

Missouri State University
Department of Criminology and Criminal Justice
CRM 380 Section 899 Fall 2018

Course Title: Criminal Justice Organizations and Management

Course Number: CRM 380

Professor: Patti Ross Salinas, JD, PhD

Course Meets: Online

Contact Information: E-mail: PattiSalinas@MissouriState.edu (best/preferred method)

Office: 228 Strong Hall Office Hours: Tuesday/Thursday 10:00 a.m. to 12:30 p.m., or by appointment. Phone: 417-836-5642

You are welcome to visit with me in person, by email or on the phone but email is the very best way for us to communicate. Please do not wait to contact me if you are having difficulty with the class. I make every attempt to answer email within 24 hours during the week. It may be longer if you email me on the weekend. For example, if you email me at 4pm on Friday- you should have a response by Tuesday. If you have not received a response from me within that time frame, please check your email to make sure you have entered the correct address! I will always respond to your email. Also, please remember that I am not available 24/7 and that I do sleep. Please be considerate when sending emails and try to send them between 8 am and 8pm.

Course Description

This course provides an overview of organizational theory and administrative behavior in criminal justice agencies, and exposes students to the latest research and practices in criminal justice management and organizations. Effects of leadership decision-making, court cases, personnel policies, budgeting and planning on the justice system are analyzed.

Course Materials: Stojkovic, S., Kalinich, D., & Klofas, J. (2015). *Criminal Justice Organizations: Administration and Management*. 6th ed. Stamford: Cengage. **You must have the 6th edition. Other editions will not work for this class.**

Grading:

Exam 1	50 pts
Exam 2	50 pts
Exam 3	50 pts
Case Study Assignments	30 pts
Journal	30 pts
Quizzes (11 quizzes, drop low score)	100 pts
Presentation	50 pts
<u>Discussion Boards (4 @ 10 pts each)</u>	<u>40 pts</u>
Total	400 pts

Note: Blackboard calculates a percentage for you based on the work you submit. If you fail to submit an assignment, Blackboard does not automatically record that as a 0 and thus your percentage will be artificially high. Only use the point breakdown below to calculate your final grade.

Grading scale

- A = 360-400 points
- B = 320-359 points
- C = 280-319 points
- D = 240-279 points
- F = 239 points or lower

Exams

There will be three exams. Each exam will be worth 50 pts. Exams are to be taken during the scheduled week. Make up exams will only be allowed with instructor approval for documented medical reasons or emergencies. Documentation will be required. Make-up exams will be in essay format.

Assignments

There will be several types of assignments in this class: quizzes, case studies, journal entries, a Powerpoint presentation and discussion boards. It is critical that you review the course schedule to ascertain when an assignment is due and submit the assignment ON TIME!

Case Studies

Each student has been assigned a question found in the case study section of each chapter that we will study this semester. The assignments are found in the Content section of Blackboard and the document with assignments is called "Case Study Assignments". There is a special Discussion Board entitled "Case Studies" where the student will post their response to the question and colleagues can review the postings. Each student will do one question and will be graded on their accuracy, thoroughness, organization and grammar.

Note: each case study has multiple questions but you will only be responsible for answering the one assigned to you. There are 30 points possible for this case study question.

Do not confuse your case study posting on the Discussion Board with the other Discussion Board Assignments!

Discussion Boards

There will be 4 discussion boards this semester. Each Discussion Boards will require 3 entries: your main post and comments on 2 of your colleagues' posts. Your main post should be a minimum of 400 words. Your comments on your colleagues' posts must be significant and relative to the assignment. Simply agreeing with them is insufficient. As always, respect for opinions that differ from yours is required.

From experience with teaching online classes, I strongly suggest that you compose your discussion main post in a word document, copy and paste into Blackboard and do not delete it until you have logged out of Blackboard, logged back in and checked to see if your post appears. **DO NOT ATTACH THE WORD DOCUMENT ! Attachments will not be graded!** It is your responsibility to double check to see that postings have been successful. I will not reopen discussions.

All Discussion Boards will be due at 11:59 pm on the Sunday following their posting.

