

## **Syllabus**

CRIJ 3311.001 – Administration of Criminal Justice Agencies

08/26/2024 – 12/13/2024

Fall 2024

### **Instructor Information**

Instructor: Alejandro (Alex) Castillo

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Preferred form of communication: Do not hesitate to contact me and we can arrange a call, in-person visit or via Zoom.

Office hours: please reach out to me anytime

Class: we can meet in person to discuss anything, all assignments will be submitted via Canvas, on-line. We can meet face to face or through Zoom to discuss anything.

### **Course Overview**

The purpose of this course is to expose you to the complex problems criminal justice agencies confront daily. 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 to become effective in a service-oriented environment.

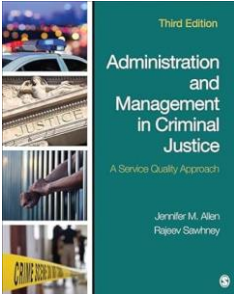
### **Student Learning Outcomes**

Through readings, discussions and other materials, we will pursue the following course objectives:

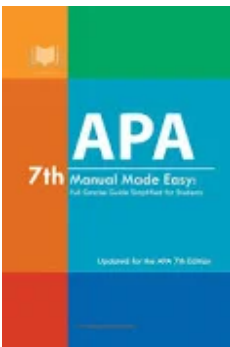
1. Explain the dynamics of an organization
2. Describe the characteristics of public sector organizations.
3. Compare and contrast closed organizations to open organizations and the related theoretical arguments contained within each concept.
4. Describe how personnel within criminal justice agencies react to environmental pressures.
5. Compare and contrast content/need motivational theories to the process theories of motivation.
6. Explain how leadership theories relate to effectively leading in a criminal justice organization.
7. Summarize the importance of understanding communication barriers and how to effectively communicate to enhance administrative effectiveness.
8. Recommend measures to improve administrative practices in policing, the courts, and corrections.
9. Synthesize reasons a service quality approach to administration within criminal justice is important

## Required Textbooks

Allen, Jennifer M., & Sawhney, Rajeev. (2019). Administration and Management in Criminal Justice: A Service Quality Approach. Edition 3. Sage Publications, Inc.  
ISBN: 978-1-5063-6152-9



American Psychological Association- 7th edition



## Assignments and weights/percentage values

Chapter Discussion- Post/Reply	20%
Case Study Discussion	20%
Quizzes	25%
<u>Exams</u>	<u>35%</u>
Total	100%

## Grading Scale

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

### **Late Work and Make-Up Exams**

The general rule is I will not accept any late assignments. Please pay particular attention to all due dates. Unfortunately, illnesses, deaths in the family, or other traumatic events are part of life. Such events are unwelcomed, please contact me as soon as possible and we will work together to extend an assignment.

### **Attendance Policy**

You are expected to attend every class session. There will be important information being discussed in class that you will need to ensure your success in this course. So, unless you are ill or have a family situation that precludes your attendance (you are expected in all class assignments. It is important you read the reading assignments to have a firm understanding of all material because it will assist you in preparing for quizzes and exams.

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

### **Graded Course Requirements Information**

#### **Chapter Quizzes:**

At the end of each weekly chapter, you will be required to complete a comprehension reading chapter quiz. These quizzes will be multiple choice and true/false. The purpose of each quiz is to encourage you to read the chapter. These quizzes will be due Sunday of that week by 11:59pm.

#### **In Class Assessment (discussions):**

You must be in attendance to receive credit for the assessments. Reading and being prepared is important for your success in this course and develops a positive discipline. Your overall course grade will also consist of in-class assessments intended to assess your learning and to enhance the learning environment. Please do your best to be in attendance, it's very easy to receive a high-grade completing this task but it's just as easy to receive a low grade. Make sure you read the material and think about it before class. Each of you will be expected to be an active participant in the class discussions. Education research has suggested that the more engaged and active a student is in the learning process, the more learning will occur.

**Discussion Post/Reply:**

You will be required to complete online activities that correspond with the materials presented in the chapter/s for the week and will be provided with instructions for each activity. These entries are designed to allow you the opportunity to analyze the material through the use of critical thinking.

Post/Reply requirements: First, post an original answer to the discussion question. Second, you must respond/comment to at least one of your fellow classmate's posts, this response must also be detailed and complete. To receive full credit, you must complete both sections of the requirement, unless instructed otherwise. The discussion will be due Sunday of that week by 11:59pm.

**Case Study Discussion:**

At the end of each chapter there is a case study which is a real-life scenario from that chapter. The expectation is that each student will independently fully answer the question/s for each case study using APA format-7<sup>th</sup> edition.

**Examinations:**

There are three (3) exams throughout this course. The questions are straightforward and arise from your readings. All exams will be due by 11:59pm on the date assigned.

**Student Expectations:**

- The utilization of critical thinking.
- The respectful discussion of ideas.
- Read the required text and other relevant information provided throughout this course.
- Active participant in class based on knowledge gained through credible, relevant sources.
- The completion and submittal of all assignments before or by the due date.
- Access and stay current with Canvas.
- Check your email.

The following is provided in your course Canvas within the Syllabus Module:

- Resources to assist you in the course
- Resources available to UT Tyler Students
- University Policies and Information

**Calendar of Topics, Readings, and Due Dates**  
(Tentative course schedule)

Week 1

August 26 – September 1

- Self-Introduction
- Syllabus Comprehension Quiz
- Chapter 1- Defining Management and Organization
  - Quiz

Week 2

September 2 - 8

- Chapter 2- Open Versus Closed Systems
  - Discussion Post/Reply
  - Quiz

Week 3

September 9 - 15

- Chapter 3- Service Quality Approach
  - Case Study Discussion
  - Quiz

Week 4

September 16 - 22

- Chapter 4- Environmental Influences
  - Quiz

Week 5

September 23 - 29

- Chapter 5- Conflict, Power, and Ethical Issues
  - Quiz

Week 6

September 30 – October 6

- Exam #1

Week 7

October 7 - 13

- Chapter 6- Motivation
  - Discussion Post/Reply
  - Quiz

Week 8

October 14 - 20

- Chapter 7- Leadership
  - Case Study Discussion
  - Quiz

Week 9

October 21 - 27

- Chapter 8- Communication
  - Quiz
  - Discussion Post/Reply

Week 10

October 28 – November 3

- Chapter 9- Police Administration
  - Quiz

Week 11

November 4 - 10

- Chapter 10- Courts
  - Quiz

Week 12

November 11 - 17

- Exam #2

Week 13

November 18 - 24

- Chapter 11- Probation and Parole
  - Quiz
- Chapter 12- Prisons, Jails, and Detention Centers
  - Quiz

Week 14

November 25 – December 1

- Thanksgiving break- Enjoy your time and be safe.

Week 15

December 2 – December 8

- Chapter 13- Private Security Management
  - Quiz
- Chapter 14- Measuring Organizational Effectiveness and Service Quality
  - Quiz

Week 16

December 9 – 12

- Exam #3 (Final Exam)