

**University of North Texas at Dallas**  
**Spring 2012**  
**SYLLABUS**

<b>CJUS 5250D: Administrative Law (3 hrs)</b>			
<b>Department of</b>	<b>Urban and Public Leadership</b>	<b>Division of</b>	<b>Urban and Professional Studies</b>
<b>Instructor Name:</b>	<i>Gretchen H. Choe, J.D.</i>		
<b>Office Location:</b>	<i>DAL2 317</i>		
<b>Office Phone:</b>	<i>972-338-1840</i>		
<b>Email Address:</b>	<i>Gretchen.choe@unt.edu</i>		
<b>Office Hours:</b>	<b>M 11:30-2:30, 2:30-4; T 12:30-2:30, 4-7; W 11:30-2:30, 2:30-4, R 1:30-2:30, and by appointment</b>		
<b>Virtual Office Hours:</b>	<i>By appointment</i>		
<b>Classroom Location:</b>	<i>Founders Hall (DAL2) 304</i>		
<b>Class Meeting Days &amp; Times:</b>	<b>Tuesdays 7:00 – 9:50 p.m.</b>		
<b>Course Catalog Description:</b>	Discussion of the legal principles and doctrines applicable to the state and federal criminal justice agencies, including information policy, ethical and liability issues.		
<b>Prerequisites:</b>	<b>None</b>		
<b>Co-requisites:</b>	<b>None</b>		
<b>Required Text:</b>	Steingold, Fred S. <i>The Employer's Legal Handbook</i> , 10th ed. Nolo: 2011 and additional supplemental materials as assigned through Blackboard		
<b>Recommended Text and References:</b>			
<b>Access to Learning Resources:</b>	UNT Dallas Library: phone: (972) 780-3625; web: <a href="http://www.unt.edu/unt-dallas/library.htm">http://www.unt.edu/unt-dallas/library.htm</a> UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: <a href="mailto:1012mgr@fheg.follett.com">1012mgr@fheg.follett.com</a>		
<b>Course Goals or Overview:</b>	The goal of this course is to examine the constitutional and statutory bases and judicial interpretations of the procedures governing the administration of criminal justice and police practices.		
<b>Learning Objectives/Outcomes:</b>	At the end of this course, the student will be able to:		
1	Explain the distinction between administrative law and judicial law, and how administrative law operates in our current political system		
2	Identify and evaluate employment and discrimination issues in criminal justice agencies		
3	Describe and evaluate legal principles related to information gathering and release by public agencies		
4	Identify and critically examine ethical issues and dilemmas in criminal justice		
5	Describe and evaluate principles of civil liability and immunity of criminal justice agencies		

## Course Outline

*This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by an announcement on Blackboard.*

TOPICS	TIMELINE
Introduction to the course Introduction to administrative law and agencies	1/17/2012
Employment issues pertaining to federal and state criminal justice agencies (Steingold text chs. 1-4) – Hiring, Personnel, Wages and Benefits	1/24/2012
Employment issues pertaining to federal and state criminal justice agencies (Steingold text chs. 10, 11, 12) – Termination, Employee Privacy, Independent Contractors	1/31/2012
Employment issues pertaining to federal and state criminal justice agencies (Steingold text chs. 6, 8, 9) – FMLA, Illegal Discrimination, ADA EXAM REVIEW	2/7/2012
<b>EXAM 1 (exam due PRIOR to class; exam discussion during class)</b>	<b>2/14/2012</b>
Employment issues pertaining to federal and state criminal justice agencies (Steingold text chs. 7, 13) – OSHA, Unions	2/21/2012
Gathering/collecting of private information by federal/state agencies (supplemental materials provided)	2/28/2012
Freedom of Information and Public Information Acts (supplemental materials provided) EXAM REVIEW	3/6/2012
INSTRUCTOR ABSENCE – GUEST LECTURER	3/13/2012
SPRING BREAK	3/20/2012
<b>EXAM 2 (exam due PRIOR to class; exam discussion during class)</b>	<b>3/27/2012</b>
Ethical Issues in Criminal Justice Agencies	4/3/2012
Ethical Issues in Criminal Justice Agencies (con't)	4/10/2012
Civil Liability of Criminal Justice Agencies	4/24/2012
Civil Liability of Criminal Justice Agencies (con't) EXAM REVIEW	5/1/2012
<b>FINAL EXAM (exam due PRIOR to class; exam discussion during class)</b>	<b>5/8/2012 7:30 p.m.</b>

## Course Evaluation Methods

*This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.*

### Three exams

#### Grading Matrix:

Instrument	Value (points or percentages)	Total
Discussion/Participation	10%	10%
Exam 1	30%	30%
Exam 2	30%	30%
Final Exam	30%	30%
<b>Total:</b>		<b>100%</b>

#### Grade Determination:

- A = 90% or better
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = less than 60%

#### Attendance and Participation Policy:

***Although class attendance and participation is worth only 10% of the final grade, if a student has more than 3 unexcused absences, or misses any of the exam discussion sessions without a documented university recognized excuse, the student will fail the course.*** Class attendance and participation is expected and assessed because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes if they are absent.

