

CJ 270
Management and Supervision
Course Syllabus
Spring (PACE) 2017

Instructor: Leah Drebin, MA
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Office Hours: By Appointment
Class Credits: 3
Class Dates: April 11th to June 13th, 2017
Class Day/Time: Tuesday/ 5:30-9:40p.m.
Class Location: Tripler Army Medical Center
Building 102, Office 105



Catalog 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.

Student Learning Outcomes:

Upon successful completion of this course, the student will:

1. Understand the context surrounding present-day policing and police administrations.
2. Recognize and critique different organizational theories and designs.
3. Identify various leadership styles.
4. Explain the role planning, decision-making, and communication plays in management.
5. Describe human resource management and financial management within the police administration.
6. Acknowledge the significance of labor relations.
7. Discuss how stress affects police personnel.
8. State the legal aspects of police administrations.
9. Analyze models for organizational change and describe how to successfully implement change.

Required Reading:

Swanson, C.R., Territo, L., & Taylor, R.W. (2017). *Police administration: Structures, processes, and behaviors* (9th Ed.). Boston, MA: Pearson.

Additional reading and viewing materials will be used in supplement to the text

Other Required Materials:

Students will need access to CANVAS, a computer with Internet, a printer, and a USB flash drive.

Course Approach:

This course will be provided in a combination of lectures, discussions, PowerPoint presentations, videos, case studies, and other instructional aides. In addition, all students are expected to be active participants during the in-class discussions. Therefore, it is important to come to class prepared.

Course Requirements:

- **Two (2) Exams:** You will have 2 non-cumulative exams during this course. The exams will be closed-book (no notes). Questions from the exam may come from the text, supplemental reading/viewing materials, classroom lectures and discussions, or other forms of media utilized during the class. Exams may consist of true/false, multiple choice, fill in the blank, and short answer/essay questions. Each exam will be worth 20% of your final grade (for a total of 40%). **No make-up** exams will be given unless you can provide sufficient documentation of an emergency. Specific exam dates are listed in the Course Schedule (below). Exams will typically be given at the beginning of class. Thus, you risk missing part of or the entire exam if you arrive late to class.
- **PowerPoint Presentation:** You must prepare, present, and submit a PowerPoint presentation (the topic will be pre-approved). The presentation is expected to be between 10 to 12 minutes in length with 10 to 16 slides. The slides shall include speaker notes, a title page, and a reference page. You must include a minimum of 3 references in APA format. The PowerPoint presentation will be turned in to CANVAS on 6/5/17 by 11:59pm (HST) and then be presented in class on 6/6/17 in week 9. You will need to bring the PowerPoint presentation to class on a USB flash drive on 6/6/17. The PowerPoint presentation and class presentation will each be worth 10% of your final grade (for a total of 20%). Your PowerPoint presentation topic must be submitted for approval on CANVAS by 11:59pm (HST) on 4/26/17.
- **FEMA SID:** You will obtain a FEMA Student ID number (SID) by following these steps:
 1. Go to <https://cdp.dhs.gov/FEMASID>
 2. Click register for a FEMA SID (if you have never registered for one before).
 3. Enter in your information on the following page to register for a FEMA SID.
 4. Once you have obtained your unique FEMA SID, write it down and bring it to class on 4/18/17.

If you have previously acquired a FEMA SID and forgot your number, then click “Forgot Your FEMA SID” and enter in the e-mail address that you originally used to register for the FEMA SID. Your SID number will then be e-mailed to that address. If you receive an error message or a message that there is a “duplicate in the system”, then you need to call the FEMA Help Desk at 1-866-291-0696 to receive your SID number over the phone. They are open from 7:30am to 4:30pm (Central Standard Time). This assignment is worth 1 point (1% of your final grade) and will need to be completed for you to conduct the “Leadership Certificate” assignment.

