

The University of Texas at Tyler

Criminal Justice Program

Criminal Justice



CRIJ 3311-060

Criminal Justice Administration

Fall 2023

Online

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Office Hours: By virtual appointment since this is an online course.

I welcome you to contact me outside of class and during my student office hours. To leave a message, I prefer you email me. I check my email regularly and will return your emails within 48 hours, if not sooner.

Course Description:

Principles and practices of administration and their application to criminal justice will be discussed throughout this semester. The relationship of theoretical administrative concepts and practical criminal justice problems will be emphasized.

Prerequisite:

You must successfully complete the course, **CRIJ 1301 Introduction to Criminal Justice**, prior to enrolling in this course. Also, be aware that this is an upper division course and you should have taken courses that have prepared you to effectively communicate orally and in writing as a “Junior” level undergraduate university student.

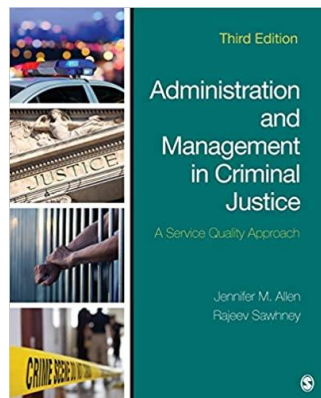
Course Overview:

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. You will be able to intellectually discuss the importance of effective communication, leadership, management principles, management theories, and motivation that enables criminal justice agencies become effective in a service oriented environment.

Textbooks:

Required:

Allen, Jennifer M., & Sawhney, Rajeev. (2019). Administration and Management in Criminal Justice: A Service Quality Approach 3rd ed. Sage Publications, Inc. ISBN: 9781506361529



When I considered a textbook for this course, I examined several different textbooks and I found this one to be the best for your learning. Its approach is relevant to the world of criminal justice because it examines the important issues from a service-oriented approach. It is well written and easy to understand. It also provides relevant case studies that enhance your ability to apply the principles of each chapter.

Internet Access:

It is imperative **you have reliable internet access**. If you do not have it at your residence, you will be required to spend time in the Computer Lab. This is important because this is an online course, which will require you to complete all course activities online. I will also be making important announcements in the course Canvas site and sending you emails. Furthermore, I will post your grades in Canvas so you will have an “at a glance view” of your current standing in the course.

Course Objectives: At the end of the semester you will be able to:

1. Compare and contrast closed organizations to open organizations and the related theoretical arguments contained within each concept.
2. Describe how personnel with criminal justice agencies react to environmental pressures.
3. Compare and contrast content/need motivational theories to the process theories of motivation.
4. Explain how leadership theories relate to effectively leading in a criminal justice organization.
5. Recommend measures to improve administrative practices in policing, the courts, and corrections.

Overall “Big Question” we will be focused on all semester: How can the criminal justice system achieve an acceptable standard of justice in the United States? (This is a question that transcends this course and relates to all of the courses I teach; and can be used for you to be an objective and critical thinker in all criminal justice courses).

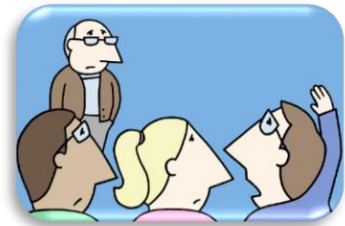
Main concepts/questions I will keep the Administration of Criminal Justice course content revolving around (1) What are the major theoretical concepts that should guide criminal justice administrators as they lead their agencies? (2) How can criminal justice agencies become more effective in service to internal and external customers? And, (3) What are the issues that challenge criminal justice administrators from effectively applying principles to become effective organizations?

Attendance Policy:

This is an online course and it is not self-paced as there are assignments due every week. Direct your attention to the due dates for the assessments. Your success requires you to remain current with the course material. This means you will be devoting several hours to complete the course material every week. I understand extenuating circumstances arise that can make it difficult to complete work on time. In other words, life happens! If a serious family emergency occurs, please let me know as soon as the event occurs or within 24 hours. This will enable us to decide on the most appropriate course of action. Be aware that Canvas has great analytics, so I can easily determine how much time you are dedicating to the course and if you are even watching the videos!

Class Participation:

I hope you actively participate in this course. I say this because I found it the best way to engage you in learning the material. It also makes the learning process more fun because everyone gets the opportunity to learn from each other. Be prepared for every activity. In other words, read and study the material!



Missed Exams/Late Assignments:

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 exam or extend an assignment deadline.

