Seminar in Criminal Justice Administration (CRIJ 5309.060)

Term: *Fall 2024*

Professor: Bradley Scott, MS

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Office Hours: located off campus, please contact via canvas for Zoom meeting

Course Times: online with periodic synchronous sessions to enhance student engagement with me, your professor

Classroom: n/a

Course Dates: August 26-December 9, 2024

Artificial Intelligence (AI) Use:

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

For this course, AI is encouraged during the course, and appropriate acknowledgement is expected.

Example 1: I encourage you to explore using artificial intelligence (AI) tools, such as ChatGPT, for all assignments and assessments. Any such use must be appropriately acknowledged and cited, following the guidelines established by the APA Guide, including the specific version of the tool used. The submitted work should include the exact prompt you used to generate the content and the AI's complete response as an appendix. Because AI-generate content is not necessarily accurate or appropriate, you must assess the validity and applicability of any submitted AI output. You will not earn full credit if inaccurate, invalid, or inappropriate information is found in your work. APA Style Citation Information

b. Example 2: You can use AI programs (ChatGPT, Copilot, etc.) in this course. These programs can be powerful tools for learning and other productive pursuits, including completing assignments in less time, helping you generate new ideas, or serving as a personalized learning tool. However, your ethical responsibilities as a student remain the same. You must follow UT Tyler's Honor Code and uphold the highest standards of academic honesty. This applies to all uncited or improperly cited content, whether created by a human or in collaboration with an AI tool. If you use an AI tool to develop content for an assignment, you must cite the tool's contribution to your work.

c. Example 3: Students can use AI platforms to help prepare for assignments and projects. You can use AI tools to revise and edit your work (e.g., identify flaws in reasoning, spot confusing or underdeveloped paragraphs, or correct citations). When submitting work, students must identify any writing, text, or media generated by AI. In this course, sections of assignments generated by AI should appear in a different colored font, and the relationship between those sections and student contributions should be discussed in a cover letter that accompanies the assignment when submitted.

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 principles 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

After successfully completing this course you will be able to:

- Articulate the importance of studying criminal justice organizations from an administrative perspective.

- Explain the complexity of administering within a criminal justice organizational setting.

- Discuss organizational theory as it applies to criminal justice organizations.

- Explain the applicability of motivation theories within a criminal justice administrative context.

- Explain the applicability of leadership theories within a criminal justice administrative context.

Required Textbooks and Readings

Primary Textbook:

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

- **Additional Readings:** Throughout the semester, you will encounter insightful readings assigned and posted on Canvas.

- Total Estimated costs of required course materials: $84.99

Recommended Resources (Optional):

- You can purchase this----American Psychological Association. (2019). *Publication Manual of the American Psychological Association* (7th edition). Washington, DC: American Psychological Association. ISBN: 978-1-4338-3217-8

- Or like FREE better? Then use the Purdue Owl instead of the APA Manual—it is free and easy to navigate. https://owl.purdue.edu/owl/research_and_citation/apa_style/index.html

Course Structure

This course is primarily an asynchronous online course. HOWEVER, there are three live-sessions via ZOOM that are mandatory and thus you are expected to attend. Explain the structure of the course in this section, including elements of how the work outside and inside the class should be balanced. This does not require you to be in a specific location to participate; however, you must have access to a full-screen computer or tablet for each live session. (If you use a tablet for the live session, you must be comfortable typing responses on it.) The online nature of this class will push you to take an active role in the learning process. You will do this by engaging and collaborating with other students and the instructor on a regular basis both, in live sessions, as well as through other activities.

Tips for Success in this Course

1. **Participate.** I invite you to engage deeply, ask questions, and talk about the course content with your classmates. You can learn a great deal from discussing ideas and perspectives with your peers and professor. Participation can also help you articulate your thoughts and develop critical thinking skills.
2. **Manage your time.** I get it—students usually juggle a lot, and I know you've got commitments beyond this class. Still, doing your best often means carving out enough dedicated time for coursework. Try scheduling specific blocks of time and ensure you have enough room to finish assignments, allowing extra space for any tech issues that might pop up.
3. **Login regularly.** I recommend that you log in to Canvas several times a week to view announcements, discussion posts and replies to your posts.
4. **Do not fall behind.** This class moves at a quick pace and each week builds on the previous class content. If you feel you are starting to fall behind, check in with the instructor as soon as possible so we can troubleshoot together. It will be hard to keep up with the course content if you fall behind in the pre-work or post-work.
5. **Use Canvas notification settings.** Pro tip! Canvas can ensure you receive timely notifications in your email or via text. Be sure to enable notifications to be sent instantly or daily. (Canvas Notification Guide)
6. **Ask for help if needed.** If you are struggling with a course concept, reach out to me and your classmates for support.

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 a few 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.

Video Presentations:

There will be a couple of video presentation assignments to demonstrate your public speaking skills. These assignments require you to create a video about your knowledge of the section of the course. The presentation must be short, no longer than 10 minutes. Practice and prepare your presentation. Make the presentation professional in appearance, meaning be articulate and sitting at a desk---not slouching on a bed or couch---or walking through a park. You could also stand for the presentation. Each presentation will require you to think and apply the material you learned in your reading. **All of these assignments are due no later than 11:59pm on Saturday.**

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 **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 (7th 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.

