

University of North Texas at Dallas
Spring 2012
SYLLABUS

Course Abbreviation/Number/Title/Semester Hrs			
CJUS 4500D Administration of Criminal Justice Agencies 3Hrs			
Department of	Urban and Public Leadership	Division of	Urban and Professional Studies
Instructor Name:	Spencer Wayne Ellison		
Office Location:	None		
Office Phone:	501-247-5289		
Email Address:	spencer.ellison@unt.edu		
Office Hours:	Monday & Wednesday: 10:00 a.m. – 11:30 a.m. Tuesday & Thursday: 1:00 p.m. – 2:00 p.m.		
Virtual Office Hours:	Same as above		
Classroom Location:	UT-Dallas Bldg# 2 (7400 University Hills Blvd. Founders Hall, Room 336)		
Class Meeting Days & Times:	Tuesday/Thursday's from 11:30 a.m.– 12:50 p.m.		
Course Catalog Description:	The study of principles and practices of administration and their application to criminal justice agencies. Special focus on the theoretical administrative concepts and practical criminal justice problems.		
Prerequisites	CJUS 2100D and 9 hours of upper–division criminal justice courses or equivalents.		
Co-requisites:			
Required Text:	Swanson, C.R., Leonard, T., & Taylor, R. (2012). <i>Police Administration – 8th Edition</i> . Pearson Education, Inc.		
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@fhcg.follett.com		
Course Goals or Overview:			
	The goal of this course is to engage the reader about police organizations. This course will also address the latest on the evolution of American policing, the organization and the leader, the management of police organizations, and modern organizational issues.		
Learning Objectives/Outcomes: At the end of this course, the student will			
1	Be able to understand the evolution of police administration.		
2	Demonstrate the ability to understand community policing and policing strategies.		
3	Define terrorism.		
4	Identify the roles of state and local governments in law enforcement.		
5	Understand organizational theory and the leader.		
6	Understand the basic types of police organizational designs.		
7	Recognize police leadership and theories of leadership.		
8	Understand planning and decision making.		

9	Discuss the functions of a police human resource unit.
10	Understand organizational and interpersonal communication.
11	Recognize the impact of police unions on the community.
12	Identify and discuss the economy and police budgets.
13	Understand stress and police personnel.
14	Understand the legal aspects of police administration.

Course Outline

Please note that this is a tentative schedule of reading. The instructor may modify this to accommodate speakers, films, more discussion, etc.

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by ... *(be specific how changes will be communicated)*

TOPICS	TIMELINE
Introduction / Syllabus / Discuss term paper / Reading	Tuesday January 17, 2012
Chapter 1 The Evolution of Police Administration / Power point slides/ Discussions / Reading	Thursday January 19, 2012
Continue and complete Chapter 1/ Power point slides / Lecture	Tuesday January 24, 2012
Continue and complete Chapter 1 (Turn in Discussion Questions)	Thursday January 26, 2012
Chapter 2 Policing Today / Power point slides / Discussions / Reading	Tuesday January 31, 2012
Continue and complete Chapter 2 (Turn in Discussion Questions)	Thursday February 2, 2012
Chapter 3 Intelligence, Terrorism, and Homeland Security / Power point slides / Discussions / Reading	Tuesday February 7, 2012
Continue and complete Chapter 3 (Turn in Discussion Questions)	Thursday February 9, 2012
Chapter 4 Politics and Police Administration / Power point slides / Discussions / Reading	Tuesday February 14, 2012
Continue and complete Chapter 4 (Turn in Discussion Questions)	Thursday February 16, 2012
Review and complete remaining chapters for Exam #1	Tuesday February 21, 2012
Exam #1 (Chapters 1, 2, 3, & 4) 100 points	Thursday February 23, 2012
Review Exam #1 / Chapter 5 Organizational Theory / Power point slides / Discussions / Reading	Tuesday February 28, 2012
Guest Speaker (law enforcement official)	Thursday March 1, 2012

Continue and complete Chapter 5 (Term paper topic due) – (Turn in Discussion Questions)	Tuesday March 6, 2012
Chapter 6 Organizational Design / Power point slides/ Discussions / Reading	Thursday March 8, 2012
Continue and complete Chapter 6 (Turn in Discussion Questions)	Tuesday March 13, 2012
Chapter 7 Leadership / Power point slides/ Discussions / Reading	Thursday March 15, 2012
Spring Break	March 19-25, 2012
Continue and complete Chapter 7 (Turn in Discussion Questions)	Tuesday March 27, 2012
Chapter 8 Planning and Decision Making / Power point slides / Discussions / Reading	Thursday March 29, 2012
Guest Speaker (law enforcement official)	Tuesday April 3, 2012
Review and complete remaining chapters for Exam #2 / (Turn in Discussion Questions)	Thursday April 5, 2012
Exam #2 (Chapters 5, 6, 7, & 8) 100 points	Tuesday April 10, 2012
Review Exam #2 / Chapter 9 Human Resource Management / Power point slides / Discussions/ Reading	Thursday April 12, 2012
Continue and Complete Chapter 9 (Turn in Discussion Questions) *Term Paper Due*	Tuesday April 17, 2012
Chapter 10 Organizational and Interpersonal Communication / Power point slides / Discussions / Reading	Thursday April 19, 2012
Continue and complete Chapter 10 (Turn in Discussion Questions)	Tuesday April 24, 2012
Chapter 11 Labor Relations / Power point slides / Discussions / Reading	Thursday April 26, 2012
Guest Speaker (law enforcement official)	Tuesday May 1, 2012
Continue and complete Chapter 11 (Extra Credit Project Discussion)	Thursday May 3, 2012
Chapter 12 Financial Management / Power slides / Discussions / Reading	Tuesday May 8, 2012
Continue and complete Chapter 12 / Discuss and Review Final	Thursday May 10, 2012
Final Exam #3 100 points	May 14-18, 2012

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course. *(provide any necessary details of the instruments – examples given)*

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

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

Projects – *web development assignments designed to measure ability to apply presented course material*

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

Etc.

