

CRIJ 4320: Criminal Justice Organizations and Management

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Office Hours: By appointment only
CRN: 16440 Fall 2024

Course Overview and Objectives:

This course will provide students with an overview about management, supervision, and other administrative aspects of the criminal justice system. The course begins by presenting a basic explanation of criminal justice systems and organizations. This course covers all branches of the criminal justice system. 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.

Required Textbook:

Stojkovic, S., Kalinich, D., Kofas, J. (2015). Criminal Justice Organizations: Administration and Management, 6th Edition. Cengage

Class Format:

This course is NOT self-paced. Instead, this course is based on weekly modules that open each Monday morning at 12:30am and close the following Sunday at 11:59PM (Mountain Standard Time). If students fail to submit any required work before the module closes they will receive a grade of zero (0) for that assignment—no exceptions! As outlined in the syllabus below, each weekly module will focus on one chapter from our textbook. For each of these chapters, I will prepare a chapter outline that is intended to provide guidance and structure to students as they read the chapter. Students should read this outline before reading the chapter. Students are also encouraged to read the conclusions at the end of each chapter and to pay close attention to the “key terms” that are found in the textbook for each chapter.

All exams and written assignments are “open book” and “open notes,” meaning that students can use any class materials they wish when completing these assignments. However, they cannot “collaborate” in any way with any person (whether they are a fellow student or not) when completing the assignments. Doing so constitutes cheating and will be dealt with per the policy on academic dishonesty specified later in the syllabus.

REQUIREMENTS:

Exams: Your grade in this class will be based on 1 quiz, 3 exams, a written assignment and 14 discussion boards. Exams are to be taken on the week stated in the syllabus. Make-up exams may only be acceptable under extreme circumstances, such as a medical

or personal emergency. I must warn you, however, that I base these decisions on a very narrow definition of extreme. The student must provide me with proper documentation to qualify for a make-up (documentation does not, unfortunately, guarantee that a make-up will be given). Missed exams will be assigned a grade of zero (0). All makeup exams, if granted, must be completed within one week of the original exam date. Each exam is worth 100 points for a total of 300 points. Again, a grade of zero (0) will be assigned to each exam not submitted by the time the respective weekly module closes. Students will have 90 minutes (1 hour and 30 minutes) to complete the exam once they begin. The Syllabus quiz will be available at the start of the class and will be due on **Thursday at 11:59 PM** of the welcome week. Exams will be available on Monday and will close at **11:59PM on Sunday** (Mountain Standard Time).

Written assignment: Students are required to complete one paper for this course. This written assignment will represent students' observations of their readings a critical evaluation of a topic, and thoughts on how best to address problems/issues inherent in their topic. In addition to the material contained in the text, students must utilize a minimum of 3 outside peer reviewed sources. The paper must be written in proper APA format. The written assignment grade will be split into two separate parts. You will first need to write a 1-2 page proposal outlining the topic you wish you write about and why. The proposal will be worth 50 points. The written assignment will be a continuation of the proposal. Students must identify one topic that we have or will discuss in the course. Provide an overview of the topic and a justification for why this topic is so important in the administration and management of criminal justice organizations. Provide a critical evaluation of this topic including information that supports and/or disputes current policy and practice. Provide an analysis on how best to improve/address this topic. The proposal and the written assignments are due on **Sunday at 11:59 PM**.

Discussion Boards: Students will be given a written assignment on the week stated in the syllabus. These assignments consist of answering specific questions regarding the chapters for that week. There is no word minimum or maximum. Discussion boards will be graded based on the context of the answers and responses. Responses should contribute to the conversation. It should NOT be a simple "I agree/disagree." Discussion board grades will be made up of two separate parts. Students must first submit their **original post by Thursday at 11:59 PM**. For every day that the post is late one point will be deducted. Students must then respond to at least **2 peers by Sunday at 11:59 PM**. For every missing response 1.5 points will be deducted. There will be 14-chapter discussion boards and one introductory discussion board, and each is worth 10 points (150 points total). Make-up assignments may only be acceptable under extreme circumstances and all makeup assignments, if granted, must be completed within one week of the original assignment date.

FINAL GRADE CALCULATION:

Your final grade in this class will be determined based on the exams and written assignments.

