

# The University of Texas at Tyler

**CRIJ 3311.060**  
**Administration of Criminal Justice Agencies**  
**Fall 2025**  
**Online Instruction**



## Course Logistics

**Course Title:** Administration of Criminal Justice Agencies

**Course Number and Section:** CRIJ 3311.060

**Scheduled Class Dates:** 08/25/2025 – 12/12/2025

**Scheduled Class Days and Times:** Online Instruction

**Scheduled Classroom Locations:** Online Instruction

## Instructor Information

**Instructor Name:** Benjamin T. Kemper, MS

**Office:** Online Class – Meetings by appointment only

**Email:** [bkemper@uttyler.edu](mailto:bkemper@uttyler.edu)

**Phone:** Use Remind App

**Best Way to Contact:** Via email. Please note: please send me an e-mail from your UT-Tyler email account. This assures me that the message is, in fact, coming from you. I am regular in habit of checking email, so you should never have to wait more than a day or so for a response.

You should include your course title and number in the subject line of the email (e.g. “Question regarding CRIJ-3311.040, Administration of Criminal Justice Agencies”).

## **Course Description**

This course is designed to provide insight into the internal administration of criminal justice agencies. Topics will cover leadership and management, open and closed systems, environmental influences and their effect on conflict, power and ethical approaches to problem solving, along with the communication and administration of a law enforcement agency, court system, correctional centers or probation and parole operations. The focus will be on quality-of-service approaches.

## **Census Date**

The census date for the Fall, 2025, semester is September 8th. This is the final date for many enrollment-related actions, including adding new courses, changing sections, or dropping courses without incurring grades of “W” or “Q.” The census date is also the second drop for non-payment date each academic session.

## **Course Information**

This course is designed to illustrate the complex issues criminal justice agencies navigate on a daily basis. During the course, you will become familiar with the theoretical concepts and practical applications of the principles that guide effective criminal justice administrators. By the end of the course, you will be able to intelligently discuss the importance of effective communication, leadership, management and motivational principles which enable criminal justice agencies to effectively engage in service-oriented policing.

## **Course Learning Objectives**

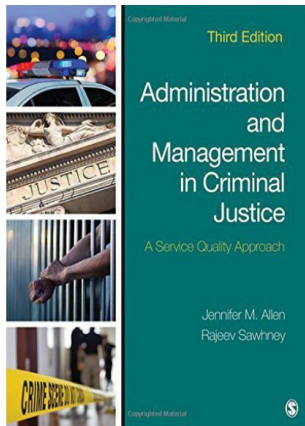
At the conclusion of this course, the student should be able to:

1. Identify and discuss the dynamics of an organization.
2. Describe the characteristics of a public sector organization.
3. Differentiate between open and closed organizations and the concepts of each.
4. Identify environmental influences and pressures placed on administrators.
5. Discuss how conflict, power and ethical issues effect problem-solving and decision-making.
6. Articulate the difference in content/needs motivational theories and their use in the workplace to promote motivation with personnel.
7. Define leadership and how it intertwines with effective communication between administrators and department personnel.
8. Evaluate measure to improve administrative practices in policing, the courts, and corrections departments.
9. Summarize the reasons a service quality approach to administration within the criminal justice system is important.

## Required Textbook

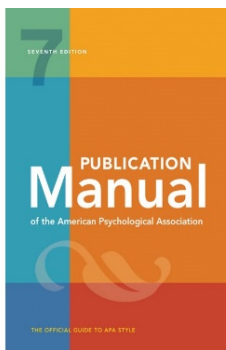
Allen, J. M., & Sawhney, R. (2019). *Administration and Management in Criminal Justice: A Service Quality Approach*. Edition 3. Sage Publications, Inc.

ISBN: 978-1-5063-6152-9



## Recommended Book

American Psychological Association. (2020). *Publication of the American Psychological Association Official Guide* (7<sup>th</sup> ed.). American Psychological Association.