#### Exam Policy:

*Exams will be posted and submitted online and must contain the honor code statement given in the academic integrity section below. They will be short answer, paragraph, and/or essay format, and due no later than the start (7 p.m.) of the class period in which the syllabus indicates "exam." Those class sessions will be dedicated to discussion of the exams. **If you did not turn your exam in prior to 7 p.m. of that day's class session, you will receive a zero on that exam.** If you are unable to attend that class due to a university recognized emergency, email your exam to me prior to the class if possible. Upon reviewing acceptable documentation of the emergency, I reserve the right to either accept the exam as is, or give an alternative exam.*

#### Incompletes:

*Incompletes will not be given unless ALL of the following conditions have been met: (1) the student has completed 3/4 of the class, (2) the student is currently passing the course, (3) the request for an incomplete is pursuant to a University-recognized reason (medical emergency or military deployment).*

#### Extra Credit:

*On occasion, I have assigned extra credit to various classes. It is a privilege and an opportunity, not a right or an obligation. If extra credit is assigned in class, depending on the nature of the assignment, turnitin.com may be used as a tool. An acknowledgement sheet is required to be submitted to me prior to any assignment due date if turnitin.com is used. I do not give individual extra credit opportunities under any circumstances.*

## University Policies and Procedures

### Students with Disabilities (ADA Compliance):

*The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. Grades assigned before an accommodation is provided will not be changed as accommodations are not retroactive. For more information, you may visit the Student Life Office, Suite 200, Founders Hall (Building 2) or call Laura Smith at 972-780-3632.*

### Student Evaluation of Teaching Effectiveness Policy:

*The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.*

### Academic Integrity:

*Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at [http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic\\_Integrity.pdf](http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic_Integrity.pdf) for complete provisions of this code.*

*In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:*

**On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.**

### Bad Weather Policy:

*On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas main voicemail number: (972) 780-3600 or search postings on the campus website [www.unt.edu/dallas](http://www.unt.edu/dallas). Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.*

### Diversity/Tolerance Policy:

*Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate.*

### Use of WebCT/Blackboard:

*I utilize Blackboard extensively to communicate announcements, provide additional readings of interest, facilitate discussion topics, email individual students, and for other reasons as may be appropriate during the semester. It is your responsibility to check Blackboard regularly throughout the semester.*

## Additional Policies and Procedures

### Use of Cell Phones, Laptops & other Electronics in the Classroom:

*I do not prohibit the use of electronics in the classroom as a general rule. I trust that most students are using these devices to further their education and for educational purposes during class. However, if it comes to my attention that these devices are creating a distraction to yourself or to other students, I reserve the right to change this policy by communicating such a change in class and through Blackboard.*

**Food & Drink in the Classroom:**

*I do not prohibit food or drink the classroom during classes; however, if this becomes a distraction during class, I reserve the right to change this policy by communicating such a change in class and through Blackboard.*

**Disruptions:**

*I reserve the right to ask anyone who is creating a disruption during class to leave the room. Please be respectful of your fellow students. Come to class on time and stay until class ends. Students constantly coming into and leaving the classroom during class create a distracting environment for the other students as well as the instructor. While classroom questions and discussion are encouraged and assessed, continually interrupting lectures with commentary may also be disruptive.*

**Legal Questions:**

*In my capacity as the instructor of record for this course, it would create a potential conflict of interest if I were to render legal opinions regarding specific circumstances. As such, if you have specific questions of a legal nature, please seek appropriate legal advice. The UNT legal services office is available to UNT Dallas students, and the website is <http://studentlegal.unt.edu/>. You can also get referrals from the Dallas Bar Association if you live in Dallas County (<https://www2.dallasbar.org/referral/>) and through the State Bar of Texas referral service for outside of Dallas County ([http://www.texasbar.com/AM/Template.cfm?Section=Other\\_Lawyer\\_Referral\\_Services](http://www.texasbar.com/AM/Template.cfm?Section=Other_Lawyer_Referral_Services)). There are also clinical programs and law libraries at the courthouse and SMU and Texas Wesleyan University law schools that might have resources available to assist you.*