

# Criminal Justice Administration

## Online Syllabus

### Shorter University

## Instructor Information

See link in Canvas.

## Course Information

- Course: Criminal Justice Administration
- Course Number: CRJ 4210
- Credit Hours: 3
- Prerequisites: CRJ 2900 and CRJ 3330 or CRJ 3350

## Course Description

A study of policymaking and administration within criminal justice agencies in the United States, including an examination of organizational structure and behavior, personnel management, budgeting, and the role of criminal agencies within the greater governmental bureaucracy.

## Student Outcomes

Students in the major of Criminal Justice should have a working knowledge of the functions of the various agencies in the criminal justice system. It is important that the student is aware of the historical context, current trends, and issues pertaining to the various factors that exist in Criminal Justice Administration.

By the end of this course, the student will:

1. Describe the different types of organizational designs that are best suited for criminal justice agencies.
2. Outline the operational and administrative functions of criminal justice agencies.
3. Demonstrate an understanding of different management philosophies from a criminal justice perspective.
4. Explain the planning and budgeting process within government agencies.

5. Demonstrate tacit understanding of the conflict and consensus ideology within the criminal justice system from a management perspective.
6. Demonstrate how politics can potentially play a role in the jobs of criminal justice administrators.

## Required Texts

Stojkovic, S., Kalinich, D., and Klofas, J. (2015). *Criminal Justice Organizations: Administration and Management*, [6<sup>th</sup> ED]. Cengage Publishing. ISBN: 978-1285459011

Other readings/ articles as recommended or distributed in class via Canvas.

## Supplemental Materials

Each week, please the announcements and the course modules for links to sound clips or videos.

## Technology

- You must have regular access to a computer and an Internet connection to participate in this course. All coursework is conducted online, and no in-person meetings will be held.
- Shorter University uses Canvas as its online Learning Management System (LMS). An LMS provides students and faculty with an Internet-based learning environment that is both secure and easy to use. All course materials will be provided through Canvas, and all assignments will be submitted through the software, as well. When a student is enrolled in a course, they will automatically be enrolled in the course module in Canvas.
- Students can [log in to Canvas](#) using their normal SCHOLAR ID and password.
- Students should always email their instructors from their Shorter University Hawkmail account. Emails can be initiated from an email program or from Canvas itself.
- Assignments may be distributed in proprietary file formats, such as PDF or Microsoft Word. Students will be expected to have the necessary software to open and interact with these files.

## Grading Information

Assessments	Points of Total Grade
Discussion Forums	100 points
Quizzes	150 points
Writing Assignments	150 points
Final Project	100 points
Total for the course	500 points

Grade Scale	Percentage Points
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

## Course Assessments and Policies

### Discussion Forum Participation

Participation grade will be determined by the following categories:

- a) Participating in all in class discussions concerning current events, which students must thoroughly discuss in their posts. Sometimes at the discretion of the Professor, students will be asked to write a short summary and correlation with proper notification while meeting the following writing standards.
- b) As far as discussion forums, posting a response that adequately addresses the assigned topic in sufficient depth in initial posts and replies.
- c) Proper grammar, sentence structure, and sources are required in your communications on the Discussion Forums.
- d) The postings must be formatted according to the APA Manual
- e) All postings are due on the listed date, **NO LATE WORK**
- f) Participation in meaningful discussion in the forums with your peers

- g) You must post and an initial response and respond to a minimum of three other students on the discussion topic. Please see each forum for the criteria needed for successful completion.

During the forum weeks, initial posts are due by Thursday at midnight and replies will be due by 11:59 PM on Sunday nights. Please see the grading rubric posted in the course.

## Quizzes

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Students will take weekly chapter quizzes during the course of the semester. The assessments will consist of a combination of multiple choice and true/false. If you miss any assessment without prior approval, then a zero will be recorded for your grade.

The 15 chapter quizzes will be given during the semester; the quizzes will be administered through Moodle and will be multiple choice and/or true-false format. The quizzes are valued at 10 points and will feature 10 questions for the students to answer. The quizzes will be will only be open for one week.

