

CHAMINADE UNIVERSITY SYLLABUS

COURSE TITLE & NUMBER: CRIMINAL JUSTICE 270

DAY/HOUR: Fall Interim 2000 Term, 9/15F 9/16S, 9/18M, 9/20W, 9/22F, 9/23S, 9/25M, 27W and 9/29F. M-F: 4:45-8:55 p.m., S: 8:00 a.m. -12:10 p.m.

INSTRUCTOR: Collin K. C. Lau. Assistant Professor

TELEPHONE/E-MAIL: [735-4882](tel:735-4882)/ C.J. office 735-4703 (Michelle)/clau@chaminade.edu.

OFFICE HOURS: Before & after class or by appointment.

BIOGRAPHY: Mr. Lau is an Assistant Professor in the Criminal Justice department at Chaminade University. He received a Bachelor of Education degree from the University of Hawaii and a Juris Doctorate from the Richardson School of Law. Mr. Lau has worked as a law clerk for the Hawaii Supreme Court, a Deputy Prosecuting Attorney, a Deputy Corporation Counsel and in the private practice of law. Mr. Lau also worked two terms as an Independent Counsel to the Oahu Grand Jury.

COURSE DESCRIPTION: Study of the major theories of management, organizing, motivation and leadership, and decision-making as applied to criminal justice personnel.

COURSE OBJECTIVE: Upon completion of the course, the student will:

- D have been exposed to the process of criminal justice administration,
 - will learn about the role of the criminal justice administrator in planning, organizing and controlling departmental activities,
 - will learn about the involvement and responsibility of administrators for police programs under their authority,
 - will learn about some trends in police management,
- D will be exposed to contemporary problems and legal issues faced by police administrators.

REQUIRED Swanson, Territo and Taylor, Police Administration Structures, Processes, TEXTBOOKS: and Behavior (4th edition 1998).

ATTENDANCE & PARTICIPATION: Class participation is an expected and essential requirement of the course. A student's participation in each session is considered important to the learning process. Missing a session is not an excuse for not being prepared for the next session. A student's absence from or late arrivals to a session will impact the student's grade. In general, there is no make-up procedure for missed examinations or assignments. Students who have advanced knowledge that they will miss an session or deadline should contact the instructor to make arrangements to take the examination at another time. The decision to allow a make-up assignment under these circumstances rests with the instructor and will be made on a case-by-case basis. If a student did not have advanced notice that s/he would miss a session or assignment deadline, s/he must contact the instructor **within 24**

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hours. A message may be left by the student on voice mail at any time. A student who misses an session or deadline and is allowed by the instructor to take do a make-up must be prepared to take it immediately (usually within 48 hours).

READING ASSIGNMENTS: All reading assignments must be completed prior to class or the student will not be prepared to **participate** meaningfully in class discussions. Classes are prepared on the assumption and expectation that the student has read the assigned materials and completed any required assignments.

COURSE EVALUATIONS: Final grades are based on the following factors:

MID-TERM EXAM 100 Points
CLASS ASSIGNMENTS 100 Points
FINAL EXAM/ ASSIGNMENT100 Points

GRADING: A = 90% of the possible total 300 points (270+).
B = 80% of the possible total 300 points (240+)
C = 70% of the possible total 300 points (210+)
D = 60% of the possible total 300 points (180+)
F = less than 60% of the possible points (<180)
FA = failure due to excessive unexcused absences
(**2** or more **under** accelerated schedule).

Note: a grade calculated by the percentage of possible examination points may be reduced to the next lower grade in the event of excessive absences. This is particularly true for the interim session which is an accelerated class that requires dedication and endurance for success.

End of syllabus.