

UNIVERSITY OF TEXAS AT EL PASO

Criminal Justice 4320 Criminal Justice Organization and Management

Spring 2019

INSTRUCTOR:

Juan Carlos Wittke – Deputy Lieutenant – El Paso County Sheriff’s Office

M.S. Criminal Justice – Sul Ross State University

B.S. Criminal Justice Administration – University of Phoenix

OFFICE:

UTEP Criminal Justice Department

OFFICE HOURS:

By Appointment only

CONTACT INFORMATION:

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TEXTBOOK:

Criminal Justice Organizations (sixth edition)

Administration and Management

Stan Stojkovic, David Kalinich, John Kofas

Cengage Learning, ISBN: 13:978-1-285-45901-1

MEETING DATES AND TIMES:

Online Course

COURSE DESCRIPTION / OBJECTIVES:

This is a great course that focuses on management, supervision, and other administrative aspects of Criminal Justice. It is designed to provide the student with an overview of different management systems and styles. It begins with a basic explanation of criminal justice systems and organizations. The class focuses on leadership in Criminal Justice, evaluations and supervision as well as organizational conflict and conflict resolution. This book goes beyond the scope of policing, it focuses on all branches of Criminal Justice. The book covers decision making and organizational effectiveness. The book is meant to provide students with basic knowledge of how criminal justice agencies operate and what goes into the supervision, leadership, and administrative portion of the Criminal Justice field.

COURSE REQUIREMENTS:

- **QUIZZES** **15 points (15% of Final Grade)**

To ensure that students are keeping up with the readings and the course, quizzes as well as several short assignments will be administered. The quizzes are meant to keep up with the course. A single quiz will not make or break you in this course however, if one chooses to neglect several tests or assignments, then the impact to your overall grade will be more significant. **The quizzes will be given weekly and will post each week on Friday at 6am and will be available until Sunday at 11:59pm. Every week will be the same with the exception of the last week of class. The quiz for that week will be posted on Wednesday March 6th, 2019 at 6am until Friday March 8th, 2019 at 11:59pm.**

There are no make-ups for anything in this class so if you miss the quiz for any reason, you receive a zero for that quiz.

- **RESEARCH PAPER** **15 points (15% of Final Grade)**

You will be required to write a research paper for this class. The assignment is in your course under “research paper”. **The assignment will be available beginning the first day of class. The assignment is due Saturday February 23rd, 2019 at 11:59pm.**

- **DISCUSSION QUESTIONS** **25 points (25% of Final Grade)**

Discussion questions in this course are very important. Discussion questions in online courses are supposed to substitute the classroom interaction. A discussion question will be posted each week. Students will be required to post SUBSTANTIVELY with a minimum of 300 words. Additionally, students will be required to respond to at least two other students’ posts with a minimum of 100 words. Students are encouraged to engage each other via the discussion questions and are not limited to just two replies. All discussion questions will be posted on each

Monday and will be due by Thursday of the same week. The replies to your peers will be due by Saturday of the same week. This will be the schedule for the DQs for the duration of the course.

Students must be courteous and polite when posting and when replying to posts. Remember that it is more difficult to express emotions or feeling through a post therefore students will avoid personal attacks and also avoid using ALL CAPS as this sometimes conveys “shouting”. Students will also avoid replying with “I agree” or “good post”, if you agree with a post, you must follow that up with why you agree or why you think it is a good post and then offer some insight of your own. Students who do not post substantively will not receive full credit for the discussion question.

The discussion questions will be the same every week. They will post each Monday at 6am and you individual posts will be available and due each Thursday at 11:59pm. To allow students to reply to other posts, the replies will be open and due Saturday of each week at 11:59pm.

- **MID-TERM EXAMINATION** **20 Points (20% of Final Grade)**

A mid-term exam will be administered half way through the semester to test the knowledge of the student on material that has been covered from the beginning of the course up to the mid-way portion of the semester. The exam will be multiple choice and true or false questions with the possibility of one essay type question on each exam at the instructor’s discretion. **(Exam will be available from Friday Feb. 8th, 2019 at 6am until Sunday Feb. 10th, 2019 at 11:59pm.)**

- **FINAL EXAMINATION** **25 Points (25% of Final Grade)**

A non-comprehensive final exam will be administered at the conclusion of the semester to test the student’s knowledge on material that has been covered from the mid-way portion of the semester up to the end of the semester. **(Exam will be available Friday March 8th, 2019 at 6am until Sunday March 10th, 2019 at 11:59pm)**

The exams can cover any material that has been discussed during the semester to include lectures, PowerPoint presentations, class discussions, or any outside material that was introduced during any time of the semester. The exam will be multiple choice and true or false questions with the possibility of one essay type question on each exam at the instructor’s discretion.

