



CJA 602 Correctional Management & Administration  
On-Line 2014

**Instructor:** Nova C. Akau, MSCJA  
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**Textbook:** Hess, K.M., & Orthmann, C.H. (2012). *Management & Supervision in Law Enforcement* (6th ed.). Clifton Park, NY: Cengage Learning.

**Objective:** A survey of the concepts and methods of management as applied to public administration and criminal justice system agencies. (Catalog Description)

**Grading:** Grades will be based on the following:

Attendance (10%)	A = 90 - 100
Class Participation (10%)	B = 89 - 90
Assignments (20%)	C = 79 - 60
Outcomes Assessment (30%)	F = 59 - 0
Exams/Quizzes (30%)	

**Attendance:** Attendance is measured via the weekly discussions. Therefore, they are mandatory, essential, and will fall within school guidelines -- meaning it will and can affect your final grade. If you do not participate for a two week period, which means you missed 20% of class, you will likely be asked to drop from the. Late discussion submissions will be assessed on a case-by-case basis.

**ADA Accommodations:** Any accommodations requested under the American Disability Act must be conducted through the Counseling Center prior to the start of the course.

**Class Participation:** Each student is required to participate during discussions and be respectful of opinions that others may have. Every week, you will be required to post a discussion (topic given by instructor) and respond to at least three of your fellow classmates. Your participation is mandatory.

**Assignments:** Application is key to comprehension. Be prepared. The purpose of the assignments is to demonstrate knowledge, understanding, and writing skills; they are intended to be thought-provoking. All assignments for the drop box are to be typed, using 12 point font, one inch margins, and be double spaced. Please have your name in the upper left hand corner along with the date the assignment was due. As for the threaded discussions, the points earned will be based on content (thoughtfulness of entry) and responses to your peers. Late assignments will be accepted on a case-by-case basis and must be discussed prior to the due date. Reported computer problems resulting in late submissions will also be considered on a case-by-case basis.

**Articles:** Each week, you will submit one article that contains the summary of the article and your reaction/response to it. You will submit the article itself to the Webliography for your fellow students to review. Your article reaction paper is to be submitted via the dropbox. The article must relate to the topic of the week, demonstrate the class objective, and must be within the past five years. The length of your reaction paper varies—generally no more than two pages. The source of your article must be provided and its degree of reliability will be evaluated.

**Reaction Essays/Discussion Questions:** Each week, you will be assigned an essay or discussion questions that are based on assigned readings.

**Projects:** Three-Part Literature Review. The details will be provided in the Course Home Section.

**Student Learning Outcomes:** Upon completion of this course, students will demonstrate an understanding of:

1. Management concepts of the criminal justice system
2. Barriers to communication and recommended interventions
3. Identifying sources of employee stress and the associated interventions
4. How employee performance is measured
5. Management responses to corruption
6. What can be done to motivate employees of the criminal justice system
7. How the media impacts management of the criminal justice system

**Student Learning Outcomes Assessment:** Through essays and other writing assignments, the following will be established:

1. What are the management concepts of the criminal justice system?
2. What are the barriers to communication and what are the recommended interventions?
3. What are the sources of employee stress and the associated interventions?
4. How is employee performance measured?
5. What are the responses to corruption?
6. What are the ways to maintain motivation of employees in the criminal justice system?
7. How does the media impact management of the criminal justice system?

**Academic Policies:** Students are expected to comply with the standards related to academic honesty and plagiarism that are stated in the Chaminade General Catalog. Failure to adhere to these policies can result in a failing grade.

**Classroom Decorum:** No cell phone use or texting during class. Unless it's an emergency, do not answer your phone or respond to a text. Any electronic devices used during class must be for course work only and discussed with the instructor prior to its use.

**General Chaminade Matters:** The five characteristics of a Marianist Education are:

1. Educate for Formation in Faith.
2. Provide an Excellent Education.
3. Educate in Family Spirit.
4. Educate for Service, Justice, and Peace.
5. Educate for Adaptation to Change.

**Selected from Characteristics of Marianist Universities:** A Resource Paper, Published in 1999 by Chaminade University of Honolulu, St. Mary's University and University of Dayton. Each of these characteristics is integrated, to varying degrees, in this course.

**Course Outline:** The Syllabus and Course Outline may change at instructor's discretion. Due dates and other details are located in Course Home section. This is a general guide to what each week will entail.

Week One:	Introduction of Student Overview of Class Class Discussion Literature Review Topic Due
Week Two:	Basic Concepts for Understanding Criminal Justice Organizations Article Reaction Due Class Discussion Class Discussion/Exercise
Week Three:	Barriers to Communication & Recommended Interventions Article Reaction Due Class Discussion Literature Review Part I Due
Week Four:	Sources of Employee Stress & Recommended Interventions Article Reaction Due Class Discussion/Exercise
Week Five:	Literature Review Part II Due
Week Six:	Employee Performance Measures Article Reaction Due Class Discussion/Exercise
Week Seven:	Management Responses to Corruption Article Reaction Due Class Discussion/Exercise
Week Eight:	Maintaining Motivation

Article Reaction Due  
Class Discussion/Exercise

Week Nine:                   How the Media Affects Management  
Article Reaction Due  
Class Discussion/Exercise

Week Ten:                   Literature Review Part III Due