

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.

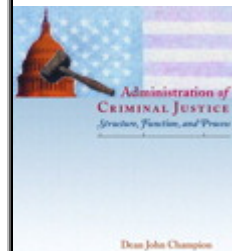
TROY STATE UNIVERSITY- GRADUATE DIVISION
Distance Learning Center
CJ 6622 SEMINAR IN THE ADMINISTRATION OF JUSTICE
Term 4 - 2004 March 15 – May 9, 2004

INSTRUCTOR:

Lenny A. Krzycki, Ph.D. (pronounced Kritski)
Faculty - Criminal Justice Program
Department of Criminal Justice
Office Telephone and FAX: (850) 877-1577.
Online Office Mailing Address: 935 Carraway Street,
Tallahassee, FL 32308
Email: Troycrim@aol.com
Online Office Hours: Continuous.
Email messages and assignments will be
responded to ASAP.
Please Note: Please feel free to contact me at any of the
above sources.

TEXTBOOK:

Champion, Dean (2003).
*Administration of Criminal Justice:
Structure, Function, and Process.*
Upper Saddle River, NJ: Pearson
Prentice Hall. ISBN 0-13-084234-6



DISTANCE LEARNING DEPARTMENT

Hours: Monday, - Wednesday 9:00 a.m. - 5:00 p.m.
Tuesday , Thursday 9:00 a.m. – 6:00 p.m.

Friday 9:00 a.m. – 4:00 p.m.

Phone: 800-265-9811

Fax: 334-670-5679

E-mail: charris@troyst.edu

URL: <http://spectrum.troyst.edu/~distance/index.html>

Address: Distance Learning Center

394 Wallace Hall
Troy State University
Troy, AL 36082

NOTE: If for any reason you are unable to contact me and need immediate assistance, please contact the Distance Learning Office.

IMPORTANT NOTICE: Students should read everything on the course web site and visit the site at least once every 48 hours.

COURSE DESCRIPTION: CJ 6622 Seminar in the Administration of Justice (3) is an examination of the criminal justice system in the United States, including the myths it generates, controversial issues, future trends, as well as a review of major constitutional provisions, judicial processes, and criminal law, examined in terms of American social conditions, philosophies, traditions, and an overview of the general historic experience of crime.

COURSE PURPOSE: This course involves an in-depth look at the administration and management of the criminal justice system from an organizational perspective. It is designed to provide a working knowledge of the principles of management, planning, and administration in criminal justice. The three major components of the justice system, comprised by the police, the courts, and corrections, as well as the juvenile justice system are analyzed from a management perspective, and various management techniques are critiqued in the context of contemporary issues and topics, including, but not limited to: measurement and evaluation of organizational effectiveness; motivation, satisfaction, and morale of employees; personnel roles and functions; rights and legal responsibilities of employees; leadership behavior; operational management; privatization; community policing, and community corrections.

COURSE OBJECTIVES:

1. Abilities to intelligently discuss, utilize, and continually learn management principles and techniques
2. Knowledge of organizational theory as a framework for analyzing the criminal justice system
3. Enhanced understanding of historical, legal, political, psychological and sociological contexts of management in criminal justice organizations
4. Improved acquaintance with patterns, trends, technologies, and controversies in the administration of justice
5. Familiarity with roles, functions, programs, operations, and policies and procedures in policing, courts, corrections, juvenile justice, and private security

Course Goals:

The goal of 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.

A research paper (discussed below) is required.

Sixteen Discussion Topics are also required.

Two examinations - a midterm (proctored) and a final. Examinations will be essay format.

TEXTBOOK: Champion, D. (2003). *Administration of Criminal Justice: Structure, Function, and Process*. Upper Saddle River, NJ: Pearson Prentice Hall. ISBN 0-13-084234-6. Please be sure you have this book.

SUPPLEMENTARY READINGS:

- 1) Academic Computing guides (on line).
- 2) Other reserved readings as announced.

RECOMMENDED ADDITIONAL Reading: Additional, related readings will be made available to students. In addition, numerous Internet sites will be posted in the "External Links" section of Blackboard. Review material and Chapter slides will be posted in the "Course Documents section of Blackboard. Specific assignments concerning additional readings and Internet sites will be posted via Announcements.

ORDERING YOUR BOOKS: Upon registration you should receive a postcard with pertinent information for ordering your course materials (Textbooks are ordered through MBS. Phone 1-800-325-3252 fax: 1-800-243-2260 or online at <http://direct.mbsbooks.com/tsu.htm> , www.tsustudent.com) or <http://portal.tsufb.edu/orderingbooks.cfm> .

RECOMMENDED ADDITIONAL READING: Current periodicals in the field of criminal justice and the social sciences are suggested for additional reading or to be announced via Blackboard throughout the term.

