



## **Online Course Syllabus**

**Course Name and Number:** CJ 270 – Supervision and Management, Summer Evening 2011

**Course dates:** 7/5/2011 – 9/12/2011

**Instructor Name:** Jeffrey Ahn, MSA

### **Instructor Contact Information**

Office Phone: 808-230-4691 (cell) (Please leave a message if I do not answer your call right away. I will call you back).

Email Address: : [jeffrey.ahn@adjunct.chaminade.edu](mailto:jeffrey.ahn@adjunct.chaminade.edu) (primary) / [theahn2003@gmail.com](mailto:theahn2003@gmail.com) (secondary, use only when you have problems with CUH e-mail with prior telephonic approval from the instructor). (Please check my e-mail address spelling. Some students claimed they sent their assignments to my CUH e-mail address, but I found out later they misspelled my e-mail address, especially my first name).

### **Course Information**

Course Description: Study of the major theories of management, organizing, motivation and leadership, and decision-making as applied to criminal justice personnel. This course provides competencies to meet the program outcome to allow students to demonstrate an understanding of a model of criminal justice management theory and practice, stressing conceptual, methodological and contextual knowledge development and application. Open to non-majors. The table below depicts your activities in this course.

<b>Graded Areas</b>	<b>Possible Maximum Points</b>
Nine (9) Academic Article Reviews – 50% of total of grade	180
Nine (9) Quizzes – 25% of total grade	180
One (1) final examination – 25% of total grade	100
Aggregation	460

Course Objectives: This course introduces the student to supervision and management of police entities. At the conclusion of this course, it is expected that the student will demonstrate an understanding of:

1. Identify the primary role of police in our society and how the role changed over time.
2. Describe how organization and leader make different types of organizational structure, motivate officers, and train officers to make better decisions.
3. Describe how political influences impacts general management, communication, and labor relations within the police management as well as financial management.
4. Describe three of the most important issues confronting the police management.

Prerequisites and Co-requisites: None.

Course Topics:

- Historical development of policing and background
- Organization theory and design for police organizations
- Leadership
- Decision Making process and its justification
- Challenges in police organizations
- Issues involved with police organizations

Specific Course Requirements: None.

**Textbooks, Supplementary Materials, Hardware and Software Requirements**

Required Textbook:

Swanson, C., Territo, L., & Taylor, R., (2008). *Police Administration Structures, Processes and Behavior* (7<sup>th</sup> ed.) Upper Saddle River, New Jersey: Prentice Hall Inc. ISBN: 0-13-158933-4

Highly recommended materials:

1. APA Publications Manual, 6th Edition. ISBN: 978-1-4338-0561-5 (APA format is required for all written assignments. Ensure you obtain a second print.)
2. Grammar Manual - The Gregg Reference Manual, 10th Edition, is the standard writing manual for this course. ISBN: 0-07-293653-3
3. Dictionary - Merriam-Webster Collegiate, 11th Edition, as identified as the standard spelling reference for APA journals and books. ISBN: 0-87779-809-5. Your assignments should not have any spelling errors. Review and check your works using the aforementioned dictionaries; and do not trust a dictionary in Microsoft Word ® or other applications alone.

Supplementary Materials: None.

Course Website address: <http://chaminade.ecollege.com>

Hardware Requirements: eCollege is accessible from most PCs and Macintosh computers with a reliable internet connection.

Software Requirements: You are required to submit writing assignments following the American Psychology Association (APA) format using various applications, such as Microsoft Word®; and present your research using presentation software, such as Microsoft PowerPoint®. You are not required to purchase these programs and use other applications; however, **I will not grade your work if I cannot open or view them.** I am using Microsoft Office products. Please ensure you can access to an Adobe reader as well. You will need the Adobe reader to review my feedback and other comments.

## Assessment and Grading

Testing Procedures: Your final exam is cumulative and will include materials covered in the course. Items on the exam may come from the text, supplemental reading materials, discussion questions, or other means used throughout the period. Exams may consist of questions in multiple choices, short answer, and essay formats.

Test Proctor criteria for online courses for HI Island students: The reservation and proctoring sites have been set up in your eCollege accounts. They are listed under a separate term heading "Finals Reservations and Proctoring AEOP FA 2010." Furthermore, the school advised me that Schofield and Pearl Harbor fill up very fast, so make the reservation promptly.

In any event the reservation system in eCollege is not working, please contact Donna Yoshimura to arrange your final exam via e-mail [dyoshi@chaminade.edu](mailto:dyoshi@chaminade.edu) or call (808) 735-4755 or extension 524.

Test Proctor criteria for online courses for Off Island students: Test proctor should be a testing officer at a Military Education Center or at a college/university. You will need to submit your test proctor information to Donna Yoshimura at [dyoshi@chaminade.edu](mailto:dyoshi@chaminade.edu) or call (808) 735-4755 or extension 524.

