

AD  
CJ270 Supervision and Management

Instructor: Kurt Kendro (R) 261-5214  
Location: Fort Shafter (P) 576-9443  
Office hours: Arranged as needed e-mail: HPD1670@aol.com  
Day/Time/Dates: Tuesday, 5:30-9:40pm, April 5, 1999 to June 14, 1999

Course Description:

Study of the major theories of management, organizing, motivation, Leadership and decision-making as applied to ~~criminal justice~~ **personnel**.

Textbook:

~~Police Administration~~ Structures, Processes and Behavior, Fourth Edition  
Charles R Swanson, Leonard Territo, and ~~Robert Layman~~

Attendance:

Class attendance is an expected and necessary requirement of this course. It is understandable that there are **times** when students may not be able to attend class but absences from class will impact the student's grade. There **will** be a deduction of 10 points for an absence that can be verified and a deduction of 25 points for any unexcused absences.

In the event that a student **will** be absent, or has advanced knowledge of an absence, *IT IS THE RESPONSIBILITY OF THE STUDENT* to contact the instructor prior to the class the student will miss or as soon as possible.

Reading Assignments & Class Participation:

Reading assignment must be completed prior to class. Students will be expected to take an active role in class discussions and lectures.

Course Evaluation:

Exam 1 (Chapters 1, 3)	50 points
Exam 2 (Chapters 4, 5, 6)	50 points
Exam 3 (Chapters 8, 10)	50 points
Exam 4 (Chapters 11, 14, 15)	50 points
Paper (Minimum 10 pages)	<u>100 points</u>
	300 points

Grading:

A= 270 - 300 points (90-100%)	D= 180 - 209 (60-69%)
B= 240 - 269 points (80-89%)	F= Less than 180 (59% - 0)
C= 210 - 239 points (70-79%)	

Extra Credit Paper:

Students may choose to do an extra credit paper to earn up to 50 extra points.

Course of Instruction:

April 6, 1999

Overview of the course  
Introduction  
Chapter I- The Evolution of American Policing

April 13, 1999

Chapter 3- Organizational Theory

April 20, 1999

\*Examination #1 - Chapters 1, and 3 = 50 points  
**Chapter 4- Concepts of Police Organizational Design**

April 27, 1999

Chapter 5- Leadership  
Chapter 6- Organizational and Interpersonal Communication

May 4, 1999

Examination #2- Chapters 4, 5, and 6 = 50 points  
Chapter 8- Stress and Police Personnel

May 11, 1999

Chapter 10- Legal Aspects of Police Administration

May 18, 1999

Examination #3- Chapters 8 and 10= 50 points  
Chapter 11- Planning and Decision Making

May 25, 1999

Chapter 14- Productivity, Quality, and Evaluation of Services

June 1, 1999

Chapter 15- Organizational Change and the Future

June 8, 1999

\*Exam #4 - Chapters 11, 14, and 15= 50 points  
\*Term papers due  
\*Extra credit papers due

### Examinations:

There will be a total of four unit examinations covering the specific chapters that are listed in the preceding pages. Each exam will be worth a total of 50 points. While each exam will be slightly different, they will be similar in context with approximately 30 to 40 true or false, multiple choice, and 1-2 short answer essay questions.

### Term & Extra Credit Paper Requirements:

Topic: Any subject related to the criminal justice system. The topic that you would like to write about must be submitted for approval by the third class session.

Length: **Minimum** of 10 pages

Content: The paper should include the following

- |                      |  |
|----------------------|--|
| 1. Title Page        | 5. Conclusions                         |
| 2. Table of Contents | 6. Recommendations for future changes. |
| 3. Introduction      | 7. Bibliography                        |
| 4. Text- Research    | (Five professional References)         |

### Grading:

Papers will be graded using several criteria. Style, originality, knowledge of the subject matter and the relationship to the **criminal** justice system will be the major areas of consideration. Grammar, format errors, or technical errors will result in points being deducted.

### Style Requirement:

Students will be required to use the "author, year" or "in-text" citation Format. This is known as the American Psychological Association (APA format) and is the standard format used by the **Chaminade** University of Honolulu, Criminal Justice program. Papers **MUST BE TYPED**. double-spaced with a 1 1/2" left margin, and 1" right, top and bottom margins.

\*If you are not familiar with the APA format, it is **HIGHLY** suggested that you consider obtaining the following texts:

1. The Publication Manual of the American Psychological Association, Fourth Edition, published by the American Psychological Association, Washington D.C.
2. The Bedford **Handbook for Writers, Fourth Edition**, Diana Hacker

Term paper subject:

Extra credit paper subject: