**The University of Texas at Tyler**

**Criminal Justice Program**

**CRIJ 3311.001- (3.0 Credit Hours)**

**Administration of Justice**

**Fall 2019**

**Schedule:**       Monday and Wednesday 4:00p – 5:20p

**Location:**        College of Arts & Sciences Building; Room 212

**Instructor:**     Paul Thompson, D.M., M.S.C.J., B.S.

**Email:**             pthompson@uttyler.edu

**Office Hours:** Virtual – Email and Zoom (by appointment only).

**Course Description:**

Principles and practices of administration and their application to criminal justice will be discussed throughout this semester. The relationship between theoretical administrative concepts and practical criminal justice problems will be emphasized.

**Prerequisite:**

You should have already taken CRIJ 1301 Introduction to Criminal Justice before enrolling in this course. This is an upper-division course and may have already taken courses that have familiarized yourself with the criminal justice system in the United States. You are expected to communicate orally and in writing at a “Junior” level undergraduate university student.

**Textbook:**

Allen, Jennifer M., & Sawhney, Rajeev. (2015). Administration and Management in Criminal Justice: A Service Quality Approach. Edition 2 Sage Publications, Inc. ISBN: 978-1-4129-5081-7

 

**Course Overview:**

The purpose of this course is to expose you to the complex problems criminal justice agencies confront daily. You will become familiar with the theoretical concepts and practical applications of the principals that guide effective criminal justice administrators. You will be able to intellectually discuss the importance of effective communication, leadership, management principles, management theories, and motivation that enables criminal justice agencies to become effective in a service-oriented environment.

**Internet Access:**

This course **will require** some internet access. UTT learning management system, Canvas, can only be accessed online. The computer lab is available if you don’t have access otherwise. This course requires a regular check of announcements, the completion of assignments, and posting of grades will be through Canvas.

**Course Objectives:**

1. Explain the dynamics of an organization
2. Describe the characteristics of public sector organizations.
3. Compare and contrast closed organizations to open organizations and the related theoretical arguments contained within each concept.
4. Describe how personnel within criminal justice agencies react to environmental pressures.
5. Compare and contrast content/need motivational theories to the process theories of motivation.
6. Explain how leadership theories relate to effectively leading in a criminal justice organization.
7. Summarize the importance of understanding communication barriers and how to effectively communicate to enhance administrative effectiveness.
8. Recommend measures to improve administrative practices in policing, the courts, and corrections.
9. Synthesize reasons a service quality approach to administration within criminal justice is important.

**Attendance Policy:**

Class participation is encouraged, which takes place with your presence. You must stay current if you want to be successful in the course. Therefore, work on this course each week and submit your work on or before the due date/time.

**Class Participation:**

Your active participation will help enrich your course experience. The reading and thinking of course materials will add value to your class participation.

**Missed Exams/Late Assignments:**

Submitting late assignments is generally not accepted. However, exceptions may be granted for unforeseen and unavoidable traumatic events: 1. If an event is known and unavoidable, contact me within 24 hours of the events. 2. If an event is unforeseen and does not allow for time to contact me. Contact me with acceptable documentation. Stay informed and aware of the course schedule.

**Student Expectations:**

* Attendance.
* The utilization of critical thinking.
* The respectful discussion of ideas.
* Read the required text and other relevant information provided throughout this course.
* Prepared to participate in class base on knowledge gained through credible, relevant sources.
* The completion and submittal of all assignments before or at the due date (deadline).
* Access and stay current with Canvas.
* Check your email.
* Ask for help; do not wait till the end of the semester. Send questions to pthompson@uttyler.edu.

**How to Contact Me:**

Email me through my University email account or inbox **through Canvas**. Email is my preferred method of contact - my email is **pthompson@uttyler.edu**

When sending an email, please write in the subject line CRIJ 3311.001.

**Census Date**

September 9, 2019 - Deadline for all registrations schedule changes including withdraw without penalty.

**Last Day to Withdraw**

 November 4, 2019 - Last day to withdraw from one or more courses.

**Course Evaluation Procedures:**

Assessment and exams will be conducted to determine your proficiency in the course’s concept. Assessment includes; discussion boards, quizzes, written assignments, and a final comprehensive exam.

**Grading Rubric:**

A grading rubric will be provided to you in Canvas for your learning activities.

**Evaluation:**

1. **Discussion Board                                                                       20%**
2. **Chapter Quizzes                                                                        20%**
3. **Written Assignment (academic research paper)                    30%**
4. **Final Exam                                                                                  30%**

**TOTAL - 100%**

**Discussions: (20% of final grade)**

The discussions are weekly learning activities. The expectation is to engage in a scholarly discussion with your classmate and instructor regarding course material. You are expected to respond to the discussion and at least one classmate posting. APA style, 6th ed.

**Chapter Quizzes: (20% of final grade)**

The chapter quizzes are required to be completed each week. The deadlines are 11:59 p.m. (Central Standard Time) on Saturday of each week of instruction. The chapter quizzes will include the chapter assigned reading and lecture.

**Written Assignment (Academic Research Paper): (30% of final grade)**

All written assignment must be submitted in APA style. Academic research paper with a minimum of eight (8) pages with a minimum of five (5) peer-reviewed citations. Contact the writing lab if assistance is needed. The research paper must be uploaded into Canvas in a word document format.

**The assignment**:

The academic research paper assignment: Select a criminal justice program (e.g., police department, court administration, or corrections). The paper will include an Introduction of your chosen program, the purpose, demographics, identification of the stakeholders, culture of the agency, analysis of their service approach, how is it measured, the effectiveness of the program, critical recommendations including leadership/management style.

Lectures on **September 4, and Oct 16, 2019**, will cover in detail the Academic Research Paper expectations.

**Due:** **November 2, 2019, 11:59 p.m.** – This assignment must also be uploaded to Canvas in a Word Document (DOC or DOCX) and will be checked for plagiarism through turn-it-in.

**Research Paper Requirements:**

           Paper Format: All margins are placed at 1 inch.

                                     Numbered pages. Running header (optional).

           Font:  Times New Roman – Size 12 pts.

              Spacing:  Double Space.

              Title Page:   APA Title Page.

              Abstract:   APA format.

              Body:   8 pages.

              Reference: APA format (Bibliography)

                               \*Minimum of 5 peer-reviewed citations.

**\*Length minimum: 8 pages (NOT INCLUDING TITLE PAGE, ABSTRACT PAGE, AND REFERENCE PAGE(S)).**

**Final Examination: (30% of final grade)**

There will be one (1) examination during the semester. The exam will be a course comprehensive exam at the end of the semester.

**Final Grading Scale:**

A=90% and above

B=80-89%

C=70-79%

D=60-69%

F=<60%

Rounding.

**Tentative Course Schedule:**

**Week 1         Class dates: August 26 & August 28, 2019**

Class expectations

Course overview and objectives.

Lecture 1 – “Organization – An introduction.”

Lecture 2: “Organization”

**Reference materials: Read Chapter 1 and Lectures**

**Assignments: Week 1 Quiz & Discussion Post/response.**

 \*Assignments are due Saturday, August 31, 2019, by 11:59 p.m.

**Week 2           Class dates: September 4, 2019**

No Class on September 2, 2019 (LABOR DAY)

Lecture 3 “Systems” “Research Paper Review”

**\*Career Success Conference – September 5, 2019, on UT Tyler Campus.**

**Reference materials: Read Chapter 2 & Lectures.**

**Assignments: Week 2 Quiz & Discussion Post/response.**

 \*Assignments are due: Saturday, September 7, 2019, by 11:59 p.m.

**Week 3 Class dates: September 9 & September 11, 2019**

**Census Date – September 9, 2019 -Deadline for all registrations and schedule changes.**

Lecture 4 “Systems”

Lecture 5 “External Influence”

**Reference materials: Chapter 3&4, and Lectures**

**Assignment: Week 3 Quiz & Discussion Post/response.**

\*Assignments are due: Saturday, September 14, 2019, 11:59 p.m.

