

CJ 270
Management and Supervision
Course Syllabus
Winter (PACE) 2018

Instructor: Leah Drebin, MA
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Office Hours: By Appointment
Class Credits: 3
Class Dates: January 8th to March 20th, 2018
Class Location: Online



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 a computer with speakers, MS Word (or the ability to convert documents in to Word files), the ability to watch mp4 videos, the ability to download pdf files, and reliable Internet. Students will also need access to their Chaminade University e-mail and Canvas accounts, which can be accessed via the “Quick Links” button on the university’s homepage.

Course Approach:

This course will be provided in a combination of online lectures, PowerPoint presentations, videos, discussion boards, case studies, and other instructional aides.

Course Requirements:

- **One (1) Course Policies Quiz:** You will have a short quiz covering the course syllabus and course schedule. It is not intended to be difficult and you may refer to the syllabus and course schedule while taking the quiz. The purpose of this quiz is to ensure that you understand the course syllabus/schedule and to drive a few points home. This quiz is worth 1.5 points or 1.5% of your final grade.
- **Ten (10) Weekly Discussion Board Activities:** You will engage in weekly discussion board activities for participation points in this course. Failure to participate in the course for a period of two weeks may result in an administrative withdrawal. The weekly discussion board activities will be due on Sunday during the assigned week and will each be worth 4 points (for a combined total of 40 points or 40% of your final grade). You will earn 3.5 points for your initial post and half a point for your response post.
- **9 (9) Quizzes:** You will have 9 non-cumulative weekly quizzes during this course. The questions may come from the text or other supplemental reading/viewing materials assigned for the week. Furthermore, the weekly quizzes will consist of true or false, multiple choice, or short answer questions. You will have one attempt to take each quiz and it will be timed. Please ensure you have adequately prepared in advance and do not plan on scrambling through materials to find answers during the quiz. The quizzes will be available from Friday of the week assigned through Tuesday of the following week (a 5-day period). Each quiz will be worth 3 points (for a combined total of 27 points or 27% of your final grade). **No make-up** quizzes will be given. Please review the course schedule for specific quiz dates.
- **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 turn it in to Canvas on.

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 and submit it under this assignment on Canvas. **Verify your file type is a pdf, doc, docx, or jpeg before uploading.** This assignment is worth 10 points (10% of your final grade).
- **Executive Summary:** You will find one current peer-reviewed journal article (published within the past 10-15 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), officer-involved domestic violence, alcohol abuse in law enforcement, officer suicide rates, sexual harassment in law enforcement agencies, steroid use by police officers, or some other topic regarding stress and law enforcement. Please refer to chapter 13 of the required text for additional topics. You must submit your chosen topic in the appropriate assignment area by week 4. Each topic will be limited to a number of students (dependent on the size of the class).

Then you will construct an executive summary that provides an overview of the problem, the article’s findings, and recommendations for police administrators. The summary shall be written for the intended audience (police administrators) and must be between 600-800 words. Examples and additional information will be provided during the first week of class. This assignment will be shared with the class during week 8 and will be submitted for grading during week 9. The Executive Summary is worth 20 points (20% 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. Then e-mail me the screenshot immediately after (as proof that you intended to turn in the work on time). 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.

Administrative Withdraw:

Failure to participate in the course for a period of two weeks may result in an administrative withdrawal.

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
Discussion Board Activities/Participation	40%	40
Weekly Quizzes	27%	27
Executive Summary	20%	20
Leadership Certificate	10%	10
Syllabus Quiz	1.5%	1.5
FEMA SID	1%	1
Executive Summary Topic	.5%	.5
	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.

Online Classroom Advice and Etiquette

Please remember that an online course is different from the traditional classroom-based courses in a variety of ways, but especially in the way you will receive/submit course content and communicate with the instructor and your peers. Time management and consistent work is central to you succeeding in this course. Please schedule out time for you to commit to this course, in order to read through the material, watch the assigned videos/lectures, participate in the activities, and turn in the assignments/quizzes on time.

Additionally, we will discuss sensitive issues in class. That said, everyone will not always agree. Discussion is encouraged and welcomed, but disrespecting the opinions of others or using derogatory language will not be accepted. I expect everyone to conduct themselves professionally and be respectful of one another.

Communication with the Instructor

Communication with the instructor will occur through your Chaminade e-mail account, as well as announcements on Canvas. When communicating with the instructor, please write “CJ 270” in the first part of the subject line of your e-mail.

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	1/08/18	<ul style="list-style-type: none"> • Introduction to the course • Policing Today • Syllabus Quiz Due 1/16/18 (TUE) 	- Read Ch. 1, 2
2	1/15/18	<ul style="list-style-type: none"> • Intel, Terrorism, and Homeland Security • Politics and Police Administration • Week 2 Quiz Due 1/23/18 (TUE) 	- Read Ch. 4 - Obtain FEMA SID
3	1/22/18	<ul style="list-style-type: none"> • Organizational Theory • Organizational Design • FEMA SID Due 1/28/18 (SUN) • Week 3 Quiz Due 1/30/18 (TUE) 	- Read Ch. 5, 6 - Choose Executive Summary Topic
4	1/29/18	<ul style="list-style-type: none"> • Leadership • E.S. Topic Due 2/4/18 (SUN) • Week 4 Quiz Due 2/06/18 (TUE) 	- Read Ch. 7 - Take Leadership Course
5	2/05/18	<ul style="list-style-type: none"> • Planning and Decision Making • Leadership Certificate Due 2/11/18 (SUN) • Week 5 Quiz Due 2/13/18 (TUE) 	- Read Ch. 8 - Work on Executive Summary
6	2/12/18	<ul style="list-style-type: none"> • Human Resource Management • Week 6 Quiz Due 2/20/18 (TUE) 	- Read Ch. 9 - Work on Executive Summary
7	2/19/18	<ul style="list-style-type: none"> • Organizational and Interpersonal Communication • Labor Relations • Week 7 Quiz Due 2/27/18 (TUE) 	- Read Ch. 10, 11 - Work on Executive Summary
8	2/26/18	<ul style="list-style-type: none"> • Stress and Police Personnel • Week 8 Quiz Due 3/06/18 (TUE) 	- Read Ch. 13 - Share Executive Summary w/class
9	3/05/18	<ul style="list-style-type: none"> • Financial Management • Legal Aspects of Police Administration • Executive Summary Due 3/11/18 (SUN) • Week 9 Quiz Due 3/13/18 (TUE) 	- Read Ch. 12, 14 - Turn in Executive Summary
10	3/12/18	<ul style="list-style-type: none"> • Organizational Change • Week 10 Quiz Due 3/19/18 (MON) 	- Read Ch. 15