

CJ 270-01-1: Supervision and Management
Course Syllabus
Spring 2020

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Office Hours: By appointment
Class Times: T/TH 1130-1250
Class Location: CTCC 254

Course Description:

Students will be introduced to the contemporary theories of management, organization and structure of police agencies. Concepts pertaining to the management, leadership, and decision-making as applied to police organizations will be examined in detail. This course provides the student a broad knowledge base as detailed in the below listed student learning outcomes. Students will glean an understanding of contemporary police management theories, issues and practices. The focus of this course will be on the most contemporary and most challenging issues police leaders must address to ensure police and the community work together to foster a safe, peaceful, and vibrant living environment.

Student Learning Outcomes:

Students completing this course will:

1. Design a policy and procedure manual identifying the major components of best police practices
2. Analyze a current problem in LE leadership
3. Complete an ethical dilemma scenario based application
4. Create a police department budget
5. Develop a bargaining unit and negotiate assessment measures

Reading Materials:

Swanson, C. R., Territo, L., and Taylor, R. W. (2017). *Police Administration: Structures, Processes, and Behavior (9th ed.)*. New Jersey: Pearson.

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

Course Approach:

Teaching strategies will emphasize the development of student learning objectives on page one based upon application of knowledge and skills which will include; lecture, active class participation/discussions, written examinations, research assignments, videos for assessment and discussions, and learning activities in the classroom. I will regularly call on students for input on issues discussed during class, thus it is important to come to class prepared.

Course Requirements:

Students are expected to be present and be prepared for each class via completion of reading assignments for each class session. Students are expected to be prepared to critically discuss assigned material and participate in all aspects of classroom learning activities. *Participation* in class discussions and projects are essential for understanding and passing this course. The following student activities are required:

- **Two (2) exams.** You will have two non-cumulative examinations for this course. These exams will include only material covered in the specified sections. Items on each exam may come from the text, supplemental reading/viewing materials, classroom lecture and discussions, or other media used throughout 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. The syllabus outlines the dates of the two major exams. Due to the format of the exams, and in the spirit of teamwork required in the professional field of criminal justice, **there will be no make-up exams given** unless you are able to **document** a medical emergency. Those anticipating missing an exam due to an institutional excuse must take their exam prior to leaving campus. Exams will be given via Canvas so make sure to bring a laptop, tablet, or smartphone.

Course Paper: You will have a final paper due in this course. Your final paper is expected to be roughly five pages (**1 inch margins, Times New Roman, 12 point font, and double-spaced**). Students shall use American Psychology Association (APA) standards as guidelines when writing the assigned paper. This paper is worth 20% of your final course grade. A Term Paper Rubric is included in the announcement section of the course. Please refer to this rubric for further details and criteria used to evaluate and score term papers. Submit your finished term paper to Canvas.

You should also include a separate title and reference page that do not count toward the overall five page length. **This paper is due on Sunday, February 23rd. No late papers will be accepted. No handwritten papers will be accepted.**

The student's final paper shall include.

1. The student will choose their own paper topic. Approval of the paper will be given in the response to the problem statement.
2. When composing the term paper, it is very important that the student use the information from the course text.
3. The written assignment shall include information from other research resources, identified in the course text, scholarly journals, government sites, etc.
4. Where appropriate, the student shall include their own analysis, thoughts and opinions regarding the issue/topic in their response to the selected question.
5. Use existing evidence found via research to support your analysis, thoughts and opinion.
6. Please use a minimum of four credible or otherwise professional publications, including the text, to conduct the research and include publications in the paper bibliography.
7. Do not use Wikipedia! This is not a scholarly source.

The final paper is expected to be written with the quality and sophistication of a senior-level scholar. An "A" paper, for example, is one in which there are few if any grammatical errors, is well-written and thoughtful, well-researched, and clearly communicates the scope of the problem, solution, and intended benefits. Papers will be submitted via Canvas.

You are expected to write your own paper. Plagiarism is a serious offense. If evidence of plagiarism is noted, in part or in full, you will receive 0 points for this paper. This paper is worth 20% of your final course grade.

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 59% and below

Late Policy:

No late work will be accepted in this class without a documented emergency. Generally, a valid excuse is personal medical emergency. If you miss class and would like to make-up material you must present a valid doctor's excuse during the next class period you attend documenting the date and time of the excused absence (regardless of the reason). Simply not feeling well is not an excused absence. Other absences may be excused with documentation on a case-by case basis at my discretion.

Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, essay plagiarism, using unapproved notes/material during quizzes/exams, and assisting others with quizzes/exams.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of the Academic Division and may range from an "F" grade for the work in question to an "F" for the course to suspension or dismissal from the University.