Information needed:

1. Test Proctor's name & title
2. Phone & fax number
3. Email address
4. Physical address of the testing center
5. Date of the exam(s)

Grading Procedure: Letter grades are given as your final grade for this course. Grades are calculated from the student's attendance, class participation, weekly article reviews, presentations, case study, and research papers. The grades are interpreted as follows:

- A - Outstanding scholarship and an unusual degree of intellectual initiative.
- B - Superior work done in a consistent and intellectual manner.
- C - Average grade indicating a competent grasp of subject matter.
- D - Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work.
- F - Failure to grasp the minimum subject matter; no credit given.
- W - Withdrawal before published deadline (see your counselor or academic calendar for details).
- I\* - Did not complete a small portion of the work or final examination due to circumstances beyond the student's control. This grade will not be given except under circumstances of extreme hardship (see CUH Student Handbook for details). You must submit a written request with supporting documents for my review and approval.

### Grading Scale:

Score	Grade
91-100% of possible total points	A
81-90% of possible total points	B
71-80% of possible total points	C
61-70% of possible total points	D
51-60% of possible total points	F

### **Assignments and Participation Requirements**

Academic Article Reviews (20 points each): This is a writing intensive course. A total of nine article reviews from scholarly academic journals will be required. These reviews must be directly related to this course and weekly topics must be related to the weekly learning topics.

- ✓ These must be reviews of articles appearing in a scholarly academic journal
- ✓ These must be published after the year 2001 or later.
- ✓ The articles must be based on empirical research conducted by the authors.
- ✓ To avoid unintentional plagiarism, you are required to submit a copy of the article if you quoted directly from it. Your work will not be graded if you fail to submit your source article.
- ✓ They must be typed and double-spaced with 1 inch margin at all sides and in Times New Roman 12 point type. The required length of your review must be minimum 1500 and maximum 2000 words, excluding words on cover page and reference page. Please format your assignments as described in pages 41-60 of the APA Publication Manual, 6<sup>th</sup> Edition.

The review must contain the following elements (in other words, you have to have the following headings):

- Problem addressed: Introduce the reader to the area of research and explain what the main research problem/discovery/finding is addressed in the article. What is the problem statement? A specific statement of the problem is necessary.
- Prior research: Briefly discuss the body of literature that the authors used to motivate the research. Summarize what the authors provide as justification for their study. You will need to review some of the key articles referenced by the authors. Identify any shortcomings in the prior literature that the selected article addresses. Perform a literature search to determine if there are any relevant articles that have not been cited by the authors.
- Methodology: Discuss the methodology used for the study. You will need to determine the type of study that the paper is reporting on. Explain whether you think that the methodology used is an appropriate one (cite references where relevant)
- Contributions and Significance: Summarize the significant results and contributions made by the authors. Explain why you think that the article is significant for police organization and/or management. Cite references wherever possible to establish that there is a consensus among researchers that the problem addressed in the article is indeed an important one.
- Further research (if applicable): Identify possible areas in which the research can be extended. Does the article call for further research on any specific issue? Identify

limitations of the article and formulate them as potential research questions. If relevant, you may also attach copies of any other supporting articles.

You must use these heading for each sections of your article review as shown in the APA Manual. Not doing so will significantly reduce your score.

- ✓ The accurate bibliographic reference to the article.
- ✓ The main issue, idea, thesis, lesson-learned, research hypothesis, or research question stated by the author(s).
- ✓ The definition of any terms the author uses, if any.
- ✓ The research method used or the important facts the author(s) uses to support the idea, thesis, hypothesis, or research question.
- ✓ Conclusion(s) the author(s) reach.
- ✓ Your analysis of the article, including any examples of lesson-learned bias or faulty reasoning on the part of the author(s). In this section you should concentrate on applying the ideas and concepts we have discussed in class or from the reading which provide a framework for analyzing ethical issues.

Each article review shall contain, at a minimum (numbers in parentheses), the following:

- ✓ A cover sheet (title sheet)(1 page)
- ✓ Body with the following heading:
  - Problem addressed
  - Prior research
  - Methodology
  - Contributions and Significance
  - Further research
- ✓ Reference page (list only those used in your article review)
- ✓ **NOTE: Your article review must be submitted using "Dropbox" in eCollege no later than Sunday (MST). Late submission will not be accepted unless a prior approval is obtained from me.**

The following criteria will be used in grading the written assignments:

Criteria	100%	75%	50%	0%
Length – <b>(Please stay within the required length. Penalty will be assessed for both under or over the required length).</b>				
Contents (60% max)				
Purpose	12	8	6	0
Content	12	8	6	0
Organization	12	8	6	0
Feel	12	8	6	0
Tone	12	8	6	0
Mechanics (25% max)				
Sentence structure	5	3.8	2.5	0
Word choice	5	3.8	2.5	0
Use of APA	10	7.5	5	0

Grammar, Spelling, etc.	5	3.8	2.5	0
Research (15% max)				
Use of References	7.5	5.6	3.8	0
Quality of References	7.5	5.6	3.8	0
Use of Directed Quotation (should be less than 20% of your paper. If you have more than 20% of directly quoted materials, you will receive no points under "Use of References." You should paraphrase your sources.)				
Scored -				

Feedback: Each week, scores and comments on assignment and quiz by within **6** days of when they were submitted will be delivered to you via eCollege. Please check your dropbox and grade book as frequent as possible. You must have a version of Adobe Reader to review my comments on your assignments.