**Week 4           Class dates: September 16 & September 18, 2019**

Lecture 6 “External Influence”

Lecture 7 “Internal Influence”

**Reference materials:  Chapter 5&6 and Lectures**

**Assignment: Week 4 Quiz. Discussion Post/response.**

 \*Assignments are due: Saturday, September 21, 2019, at 11:59 p.m.

**Week 5           Class dates: September 23 & September 25, 2019**

Lecture 8 “Internal Influences”

Lecture 9 “Internal Influences”

**Reference materials: Chapter 7**

**Assignment: Week 5 Quiz & Discussion Post/response.**

\*Assignments are due by Saturday, September 28, 2019, at 11:59 p.m.

**Week 6           Class dates: September 30 & October 2, 2019**

Lecture 10 “Communication”

Lecture 11“Communication”

**Reference material: Chapter 8 & Lectures**

**Assignment: Week 6 Quiz & Discussion Post/response.**

\*Assignments are due by Saturday, October 5, 2019, at 11:59 p.m.

**Week 7          Class dates: October 7 & October 9, 2019**

Lecture 12 “Administration - Police”

Lecture 13 “Administration - Police”

**Reference materials: Chapter 9 and Lectures.**

**Assignments: Week 7 Quiz and Discussion Post/response.**

\*Assignments are due by Saturday, October 12, 2019, at 11:59 p.m.

**Week 8           Class dates: October 14 & October 16, 2019**

Lecture 14 “Administration Courts”

Lecture 15 “Academic Research Paper Review”

**Reference materials:  Chapter 10 and Lectures.**

**Assignment: Week 8 Quiz and Discussion Post/response.**

\*Assignments are due by Saturday, October 19, 2019, at 11:59 p.m.

**Week 9           Class dates: October 21 & 23, 2019**

Lecture 16 “Administration - Probation”

Lecture 17 “Administration – Parole”

**Reference materials: Chapter 11 and Lectures.**

**Assignment: Week 9 Quiz and Discussion Post/response.**

\*Assignments are due by Saturday, October 26, 2019, at 11:59 p.m.

**Week 10         Class dates: October 28 & October 30, 2019**

 Lecture 18 “Administration - Corrections”

 Lecture 19 “Administration – Corrections **“**

**Reference materials: Chapter 12 and Lectures.**

**Assignment: RESEARCH PAPER**

\*Assignments are due by Saturday November 2, 2019 at 11:59 p.m.

**\*Academic Research Paper – DUE: November 2, 2019**

**Week 11   Class dates: November 4 & November 6, 2019**

Lecture 20 “Administration - Private Security”

Lecture 21 “Administration - Private Security”

**Reference Materials: Chapter 13 and Lectures.**

**Assignment: Week 11 Quiz and Discussion Post/response.**

\*Assignments are due by Saturday, November 9, 2019, at11:59 p.m.

**Week 12         Class dates: November 11 & November 13, 2019**

Lecture 22 “Organizational Consideration”

Lecture 23 “Organizational Consideration”

**Reference materials: Chapter 14 and Lectures.**

**Assignment: Week 12 Quiz and Discussion Post/response.**

\*Assignments are due by Saturday, November 16, 2019, at11:59 p.m.

**Week 13         Class dates: November 18 & November 20, 2019**

Lecture 24 “Excellence in Administration”

Lecture 25 “Leadership”

**Reference Material: Lecture.**

**Assignment: Week 13 Quiz and Discussion Post/Response.**

\*Assignments are due by Saturday, November 23, 2019, at 11:59 p.m.

**Week 14        University Closed Thanksgiving Holiday**

**Week 15         Class dates: December 2 & December 4, 2019**

Final Exam Review

Final Exam Review

 **Review: Chapters 1-14, lecture notes, and expectations.**

**Week 16                 “Finals Week”**

Comprehensive Final Exam – Paper Exam

\***FINAL EXAM:  December 11, 2019, 5:00 p.m.-7:00 p.m.**

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

**UNIVERSITY OF TEXAS AT TYLER POLICIES**

**UT Tyler Honor Code:**

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

**Library Resource:**

Check out the library resource page for assistance with this course and others you are taking within the Social Sciences Department. The resource page can be accessed through <http://libguides.uttyler.edu/sociology>.

