Hall,  
[www.uwyo.edu/ucc](http://www.uwyo.edu/ucc)

### *DEAN OF STUDENTS OFFICE*

[dos@uwyo.edu](mailto:dos@uwyo.edu),  
766-3296,  
128 Knight Hall,  
[www.uwyo.edu/dos](http://www.uwyo.edu/dos)

### *STUDENT CODE OF CONDUCT WEBSITE*

[www.uwyo.edu/dos/conduct](http://www.uwyo.edu/dos/conduct)