The general rule is I will not accept any late assignments. Please devote particular attention to the due dates for each assignment. All due dates are specified in each module; basically, all work must be completed for each module by 11:59pm on Sundays (initial discussion responses are due by 11:59pm on Wednesdays). Your semester term paper will be due by 11:59pm on Wednesday, November 29, 2023. The semester final exam will be due by 11:59pm on Wednesday, December 6, 2023.

Student Expectations:

You may be wondering what is expected of you? I have listed the minimum (basic) items that are in your best interests to adhere to because it will help you be successful in the course:

- Remain current with the course material. **You must read the material prior to engaging in any of the learning activities. I will provide you PowerPoint slides to assist your preparation with every week's content. Learning activities will consist of ethical scenario-based discussions and you are expected to base your reasoning on material you learned (by reading and studying).**
- Be familiar with the APA citation/reference style no later than the end of the first week of class.
- Read all the information prior to engaging in the learning activities. This means you must **read the chapter**. I have heard many students do not read the material. However, it is in your best interest to do so because the online activities are related to the reading material. Reading and being prepared is important for your success in this course.
- **Complete all online work prior to 11:59pm each Sunday, with initial discussion responses due by 11:59pm each Wednesday.**
- Complete all assignments, projects, and assessments on or before the due date. Your success in the course depends upon your engagement in all the learning activities.
- Check the course in Canvas regularly for any announcements.
- Check your Patriots email (that is the email account the university provides to you and all my correspondence with you via email will be sent to your university email account).
- Send emails in the subject line: CRIJ 3311-060 (then list the item that is the subject)
- If you need additional clarification, you should be contacting me as soon as practical. Do not wait until the end of the semester to ask for help.

Disruptive Activities:

I reserve the right to assess any activity that is not stipulated in this syllabus as disruptive. If anything arises that hinders the learning environment, I will restrict that activity from occurring in the virtual classroom.

Instructor Expectations:

I believe teaching is a two-way street. Therefore, you should also have expectations of me. Here is what you can expect from me.

- You should expect me to communicate important events with you as they arise.
- I will return all of your written work in a timely fashion. This means I will provide you feedback on each and every item that is graded within 1 week.
- I will also return any emails I receive from you within 48 hours. (Generally, emails will be returned much sooner. I am often complimented by students with the

quickness of my responses to emails. I respect you and will make every effort to respond quickly; but keep it in mind that most of my responses will be in the evenings.

How to Contact Me:

I am very approachable. I am here to help you understand the importance of administering within criminal justice agencies today. Please ask questions in class and be engaged in the discussion. If you have any questions or concerns please contact me at the earliest convenience possible.

Email me with any questions you may have through **my University email** account. My email BCharlson@uttyler.edu. Or, you may call my phone at 903-399-4881. If I am not in, please leave a message.

When sending an email, please write in the subject line CRIJ 3311-060 (then list the item that is the subject of the email).

Evaluation of Grades:

Course Orientation (Introduction 5 points, Plagiarism Certificate 5 points)	10 points
Modules 1-12 (Discussion Question & 2 responses 20 points)	240 points
Written Term Paper	50 points
3 Exams (50 points each)	150 points
Comprehensive Final Exam	50 points

Grading Rubric:

A grading rubric will be provided to you in Canvas for each graded learning activity.

Examinations:

- Exam 1 (Chapters 1-5)
- Exam 2 (Chapters 6-10)
- Exam 3 (Chapters 11-14)

Discussions:

There will be several 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 250 words or greater. You must also use evidence to support your position.
- This will require you to use the APA documentation style.
- You must also engage in a discussion. This means making several replies to other students' posts, along with commenting on any posts to your original posting.
- **All discussion boards are due by 11:59pm each Sunday. (All initial posts are due by Wednesday, no later than 11:59pm)**—any initial post submitted after that time is appreciated, but you will not obtain credit for the post or it counting toward a dialogue in the discussion).
- Also, to obtain maximum points you must include at least one reference to the reading (textbook) in every post and reply (your initial post and all the replies).

Important information about the discussions!!!