## Writing Assignments

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You will write essay papers for scenarios and principles of Criminal Justice Administration. These papers will be graded for substance, articulation, and research content as well as spelling, grammar, and style.

Using the unique array of primary sources available, you are asked to examine the competing societal priorities (values) held by advocates on different sides of this issue. You will study and look at a variety of views about the political, economic and societal worldview to begin to formulate your own view about the proper priorities and perspectives required for your issue. You will need to address social, economic, political, and religious perspectives in your research in order to examine a range of issues such as historical content, current trends, ethical dilemmas, and critical issues. Your paper must demonstrate thorough familiarity with 1) the issue you have chosen, 2) how you plan to take this issue to the public square, and 3) the diverse positions of various stakeholders. This shall involve demonstrating a working knowledge of alternative proposals along with their supporting rationale.

These papers will be graded for substance, creativity, and research content as well as spelling, grammar, and style. A separate criteria and grading rubric will be posted in Canvas for your review.

### Requirements:

Your essay must be concise and compact—i.e., not more than two (2) pages in length, not counting the title page and reference page. Standard format is typed, 12 Times New Roman font, double-spaced, 1 inch margins, and numbered pages. Include endnotes and bibliography of all sources used, whether cited or not. All must be complete and consistent in the APA format (Sixth edition).

Your references should be not less than five (5) academic resources with your textbook being one of your resources. Your resources cannot be more than five (5) years old. There can be exceptions, but they must be cleared by the professor before use.

## **Final Project**

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Students will be placed into “leadership positions” that result in an executive summary presentation and paper concerning the creation of an agency to include the budget expenditures for their “department”. The assignment will detail the scope of the department and the jurisdiction that it covers (Court, correctional setting, or police jurisdiction). It will include a mission statement, problem response, budget and resources to include personnel for the agency. Please see the criteria sheet and rubric in the course for additional details.

This project is due Wednesday of the last week of class by 11pm. Please be creative during your PowerPoint presentation and appropriately cite your sources.

## **Final Exam**

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There is no final exam in this course

## **Participation Policy**

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Participation is required to complete this course successfully. Please note that participation is measured by completing the discussion forums each week by the specified due dates, in conjunction with all assignments and tests.

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## **Late Work**

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As a general rule, late work is not accepted. Because the course is only eight weeks long, it is important that you turn your assignments in on time. Should you have an emergency situation, please contact your professor directly.

## Course Schedule

Check the weekly Canvas modules for details concerning assignments. The weekly readings are posted in the module for each week.

- **Week 8 ends on a Friday, so ensure that all assignments are completed by no later than Friday. Also, do not forget that your final project is due on Wednesday night of Week 8.**

## Policies and Procedures

### Netiquette

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Netiquette is a set of rules for how to communicate effectively and politely online.

Effective written communications are an important part of online learning. In a face to face class, body language along with verbal responses and questions help students and the instructor communicate with each other. In an online environment, however, misunderstandings can easily occur when basic rules of Netiquette (online etiquette) are not followed, such as using texting abbreviations or USING ALL CAPITAL LETTERS IN WRITTEN COMMUNICATIONS.

Therefore, please use the following guidelines when communicating in this course:

- Using ALL capital letters in online communication indicates you are yelling. Limited use of capitalized words is acceptable when emphasis is needed. Underscoring and italics can also be used for emphasis.
- Use a descriptive subject line in emails and forum postings.
- Include your name in all emails; we can't always tell who you are based on your email address.
- No derogatory comments, ranting or vulgar language is acceptable in any form of communication in the course. Respect for others and their views is expected.
- Please keep in mind that something considered offensive may be unintentional. If you are concerned about something that appears to be unacceptable, please inform the instructor via email.