## Grading Policy

- A:  $\geq 90\%$
- B: 80%-89%
- C: 70%-79%
- D: 60%-69%
- F:  $<60\%$

## Course Weighting

- Discussion Posts: 15%
- Weekly Quizzes: 15%
- Case Study – Short Answer Essay: 20%
- Unit Exams: 30%
- Final Exam: 20%

## Grading Criteria

- **Discussion Posts:** Discussion posts will be on material covered each week. You will have a topic from the reading in the book or a national news event to research and comment on. Discussion posts are designed to open your mind to the assigned topic and make an educated comment, argument, or thought on the subject. You will be required to make an original post with a minimum of 150-words. Then you will respond to at least one of your classmate's post with a response to their post with a minimum of 75 words. Your original post is 50% of your grade, with the response(s) worth the remaining 50% of the grade.
- **Weekly Quizzes:** Weekly quizzes will be based on the reading material and assigned chapter readings. You will have quizzes at the end of each week which are due each Sunday at 11:59pm. Quizzes will be available to take beginning on Thursday weekly.
- **Case Study – Short Answer Essay:** Each chapter has a case study at the end. After reading the case study, you will answer a question related to the case study in essay format. The essay will be a minimum of 150 words.
- **Unit Exams:** These are exams given at the end of each unit. These exams will be based on the material covered in the unit. Questions on the exam will be multiple choice or true/false. Studying your weekly quizzes will make a HUGE difference in how well you do on the exams as some of the questions on the unit exams may come from the quizzes. Unit exams will be posted in CANVAS beginning on the Thursday of the last week of the unit. These exams will be due on Sunday at 11:59pm. There are no make-up dates for a missed unit exam.
- **Final Exam:** The final exam will cover all the material you've learned over the course of the semester. Studying your quizzes and unit exams will make a HUGE difference in how well you do on the final exam. Questions on the exam will be multiple choice or true/false. The final exam will be given online via CANVAS and will be due on December 12, 2025, at 11:59pm. There are no make-up dates for a missed final exam.

## Internet Access

It is imperative you have reliable internet access. If you do not have it at your residence, you will be required to spend time in the Computer Lab. This is important because I will be making important announcements in the course Canvas site and sending you emails---but most importantly because this is an online course. Also, I will post your grades in Canvas so you will have an "at a glance view" of your current standing in the course. Additionally, you will be required to upload assignments using Canvas.

## Course Requirements

It is essential students read the selected readings detailed in the Course Schedule section of the syllabus prior to the class session. This course is designed with a seminar format in mind, which will require active participation from everyone. Each student is responsible for all the readings and discussion material as they are an integral component for success on the examinations.

## Attendance Policy

This is an online course, therefore attending to the assigned materials and assignments is on your own time. Materials for assignments will be posted each week with deadlines. You are expected to complete chapter readings and assignments each week by the required deadline.

## Late Assignments

Assignments are expected to be completed by the assigned due date and time. That said, I understand that unforeseen circumstances can arise such as, serious illnesses, deaths in the family, or other traumatic events which are part of life. Such events are unwelcomed and because I understand how difficult these times can be on our lives, I will work with you if something should occur. Therefore, if you contact me within 24 hours of the event **and** provide me with a valid excuse, which may require documentation, I will work with you on assignment deadline extensions. However, if you simply do not complete your work on time, you will not get an extension and will receive a zero for the assignment. You must contact me **prior to** the due date! Please communicate with me. It's that simple.

