

Syllabus  
CRIJ 5309 section 060  
Fall 2022

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(The best way to contact me is by using the messaging function in Canvas.)

Office Hours: Monday and Wednesday from 11:15am-1pm and by appointment. Furthermore, I am available throughout the week, so do not hesitate to send me a message and we can arrange an in person office session or one via Zoom.

Course Overview: The purpose of this course is to expose you to the complex problems criminal justice agencies confront on a daily basis. You will become familiar with the theoretical concepts and practical applications of the principals that guide effective criminal justice administrators. As a graduate student you should expect significantly more reading and writing associated with this course than an undergraduate course. Read for content so you understand the major themes of the readings. This course will require you to think deeply and to apply the reading material. You will demonstrate your understanding of the course concepts through a myriad of assessments, including a final examination.

**Student Learning Outcomes:**

1) Articulate the importance of studying criminal justice organizations from an administrative perspective.
2) Explain the complexity of administering within a criminal justice organizational setting.
3) Discuss organizational theory as it applies to criminal justice organizations.
4) Explain the applicability of motivation leaderships within a criminal justice administrative context.
5) Explain the applicability of leadership theories within a criminal justice administrative context.

**Required Textbooks and Readings:**

Giblin, Matthew J. (2014). Organization and Management in the Criminal Justice System: A Text/Reader. Sage Publications. ISBN: 978-1-4522-1992-9

**Recommended Textbooks and Readings (if applicable):**

American Psychological Association. (2019). Publication Manual of the American Psychological Association (7<sup>th</sup> edition). Washington, DC: American Psychological Association. ISBN: 978-1-4338-3217-8

### **Assignments and weights/point values**

1. Getting Started Activities		5%
a. Padlet posting	2.5%	
b. Comprehension Quiz	2.5%	
2. Lecture Quizzes		10%
3. Discussion Boards		20%
4. Flipgrid (Video Discussions)		10%
5. Written Assignments (short reflections)		15%
6. Preliminary Paper Assignments		10%
a. Topic	2%	
b. List of Sources in APA	3%	
c. Draft	5%	
7. Semester Paper		15%
8. Final Examination		<u>15%</u>
		100%

### **Grading Scale:**

A	90% or greater
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	below 60%

\*\*keep in mind, I round up. This means a 89.45, rounds to a 89.5, which rounds to a 90.0

**Late Work and Make-Up Exams:** Unfortunately, illnesses, deaths in the family, or other traumatic events are part of life. Such events are unwelcomed and because I understand how difficult these times are, if you contact me within 24 hours of the event **and** provide documentation, I will be happy to give you a make-up quiz or extend an assignment deadline.

The general rule is I will not accept any late assignments. Please pay particular attention to the due dates for each assignment.

Attendance Policy: This is an online course, but it is not a self-paced course. It is your responsibility to remain current. There are specific reading assignments and assessments that you are expected to complete on or before the due date/time. Of course exceptions of an emergency nature arise so please let me know if you cannot make the deadline for a particular assignment or be available for our zoom sessions.

UT Tyler does have a [Class Attendance policy](#) in the catalog.

### **Graded Course Requirements Information:**

Getting Started Activities:

In the “Getting Started” module there are two activities for you to complete---preferably prior to the first day of the course, if that is not possible. Then please complete them by the Wednesday of the first week. One activity is simply for you to post an appropriate picture of yourself and have the name you prefer to be addressed associated with the picture on the “Padlet.” Please make it an acceptable picture that you would not mind your employer or future

employer seeing. The second item is to take the “Getting Started” module quiz---almost all the information in the quiz is located in this syllabus. Take the quiz until you receive 100%.

#### Lecture Quizzes:

A short lecture video with an embedded quiz will accompany each chapter. The purpose of the lecture is to provide you an overview of the main concepts you will be reading in the chapters. Some weeks you will have two video lectures, other weeks three. Remember, each lecture has some embedded questions. So, please devote your attention to the information and take notes so you are prepared for the questions. You must watch the lecture and have all the quizzes for the week completed (cannot watch the lecture without taking the quiz) by Tuesday at 11:59pm of each week (except for the first week so make sure you devote your attention to the due dates in this syllabus and in the Canvas calendar).

#### Discussion Boards:

There will be numerous discussion boards during the semester. Each of these will require you to think and apply the material you learned in your reading. Each discussion board will require you to make a post that is 300 words or greater. You must also use evidence to support your position. This will require you to use the APA documentation style (cite in each and every posting). You must also reply to other students (a minimum of two students), along with commenting on any posts to your original posting. The **initial post** to your discussion board is due no later than **11:59pm on the Thursday** of the week when a discussion board occurs. This ensures all students have an opportunity to learn from other students. All replies to the discussion board will be due by 11:59pm each Saturday of the week a discussion board occurs. Follow the specific instructions associated with each discussion board.

#### Flipgrid Video Discussions:

There will be a couple of video discussions that we will engage in this semester. Rather than always writing, we will have some activities that allow you to demonstrate your public speaking skills. Your video postings will be posted through a “tool” called flipgrid. You must think deeply about the discussions and reflect on your learning and what the course material means to you and how you will apply it. You should not be regurgitating what was in the readings. Each **initial** discussion is due by **11:59pm on the Thursday** that the assignment is due. Then you must reply to at least two other students’ videos by 11:59pm on Saturday. All recordings must be no longer than five (5) minutes. As in the discussion board activities, just follow the specific instructions associated with the flipgrid discussion, located in the Canvas module for the assignment.

