

**CJ270 Supervision and Management**  
**Winter 00 (Jan 10- Mar 22)**  
**Thursday (1800-2100)**  
**Chaminade University**

**Instructor:** Jenny Soto Ekker, Masters, Criminal Justice Administration, Chaminade University  
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**Course Description:** Study of the major theories of management, organizing, motivation and leadership, and decision-making as applied to criminal justice personnel.

**Course Objectives:**

1. Understand police administration and personnel policies
2. Understand different techniques of leadership and motivational theories
3. Gain skills in conducting organizational analysis
4. Understand concepts of organizational behavior
5. Recognize the dynamics/impacts of change theories

**Attendance:** Excused absences (pre-coordinated) will not count against student grades unless these absences exceed more than 25% of a scheduled class meetings. Unexcused absences will count against the student's credit/point allocation for class participation and attendance for that particular class meeting.

**Grades:**

450-+	A
400-449	B
350-399	C
300-349	D

**Assignments/Grades (500pts possible):**

<b>Attendance:</b>	50pts (5pts for each class)
<b>Class Participation:</b>	50pts (5pts for each class)
<b>Quizzes/Assignments:</b>	50pts (5-10pts each)
<b>Projects:</b>	150 (3-50pts each)
<b>Mid-Term:</b>	50pts
<b>Paper/Presentation:</b>	150pts

**SYLLABUS (CJ270- SUPERVISION AND MANAGEMENT)**  
**WINTER 00 (13 Jan- 22 Mar 00)**

13 Jan	Class Orientation. Assignments (Temperament/School)
20 Jan	No class. Chapters 1 (The Evolution of American Policing) and 2 (Politics and Police Administration)
<b>27 Jan</b>	Chapters 3 (Organizational Theory) and 4 (Concepts of Police Organizational Design)
3 Feb	Projects/Case Studies
10 Feb	Chapter 5 (Leadership)
17 Feb	Chapters 6 (Organizational and Interpersonal Communications) and 8 (Stress and Police Personnel)
24 Feb	Chapter 10 (Legal Aspects of Police Administration)
3 Mar	Midterm. Chapters 11 (Planning and Decision Making) and 14 (Productivity, Quality, and Evaluation of Services)
10 Mar	Chapter 15 (Organizational Change and the Future)
17 Mar	Paper/Presentations

Assignment 1 (10pts):

Temperament Questionnaire. Due 13 Jan.

Assignment 2 (1 Opts):

Descriptive Paper (2 typed pages max, double-spaced, 12pt font, coverpage w/name/title/date). Provide copies of paper for each classmate. Due 27 Jan. Points of info:

- Describe individual's theory on management/organization/leadership
- Pros/Cons
- Personal opinion of theory/position

Assignment 3/4 (20pts):

Quizzes- Chapter 1-4. 3 Feb

Assignment 5 (10pts):

TBA

## Assignment 2 (10pts)/Topics:

James Q. Wilson	Bureaucracy
Stephen Covey	Seven Habits
Ken Blanchard	Gung Ho
Spencer Johnson	One Minute Manager
Peter Senge	Fifth Discipline
David Osborn& Peter Plastirk	Banishing Bureaucracy
Michael Hamer & James Champy	Reengineering the Cooperation
Tom Peters	In Search of Excellence
Richard Carlson	Don't Sweat the Small Stuff
Lawrence Peter	The Peter Principle
Edward Deming	Deming Management Method
John Naisbitt	Megatrends
Deborah Tannen	Taking From Nine to Five
Scott Adams	Dilbert