

University of North Texas at Dallas
Fall 2015
SYLLABUS

Course Abbreviation/Number/Title/Semester Hrs			
CJUS 4500D: Administering A CJ Agency 3Hrs			
Department of	Criminal Justice	Division of	Liberal Arts and Sciences
Instructor Name: Richard Holden			
Office Location: Founders Hall – Room 319			
Office Phone: 972-338-1836			
Email Address: Richard.Holden@untdallas.edu			
Office Hours: By arrangement			
Virtual Office Hours: By appointment			
Classroom Location: On-line			
Class Meeting Days & Times: Virtual			
Course Catalog Description:		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.	
Prerequisites:		CJUS 2100 and 9 hours of upper-division criminal justice courses or equivalents.	
Co-requisites:			
Required Text:		Justice Administration, 8th. (2016) Kenneth Peak ISBN-10: 978-0-13-359119-4 • ISBN-13: -359119-0	
Recommended Text and References:			
Access to Learning Resources:		UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fheg.follett.com	
Course Goals or Overview:			
The goal of this course is to develop an understanding of theories and practices of management within criminal justice agencies			
Learning Objectives/Outcomes: 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

Module	Date	Topic	Reading	Assignment
1	8/24	Introduction	Part I	Case Study 1, Critique 1
				Discussion 1
				Exam 1 (over Part I)
2	9/17	Police	Part II	Case Study 2, Critique 2
				Discussion 2
				Exam 2 (over Part I)
3	10/8	Courts	Part III	Case Study 3, Critique 3
				Discussion 3
				Exam 3 (over Part III)
4	10/29	Corrections	Part IV	Case Study 4, Critique 4
				Discussion 4
				Exam 4 (over Part IV)
5	11/19	Special Issues	Part V	Case Study 5, Critique 5
	11/26	Thanksgiving		
				Discussion 5
	12/11	Final Exam		Exam 5 (over Part V)

Course Evaluation Methods

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.

Exam Policy:

The exam policy for this course is flexible. Once the exam is activated, students have until the end of the course to access and complete the test. Once the course ends there will be no further access to the exams.

There will be a quiz over each part of the Peak text. Each quiz (100 points) is worth 10% of the total grade (50% cumulative).

Discussion Board: Each student will be required to post to the discussion board on a weekly basis. The discussion board topics will be over issues related to leadership. Each student will be required to post to the discussion question asked and then reply to two other student's posts. Postings will be graded according to the Critical Thinking Value and Written Communication Value in each posting. The discussion board postings will count (5% each) (25% cumulative) toward a student's final grade in the course. It is recommended that students formulate their discussions in a word processor to check for thoroughness and accuracy prior to posting on the Discussion Board.

Discussion Board Rubric

Posting	Substance	Grammar
Original	35%	15%
Response	20% each (x 2 = 40%)	5% (x 2= 10%)

Critiques: There will be a series of videos. Each video will require a critique by the students. The critiques will include questions about the videos' content and an individual assessment of the strengths and weaknesses of the video. There will be 5 videos and critiques. Critiques will be worth 2% of the total grade. Critiques will be essay exam format with individually graded questions.

Case Studies: There will be five case studies, all from the text. Responses will be to questions posed in the case study. Answers should formal (good grammar) and fully address the issues. Grading will be based on thoroughness of response (80%) and grammar (20%). It is recommended that students formulate their discussions in a word processor to check for thoroughness and accuracy prior to submission.

Grading Matrix

Instrument	Value (points or percentages)	Total
5 Discussion Board Questions @ 100 points each	500 points = 5% each	25%
Exams	500 points = 10% each	50%
Critiques	500 points = 2% each	10%
Case Studies	500 points = 3% each	15%
Total:	Total points 1000	100%

<u>GRADE</u>	<u>%</u>
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

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.

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 for complete provisions of this code.

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:

Grade of Incomplete, "I" given only in cases of documented personal or family crisis.