- Each and every posting you make (this means your initial Wednesday post and also every reply you make to someone after that) requires you to incorporate something from your weekly readings. This should be paraphrased material with in-text citations in the body of every post (**in APA format**). Also, provide a reference at the conclusion of your posts!
- Your initial post must be thorough and complete, which means **no less than 250 words!!**
- Your replies must be thorough also---so it needs more than a few sentences. Again, all posts require paraphrased in-text citations!! The length is up to you, but it has to be thorough. This will help not only you learn but other students.
- These discussions are very important as they are worth half of your total grade! —we will not have a discussion for the last week of the course because you have the exam.
- I'll be asking specific essay questions for you to answer on the final that are related to the last week's content).
- Take the discussions serious as this is where your application of the readings and lectures will be demonstrated.
- The grading will be critical as my goal is for you to think deeply on each discussion.

Getting Started Assignments:

- There will be an introduction assignment in the **“Getting Started”** module where you will provide a brief introduction of yourself and what you aim to get out of this course.
- Complete the Plagiarism Certificate.
- **Both activities are due by Sunday, August 27 at 11:59pm.**

Course Term Paper:

As we go through the first few weeks of this course, you will think about an area of the criminal justice system you are most interested in working or researching and identify a specific administrative topic that is of interest to you. You will research this administrative concern throughout the semester and prepare a course term paper that will be due by 11:59pm on Wednesday, November 29, 2023. Your paper must identify the topic and discuss the reason it is an important administrative concern for the criminal justice system.

The final paper must meet all of the following requirements:

- Eight (8) page minimum
- One inch margins
- Times New Roman with 12 pt font
- Double space
- Number your pages at the top right
- APA format (this includes a proper title page, running head, abstract, etc.)
- Minimum of six (6) peer-reviewed sources

During the course, you will complete a topic paper, a draft, and an annotated bibliography of your term paper as part of your weekly assignments. You will be responsible for working on your term paper each week, regardless if there is an assignment related to it during that week.

Comprehensive Final Exam:

Your exam will be a synthesis of the concepts you have learned this semester. The exam will be five essay questions relating to material covered in your text. The exam is intended for you to reflect upon the course concepts and to demonstrate your ability to apply the knowledge in a concise, yet thorough manner.

Grading Scale:

A=450 or more points

B=400-449 points

C=350-399 points

D=300-349 points

F=Less than 300 points

Library Resource:

Check out the library resource page for assistance with this course and others you are taking within the Social Sciences Department. The resource page can be accessed through <http://libguides.uttyler.edu/sociology>.

Technology within the Classroom:

This should be obvious, but I will mention it anyway. Technology will be used in this course. After all, this is a fully online (100%) course. There will be interactive activities in the class that will require you to have a laptop, tablet, or smartphone. Again, you will also be required to use technology. Therefore, you must use and be proficient in the use of technology to be successful.

Netiquette as detailed by UT Tyler's best practices for online education:

"Netiquette" is, simply, internet etiquette, or a set of expectations that describe appropriate behaviors when interacting online. It is important to understand that you will be held to the exact same standards of UT Tyler's Face-to-Face traditional courses. In fact, for 100% online courses, your online classroom behavior may be the only interaction you have with your faculty and classmates, therefore making your netiquette even more important. Remember, you only get to make a first impression once, irrespective of the course delivery method. **Be courteous.** You only get one chance for an online first impression. Make it count. Do not say or do anything in an online classroom that you would not do in a face-to-face classroom. This includes not "YELLING" (typing in all caps), not "flaming" (attacking someone, such as insults and name-calling), and/or not dominating the discussion. **Be human.** Remember there is another person on the other side of the screen. Remain patient, ask and wait for clarification if you do not understand something, and avoid assumptions and rushed judgments. Forgive mistakes, and apologize for your own errors. **Be a good classmate.** Remember your own role as a student. Follow your instructor's directions at all times. Be authentic and collaborative with fellow students. Be aware of cyberbullying and make every attempt to eliminate it. Appreciate the diversity and different communication styles of your peers. Remember, since this class is online, you may have classmates from all over the world. **Be professional.** Proofread your own writing for spelling, grammar, and punctuation to prevent miscommunication. Avoid slang, sarcasm, or emotionally-charged writing, as tone can be difficult

to translate online. Profanity and offensive language will not be tolerated. Do not use abbreviations (2moro, 2T, B@U) or emoticons in your online class unless your professor approves and supports such writing styles. **Be a responsible digital citizen.** What you post online is difficult to retract once it is published. What you post online can follow you for your lifetime. Do not share personal information you would never want public, and respect other people's privacy. Do not share someone else's work without their permission. (<https://www.uttler.edu/online/files/netiquette.pdf>)

What is Plagiarism?

