

SSF '02

CJ 470⁶⁰ Management and Public Administration
Chaminade University of Honolulu
July 1, 2002 – September 10, 2002

Instructor: Melvin D. DeCosta
Location: Pearl Harbor
Date: Friday's 4:40pm – 9:40pm
Phone: Kahala Mall #732-7736

Biographical Statement

Retired from the Honolulu Police Department as a Captain after 28 years of service (1989). Formerly, the Director of Security and Safety at the Sheraton Royal Hawaiian Hotel. Presently, the Director of Security at Kahala Mall. Also, President and Owner of DC Investigative Services. BA and Master's Degree in Justice Management from Chaminade University. Adjunct Professor at Chaminade University since 1994.

Course Information

This course is considered a writing intensive course, which stresses the development of critical and analytical thinking skills.

Textbook (Required)

It is absolutely necessary that reading assignments be completed prior to class or the student will not be prepared to participate meaningfully in discussions. The student's grade may be adversely impacted by evidence of failure to read assignments prior to class.

Textbook: The Management of Police Organizations, Whisenand, Fifth Edition, ISBN 0-13-061914-0.

Course Description

Integration of major managerial approaches with each segment of the Criminal Justice System. Includes planning, budgeting, staffing, labor relations and operations.

Course Objectives

The objective of this course is to provide students with knowledge of the terminology used in management and provide the student the opportunity to acquire management skills through class exercises and analysis of case studies.

Attendance

Attendance is an expected and necessary requirement of this course. It is recognized that there are times when the student will not be able to attend class but absence from class will impact the student's grade. The student's participation in each class session is considered important to the learning process. Missing class is not an excuse for not being prepared for the next class, completing reading assignments or other projects, which were assigned during the missed class. A student's grade may be reduced as calculated by test scores due to missed classes or late arrivals/early departures to/from class.

Reading Assignments and Class Exercises

Reading assignments are to be read prior to the class period. It is mandatory to complete ALL reading assignments prior to class discussions as student participation is expected as partial fulfillment of the course requirements.

Evidence of failure to complete reading assignments will be a factor considered in the evaluation.

It is the responsibility of the student to obtain all reading assignments and/or class exercise material. Absence from class is not a sufficient reason to miss a reading assignment or exercise assignment. If the student is absent, he/she should make the necessary adjustments to obtain all class assignments.

Examinations and Grading

Final course grade is based upon:

2 Examinations	=	50%
Interview Paper	=	30%
A format of your interview paper will be given to you.		
Attendance and Participation	=	20%

Letter grades will be given according to the following standard based on percentage of points:

A	=	100% - 90%
B	=	89% - 80%
C	=	79% - 70%
D	=	69% - 60%
F	=	below 60%

Missed Examinations

As a general rule, if you are absent on a scheduled examination period, there is no provision for a make-up examination. Missed examinations are recorded as a zero. Absences, which are unforeseen and unavoidable, will be handled according to the circumstances. Students with known schedule conflicts of this nature should consult with the instructor as soon as possible IN ADVANCE to arrange for possible approval for alternative dates for examinations. Students with emergency situations should contact the instructor as soon as possible. Delay in contacting the instructor may be reason for denial of an alternative examination date. The student who misses an examination does not have an automatic right, which entitles him or her to receive a make-up examination. Make-up examinations may be denied for several reasons, but will always be denied when it appears that the student is attempting to gain an advantage by delaying the date of the examination.

Disclaimer

This instructor reserves the right to make slight adjustments to this syllabus as may be necessitated by course developments or circumstances. Any adjustments will be announced to the class prior.

Course Outline

Week 1	Introduction Chapter 1
Week 2	Chapter 2 Chapter 3
Week 3	Chapter 4 – Class Site: Kahala Mall Security Office
Week 4	Chapter 5
Week 5	Chapter 6 Exam #1: Essay Questions
Week 6	Chapter 7 – Tour: Oahu Civil Defense Chapter 8
Week 7	Chapter 9 Chapter 10

Week 8	Chapter 11 Chapter 12 Interview Paper and Presentation
Week 9	Chapter 13 Chapter 14 Chapter 15 Interview Paper and Presentation
Week 10	Final Examination & Make Ups