- **Leadership Certificate:** You will take the IS-240.b “Leadership and Influence” course on the FEMA website: <https://training.fema.gov/is/courseoverview.aspx?code=IS-240.b>. FEMA will e-mail you your certificate for the class once you have successfully completed the exam. You must download/save the certificate and then upload it under this assignment on CANVAS by 11:59pm (HST) on 5/10/17. **Verify your file type is a pdf, doc, docx, or jpeg before uploading.** This assignment is worth 7 points (7% of your final grade).
- **Personality Quiz:** Take the personality quiz at <https://www.16personalities.com/free-personality-test>. In your results, pay particular attention to your “strengths and weaknesses” and “workplace habits”. In 100 to 300 words, briefly analyze your results. Did you find your personality type to be fairly accurate? Why or why not? Was there anything surprising about your results? Is there anything that you should be mindful of in the workplace? Are there any strengths listed that are known for being key leadership qualities? Turn your brief analysis in to class on 5/2/17. This assignment is worth 3 points (3% of your final grade).
- **Contemporary Issue:** You will find one current article (within the past 10 years) that illustrates the current environment of stress on law enforcement. The article could pertain to officer-involved shootings (either by police or against police), domestic violence, alcohol abuse, suicide rates, divorce, sexual harassment, or some other topic regarding stress and law enforcement. In 200 to 400 words, briefly summarize the article and how it relates to stress. Use APA format to cite the reference to the article (below your summary). Also, use APA citations whenever you paraphrase or quote the article in your summary. This assignment must be turned in to class on 5/23/17 and is worth 3 points (3% of your final grade).
- **Participation:** You are expected to contribute to the class discussions and group exercises. This means you must come to class prepared and able to respond to questions about the material or assignment. This can only be accomplished if you have completed the required assignments and understand the material prior to coming to class. In addition, I will take attendance in this class. Failure to participate in the course for a period of two weeks may result in an administrative withdrawal. If you must miss class, make sure to get with one of your classmates for the missed material. You will earn 2.5 points for participation in each class session. Therefore, participation and attendance comprise 25% of your final grade.
- **Late Policy:** No late work will be accepted in this class without sufficient documentation of an emergency. Allowance for make-up work in this class is dependent upon a valid excused absence. A valid excuse is typically a medical one. If you miss class for any reason *and* wish to make-up material, you *must* include a note from a medical doctor (with their office number) that documents the date(s) and time(s) of the excused absence. Other absences *may* be excused, with documentation, on a case-by-case basis.

If you experience a glitch with CANVAS (when attempting to turn in an assignment), then please screenshot your screen. The screenshot must display the date/time and error message. I will then contact the technical support staff for CANVAS to discuss the problem. Please note that a lack of a reliable internet connection is not an excuse for missing an assignment.

To ensure successful submissions of assignments and safeguard from ‘Murphy’s Law’, it is in your best interest to complete the assignment before the day that it is due.

- **Extra Credit:** Although opportunities *may* come up during the course, do not expect any extra credit assignments in this class.

Grading System:

The class will be graded on a point system. Your final grade will be based upon the total number of points accumulated at the end of the course as a percentage of the total points possible. Your grade will be based on the following course requirements:

Point Distribution & Scoring System:	% of Final Grade	Point distribution
Participation/Attendance	25%	25
Midterm Exam	20%	20
Final Exam	20%	20
PowerPoint Presentation	20%	20
Leadership Certificate	7%	7
Personality Quiz	3%	3
Contemporary Issue	3%	3
FEMA SID	1%	1
PowerPoint Topic	1%	1
	100%	100 points

A = 90 - 100 points

B = 80 - 89 points

C = 70 - 79 points

D = 60 - 69 points

F = 59 or fewer points

Title IX Compliance:

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. Should you want to speak to a confidential source you may contact the Chaminade Counseling Center 808-735-4845 and/or any priest serving as a sacramental confessor or any ordained religious leader serving in the sacred confidence role.

Disability Access:

The University is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students who need accommodations must be registered with Student Disability Services. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from the Counseling Center by the end of week three of the class in order for the instructor to plan accordingly. Failure to provide written documentation will prevent your instructor from making the necessary accommodations. Please refer any questions to the Dean of Students.

Academic Conduct Policy:

The success of the Honor Code is made possible only with the acceptance and cooperation of every student. Each student is expected to maintain the principles of the Code. Example of Honor Code violations include:

- Giving or receiving information from another student during an examination;
- Using unauthorized sources for answers during an examination;
- Illegally obtained test questions before the test;
- Any and all forms of plagiarism – submit all or part of someone else’s work or ideas as your own;
- The destruction and/or confiscation of school and/or personal property.

A violation is reported either to the professor involved, who will report it to the Dean of Students, or directly to the Dean of Students.

Violations of the Honor Code are serious. They harm other students, your professor, and the integrity of the University. Alleged violations will be referred to the Office of Judicial Affairs. If found guilty of plagiarism, a student might receive a range of penalties, including failure of an assignment, failure of an assignment, and withholding of the final course grade until a paper is turned in on the topic of plagiarism, failure of the course, or suspension from the University.

Violations of Academic Integrity: Violations of the principle include, but are not limited to:

- Cheating: Intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise.
- Fabrication and Falsification: Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of inventing or counterfeiting information for use in any academic exercise.
- Multiple Submissions: The submission of substantial portions of the same academic work for credit (including oral reports) more than once without authorization.
- Plagiarism: Intentionally or knowingly presenting the work of another as one’s own (i.e., without proper acknowledgment of the source).
- Abuse of Academic Materials: Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource materials.
- Complicity in Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism includes, but is not limited to:

- Copying or borrowing liberally from someone else’s work without his/her knowledge or permission; or with his/her knowledge or permission and turning it in as your own work.
- Copying of someone else’s exam or paper.
- Allowing someone to turn in your work as his or her own.
- Not providing adequate references for cited work.
- Copying and pasting large quotes or passages without properly citing them.