### Class Attendance

Online courses are typically delivered asynchronously, meaning that there are no fixed times when students need to be online. While there is no standard attendance policy for online classes, students are expected to log-in to class several times each week to check for updates and to communicate with the professor and/or with other students. There will also typically be deadlines for the completion of assignments, and there may be requirements that the student participate each week in online chats or forum discussions. In some cases, there may be a requirement for the student to log-in at a particular time during the week to participate in a group

chat or discussion. As with any traditional course, a student cannot skip several weeks of online classes and expect to succeed!

## **No Show Policy**

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Students who fail to complete the mandatory introduction forum within the first 9 class days from the start of the session will be automatically dropped from the class. PLEASE NOTE: Students must login as well as complete mandatory introduction forum within this 9 day period. Simply logging into a course will still constitute as a NO SHOW for the course if the mandatory introduction forum within the actual online course platform is not completed within the first 9 class days from the start of the session.

Students who do login and complete the mandatory introduction forum within the first 9 days from the start of the session, but who then stop participating in their online class will NOT be automatically withdrawn from the class. To withdraw from the class the student must send an e-mail to their advisor and his or her instructor from his or her Shorter e-mail account requesting to withdraw. The withdrawal will be effective from the date of the e-mail request. An automatic F will be given if a student is not properly withdrawn.

## **Academic Integrity Policy**

### **A Community of Honor**

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As a liberal arts university committed to the Christian faith, Shorter University seeks to develop ethical men and women of disciplined, creative minds and lives that focus on leadership, service and learning. The Honor System of Shorter University is designed to provide an academic community of trust in which students can enjoy the opportunity to grow both intellectually and personally. For these purposes, the following rules and guidelines will be applied.

### **Academic Dishonesty**

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"Academic Dishonesty" is the transfer, receipt, or use of academic information, or the attempted transfer, receipt, or use of academic information in a manner not authorized by the instructor or by university rules. It includes, but is not limited to, cheating and plagiarism as well as aiding or encouraging another to commit academic dishonesty.

"Cheating" is defined as wrongfully giving, taking, or presenting any information or material borrowed from another source - including the Internet by a student with the intent of aiding himself or another on academic work. This includes, but is not limited to a test, examination, presentation, experiment or any written assignment, which is considered in any way in the determination of the final grade.

"Plagiarism" is the taking or attempted taking of an idea, a writing, a graphic, musical composition, art or datum of another without giving proper credit and presenting or attempting to present it as one's own. It is also taking written materials of one's own that have been used for a previous course assignment and using it without reference to it in its original form.

Students are encouraged to ask their instructor(s) for clarification regarding their academic dishonesty standards. Instructors are encouraged to include academic dishonesty/integrity standards on their course syllabi.

## Procedure

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- A. It is the responsibility of an instructor to certify that academic assignments are independently mastered sufficiently to merit course credit. The responsibility of the student is to master academic assignments independently, refrain from acts of academic dishonesty, and refuse to aid or tolerate the academic dishonesty of others.
- B. If an instructor determines that the student is guilty of academic dishonesty, the instructor must discuss the matter with the student. In the event the instructor cannot reach the student in a timely manner, such as when the student has gone home at the end of a semester, the instructor may assign a grade of "I" (Incomplete) until the student can be contacted and the matter of academic dishonesty discussed. The instructor then completes the "Academic Violation Form" (see Appendix A) which should include evidence and other necessary documentation. The instructor will determine the appropriate remedy: either to assign a grade of zero on that assignment in question or a grade of "F" in the course. The student will designate whether he/she accepts the remedy for the violation of the dishonesty policy or wishes to appeal the instructor's decision. If a student elects to appeal, the "appeal due date" line must be completed on the Academic Violation Form. (See the Appeals section below for more information regarding the appeals process)
- C. Upon completion, the instructor forwards the Academic Violation Form to the Registrar's for the placement in the student's permanent record. The Registrar will forward copies of the Academic Violation Form to the student, the faculty member, department chair, academic dean, dean of students, provost, and president. Not appealing when the form is first completed or by the appeal due date will be taken as an admission of guilt, except under compelling circumstances to be determined at the sole discretion of the provost.
- D. If upon receipt of the Academic Violation Form the Registrar determines that the student is guilty of a second offense, then a grade of FD (Failure Due to Academic Dishonesty) will be assigned by the Registrar for the course regardless of the remedy specified on the Academic Violation Form. Assigning the FD is to be done by the Registrar when the second Academic Violation Form is placed in the student's record, and the Registrar will notify all parties in writing. The student is then permanently barred from membership in any honorary society and is permanently ineligible for any SU honor list. The student may petition the Academic Integrity Appeals Committee to have the dishonesty notation removed from the transcript after one year or upon graduating from the University if no additional dishonesty offenses occur and the student satisfactorily completes the Academic Integrity Program. The grade of F remains on the transcript. Upon receipt by the Registrar of a third offense, the Registrar will assign the grade of FD and then notify all parties. After all appeals are exhausted, if the third offense still stands, then the student will be permanently expelled from the University. The notice of expulsion will be forwarded to the student, department chair, appropriate academic dean, dean of students, provost, and president. A copy of the final report with the three offenses will become a part of the student's permanent record. The university reserves the right to expel the student after a first or second offense, depending on the circumstances and at the sole discretion of the provost.