Plagiarism is simply using someone else's work and presenting it as your own. You must avoid this at all costs! Your credibility is on the line. Your work product must be your own. If you are borrowing someone else's facts, ideas or opinions without providing the individual proper credit you are stealing. In the academic world this is referred to as plagiarism and the penalty is severe. If the thought is not your own, you must cite your source to give proper credit. If you are borrowing someone else's words, you must enclose them in quotations as well as citing the source. Plagiarism also includes you borrowing, buying, or stealing someone else's work product and presenting it as your own. **DO NOT** commit intellectual theft because you will compromise your academic future.



Penalties for Cheating

Should I discover you have cheated on any assessment, you will receive a "zero" for the assessment and not be allowed to make the assignment up. The incident will be reported to the chair of the department and (more importantly) to Student Conduct.

Statement Regarding Academic Dishonesty

Academic dishonesty is a violation of University policy and professional standards. If compared to a violation of the criminal law, it would be classed as a felony. Academic dishonesty is defined as cheating, plagiarism, or otherwise obtaining grades under false pretenses. The penalty for academic dishonesty in this class will be no less than immediate failure of the course and a permanent student record of the reason therefore. In most cases, a written record of academic dishonesty or an instructor's report of same to an agency investigator during a background check will bar an individual from employment by a criminal justice agency as it is considered indicative of subsequent corrupt acts.

Many students have an inadequate understanding of plagiarism. Any idea or verbiage from another source must be documented. Anytime the exact words from another author are used they must be enclosed with quotation marks and followed by a citation. However quotations should only be used on rare occasions. Student papers should be written in the student's own words; therefore excessive quotations will result in a failing grade.

Make-up Tests: The *University Catalog* does not establish make-ups as a student right. Major tests are forecasted; therefore, no make-up opportunities are contemplated. Opportunities to make-up missed examinations will be provided only for exceptional reasons and must be documented (e.g., hospital records, obituaries). Make-up examinations may be in forms

completely different from original examinations and will be scheduled at the convenience of the instructor.

Important Information:

Please refer to the course Canvas site on a frequent basis. You should be referring to the Canvas site prior to each class session because I may post an important announcement. Also, you must check your university email! **I do not tolerate the excuse, “I don’t check my patriots email or Canvas, so I never received the course announcement.”** Checking Canvas and your university email is your responsibility as a student.

Handguns in the Classroom:

The University of Texas at Tyler respects the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.

Tentative Course Schedule: Remember the discussions responses (lecture and reading) for each week are due no later than 11:59pm every Sunday. The initial discussion board posting is due no later than 11:59pm every Wednesday and replies to other students no later than 11:59pm every Sunday.

Course Schedule:

<u>Week #</u>	<u>Module#</u>	<u>Material Covered</u>	<u>Dates</u>
1	1	Orientation/Chapter 1	8/21-8/27
2	2	Chapter 2	8/28-9/3
3	3	Chapter 3	9/5-9/10
4	4	Chapter 4	9/11-9/17
5	5	Chapter 5	9/18-9/24
6	6	Chapter 6/Exam 1	9/25-10/1
7	7	Chapter 7	10/2-10/8
8	8	Chapter 8	10/9-10/15
9	9	Chapter 9/Exam 2	10/16-10/22
10	10	Chapter 10	10/23-10/29
11	11	Chapter 11	10/30-11/15
12	12	Chapter 12	11/6-11/12
13	13	Chapters 13 & 14	11/13-11/19
14	14	Thanksgiving Holiday	11/20-11/26
15	15	Exam 3 & Term Paper Due	11/27-12/3
16	16	Final Exam	12/4-12/6

UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar> . Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)

- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade.
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices> , the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

Revised 05/19 If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform

your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. “Cheating” includes, but is not limited to:
 - copying from another student’s test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit; • taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

These policies are also available on the university website, please click the link <https://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf> to confirm the policies are accurate as the university makes changes to the policies periodically. From experience, changes to these policies have occurred without faculty knowledge to ensure this syllabus is updated at the same time as the university makes policy changes. Thus, please verify through the university website. <https://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

I RESERVE THE RIGHT TO MODIFY THIS SYLLABUS AT ANY TIME. THEREFORE, YOUR ATTENDANCE AND ATTENTION TO THE ANNOUNCEMENTS IN CANVAS ARE CRUCIAL BECAUSE IT WILL ASSIST YOU REMAIN CURRENT ON THE MATERIAL AND KNOW WHEN THE SYLLABUS MAY BE MODIFIED.