STUDENT'S RESPONSIBILITY

1. Attend all scheduled classes. Attendance will be recorded at the end of each class.
2. Report to class on time and stay until the end of every class.
3. Complete all assignments and readings prior to each class.
4. Complete all quizzes and tests on the assigned date. Make-up quizzes and tests will be at the discretion of the instructor and are limited to emergencies only.
5. Participate in discussions during class.

INSTRUCTOR'S RESPONSIBILITY

1. Organize and plan all group activities, all lectures, and all discussions.
2. Provide learning tools and materials to students.
3. Arrange for student accommodations as requested in compliance with the Americans with Disabilities Act.
4. Maintain an efficient grading system that allows for student feedback within a reasonable time.
5. Be available for students before, during, and after class sessions.

ACADEMIC DISHONESTY

Students are expected to maintain a high standard of honor in their scholastic work. Scholastic dishonesty, to include cheating, copying another person's work, and plagiarism is a serious offense and will subject the student to disciplinary action. Students who aid another student in any type of dishonest scholastic practice will be held equally accountable. Violations will be referred to the Dean of Students Office for possible disciplinary action. For students who are found to have engaged in any form of academic dishonesty, sanctions may include a failing grade on the assignment or exam in question, a failing grade in the course, suspension, or dismissal from the University

DROP/ATTENDANCE POLICY

The course drop policy for this course is the same as the official policy for the University of Texas at El Paso. The policy is set-out in the University catalog. The instructor also has discretion in this matter and has the right to drop a student from the course if the student has excessive unexcused absences or is continuously late to class. A student will not be allowed

more than three (3) unexcused absences during the semester. **If a student accumulates more than three (3) unexcused absences, the instructor has the right to drop the student from the course.** The instructor may also drop a student from the class if the student fails to turn in assignments as directed. Students must attend class regularly to achieve an acceptable grade.

If unforeseen circumstances happen where a drop is necessary, *students* are responsible for initiating any course drop. It is the student's responsibility to determine how dropping courses may affect financial aid. **Students are limited to dropping no more than 6 courses over their entire academic career of all courses taken at any public college or University in Texas.**

- a) Students who drop a course within the first 2 weeks ***before the "official census date,"*** the course will not appear on the transcript, and doesn't count toward the 6-course drop limit.
- b) Dropping a course ***after the official census date, but before the "course drop date"*** will generate a "W" in the course—although the drop shows on your transcript, a "W" does not lower your GPA. However, this type of drop counts against your 6 drop limit.
- c) If the course is dropped ***after the "course drop date"*** or if the student just stops coming/taking tests, etc., UTEP requires the instructor to issue an "F" in the course that permanently remains on the transcript. This type of drop counts against the 6 drop limit.
- d) UTEP also allows instructors to administratively drop any student because of excessive absences, lack of effort, or disciplinary reasons. In this case, the student will be notified of the course drop through their UTEP email account. A "W" will be issued if the drop occurs before the course drop date, and an "F" will be issued if a student is administratively dropped for disciplinary reasons or after the course drop date. This type of drop counts against the 6 drop limit.
- e) If circumstances occur where a student must miss an excessive number of classes and/or is unable to submit multiple assignments (e.g., student medical reasons, medical conditions of a family member, death of a family member, active military service), they should first discuss the possibility of withdrawal from all classes with their academic advisor. If a student withdraws completely from all classes, kindly notify Lt. Wittke at: jcwittke@utep.edu . Complete withdrawals from all classes in the same semester do not count against the 6 drop limit.

LATE ASSIGNMENTS / MAKE-UP EXAMS

1. All work is to be turned in as stated in the class schedule.
2. There will be **NO MAKEUP QUIZZES UNDER ANY CIRCUMSTANCES.** In some cases assignments may be turned in via e-mail as approved by the instructor. The student assumes all the responsibility to ensure that the instructor received the assignment when submitted via e-mail.

3. Some quizzes are administered via Blackboard. It is the responsibility of the student to ensure that their software is up to date and compatible with BB. It is the responsibility of the student to make sure that they are familiar with BB and test taking. Technical issues are to be cleared up with the Universities help desk not the Professor.
4. Make-up exams (Mid-term & Final) will be granted for excused absences only. Make – up exams will be on an individual basis and determined by the instructor. If a make-up exam is granted, the student will be required to provide documentation of the emergency which prevented the student from taking the exam in the first place (i.e. vehicle accident report, hospital discharge instructions, etc).