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:
 1. 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.
 2. Copying of someone else's exam or paper.
 3. Allowing someone to turn in your work as his or her own.
 4. Not providing adequate references for cited work.
 5. Copying and pasting large quotes or passages without properly citing them.

A general note on professionalism.

Students are expected to handle themselves professionally during class. Professionalism includes attending and being prepared for class (e.g., reading the required material), arriving to class on time, and being engaged, active participants in the classroom experience. It is my intent to treat each student as an adult, and as such, require standards of professionalism that are highly consistent with the "real world."

I intend to discuss controversial criminal justice/social issues in a frank and forthright manner because I believe it is important to do so. As professionals, each student must direct comments or responses to the class and to me in a professional manner.

We must all respect the opinions of one another. I would also request that if you are offended by the comments of a fellow class member or myself that you come to me during office hours to discuss the problem with me personally. In many cases these instances can be used as valuable learning experiences and I will do my best to rectify any problems.

Classroom Etiquette

A general note on classroom behavior: Disrespectful, rude, and 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 plan on leaving early. Don't disappear once you sign in.
- Do not engage in side conversations during lectures or discussions. If there are continual disruptions I will ask you to leave the class.
- Don't have a personal conversation with me during class, speak to the class.
- This class is not a study hall, do not treat it as such - do not read newspapers or materials for another class during this class.
- **ALL** electronic equipment (including laptops, cell phones, MP3 players, or other media devices) should be put away during this class. **No phones also means no texting!** If I see you using any of these I will stop the lecture and ask you to put the item away. I will ask you to leave the class upon a second warning.

- Place all backpacks and bags off the tables or desks (many students have used these to camouflage their text messaging or other game usage during class).
- At times we will discuss sensitive issues in class. We will not all agree. Discussion is encouraged and welcome, but disrespect of other's opinions will not be accepted.
- I generally do not mind if you eat in class, I'd rather you eat than be distracted by hunger. However, only quiet and non-smelly food please. Make sure to clean up after yourself.
- If you feel you are unable to stay awake in the class, please quietly get up and leave.
- *No heads down on the desk* – this is a university classroom and deserves professional respect.
- No chewing tobacco or e-cigarettes are allowed in class.

Student Expectations 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.

Incomplete Grades:

The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on your transcript.

Title IX Statement:

Chaminade University of Honolulu (CUH) 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 following:

- Chaminade Counseling Center| [808 735-4845](tel:8087354845).
- Any priest serving as a sacramental confessor or any ordained religious leader serving in the sacred confidence role.

Religious Observances: Students are expected to notify their instructor one week in advance if they intend to miss class to observe a holy day of their religious faith.

MARIANIST EDUCATIONAL VALUES

The five characteristics of a Marianist Education are:

- **Educate for Formation in Faith**
- **Provide an Excellent Education**
 - **Educate in Family Spirit**
- **Educate for Service, Justice, and Peace**
- **Educate for Adaptation to Change**

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

Course Schedule			
Week	Date (Week Of)	General Topic	Read Chapters
1	1/13-19	<ul style="list-style-type: none"> ● Class activity - First day 	1
2	1/20-26	<ul style="list-style-type: none"> ● Class activity - Social media #1 ● Class activity - Social media #2 	2
3	1/27-2/2	<ul style="list-style-type: none"> ● Critical Thinking ● Class activity - El Chapo 	3
4	2/3-9	<ul style="list-style-type: none"> ● Critical Thinking - Group work ● Quiz 1 	4
5	2/10-16		5 & 6
6	2/17-23	<ul style="list-style-type: none"> ● Quiz 2 	7 & 8
7	2/23-3/1	<ul style="list-style-type: none"> ● Game 	
8	3/2-8	<ul style="list-style-type: none"> ● Midterm 	
9	3/9-15	<ul style="list-style-type: none"> ● Class activity - communication 	9 & 10
10	3/16-22	<ul style="list-style-type: none"> ● Quiz 3 ● Class activity – body armor 	11
	3/23-29	<ul style="list-style-type: none"> ● Spring Break 	

11	3/30-4/5	<ul style="list-style-type: none"> • Class activity - Budget 	12
12	4/6-12	<ul style="list-style-type: none"> • Movie 	
13	4/13-19	<ul style="list-style-type: none"> • Critical Thinking - Personality • Friday no class 	13
14	4/20-26	<ul style="list-style-type: none"> • Budget due 	14 & 15
15	4/27-5/3	<ul style="list-style-type: none"> • Union Organization • Quiz 4 	
16	5/06/19	<ul style="list-style-type: none"> • Final Exam - Date TBA 	

NOTE:

It is the discretion of the instructor to follow this schedule strictly or with the autonomy of spending more time on relevant topical areas. Chapters may also be covered out of order if there are extenuating circumstances. Students are responsible for assigned chapters in the text, outside reading assignments, and relevant topics discussed.