

University of Wyoming
COURSE SYLLABUS



**COURSE: Leadership and Management in the
Criminal Justice System**

COURSE NUMBER: CRMJ 4130 & 5130

CREDIT: 3 hours

LOCATION: Distance Learning (Zoom)

SEMESTER: Spring, 2019

MEETING TIME: Wednesday, 4:30 p.m.

START DATE: January 30, 2019

END DATE: May 16, 2019

Instructor Contact Information

The instructor's contact information is as follows:

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

The instructor is not on campus this semester. Virtual office hours are Wednesday and Thursday from 3:00 to 4:30 pm. 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. The instructor typically spends several hours each day working on the computer. 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. 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 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.

General Requirements/Expectations

Required Examinations and 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. Assignments are to be completed and/or submitted by Sunday evenings at 11:59 pm of the week in which they are due.

- **Quizzes** – Five quizzes are scheduled as part of this course. The first quiz covers week one and two of the course. The remaining quizzes cover three 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 30 to 35 questions.
- **Discussion Boards** – Students will complete three discussion boards during the course. Initial threads are due on Tuesday evening, and responses are to be posted over the next five days. See the syllabus attachment titled Discussion Boards for specific 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. For details, see the syllabus attachment titled Action Reports.
- **Attendance/Participation** – Ten percent of the grade for this course is based on attending and participating in the weekly Zoom conference calls. Attendance will not be taken during class; instead, five attendance quizzes will be used to assess attendance and participation. A quiz will have one question for each week covered by the quiz. (So, a quiz covering three weeks of the course will have three questions.) The questions will be about what was discussed in class. Students may formally elect to not attend class. They will be expected to complete an alternative writing assignment – a ten to fifteen page research paper on a topic approved by the instructor. Students must notify the instructor by the end of the first week of class if they wish to opt out of attending the Zoom conference calls.

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.

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.

Weighting	
Regular Quizzes	30%
Discussion Boards . .	30%
Action Papers	30%
Option (A or B)	10%
A - Attendance	
B - Research Paper	
Extra Credit	<u>04%</u>
Possible	104%

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 to receive the higher grade.

Late Assignments: Some assignments must be completed by the posted deadline. Others may be turned in up to five days late. No assignments may be turned in more than five days after the due date.

- **Attendance & Regular Quizzes** – Attendance quizzes and regular quizzes may be taken up to five days late. There is a 10% per day late penalty for late submissions.

- **Action Reports** – Action reports may be submitted up to five days late. There is a 10% per day late penalty for late submissions. Placing the wrong file or a corrupted file in a WyoCourses drop box will be considered a submission. A file that cannot be opened will receive a zero for a grade. Replacing such a file later will result in a late deduction based on the number of days the corrected file is submitted after the due date.
- **Discussion Boards** – An initial thread for a discussion board is due on Tuesday evening. Late penalties for the thread apply after Tuesday evening; an initial thread posted after the following Sunday evening will receive no points. Responses may be posted for up to five days after the discussion board ends on Sunday evening; late penalties will apply. Participation points are awarded during the week of the discussion board, and may not be made up.
- **Extra Credit Quiz** – The extra credit quiz is available to be taken any time during the semester. The due date is during finals week. The extra credit quiz may not be taken late.

Attendance and Excused Absence Policy: Unless students have been formally approved to opt out of attending class by the instructor, attendance is expected. 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.

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. 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.

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 is 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 class sessions, using Announcements in WyoCourses, and via email of these changes.

Student Resources

DISABILITY SUPPORT SERVICES

udss@uwyo.edu
307-766-307
128 Knight Hall
www.uwyo.edu/udss

ACADEMIC AFFAIRS

766-4286
312 Old Main
www.uwyo.edu/acadaffairs

UW POLICE DEPARTMENT

uwpd@uwyo.edu
766-5179
1426 E Flint St
www.uwyo.edu/uwpd

COUNSELING CENTER

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

DEAN OF STUDENTS OFFICE

dos@uwyo.edu,
766-3296,
128 Knight Hall,
www.uwyo.edu/dos

STUDENT CODE OF CONDUCT WEBSITE

www.uwyo.edu/dos/conduct