RESEARCH COMPONENT: Each student is required to complete a research paper. A list of acceptable topics will be posted in the "Assignments" section of Blackboard by the third week of class. The paper must be typed, double-spaced - 12 - 15 pages in length. References and citations will be in APA format. A guide can be found on the TSU Library homepage or in the External Links section of the Blackboard - <http://portal.tsufb.edu/libraryservices.cfm> . Proper grammar and spelling is required.

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: Students are expected to have completed the assigned material prior to the scheduled online time period assigned.

1. Eight Discussion Board assignment.
2. Proctored mid-term examination.
3. Final examination. The final examination will be on-line via Blackboard.
4. Research paper.

EVALUATION:

Discussion Boards (8- each covering 2 chapters; 50 point each)	400
Midterm Examination (proctored)	200
Final Examination	250

INCOMPLETE GRADE POLICY: As per page 55 of the 2000-2001 Troy State University Undergraduate Bulletin, the student must request by submitting to the instructor the Petition for and Work to Remove an Incomplete Grade form. In order to request an incomplete, the student must be passing the course which will be determined by the instructor. **IF** the petition is approved, a signed copy will be mailed to the student. (This petition is online through the distance learning office) Student then have six weeks after the next term begins (if the student is enrolled) to complete the work. * NOTE: The instructor has the option of denying any request for an incomplete if it is deemed that the reason is not valid (for example: just too busy to complete the project).

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.tsufl.edu/student-services.cfm> .

LIBRARY, TECHNICAL, and ADMINISTRATIVE SUPPORT: TSU Library Remote Services are accessed at <https://tsulib.troyst.edu/> . For assistance in using TSU library resources please contact Jess Echord [jechord@troyst.edu]. No non-library laboratories or facilities are required in this course. Technical support is provided by the TSU Distance Learning Center. For technical or other student services support see CONTACT US on the DL Center Website <http://spectrum.troyst.edu/~distance/> .

AMERICANS WITH DISABILITIES ACT: Any student with a disability that is within the provisions of the ADA must inform their instructor at the beginning of the term of their special needs, including equipment, that they feel are essential for completing the requirements of this course.

HONESTY STATEMENT: In accordance with the Standards of Conduct in the TSU Bulletin, a student or organization may be disciplined, up to and including expulsion, if deemed in violation of the STANDARDS OF CONDUCT for the commission of or the attempt to commit this offense: Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the university, faculty, or other officers or employees of the university.

WEEKLY ASSIGNMENTS: There are specific week-by-week assignments to be completed. That is, each week two discussion topics in Blackboard that must be completed each week. These will be posted for the entire course at the beginning of the course. You may complete these in advance. However, I will not accept late discussion topic submissions without a validated excuse. Students are expected to login every 48 hours; check the announcement page

frequently, participate in chat sessions as announced, post to and participate in regularly scheduled discussion postings every two weeks; not miss any of the exam period deadlines, and not miss the last week of class when the term paper is due.

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

1. You have completed at least 1/2 of the course work AND have taken the midterm.
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 (or TDY orders, as applicable).
3. You have contacted the instructor prior to the end of the course and received approval for an Incomplete Grade.
4. You and the instructor agree on the outstanding assignments before you 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 the instructor and obtaining the missing assignments.

DISTANCE LEARNING COURSE METHODOLOGY/METHOD OF INSTRUCTION:

Self-study of textbook materials, various exercises/homework assignments, examinations, and online class discussion will be the primary methods of instruction used in the course. The course is taught using online DL lesson modules. The course can only be completed successfully by students have who on-demand capability for communication with the instructor and student classmates.

My office is located in Tallahassee, Florida. If you need to contact me, email is the best way to do so. My email address is: Troykrim@aol.com I can also be reached by telephone and Fax at: (850) 877-1577.

DETAILED SCHEDULE OF ASSIGNMENTS:

SESSION/WEEK/DATE

March 15 – 19	Review course requirements and APA Guidelines Post a brief bio about yourself – via Discussion Board Read Chapter 1 of textbook and Lecture note #1 Discussion Topic 1 Posted
March 22 - 26	Read Chapters 2 & 3 and Lectures 2-4 Discussion Topic 2 Posted Term Paper Topic Due
March 29 – April 2	Read Chapter 4 and Lectures 5 & 6

Discussion Topic 3 Posted

April 5 – April 9

Read Chapters 5 & 6 and Lecture 7

Discussion Topic 4 Posted

April 12 – April 16

Read Chapters 7 & 8 and Lecture 8

Proctored Midterm exam period (approximate date)

Discussion Topic 5 Posted

April 19 – April 23

Read Chapter 9 and Lectures 9-11

Discussion Topic 6 Posted

April 26 - April 30

Read Chapter 10 and Lecture 12

Discussion 7 and 8 Posted

May 3 May 7

Read Chapters 11 & 12 and Lecture 13

Read Chapters 13 & 14 and Lectures 14-15

RESEARCH PAPER DUE

Final Week

FINAL EXAM WEEK

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