



Online Course Syllabus

Course Name and Number: CJ 270 – Supervision and Management, Winter Online 2013

Course dates: 1/7/2013 – 3/17/2013

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). I am available from 4 p.m.-9 p.m. Hawaii Standard Time (HST) on most days, but I attempt to reserve Sunday for my family. On Saturdays, I tend to be online in the morning only. If these times are not convenient for you, please let me know. I will be happy to accommodate your schedule, if possible. I provide you with these times to make it easier to communicate with me, and not to limit our contact. I want you to know that, should you need to contact me outside these time frames, you should not hesitate to do so. If or when you call my phone, please leave a message; however, I check our classroom almost every day. Whenever you communicate with me via phone or e-mail outside eCollege, please provide your name and class you are taking first.

For emergencies, when you are not able to gain access to messages on the eCollege, please send a message to my CUH e-mail address. In the event a third party needs to contact me, please direct them to my contact information listed under "facilitator information." No third party should use your login credentials to gain access to the classroom.

E-mail Address: jeffrey.ahn@adjunct.chaminade.edu (primary) / 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 required activities in this course.

Graded Areas	Possible Maximum Points
Nine (9) Weekly Quizzes	180
One (1) Research Presentation Plan Paper	20
Eight (8) Article Reviews	80
One (1) Research Presentation	100

One (1) Final Examination	100
Aggregation	480

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., (2011). *Police Administration Structures, Processes and Behavior* (8th ed.). Upper Saddle River, New Jersey: Prentice Hall Inc. ISBN: 0-13-512103-5

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.college.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 assignments if I cannot open or view them.** You will need a version of 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 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 or call (808) 735- 4755 or extension 524. Furthermore, contact Ms. Yoshimura when there are technical issues for ProctorU or reschedule your exam.

Information needed:

1. Test Proctor's name & title
2. Phone & fax number
3. E-mail 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

Nine (9) quizzes (20 points each): These quizzes are not cumulative and will include only materials covered weekly in the specified sections. **Topics for these quizzes are posted in your class in eCollege.** Items on the exam will come from your textbook. Quizzes may be in multiple choices, true/false, and/or essay format.

- **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. I must approve any make-up examination. Delay in contacting me after a missed quiz/examination is reason to deny a make-up. You must take a weekly quiz only between Saturday and Sunday (**MST**) and you are allowed to take it only once.

Research Presentation Plan Paper (20 points): By the end of Week 3 (**January 27, 2013**), you are required to submit one page (about 350 words or more, single spaced) research presentation plan explaining your reason(s) for selecting a specific topic. Your research topic must be related to this course. In this paper, you are also required to explain how and what you are going to use to support your research. Your presentation will not be accepted and subsequently graded if you are failed to submit this one page research plan by the specific due date.

Eight Academic Article Reviews (10 points each): You are required to submit these assignments weekly starting Weeks 1 through 8. After I review and approve your chosen research topic from your research presentation plan paper, begin these assignments by searching and selecting scholarly writings related to your approved research topic. After you select academic articles, choose one article per week, and prepare an article review in the format that is provided in the "DocSharing" (you must have at a minimum 150 words). Your weekly article review should reflect scholarly writing and be completed following current APA standards (6th Edition, 5th Printing). Submit your work in "DropBox." You should select academic articles to assist you in the research presentation.

Research Presentation (100 points): Your presentation must be between 10 and 15 slides in length, excluding your title and reference slides. Your first slide in the presentation is the title slide and must contain a title of your research, your name (First Last Name), and your school. The final slide is the reference slide and must be an APA formatted references list of the resources you used. In your presentation, note section of each slide MUST contain 150-200 words (this is your script). Be sure to include citations for quotations and paraphrases with references in APA format and style. Cover and reference slides will not be included in the required length. You must use and list, at a minimum, five (5) academic writings, such as journals.

The following criteria will be used in grading your research presentation:

Criteria	100%	75%	50%	0%
Length – (Please stay within the required length. Penalty will be assessed for both under or over the required length).				
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 (too many animation)	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. (font size and type consistency)	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 presentation. 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 -				

One (1) final examination (100 points each): This is cumulative and will include only materials covered in the specified sections. Items on the exam may come from the text, supplemental reading materials, classroom lectures and discussions, or other means used throughout the period. Exams may consist of questions in a multiple choice, short answer, and/or essay formats. Review Assessment and Grading section above for details. Your final should be completed in **Week 10, March 11-17, 2013.**

Feedback: Each week, scores, or comments on assignment and quiz by within **7** 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.

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 another's 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 by Sundays, due dates (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.

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.

Guidelines for Communications (observe course netiquette at all times)

E-mail:

- Use the Chaminade e-mail account provided.
- Always include a subject line.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your e-mails. 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 (not applicable to this course; however, you should review and use them in your activities):

- 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), 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 assignments:***

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 e-mail: jyasuhar@chaminade.edu.

Technical Support

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

eCollege Account Support

Call 808-739-8327 or e-mail jnakason@chaminade.edu.

HINTS FOR TAKING ONLINE COURSE

- 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.