Writing Policy:

All papers should demonstrate mastery of grammar, punctuation, spelling, and syntax expected of college level students. The use of APA (American Psychological Association) format is required for all assignments. Refer to www.apastyle.org for APA guidelines. If you need writing assistance, please seek help from Student Support Services and the Academic Achievement Program. All papers are to be word-processed, proofread, and solely the work of the author.

Classroom Etiquette

A general note on classroom behavior: Disrespectful, rude, unprofessional behavior will NOT be permitted in this classroom. Sleeping, side conversations, text messaging, doing work or studying for another class, repeated tardiness, or other disrespectful behavior is unacceptable. If you present a pattern of problem behavior, you will be asked to leave the classroom.

- Arrive to class on time and do not leave before the end of class (otherwise you will not receive attendance points for that day).
- Do not engage in side conversations during lectures or discussions. If there are continual disruptions I will ask you to leave the class.
- Please pay attention during class and do not read other material or do work for another class during this course.
- **ALL** electronic equipment (including laptops, cell phones, MP3 players, or other media devices) should be used responsibly during this class. Only use cell phones or text-messaging during breaks. If your cell phone vibrates, you are expected not to answer it unless it is genuine emergency. If a laptop computer is opened, it must be directly involved in our class work. No IPODs or other electronic listening devices allowed during class. Civility and respect is important and expected in class at all times.
- Place all backpacks and bags off the tables or desks, so I can view the material you are looking at during the class.
- We will discuss sensitive issues in class. That said, we will not always agree. Discussion is encouraged and welcome, but disrespecting the opinions of others will not be accepted.
- I do not mind if you eat snacks during class. However, please be considerate to the rest of the class and eat quietly. Moreover, be mindful of other student's noses and eat non-smelly food please. Also, make sure to clean up after yourself.
- If you feel you are unable to stay awake in your seat, please quietly get up and stand up at the back of the class. If your head is down on the desk, I will ask you to leave the class.
- This is a professional environment, so please refrain from cussing in the classroom.
- Derogatory comments (whether related to sex, ethnicity, religion, or other) will **NOT** be permitted.
- No chewing tobacco or e-cigarettes are allowed in this class.

Marianist Educational Values:

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**

Tentative course schedule, subject to change based on course progression.

Course Schedule			
Week	Class Date	Weekly Topic and Due Dates	Weekly Assignments
1	4/11/17	<ul style="list-style-type: none"> • Introduction to the course • Policing Today 	- Read Ch. 1, 2 - Obtain FEMA SID
2	4/18/17	<ul style="list-style-type: none"> • Intel, Terrorism, and Homeland Security • Politics and Police Administration • FEMA SID Due 4/18/17 (IN CLASS) 	- Read Ch. 4 - Choose PowerPoint Topic
3	4/25/17	<ul style="list-style-type: none"> • Organizational Theory • Organizational Design • Topic for PowerPoint Presentation Due 4/26/17 (turned in to CANVAS) 	- Read Ch. 5, 6 - Take Personality Quiz
4	5/2/17	<ul style="list-style-type: none"> • Leadership • Personality Quiz Assignment Due 5/2/17 (IN CLASS) 	- Read Ch. 7 - Take Leadership Course - Work on presentation
5	5/9/17	<ul style="list-style-type: none"> • Planning and Decision Making • Mid-Term Exam: Chapters 1 to 7 • Leadership Certificate Due 5/10/17 (turned in to CANVAS). 	- Read Ch. 8 - Work on presentation
6	5/16/17	<ul style="list-style-type: none"> • Human Resource Management • Organizational and Interpersonal Communication 	- Read Ch. 9, 10 - Contemporary Issue - Work on presentation
7	5/23/17	<ul style="list-style-type: none"> • Stress and Police Personnel • Contemporary Issue Assignment Due 5/23/17 (IN CLASS) 	- Read Ch. 13 - Work on presentation
8	5/30/17	<ul style="list-style-type: none"> • Labor Relations • Legal Aspects of Police Administration 	- Read Ch. 11, 14 - Finalize presentation
9	6/6/17	<ul style="list-style-type: none"> • Organizational Change • PowerPoint Presentation turned in to CANVAS by 6/5/17 and then presented during class on 6/6/17. 	- Read Ch. 15
10	6/13/17	<ul style="list-style-type: none"> • Finish PowerPoint Presentations • Final Exam: Chapters 8 to 15 	