Grading Structure

Assignment	Percentage %
Getting Started Activiting (2.5% each)	5%
Lecture Quizzes	10%
Discussion Boards	20%
Video Presentations	10%
Preliminary Assignment: Topic	2%
Preliminary Assignment: List of Sources	3%

Assignment	Percentage %
Preliminary Assignment: Draft	5%
Semester Paper	15%
Final Exam	30%
Total	100%

Grading Scale

➔ **A** - (90% or higher)
➔ **B** - (80 - 89%)
➔ **C** - (70 - 79%)
➔ **D** - (60 - 69%)
➔ **F** - (Below 60%)

Late Work and Make-Up Exams:

The general rule is that no assignments will be accepted late! However, I understand that "life happens" and something may arise that precludes your timely submission of an assignment. All I ask is you contact me before (some instances this may not be possible) the assignment is due so we can discuss your situation and determine a mutually agreeable (thus reasonable) time to have your work completed. These instances are exceptions to the rule. Again, the expectation is that no late assignments are accepted.

Attendance Policy (optional):

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.

University Policies & Student Resources:

University policies and student resources are available on the University website and in Canvas under "Syllabus," but there are links below for you also:

- University Policy
- Student Resources

Calendar of Topics, Readings, and Due Dates

Note: This is a tentative schedule, and subject to change as necessary – monitor the course page for current deadlines. In the unlikely event of a prolonged university closing, or an extended absence from the university, adjustments to the course schedule, deadlines, and assignments will be made based on the duration of the closing and the specific dates missed.

Important schedule reminders:

- All lecture videos/quizzes are due on Tuesdays by 11:59pm.
- All initial discussion board 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 26-31

Getting Started Module Activities (padlet and quiz) due by Tuesday, Aug 27

Introduction to the Course
Why Studying Administration is Important
Giblin: Section I (pp. 1-14)
Assignments: Complete the lecture quiz by 11:59pm on Aug 27
Paper Topic uploaded by 11:59pm on Aug 31

September 1-7

Organizational Structure
Giblin: Section II (pp.15-80)
Assignments: Complete the lecture quiz by 11:59pm on Sep 3
Video Presentation #1 uploaded by 11:59pm on Sep 7

UT Tyler is closed on Monday September 2 for the Labor Day Holiday

September 8-14

Organizational Theory
Giblin: Section III (pp. 81-128)
Assignment: Complete the lecture quiz by 11:59pm on Sep 10
Writing #1uploaded by 11:59pm on Sep 14

Census Day is September 9th

September 15-21

Organizational Deviance and Termination
Giblin: Section IV (pp.129-173)

Assignment: Complete the lecture quiz by 11:59pm on Sep 17
Discussion Board #1 due by 11:59 on Sep 19, responses due by 11:59 on Sep 21

September 22-28

Interagency Collaboration
Giblin: Section V (pp. 174-220)

Assignment: Complete the lecture quiz by 11:59pm on Sep 24
 Writing #2 uploaded by 11:59pm on Sep 28

September 29-October 5   Unions and Collective Bargaining
 Giblin: Section VI (pp. 224-269)
 Assignment: Complete the lecture quiz by 11:59pm on Oct 1
 List of References/Reference Page for Paper uploaded by 11:59pm
 on Oct 5

October 6-12   Organizational Socialization
 Giblin: Section VII (pp. 274-316)
 Assignment: Complete the lecture quiz by 11:59pm on Oct 8
 Video Presentation #2 uploaded by 11:59pm on Oct 12

October 13-19   Motivation and Job Design
 Giblin: Section VIII (pp. 317-375)
 Assignment: Complete the lecture quiz by 11:59pm on Oct 15
 Discussion Board #2 due by 11:59pm on Oct 17, responses due by
 11:59pm on Oct 19

October 20-26   Occupational Stress and Burnout
 Giblin: Section IX (pp.378-428)

 Assignment: Complete the lecture quiz by 11:59pm on Oct 22
 Be working on your paper, draft is due on Nov 2

October 27-November 2   Initial Draft of Paper to be uploaded by 11:59pm on Nov 2
 Individual Consultation

November 3-9   Leadership
 Giblin: Section X (pp. 429-474)
 Assignment: Complete the lecture quiz by 11:59pm on Nov 5
 Video Discussion #3 uploaded by 11:59pm on Nov 9

(November 4: last day to withdraw from one or more classes with "W")

November 10-16   Power in Organizations
 Giblin: Section XI (pp. 480-532)
 Assignment: Complete the lecture quiz by 11:59pm on Nov 12
 Writing #3 uploaded by 11:59pm on Nov 16

November 17-23   Organizational Change
 Giblin; Section XII (pp. 534-578)

 Assignment: Complete the lecture quiz by 11:59pm on Nov 19
 Discussion Board #3 due by 11:59pm on Nov 21, responses due by
 11:59pm on Nov 23

November 24-30   Thanksgiving Holiday (week)

December 1-7   Application of Course Concepts
                                       Assignment: Paper Due, uploaded by 11:59pm on Dec 7

December 9-13   Finals Week
                                   Assignment: Final Exam (opens on Friday, Dec 6 at 8am and must be
                                             completed no later than 11:59pm on Monday, Dec 9)

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