**What is Plagiarism?**

 Plagiarism is simply using someone else’s work and presenting it as your own. You must avoid this at all costs! Your credibility is on the line. Your work product must be your own. If you are borrowing someone else’s facts, ideas, or opinions without providing the individual proper credit, you are stealing. In the academic world, this is referred to as plagiarism, and the penalty is severe. If the thought is not your own, you must cite your source to give proper credit. If you are borrowing someone else’s words, you must enclose them in quotations as well as citing the source. Plagiarism also includes you borrowing, buying, or stealing someone else’s work product and presenting it as your own. DO NOT commit intellectual theft because you will compromise your academic future.

**Penalties for Plagiarism:**

 Should a faculty member discover that a student has committed plagiarism, the student will receive a grade of 'F' in that course, and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, has the right to give freshmen and sophomore students a “zero” for the assignment and to allow them to revise the assignment up to a grade of “F” (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade. This option is not available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse.

**Make-up Tests:**

The *University Catalog* *does not* establish make-ups as a student right.  Major tests are forecasted; therefore, no make-up opportunities are contemplated.  Opportunities to make-up missed examinations will be provided only for exceptional reasons and must be documented (e.g., hospital records, obituaries).  Make-up examinations may be in forms completely different from original examinations and will be scheduled at the convenience of the instructor.

**Student Standards of Academic Conduct:**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. **“Cheating”** includes, but is not limited to:

• Copying from another student’s test paper;

• Using, during a test, materials not authorized by the person giving the test;

• Failure to comply with instructions given by the person administering the test;

• Possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;

• Using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;

• Collaborating with or seeking aid from another student during a test or other assignment without authority;

• Discussing the contents of an examination with another student who will take the examination;

• Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;

• Substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;

• Paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;

• Falsifying research data, laboratory reports, and/or other academic work offered for credit;

• Taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and

• Misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. **“Plagiarism”** includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

iii. **“Collusion”** includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by plagiarism software.

**Penalties for Cheating:**

Should a faculty member discover a student cheating on an exam or quiz or other class projects, the student will receive a “zero” for the assignment and not be allowed to make the assignment up. The incident must be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an “F” in the course, and the matter should be referred to the Honor Council. Under no circumstances should a student who deserves an “F” in the course be allowed to withdraw from the course with a “W.”

**Campus Carry:**

Campus Carry We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

**Students Rights and Responsibilities:**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:<http://www2.uttyler.edu/wellness/rightsresponsibilities.php.>

 **Grade Replacement/Forgiveness and Census Date Policies:**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.  Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract. The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

* Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
* Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
* Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
* Being reinstated or re-enrolled in classes after being dropped for non-payment
* Completing the process for tuition exemptions or waivers through Financial Aid

**State-Mandated Course Drop Policy:**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).   Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

 **Disability/Accessibility Services:**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

 **Technical Support Services:**

            Students are provided technical support through Information Technology ([www.uttyler.edu/it/.](http://www.uttyler.edu/it/.)) or call 903-565-5995.

 **Student Writing Support:**

Students may obtain assistance with writing and documentation at the Writing Center on the second floor of the Business Administration Building (BUS 202), contact at writingcenter@uttler.edu or call 903-565-5995.

**Student Absence due to Religious Observance:**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

**Student Absence for University-Sponsored Events and Activities:**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

**Social Security and FERPA Statement:**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

**Emergency Exits and Evacuation:**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by the University Police, Fire department, or Fire Prevention Services.

**UT Tyler a Tobacco-Free University:**

* All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler.  This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.
* Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.
* There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit [uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

**UT Tyler Resources for Students:**

* UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
* UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
* UT Tyler Counseling Center (903.566.7254)
* The Mathematics Learning Center, RBN 4021, this is the open-access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.