Writing Center Information

The University Writing Center is located in Library, Room 227. It is a great place to receive help with editing your written papers, and with APA style assistance. They are open M-Th 9:00-5:00 pm, Fr 9:00-2:00 pm, and Sundays 12:00-5:00pm. Appointments are recommended well before the deadline, but they will take walk-ins.

STUDENTS WITH DISABILITIES

Any student who is in need of a special accommodation MUST first register and provide the instructor with written approval from the UTEP Center for Accommodations and Support Services (CASS) before accommodations will be made. CASS is located in Room 106 of the Union East Building. Call 915-747-5148 or visit their website: <http://sa.utep.edu/cass/> Tape recording of classes is considered to be a special accommodation and not allowed unless first approved in writing by CASS.

GRADING SCALE

A	90-100	Points
B	80-89	Points
C	70-79	Points
D	60-69	Points
F	Below 60	Points

TECHNOLOGY REQUIREMENTS

Check Your Technology

As you prepare to take this course, we want to share with you some basic information about technology to make this a successful experience. Having your computer requirements checked and all software up to date is essential to access course content. Please take some time to read through this page and ensure you have the information you need to get successfully started.

Supported Browsers

For a PC

FireFox, Internet Explorer (Do NOT use IE7), and Chrome

For a Mac:

Safari, Firefox, and
Chrome

Browser performance hints include:

Clear browser cache

Allow pop ups

Check Your Java

1. Go to <http://java.com>
2. Click on "Do I Have Java?"
3. Click on "Verify Java Version."
4. Update Java if needed.

Additional Software

When creating documents, slide presentations, spreadsheets, etc., you must use Microsoft Office or a compatible program (see 10 Free MS Word Alternatives). The UTEP IT website can also provide you with any applications, compatibility packs, patches, and updates you may need. In addition, we recommend the following software:

Adobe Reader

Adobe Flash Player

QuickTime

Windows Media Player

When Using Wireless at UTEP

*Make sure to log on to UTEP wireless with
YOUR account, and NOT as a guest.

Logging on with a guest account will limit will only give you 10-20 minutes of connectivity (which means it could kick you out of test if you are taking one).

File Names

When saving and giving your file a name: NO SYMBOLS, except dash and underscore; a space is a symbol. File names should contain letters, numbers, and/or a dash (-) and/or an underscore (_) only. Otherwise, a file may not open.

1. Example of a Bad Filename: Mr. Joe's assignment 3.1 5/10/2013.doc
2. Example of a Good Filename: Mr_Joe_assignment_3_1_5-10-2013.doc
3. Example of a Better Filename: Joe_assign-3-1.doc

For PC Users When uploading a file, make sure you locate the actual Folder you have the file in, Do NOT use the "Recent" folder, as that is only a link to your file. To see the file extensions for your documents (so you don't use.lnk).

CLASS SCHEDULE / ASSIGNMENTS (SUBJECT TO CHANGE)

Week 1

Ch. 1 Basic Concepts for Understanding Criminal Justice Organizations

Ch. 2 Structure of Criminal Justice Organizations

Week 2

Ch. 3 The Criminal Justice System in its Environment

Ch. 4 Problems of Communication

Week 3

Ch. 5 Motivation of Personnel

Ch. 6 Job Design

Ch. 7 Leadership

MID-TERM EXAMINATION (Feb 8-Feb 10)

Week 4

Ch. 8 Personnel Evaluations and

Ch. 9 Occupational Socialization

RESEARCH PAPER DUE

Week 5

Ch. 10 Power and Political Behavior

Ch. 11 Organizational Conflict

Week 6

Ch. 12 Decision Making

Ch. 13 Organizational Effectiveness

Week 7

Ch. 14 Change and Innovation

Ch. 15 Research in Criminal Justice Organization

FINAL EXAMINATION

THIS CLASS IS NOT AN EASY CLASS. YOU MUST PUT FORTH EFFORT IN ORDER TO RECEIVE A GOOD GRADE AND YOU MUST SHOW UP TO CLASS TO KNOW WHAT IS GOING ON AS FAR AS ASSIGNMENTS AND QUIZZES AND DQ'S. IF YOU DO NOT HAVE THE TIME TO DEVOTE TO THIS CLASS PLEASE DROP IT AS YOU WILL STRUGGLE WITH YOUR GRADE AND CONSEQUENTLY YOUR GPA WILL SUFFER.