

DRAFT SYLLABUS

This is posted for your info to help you select or prepare for a course. An official version will be ready at or prior to your course start. Texts will be same or very similar. Please check online bookstore for exact texts.

Principles of Administration (CJ 6610)
Troy State University
Department of Criminal Justice and Social Sciences

Instructor: Dr. del Carmen

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Office Hours: TBA

BLACKBOARD INSTRUCTIONS

This course utilizes Blackboard. Instructions for using this tool can be found on the TSU Distance Learning Website at <http://portal.tsu.edu/blackboardhelp.cfm>

CATALOG DESCRIPTION:

A survey of the basic principles of personnel administration with special attention paid to criminal justice applications.

PURPOSE:

To provide students with a conceptual and theoretical basis upon which to consider criminal justice administration and management.

STUDENT OUTCOMES:

Students can expect to learn the following information and develop the skills listed below:

To become familiar with the development of criminal justice organization goals and objectives, the organizational structures and management processes used to attain these goals and objectives, the evaluation processes of goal and objective attainment. The course provides the student with an overview of criminal justice administration, challenges the student to think critically and solve problems, stimulates cooperative team learning, and provides the student with an appreciation for the need to institutionalize ongoing reform and modernization.

This course also fosters the following Common Objectives:

- (1) effective written and oral communication;
- (2) global understanding and an appreciation of diverse criminal justice issues;

(3) research and computer skills;

(4) the skills and capacity for critical thinking, problem solving, and life-long learning.

Course Goals:

The goal if this course is to provide students with a comprehensive understanding of the concepts and theories of criminal justice administration, This is a competency-based course that emphasizes the development of relevant knowledge, skills, and abilities. Readings and class discussions are designed to achieve specific objectives (competencies), which are provided to the student prior to exams. Tests will directly measure these competencies.

Course Methods

This course is an on-line graduate level seminar. Consequently, there will be relatively little formal lecturing, although from time to time the instructor may present material for which students will be responsible. Reading, studying, and completing the written portions of the cases and chapter questions each week is essential as the exercises are relatively complex and detailed compared to other in-class exercises you may have experienced.

There will also be a term paper (discussed below). There will also be 16 Discussion Topics (on-line).

Finally, there will be two examinations in this class, a midterm (proctored) and a final. Each exam will consist of items for identification and essay questions.

TEXTBOOK:

Stojkovic, Stan, David Kalinich, John Klofas Criminal Justice Organizations: Administration and Management, 3rd Edition, ISBN: 053458410-1

Textbooks

TextBook Manager

Phone: (706) 687-8267

Fax: (706) 687-1807

Ordering Books - information on ordering your books.

<http://earmyu.com/>

REQUIRED ADDITIONAL READING:

Review material and Chapter slides are posted on blackboard for study purposes only.

RESEARCH COMPONENT:

Each student will complete a research paper on a topic covered in your textbook according to your last name and where it falls in the chapters (see last page of syllabus for term paper assignment and instructions). This paper is to be typed, double-spaced and 12 - 15 pages in length of text. References and citations will be in APA or MLA format which can be found on the TSU Library homepage or in the WEB PAGES section of the Blackboard course <http://portal.tsufb.edu/libraryservices.cfm> . Proper grammar and spelling is required.

ENTRANCE COMPETENCIES:

No specific background is assumed for students entering this course; however, students are expected to have acquired sufficient intellectual skills and an academic background which will enable them to do university-level coursework. At a minimum they should be able to read, comprehend and retain textbook materials, express their ideas in written form, and prepare themselves for answering objective questions during proctored examinations. They should also have at least a minimal knowledge of Internet use.

SOFTWARE/HARDWARE REQUIREMENTS

E-mail and Internet access. Online access to the Internet for electronic mail (e-mail) capability is required. On-demand access to a PC with an operating system compatible with Windows 95, 98, or higher is required. Any e-mail software such as Netscape or Outlook Express will work. No video or images will be transmitted via the Internet. Application software **MUST** be compatible with Microsoft Office 98 or Office 97, or higher.

COURSE REQUIREMENTS:

1. Students are expected to have completed the assigned material prior to the scheduled online time period assigned.
2. Students will respond to sixteen discussion topics in a timely manner. Responses will be made utilizing the Discussion Board in Blackboard.
3. A mid-term will be proctored during the course. The mid-term will be made up of 2 questions. Both of these must be answered in a time span of 2 hours.
4. A final examination will be given at the end of the course. The final examination will be sent to each student via e-mail. It will be completed and sent back to the instructor within a few days. Additional information will be provided throughout the term.
5. Completion of a research paper to be submitted by e-mail attachment.
6. On-line discussion assignments will be posted every week and due by Sunday at midnight. **THESE ON-LINE DISCUSSION ASSIGNMENTS ARE NOT GROUP PROJECTS, THEY ARE TO BE DONE ON AN INDIVIDUAL BASIS.**

MULTI-MEDIA ENHANCED COURSE METHODOLOGY/METHOD OF INSTRUCTION:

Self-study of textbook materials, two examinations, online class discussions, and a term paper will be the primary methods of instruction used in the course. CJ6610 will be taught using online DL lesson modules. The course can only be completed successfully by students who have on-demand capability for communication with the instructor and student (team) classmates.

