

**University of North Texas at Dallas**  
**Fall 2013**  
**SYLLABUS**

<b>Course Abbreviation/Number/Title/Semester Hrs</b> <b>CJUS 4500D: Administering A CJ Agency 3Hrs</b>					
<b>Department of</b>		<b>Criminal Justice</b>	<b>Division of</b>		<b>Urban and Professional Studies</b>
<b>Instructor Name:</b>		Richard Holden			
<b>Office Location:</b>		Founders Hall – Room 319			
<b>Office Phone:</b>		972-338-1836			
<b>Email Address:</b>		richard.holden@unt.edu			
<b>Office Hours:</b>		<b>Wednesday 5:30 pm to 7:00 pm or by appointment</b>			
<b>Virtual Office Hours:</b>					
<b>Classroom Location:</b>		Founders Hall - Room 303			
<b>Class Meeting Days &amp; Times:</b>		<b>Wednesday 7:00 pm to 9:50 pm</b>			
<b>Course Catalog Description:</b>		The study of principles and practices of administration and their application to criminal justice agencies. Special focus on the relationship of theoretical administrative concepts and practical criminal justice problems.			
<b>Prerequisites:</b>		CJUS 2100 and 9 hours of upper-division criminal justice courses or equivalents.			
<b>Co-requisites:</b>					
<b>Required Text:</b>		1. <b>Peak, Kenneth J. Justice Administration: Police, Courts, and Corrections Management. 7th Ed. New Jersey: Prentice Hall. 2010.</b>			
<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 develop an understanding of theories and practices of management within criminal justice agencies			
<b>Learning Objectives/Outcomes:</b> At the end of this course, the student will develop an understanding of the theoretical foundation of management and the practical limitations of those theories when applied to CJ organizations.					
1	Be able to articulate the principles of organization and management.				
2	Demonstrate knowledge of the strengths and limitations of management within CJ agencies				
3	Define terms and concepts relevant to CJ organization and administration.				
4	Identify problems inherent in adapting personnel procedures to CJ agencies.				

## Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by the instructor during class sessions

TOPICS	TIMELINE
Text (ch 1-5)	
Exam 1	9/25
Text (ch 6-10)	
Exam 2	10/30 – Paper due
Text (ch 11-16)	
Presentations	12/4
Final Exam	12/11

## Course Evaluation Methods

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

**Exams** – *written tests designed to measure knowledge of presented course material*

**Assignments** – *written assignments designed to supplement and reinforce course material*

**Class Participation** – *daily attendance and participation in class discussions*

### Grading Matrix: (sample given)

Instrument	Value (points or percentages)	Total
Exams	3 for 100 points each	300
Term Papers	1 for 100 points	100
Presentation	1 for 100 points	100
<b>Total</b>		<b>500</b>

### Grade Determination:

A = 500 – 450 pts; i.e. 90% or better

B = 400 – 449 pts; i.e. 80 – 89 %

C = 350 – 399 pts; i.e. 70 – 79 %

D = 300 – 349 pts; i.e. 60 – 69 %

F = 299 pts or below; i.e. less than 60%

## 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. For more information, you may visit the Office of Disability Accommodation/Student Development Office, Suite 115 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.*

**Assignment Policy:**

*The term paper for this course is required. It must be typed double space using a 12 point standard font (Times New Roman, Courier, etc.). The topic must be approved by the instructor and must be a minimum of 5 pages and a maximum of 7 pages not counting title page or bibliography. There must be 1 relevant scholarly citation for each page of the narrative. The paper must be submitted at the scheduled time or earlier. In addition, each student must submit a leadership legacy statement by the scheduled time. This statement should be a maximum of one page and clearly state the student's philosophy of leadership.*

**Exam Policy:**

*Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).*

**Academic Integrity:**

*Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty 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 Conduct at [http://www.unt.edu/csrr/student\\_conduct/index.html](http://www.unt.edu/csrr/student_conduct/index.html) for complete provisions of this code.*

**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 Campuses 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.*

**Attendance and Participation Policy:**

*The University attendance policy is in effect for this course. Class attendance and participation is expected 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.*

**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.*

**Optional Policies:**

- Use of Laptops permitted for note taking only!
- Grade of Incomplete, "I" given only in cases of documented personal or family crisis.