## Student Expectations

You may be wondering what is expected of you? I have listed the minimum (basic) items that are in your best interests to adhere to because it will help you be successful in the course:

1. Remain current with the weekly course material.
2. Read all the information in its entirety. A college student is expected to read and complete all work on time.
3. Be an active participant in all discussions.
4. Complete all assignments, projects, and assessments.
5. Submit all assignments on or before the due date.
6. If you need additional clarification, you should be contacting me as soon as practical. Do not wait until the end of the semester to ask for help. Use the messaging function in Canvas, or email to send me your concerns. I have also set up a class in the Remind App for messaging. Register for the class as soon as possible. (The instructions are listed in the announcements)

## Instructor Expectations

I believe teaching is a two-way street. Therefore, you should also have expectations of me. Here is what you can expect from me:

1. You should expect me to have class material ready for you each week.
2. I will return all your written work in a timely fashion. The written assignments take time to grade, but I will do my best to have them returned within one week.
3. I will also return any emails and messages I receive from you within 24 hours.

## **Policy on Artificial Intelligence**

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tool' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

The work submitted by students in this course will be generated by themselves. This includes all process work, drafts, brainstorming artifacts, editing, and final products. This extends to group assignments where students must collaboratively create the project. Any instance of the following constitutes a violation of UT Tyler's Honor Code: a student has another person/entity do any portion of a graded assignment, which includes purchasing work for a company, hiring a person or company to complete an assignment or exam, using a previously submitted assignment and/or using AI tools (such as ChatGPT).

## **Weekly Discussion Posts (15%)**

Each week there will be a weekly discussion post assignment. The post is created for you to answer a question in essay format to properly articulate your answer / opinion. Writing is a critical component to communication. Therefore, it is essential that you as a student have the basic understanding of the mechanics on how to write effectively and at a college level.

The weekly discussion questions will be answered in the following format:

1. Essay style format in which your responses are submitted in paragraphs, spell checked, with proper punctuation, and proper grammar.
2. The question is completely answered. If the student is using the assigned textbook or an outside source, it is expected that he or she will properly cite and reference those sources in the [APA 7<sup>th</sup> Edition format](#).

For example, from the assigned text:

- Research shows that Blah, blah, blah (Karmen, 2020).

- According to Karmen (2020), “Blah, blah, blah” (p.24). – Direct quote from the text.

**All weekly discussion questions are due by 11:59 pm every Sunday.**

## **Weekly Quizzes (15%)**

Each week there will be a quiz over the assigned readings for that week. The quizzes will be timed (60 minutes), and the content will be from only the assigned reading(s) for that particular week. The quizzes may contain multiple choice and/or true/false questions.

**All weekly quizzes are due by 11:59 pm every Sunday.**

## **Case Study – Short Answer Essay (20%)**

Each chapter of the book has a case study at the end. After reading the case study, you will utilize information from the chapter to answer a question in essay format. The essay will have a minimum requirement of 150 words. While this is a minimum, the desire is that the writer will answer the question in their essay with a detailed and thought-provoking answers. As with the discussion posts, the expectation is a well written essay using paragraphs, spell check, using proper punctuation, and proper grammar.

**All Case Study Essays are due by 11:59 pm every Sunday.**

## **Unit Exams (30%)**

There will be three examinations for this course:

- Unit Exam I – Chapters 1-5
- Unit Exam II – Chapters 6-10
- Unit Exam III – Chapter 11-14

Details for the exam are in Canvas. Each examination is the opportunity for you to demonstrate your knowledge and proficiency of the course concepts.

**Unit Exams are due by 11:59 pm on Sunday of the assigned week.**

## **Final Exam (20%):**

- Final Exam: Comprehensive exam covering materials from all chapters.
  - Studying weekly quizzes and unit exams will make a difference in how you do on the final exam. Many questions for the final exam will come from these quizzes and exams.