EVALUATION and ASSIGNMENT OF GRADES:

Final Exam	30%
Discussion Topics	40%
Research Paper	10%
Mid-Term	20%

GRADING SCALE

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
< 60	F

Research Paper Grading Scale:

Introduction	=	10
Body	=	25
Conclusion	=	10
Grammar	=	10
Spelling	=	15
Citations	=	10
Reference List	=	10
Overall	=	10
Total Points	=	100

STUDENT/FACULTY INTERACTION

Student/faculty interaction will be by e-mail, Blackboard, discussion board, chat room, and telephone if necessary.

MAKE-UP WORK POLICY:

There is no additional make-up work due to this class being taught in a non-traditional setting. This requirement will be met by completing all the assignments; however, penalty points of ten (-10%) per day will be assessed for late assignments, with a **validated excuse**.

AMERICAN DISABILITIES ACT:

If you have a specific documented physical, psychological, or learning disability and require accommodations, please let me know as early as possible in the semester so that your learning needs may be appropriately met. If there are other special circumstances that will affect your participation in this course, please discuss those with me as well. Students requesting/requiring accommodation should also, during the first week of class or as soon as possible, contact the Troy State Distance Learning Coordinator at (706) 685-5730. The Coordinator will establish the necessary documentation and will inform instructors in writing of special needs

STANDARDS OF CONDUCT

The commission of or the attempt to commit any cheating and/or plagiarism are in violation of the Standards of Conduct stated in the Troy State University 2001 - 03 Undergraduate Bulletin on pages 34 - 37. A student may be disciplined, up to and including suspension and expulsion, for cheating, plagiarism, or any other form of dishonesty.

SUPPORT MATERIALS:

The compilers required for the completion of various courses are installed on the computers in the TSU-FB computer laboratories. Additional materials such as source code, web sites, etc., may be found on the Internet at <http://portal.tsufb.edu/studentservices.cfm> .

COURSE SCHEDULE:

<u>WEEK</u>	<u>TEXT COVERAGE</u>
1 March 12 - 19 - 2004	Class Meeting Review course requirements and APA Guidelines Send instructor a short paragraph about yourself – via Discussion Board Read Part I, Chapters 1 & 2 in your text Discussion Topics 1, 2 available on Discussion Board (Assignments will be posted on blackboard once a week) 5%
2 March 20 - 26 - 2004	Read Chapters 3 & 4 Discussion Topic 1, 2 Due Discussion Topics 3,4 available on Discussion board Term Paper Topic Due 5%
3 March 27—April 2- 2004	Read Chapters 5 & 6 Discussion Topic 3, 4 Due Discussion Topic 5, 6 Available on Discussion Board 5 %
4 April 3 - 9 - 2004	Discussion Topics 5, 6 Due Discussion Topics 7, 8 available on Discussion board Read , Chapters 7
5 April 10 - 16 - 2004	Read Chapters 8 Mid-Term (Proctored) This Week 20% Discussion Topic 7, 8 Due Discussion Topic 9, 10 Available on Discussion Board 5%
6 April 17 - 23 - 2004	Read Chapters 9 & 10 Discussion Topics 9, 10 Due Discussion Topics 11, 12 Available on Discussion Board 5%
7 April 24 - 30 – 2004	Read Chapters 11 & 12 Discussion Topics 11, 12 Due Discussion Topic 13, 14 Available on Discussion Board Term Paper Due
8 May 1 - 7 – 2004	Read Chapter 13 & 14 Discussion Topic 13, 14 Due 5% Final Exam Sent

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May 10 - 15 – 2004 **Final Exam Due**

25%

Discussion Topics 15, 16 Due

5%

NOTE: The instructor reserves the right to make adjustments to this schedule as necessary.

RESEARCH PAPER GUIDELINES

1. This paper is to have an introduction, body and conclusion.
2. References and citations are to be in APA format. If you have questions concerning APA, please refer to the APA manual on the TSU library home page or contact the instructor for assistance.
3. Paper is to be 12 to 15 pages, double-spaced.
4. Proper grammar and spelling are required.
5. Paper must contain a reference list of sources used.
6. Students must select a topic in the section of the text that is assigned to them as per their last name. You may also select a topic related to the course, if approved by instructor. Besides using your textbook as a source, you must also use four other additional outside sources for your paper. For example, you may use the internet, academic journal databases, books, encyclopedias, videos, newspapers, etc.
7. There are fifteen (15) term paper topics. You must choose one of these topics. If the selection is chosen by another student you will need to make another choice. Term paper choices are available in the Assignments section of Blackboard
8. Papers will be e-mailed as an attachment or sent via the Digital Dropbox in Blackboard.
9. If you have any questions, please do not hesitate to contact me.

INCOMPLETE GRADES

Students may request incomplete grades if the following criteria are met:

1. You have completed at least 1/2 of the course work AND completed Discussion Topics 1 thru 8.
2. You have a family, work, or personal emergency arise that prohibits you from completing the coursework by the end of the term.
DOCUMENTATION such as a doctor's excuse is REQUIRED.
3. You have contacted me prior to the end of the course and received approval for an Incomplete Grade.
4. We must agree on the outstanding assignments before you can receive an Incomplete grade.
5. You have 5 additional weeks after the term has ended to complete the course requirements if you enroll in a subsequent term, or 1 year if you do not re-enroll.
6. You are responsible for contacting me and obtaining the missing assignments