## Appeals

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- A. The student who wishes to appeal an academic violation charge should submit his/her appeal in writing to the chair of the appropriate department by the appeal due date indicated on the Academic Violation Form, which is normally within ten regularly scheduled class days after the completion date of the Academic Violation Form. This statement should contain the reasons for which the student is appealing the instructor's decision. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within ten regularly scheduled class days of receiving the written appeal, the department chair will notify in writing both the instructor and the student of the chair's decision. If the department chair is also the instructor who files the Academic Violation Form, then the student must appeal to the appropriate academic dean.
- B. When, in the opinion of the department chair, the student fails to show reasonable cause for further investigation, the chair may deny the appeal without taking further action. When, in the opinion of the department chair, a student's appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the chair will meet with the faculty member and with the student and render a decision within ten regularly scheduled class days of the receipt of the appeal. If the decision favors granting the student's appeal, the department chair may request that the Registrar remove the Academic Violation Form from the student's record. The chair will notify both the student and the instructor of this action.
- C. If the student files the initial appeal or elects to appeal the chair's decision during Maymester, Summer I, Summer II or during final exam week of the Fall or Spring semesters and if the instructor or department chair is not available during that time, all of the foregoing time requirements begin to run with the first day of class in the next major term. In extreme or unusual circumstances regarding the timeliness of the appeals process, the provost will make the final determination.
- D. Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Academic Integrity Appeals Committee in writing within ten regularly scheduled class days of receiving the response from the department chair. Upon receipt of the appeal, the Academic Integrity Appeals Committee will review the matter and issue a decision within fifteen (15) regularly scheduled class days. The Academic Integrity Appeals Committee has the authority to deny the appeal, reduce the penalties in the event of extenuating circumstances, or direct the registrar to remove the record of the Academic Violation Form from the student's permanent record. The results of the Academic Integrity Appeals Committee are final.
- E. All results from the proceedings of the Academic Dishonesty Appeals Committee should be reported to the appropriate academic dean, dean of students, provost, and president as information.

NOTE: During the appeals process, the student may continue to attend the class in which the violation occurred.

## Students Needing Accommodations

Shorter University provides accommodations for students who have a disability. The student must contact the Director of Educational Support in FSU 219 (706-233-7323) as soon as possible to discuss your needs. Shorter University is committed to providing access to programs and services to all qualified students with disabilities. Student Support Services is located in the Fitton Student Union, Room 219 (706-233-7323). Academic support is available to all students through the Center for Learning and Academic Success at Shorter (CLASS). The Center offers peer tutoring and coordinates study groups for students seeking assistance. Also, students can receive help with writing through individual tutoring in the Writing center. CLASS is located on the second floor of the Sheffield-Thompson building in the Bailor Suite.