#### Written Assignments (short reflections):

There will be a few reflection papers during the semester that will allow you to demonstrate your knowledge and application of your learning. These will be rated on your written skills (grammar, spelling, and diction), along with your analytical ability in connecting the course material to the assignment prompt. You must include evidence from your readings (at a minimum) in your reflection papers to demonstrate your knowledge and application of the reading material. Each reflection paper is due on the Saturday by 11:59pm of the week each is assigned.

#### Preliminary Paper Assignments:

There will be three preliminary paper assignments you will complete. These are known as scaffolding assignments as they are intended for you to be continuously working on your paper

throughout the semester. Each builds/scaffolds on the last one. There will be a topic paper assignment where you identify an administrative topic with a component of the criminal justice system you are most interested in (policing, corrections (institutional or community), courts, etc.) researching this semester. Each assignment is detailed in the canvas module for when they are due. These are due no later than the Saturday by 11:59pm in the week they are due.

#### Semester Paper/literature review:

Based upon your topic paper assignment and other related preliminary paper assignments you will prepare a thorough literature review that is at least 15 full pages in length (not including the title and references pages). Your paper must incorporate at least ten peer-reviewed sources. You are likely to have more than the minimum peer-reviewed sources---you can also include other credible sources, such as government documents, news outlets, think tank publications, etc.

The structure of the paper will be as follows:

1. Use APA format. Use all requirements, refer to the APA Manual (7<sup>th</sup> edition) for assistance, direction, and guidance.
2. One inch margins.
3. Double space.
4. Times New Roman with 12 point font.
5. Title page
6. Main text of the paper to be at least 15 pages in length, longer is ok also.
7. Use at least ten (10) peer-reviewed sources. Textbooks are not considered peer-reviewed sources (if you have questions about whether a source is peer-reviewed, please contact me).
8. Paraphrase your sources with intext citations using the APA documentation style.
9. Reference page (title page and reference page are not part of the minimum page requirement).
10. Upload in a Word document (file ending in .doc or .docx)

Generally, when writing an academic paper you will not use the same informal type language you use during your daily conversations. Informal, conversational language, will negatively impact your grade.

#### Final Examination:

Your final exam will be a short answer type of examination based upon the core concepts we have learned about this semester. Thus, take notes when you are reading during this semester so you can adequately prepare for the examination. The final will occur during the last week of the semester—finals week.

**No late assignments will be accepted. No exceptions!**

## Calendar of Topics, Readings, and Due Dates

This is a tentative course schedule:

- All lecture videos/quizzes are due on Tuesdays by 11:59pm.
- All initial discussions and video postings are due on Thursdays by 11:59pm with replies/responses due on Saturdays by 11:59pm.
- All other assignments are due on Saturdays by 11:59pm, unless otherwise stated.

August 22-27                      Getting Started Module Activities due by Tuesday, Aug 23

Introduction to the Course  
Why Studying Administration is Important  
Giblin: Section I (pp. 1-14)  
**Assignments:** Paper Topic

August 28-September 3

Organizational Structure  
Giblin: Section II (pp.15-80)  
**Assignments:** Flipgrid #1

Census Day is September 2nd

September 4-10

Organizational Theory  
Giblin: Section III (pp. 81-128)  
**Assignment:** Writing #1

September 11-17

Organizational Deviance and Termination  
Giblin: Section IV (pp.129-173)  
**Assignment:** Discussion Board #1

September 18-24

Interagency Collaboration  
Giblin: Section V (pp. 174-220)  
**Assignment:** Writing #2

September 25-October 1

Unions and Collective Bargaining  
Giblin: Section VI (pp. 224-269)  
**Assignment:** List of References/Reference Page for Paper

October 2-8

Organizational Socialization  
Giblin: Section VII (pp. 274-316)  
**Assignment:** Flipgrid #2

October 9-15	Motivation and Job Design Giblin: Section VIII (pp. 317-375) <b>Assignment:</b> Discussion Board #2
October 16-22	Occupational Stress and Burnout Giblin: Section IX (pp.378-428) <b>Assignment:</b> Nothing as your draft is due next week
October 23-29	Initial Draft of Paper/Individual Consultation
October 30-November 5	Leadership Giblin: Section X (pp. 429-474) <b>Assignment:</b> Flipgrid #3
<i>(November 4: last day to withdraw from one or more classes with "W")</i>	
November 6-12	Power in Organizations Giblin: Section XI (pp. 480-532) <b>Assignment:</b> Writing #3
November 13-19	Organizational Change Giblin; Section XII (pp. 534-578) <b>Assignment:</b> Discussion Board #3
November 21-26	Thanksgiving Holiday (week)
November 27-December 3	Application of Course Concepts Assignment: Paper Due
December 5-9	Finals Week Assignment: Final Exam (opens on Friday, Dec 2 at 8am and must be completed no later than 11:59pm on Monday, Dec 5)