**The Final Exam is due at 11:59 pm on December 12, 2025.**

## **Tentative Course Schedule for Fall Semester 2025**

<b>Week &amp; Learning Objectives</b>	<b>Reading Assignment</b>	<b>Class Assignments</b>	<b>Due Dates</b>
Week 1 August 25, 2025	Ch 1: Defining Management and Organization	Class Introductions Week 1: Discussion Post Week 1: Case Study Essay Chapter 1: Weekly Quiz	Sunday August 31 <sup>st</sup> , 2025, 11:59 PM CT
Week 2 September 1, 2025	Ch 2: Open Versus Closed Systems	Week 2: Discussion Post Week 2: Case Study Essay Chapter 2: Weekly Quiz	Sunday September 7 <sup>th</sup> , 11:59 PM CT
Week 3 September 8, 2025	Ch 3: Service Quality Approach	Week 3: Discussion Post Week 3: Case Study Essay Chapter 3: Weekly Quiz	Sunday September 14 <sup>th</sup> , 11:59 PM CT
Week 4 September 15, 2025	Ch 4: Environmental Influences	Week 4: Discussion Post Week 4: Case Study Essay Chapter 4: Weekly Quiz	Sunday September 21 <sup>st</sup> , 11:59 PM CT.
Week 5 September 21, 2025	Ch 5: Conflict, Power, and Ethical Issues	Week 5: Case Study Essay <b>Unit Exam I (Ch 1-5)</b>	Sunday September 28 <sup>th</sup> , 11:59 PM CT
Week 6 September 29, 2025	Ch 6: Motivation	Week 6: Discussion Post Week 6: Case Study Essay Chapter 6: Weekly Quiz	Sunday October 5 <sup>th</sup> , 11:59 PM CT
Week 7 October 6, 2025	Ch 7: Leadership	Week 7: Discussion Post Week 7: Case Study Essay Chapter 7: Weekly Quiz	Sunday October 12 <sup>th</sup> , 11:59 PM CT
Week 8: October 13, 2025	Ch 8: Communication	Week 8: Discussion Post Week 8: Case Study Essay Chapter 8: Weekly Quiz	Sunday October 19 <sup>th</sup> , 11:59 PM CT
Week 9 October 20, 2025	Ch 9: Police Administration	Week 9: Discussion Post Week 9: Case Study Essay Chapter 9: Weekly Quiz	Sunday October 26 <sup>th</sup> , 11:59 PM CT
Week 10 October 27, 2025	Ch 10: Courts	Week 10: Case Study Essay <b>Unit Exam II (Ch 6-10)</b>	Sunday November 2 <sup>nd</sup> , 11:59 PM CT
Week 11 November 2, 2025	Ch 11: Probation and Parole	Week 11: Discussion Post Week 11: Case Study Essay Chapter 11: Weekly Quiz	Sunday November 9 <sup>th</sup> , 11:59 PM CT
Week 12 November 10, 2025	Ch 12: Prisons, Jails, and Detention Centers	Week 12: Discussion Post Week 12: Case Study Essay Chapter 12: Weekly Quiz	Sunday November 16 <sup>th</sup> 11:59 PM CT
Week 13 November 17. 2025	Ch 13: Private Security Management	Week 13: Discussion Post Week 13: Case Study Essay Chapter 13: Weekly Quiz	Sunday November 23 <sup>rd</sup> , 11:59 PM CT
<b>Week 14 November 24, 2025</b>	<b>Thanksgiving Week</b>	<b>Thanksgiving Week</b>	<b>Thanksgiving Week</b>
Week 15 December 1, 2025	Ch 14: Measuring Organizational Effectiveness and Service Quality	Week 14: Case Study Essay <b>Unit Exam III (Ch 11-14)</b>	Sunday December 7 <sup>th</sup> , 11:59 PM CT
Week 16 December 8, 2025	<b>Final Examination Week</b>	<b>Final Examination Ch 1-14</b>	<b>Friday December 12<sup>th</sup> 11:59 PM CT</b>



## **Student Resources**

[Student Resources](#)

## **University Policies and Information**

[University Policies and Information](#)

**I RESERVE THE RIGHT TO MODIFY THIS SYLLABUS AT ANY TIME. THEREFORE, YOUR ATTENTION TO THE ANNOUNCEMENTS IN CANVAS ARE CRUCIAL BECAUSE IT WILL ASSIST YOU REMAIN CURRENT ON THE MATERIAL AND KNOW WHEN THE SYLLABUS MAY BE MODIFIED.**