Exam 1	100 Points
Exam 2	100 Points
Exam 3	100 Points

Organization Presentation	100 Points
Organization Proposal	50 Points
Syllabus Quiz	50 Points
Introductory DB	10 Points
Discussion Board 1	10 Points
Discussion Board 2	10 Points
Discussion Board 3	10 Points
Discussion Board 4	10 Points
Discussion Board 5	10 Points
Discussion Board 6	10 Points
Discussion Board 7	10 Points
Discussion Board 8	10 Points
Discussion Board 9	10 Points
Discussion Board 10	10 Points
Discussion Board 11	10 Points
Discussion Board 12	10 Points
Discussion Board 13	10 Points
Discussion Board 14	10 Points

Total Points **650 Points**

Final Grade Distribution:

650-585	Points=A
584-520	Points=B
519-455	Points=C
454-390	Points=D
389-0	Points=F

Please note:

I have right to make any changes to the course or syllabus and any changes will be announced ahead of time in an announcement and/or email. There will be no curve used in grading, no grades will be dropped, and there will be no extra credit. Do not contact me at the end of the semester regarding extra points for a particular letter grade. Your grade is an accomplishment, not a gift!

Important Reminders:

The exams are timed, meaning that once you begin the exam you will have a limited amount of time to complete and submit your work. The exams will automatically close and submit at the end of the time limit if you haven't already submitted it yourself. Do not wait until the last minute to begin exams. This way, if you do experience any difficulties with submissions, they can be corrected before the module closes.

Technology Issues:

I will not provide you with technical assistance. Rather, you should familiarize yourself with the assistance available to you whenever you have problems. You should also ensure that you have the appropriate hardware and software.

Academic Dishonesty:

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly

represents the words or ideas of another person's as ones' own. And, collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be taken seriously and will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions.

Accommodations and Support Services:

If a student needs an accommodation, then the Center for Accommodations and Support Services (CASS) located at UTEP need to be contacted. If you have a condition, which may affect your ability to perform successfully in this course, you are encouraged to discuss this in confidence with the instructor and/or the director of the Center for Accommodations and Support Services.

Week	Dates	Topics	Readings	Assignments
1	Aug 26- Sep 1	<ul style="list-style-type: none"> • Welcome • Basic Concepts 	Syllabus, Welcome Presentation, Chapter 1, Classical Organization Theory Weblinks	Syllabus Quiz, Introduction, & Discussion Board 1
2	Sep 2- 8	<ul style="list-style-type: none"> • Structure of Organizations 	Chapter 2, Chapter 2 outline, Weblinks	Discussion Board 2
3	Sep 9- 15	<ul style="list-style-type: none"> • The CJ System in its Environment 	Chapter 3 Chapter 3 Outline, Weblinks	Discussion Board 3
4	Sep 16- 22	<ul style="list-style-type: none"> • Problems of Communication 	Chapter 4, Chapter 4 Outline, Weblinks	Discussion Board 4
5	Sep 23- 29	<ul style="list-style-type: none"> • Motivation of Personnel 	Chapter 5, Chapter 5 Outline, Weblinks	Discussion Board 5 Exam 1
6	Sep 30- Oct 6	<ul style="list-style-type: none"> • Job Design 	Chapter 6,	Discussion Board 6

			Chapter 6 Outline, Weblinks	Proposal
7	Oct 7- 13	<ul style="list-style-type: none"> • Leadership 	Chapter 7, Chapter 7 Outline, Weblinks	Discussion Board 7
8	Oct 14- 20	<ul style="list-style-type: none"> • Personnel Evaluation and Supervision 	Chapter 8, Chapter 8 Outline, Weblinks	Discussion Board 8
9	Oct 21-27	<ul style="list-style-type: none"> • Occupational Socialization 	Chapter 9, Chapter 9 Outline, Weblinks	Discussion Board 9
10	Oct 28- Nov 3	<ul style="list-style-type: none"> • Power and Political Behavior 	Chapter 10, Chapter 10 Outline, Weblinks	Discussion Board 10 Exam 2
11	Nov 4- 10	<ul style="list-style-type: none"> • Organization Conflict 	Chapter 11, Chapter 11 Outline, Weblinks	Discussion Board 11
12	Nov 11- 17	<ul style="list-style-type: none"> • Decision Making 	Chapter 12, Chapter 12 Outline, Weblinks	Discussion Board 12 Written Assignment
13	Nov 18- 24	<ul style="list-style-type: none"> • Organizational Effectiveness 	Chapter 13, Chapter 13 Outline, Weblinks	Discussion Board 13
14	Nov 25- Dec 1	<ul style="list-style-type: none"> • Change and Innovation 	Chapter 14, Chapter 14 Outline, Weblinks	Discussion Board 14
15	Dec 2- 5`	-	-	Final