Nine (9) quizzes (20 points each): These quizzes are not cumulative and will include only materials covered in the specified sections. **Topics for these quizzes are posted in your class in eCollege.** Items on the exam will come from the text. Quizzes may consist of questions in multiple choice, short answer, and essay formats.

- **NOTE: Missed quizzes/examination cannot be made up and course work will not be accepted unless turned in on the prescribed day** unless the absence is for a documented emergency, documented medical reasons, documented mandatory service to the University, documented mandatory military obligations, or other acceptable reason as deemed by the instructor. The instructor must approve any make-up examination. Delay in contacting the instructor after a missed quiz/examination is reason to deny a make-up. You must take a weekly quiz no later than **Sunday (MST)** and you are allowed to take it only once.

Punctuality/Consistency: A key to succeed in an asynchronous learning environment is to keep up with your required tasks and submit your work in a timely manner. Visit your class in eCollege as frequently as possible to learn how to navigate in eCollege; keep abreast of course announcement; address technical problems immediately, just to list a few as tips.

## Course Ground Rules

**ACADEMIC HONESTY**: Students are responsible for promoting academic honesty at this university by not participating in or facilitating others' participation in any act of academic dishonesty, and by reporting incidences of academic dishonesty (such as theft of tests, records, and other confidential materials, altering grades, and/or plagiarism) to their instructors. Questions of academic dishonesty are reviewed first by the instructor, followed by the Director, who supervises the faculty teaching the courses.

**PLAGIARISM**: Chaminade University policies regarding academic honesty are explicit. The standards as clearly stated in the Academic Catalog will be strictly enforced. There is no excuse for using others work and turning it in as your own, and absolutely no value in irreparably damaging your reputation and your class grade.

**LATE ASSIGNMENTS:** Assignments/Quizzes must be posted and completed on the due date (MST) using eCollege. Otherwise loss of all credit will occur. Any late submission will not be accepted unless you provide me with supporting documents for my review and approval.

### **Guidelines for Communications (observe course netiquette at all times).**

#### Email:

- Use the Chaminade email account provided.
- Always include a subject line.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.

#### Discussion Posting:

- Review the discussion threads thoroughly before entering the discussion.
- Try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other's ideas.
- Be patient and read the comments of others thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

### **Library**

Visit your library at ([www.chaminade.edu/library](http://www.chaminade.edu/library)), at a minimum for your article review and research resources. ***The following are not acceptable as scholarly academic journals for purposes of article reviews and research paper and you will receive no points for your work if you use them in the article reviews:***

*Newspapers*

*News Magazines (Newsweek, Time, People)*

*Trade Magazines*

*FBI Law Enforcement Bulletin*

*Corrections Today*

*Police Chief*

*Prisons Today*

*On the Line*

*Law and Order*

*American Jails*

***Wikipedia.com (your paper will be scored zero if it contains anything from any pedia.com).***

### **Students With Disabilities**

It is the student's responsibility to self identify with the Director of Personal Counseling in order to receive accommodations. Only those students with appropriate documentation will receive

services. Contact the Director of Personal Counseling at (808) 739-4603 or email: [jyasuhar@chaminade.edu](mailto:jyasuhar@chaminade.edu).

### **Technical Support**

For technical questions: contact the Chaminade eCollege helpdesk at: [helpdesk@chaminade.ecollege.com](mailto:helpdesk@chaminade.ecollege.com), or call toll free at: (866) 647-0654.

### **eCollege Account Support**

Call 808-739-8327 or email [jnakason@chaminade.edu](mailto:jnakason@chaminade.edu).

<b>HINTS FOR TAKING ONLINE COURSE</b>
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- Visit your classroom in eCollege as frequently as possible to see if there is anything new or last minute changes.
- Avoid turning in weekly required works last minute.
- Using Outlook® or an appointment reminder from you mobile phone or PC/Mac, if you have, to track your activities.
- Visit your gradebook in eCollege so that you know where you are and what you need to do to improve or maintain your grade.
- Check your work before you submit them. You will save many points from avoidable mistakes, particularly APA format
- Ask me questions before, not after.