

**University of North Texas at Dallas**  
**SPRING 2014**  
**SYLLABUS**

**CJUS 4500D: ADMIN. CJ AGENCY (3 Hrs)**  
**CLASS #15541      SECTION: 091**

<b>Department of</b>	<b>Urban and Public Leadership</b>	<b>Division of</b>	<b>Criminal Justice</b>
<b>Instructor Name:</b> <i>James Williams, J.D.</i>			
<b>Office Location:</b> <i>Adjunct Office</i>			
<b>Office Phone:</b> <i>To Be Determined</i>			
<b>Email Address:</b> <a href="mailto:james.williams@unt.edu">james.williams@unt.edu</a>			
<b>Office Hours:</b> <b>To Be Determined and By Appointment</b>			
<b>Virtual Office Hours:</b> <i>Available by Text and Email</i>			
<b>Classroom Location:</b> <b>DAL2 Room 307</b>			
<b>Class Meeting Days &amp; Times:</b> <b>TUESDAY EVENINGS: 7:00pm-9:50pm</b>			
<b>Course Catalog Description:</b>		<b>CJUS 4500D. ADMIN. CJ AGENCY.</b> The study of principles and practices of police 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. (3 hrs.)	
<b>Co-requisites:</b>		<b>None</b>	
<b>Required Text:</b>		Swanson, Charles R.; Territo, Leonard, Taylor Robert W; <i>Police Administration: Structures, Processes, and Behavior</i> , 8th ed. Prentice Hall: 2012 ISBN-13: 978-0-13-512103-0	
<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;	
<b>Course Goals or Overview:</b>			
An in depth exploration and examination of the principles and practices of police and criminal justice administration.			
<b>Learning Objectives/Outcomes:</b> At the end of this course, the student will:			
1	Have knowledge of the history and evolution of police administration in the US;		
2	Understand diverse models of how police organizations are organized and led		
3	Understand the management of police organizations		
5	Understand and Recognize Critical Issues facing police organizations including but not limited to police ethics as well as deviance within police organizations; the influence and impact diverse ethnic groups play in police organizations and today's criminal justice system.		

## Course Outline

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

TOPICS	TIMELINE
First day of class; discuss syllabus & course expectations; <b>7pm 9:50pm.</b>	WEEK I - Jan. 7
Ch. 1	WEEK II – Jan. 14
Ch. 3	WEEK III- Jan. 21
Ch. 4 DISCUSSION/SELECTION OF PAPER TOPICS REQUIREMENTS FOR PRESENTATIONS <b>Exam 1 Review: Chapters 1, 3 and 4</b>	WEEK IV – Jan. 28
<b>EXAM 1 Chapters 1, 3 and 4</b>	WEEK V – Feb. 4
Ch. 6	WEEK VI – Feb. 11
Ch. 7	WEEK VII – Feb. 18
Ch. 8 Exam 2 Review Chapters 6, 7 and 8 Question and Answer Session Regarding Presentations/Papers	WEEK VIII – Feb. 25
<b>EXAM 2 Chapters 6, 7 and 8</b>	WEEK IX – Mar. 4
<b>SPRING BREAK NO CLASS</b>	WEEK X – Mar. 11
PRESENTATIONS	WEEK XI – Mar. 18
PRESENTATIONS	WEEK XII – Mar. 25
PRESENTATIONS	WEEK XIII – April 1
Ch. 10 PRESENTATIONS	WEEK XIV – April 8
Ch. 10 (Continued) PRESENTATIONS	WEEK XV – April 15
Ch. 11	WEEK XVI – April 22
Ch. 14 EXAM 3 FINAL EXAM REVIEW Chapters 10, 11 and 14	WEEK XVII – April 29
<b>EXAM 3 – FINAL EXAM Chapters 10, 11 and 14</b>	<b>FINAL EXAM– MAY 6, 2014 TIME – 7:30pm-9:30pm</b>

## Course Evaluation Methods

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

**\*Attendance** – Class attendance is required. I will take attendance for every class.

**Exams** – Three exams will be given. The exams are worth 75% of your final grade.

**\*I will deduct five (5) points for exams of students who are late for an exam.**

**\*I will deduct five (5) points for exams that are turned in late.**

**Class Participation** – Class Participation points constitute 10% of your grade. Participation means being prepared to answer when called on by the instructor to answer questions relevant to the chapters and/or topics discussed in class. Class Participation also means contributing to class discussions. Points will be deducted for students who are disruptive to the class. Students who do not participate in class discussions and/or students who are not prepared to answer questions when called upon by instructor will not receive class participation points. Students who are absent for class will not be able to receive the maximum number of class participation points.

**\*Attendance is required for all class presentations. I will deduct 5 points from your final grade for every class you miss during class presentations.**

**\*If you are not in class at the time you are scheduled to make your presentation you will score a zero for the entire assignment.**

**Exams** – Three exams will be given. The exams are worth 75% of your final grade.

### Grading Matrix:

Instrument	Value (points or percentages)	Total
EXAM 1	25% of Final Grade	25%
EXAM 2	25% of Final Grade	25%
FINAL EXAM	25% of Final Grade	25%
PRESENTATION	15% of Final Grade	15%
CLASS PARTICIPATION	10% of Final Grade	10%
<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%

### Incompletes:

*Pursuant to University policy, 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, and*
- (3) the request for an incomplete is pursuant to a University-recognized reason (medical emergency or military deployment).*

## 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, 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:

Please see the Course Evaluations section above for my policy related to assignments in this course.

### Exam Policy:

The exams will consist of descriptive essays, listing, and/or short answer questions. There will be no make-up exams unless you have a university-recognized emergency and notify me prior to the exam that you would like to reschedule.

**NO CELL PHONES WILL BE PERMITTED DURING THE EXAMS. YOU WILL BE SUBJECT TO A 5-POINT DEDUCTION ON YOUR EXAM FOR A VIOLATION OF THIS RULE. THIS INCLUDES A RINGING OR AUDIBLY VIBRATING CELL PHONE OR THE USE OF TEXT MESSAGING.** As a courtesy, please do not bring food or drink to class during exams. During exams, ALL ITEMS other than what is needed to take the exam (Blue Book, and a pen or pencil) must be under your desk. You must provide your own Blue Book.

### 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 the 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.

### 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.*

**Use of Cell Phones, Laptops & other Electronic Gadgets 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 you or to other students, I reserve the right to change this policy by communicating such a change in class and via email.*

**Food & Drink in the Classroom:**

*I do not prohibit food or drink the classroom during classes, but as a courtesy to your fellow test takers, please do not bring food or drink during exams. If this becomes a distraction, I reserve the right to change this policy by communicating such a change in class.*

**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.*