Grading Matrix:

Instrument		Value (points or percentages)	Total
Assignments	12.5%	10 assignments at 5 points each	50
Term Paper	12.5 %	50	50
Exam #1	25%	100	100
Mid Term Exam #2	25%	100	100
Final Exam #3	25%	100	100
Total:			400

Grade Determination:

A = 400 – 360 pts; i.e. 90% or better

B = 320 – 359 pts; i.e. 80 – 89 %

C = 280 – 319 pts; i.e. 70 – 79 %

D = 240 – 279 pts; i.e. 60 – 69 %

F = 239 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. Grades assigned before an accommodation is provided will not be changed as accommodations are at 972-780-3632 not retroactive. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call Laura Smith

Faculty Syllabi Statement

The University of North Texas Dallas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call 972-780-3632.

The Department of BLANK is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Student Life and to inform me of your need for an accommodation. Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNTD Policy 7.004, [Disability Accommodations for Students](#), and by visiting Student Life, building 2, Suite 200. 972-780-3632, studentlife@unt.edu

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.

Instructor Assignment Policy ----- Corrections Systems 3400D 090:

- Each student is expected and required to be present when quizzes, examinations, or other required assignments are given.
- **Make-up examinations are NOT a student right.** Quizzes and major examinations are forecasted; therefore, no make-up opportunities are contemplated. Any opportunities to make-up missed examinations will be provided under conditions determined to be extreme situations and must be documented (*e.g. doctor's note, hospital record, obituaries, etc.*). Make-up examinations may be forms completely different from the original examinations and will be scheduled at the convenience of the instructor.
- It is up to the student to contact the instructor to make up a missed exam. If the major exam is not made up within one (1) week, a grade of zero (0) will be entered in the professor's grade book for the missed exam.
- There are no make-ups for quizzes, outside assignments or other homework assignments.
- **Any written term paper or project for a course will be REQUIRED work and its assignment will be given early enough during the course to enable students ample time to conduct necessary research and preparation of the paper or project. If a student fails to turn in the paper or project, they will receive a zero (0) for a grade which will be used in determining their course grade. Students that turn papers in late, may receive deductions in their grade for the paper being late.**
- Deadlines for assignments are absolute. Students should anticipate technical difficulties and plan accordingly to their preparation for the completion of all assignments.

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 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%20Integrity.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 Campuses main voicemail number (972) 780-3600 or search postings on the campus website 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 Office of Student Life as the instructor deems appropriate.

Optional Policies:

- Use of WebCT/Blackboard
- Use of Cell Phones & other Electronic Gadgets in the Classroom
- Food & Drink in the Classroom
- Use of Laptops
- Grade of Incomplete, "I"

Miscellaneous Issues:

- All cellular telephones and other audible devices must be turned off (*not on vibrate*) while class is in progress. These devices (*phones, iPods, etc.*) must also be put away during class. Students will not be allowed to talk on the phone, send or receive text messages, surf the internet, etc. while class is in progress.
- Laptop computers may be used in class to take notes or otherwise manage information related to this course only. If a student is caught surfing the internet or using their computer for anything other than class-related activity, they will no longer be allowed to have the computer in the classroom.
- Upon reasonable suspicion that a student is using a camera phone or similar device to photograph examinations or other sensitive classroom material, or to text message information to another, the student will be charged with Academic Dishonesty and will be removed from the course and college.
- Continued disregard for classroom decorum will result in the student being requested to leave the classroom and drop the course.
- Proper attitude and conduct by students should be practiced daily for future reference.
- Students are expected to dress appropriately and in accordance to all UNT dress code policies. This means that if your pants are “sagging” and exposing underwear or undershorts, you will be asked to pull them up. If there is not compliance, student disciplinary action will be forwarded to Campus Safety.

Classroom Etiquette for Students:

UNT- is committed to promoting a level of classroom etiquette conducive to maximum teaching and learning. Within this context, the following etiquette is expected:

- Each student should anticipate at least one hour of class preparation for each lecture hour, plus study time preparing for examinations. This will allow time for reading of assigned materials, completion of assessments, and discussions.
- Attendance in class is important, while timely completion of all assignments is of utmost importance.
- Be on time for class and remain for the entire period. You are inconsiderate of your classmates if you arrive late and leave early.
- Refrain from talking while the instructor is lecturing. Idle chattering and giggling are disruptive to the class and disrespectful to your professor and classmates. You will be asked to leave if you do so.
- Without prior approval from your professor, do not use cell-phones, beepers, iPods with headphones, recording devices or any electronic device in class. Use of these devices in the classroom may result in the student being asked to leave the classroom.
- Be attentive and participate in class.
- No children will be allowed in the classroom or allowed to be left outside the classroom in the hallways.
- Any other violation of the UNT- Student Handbook & Student Code of Conduct (please refer to the Student Handbook for additional details).
- CHEATING (in any form) will NOT be tolerated. If a student is caught cheating, they will receive a FAILING grade on the material and possibly face disciplinary action from the college. (SEE UNT’ POLICY ON ACADEMIC INTEGRITY & PLAGIARISM.)
- For any college course, complaints or problems should be first discussed with the course instructor. Difficulties can usually be resolved there. If the complaint cannot be resolved, the next person to see is the Department Chair. For Criminal Justice academic courses, the Chairperson is Dr. John Wong who can be reached by telephone at 972-338-1835 or by e-mail at john.wong@unt.edu. E-mail is the most effective means of contact during the semester.