Quizzes

There will be 12 quizzes given throughout the semester and you will drop your two low quiz grade. Each quiz will be 10 questions and will be worth 10 points. The quiz questions will come from your readings and Powerpoint slides, or the syllabus. Each quiz must be completed before 11:59pm on the Sunday following it's posting. All quizzes will be posted on Monday when the Powerpoint slides become available for the week.

Presentation

Your final project will be a Powerpoint presentation that requires you to incorporate what you have learned from this course to address a "real life" problem in Criminal Justice. The "real life" problem is one you identify and can be any problem related to a criminal justice agency. In this presentation you will state what the problem is and present 5 key strategies to address the problem. You have to have your strategies grounded in reality, comply with existing legal constraints and incorporate information that you have learned in the course. Your Powerpoint **MUST** include your recorded discussion of your presentation. To record audio onto a Powerpoint slide you click on insert, click on audio (on the right side of tool bar) click record and speak. You will want to experiment with your laptop or PC to see whether your built in microphone suffices. My tablet microphone worked just as well as a plug in headset and as well as my I-Phone earbuds/microphone. Do not wait to test this out!

I will post the rubric that I will use to grade this assignment under the content section. This will be due on Dec 2nd, 11:59pm. No late assignments will be accepted.

Journal

There will be 3 journal assignments in this class. The journal is read only by me and will focus on your success on managing your progress in the class. Since many of you will become managers (and hopefully leaders) in criminal justice, it is important that you are able to identify and demonstrate the ability to manage yourself. Success in any field (including your education) requires that you identify obstacles to your goals and contemplate/find ways around them. No one is perfect and there are always areas in which we can make improvement. Journal entries are graded on their timely completion but do require that your journal entry is responsive to what is asked of you. There are 30 points possible for the timely completion of the journal entries. Journal entries will be due at 11:59 pm on the Sunday after assigned. Specific dates are on your course schedule.

Late Assignments and Assignment Submission Policy

Late assignments will not be accepted except in cases of documented emergencies, or University approved absences. The 11:59 pm deadline refers to the clock on Blackboard-not your cellphone or your clock at home. If the deadline has passed, you will not be able to submit your assignment and you will receive a 0. All assignments must be turned in to Blackboard by the required date and time. **No assignments will be accepted over email.**

Policies to Note:

Statement on Academic Dishonesty: Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, [Student Academic Integrity Policies and Procedures](#) and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Statement of Nondiscrimination: Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity/.

Accommodations for Students with Disabilities: To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Plaster Student Union, Suite 405, 417-836-4192 or 417-836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, 417-836-4787, <http://psychology.missouristate.edu/ldc>.

Cell Phone Policy: As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Emergency Response Statement: In the event of a weather emergency, students should move to the basement of Strong Hall using the north and south stairwells. In the event of an evacuation emergency, students should evacuate Strong Hall

and move to Glass Hall room 101. In the event that overflow is necessary, Glass Hall rooms 102 and 108 should be utilized. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information go to <http://www.missouristate.edu/safetran/51597.htm> and <http://www.missouristate.edu/safetran/erp.htm>.

Suicide Prevention, Available Suicide Programs: Materials are available from:

https://www.missouristate.edu/policy/Op1_08-suicide-prevention-available-suicide-programs-and-related-procedures.htm

Dropping the Course: It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520.

Audio and Video Recording Course Activity: Students who wish to record lectures or class activities for study purposes should inform the faculty member first. Distribution or sale of recordings or other course materials is prohibited without the written permission of the instructor and other students who are recorded. Distribution without permission is a violation of copyright law and the Code of Student Rights and Responsibilities (Sections 4.6, 4.8, 4.9).

Mental Health and Stress Management: As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at <https://counselingcenter.missouristate.edu/>.

Title IX Policy: Missouri State University has a Title IX policy that guides our response to instances of sexual violence. Sexual Violence includes: Rape, Sexual Assault, Sexual Misconduct, Sexual Discrimination, Domestic Violence, Dating Violence, Stalking, Sexual Harassment and Pregnancy issues. The Title IX policy can be located on the MSU Title IX website at www.missouristate.edu/titleix/. This website is also a good resource for any questions or issues involving Title IX and contains contact information for the MSU Title IX Office and staff. Read an [overview of the Title IX office](#).

If an MSU student discloses a Title IX related issue to a MSU faculty or staff member who is deemed to be a "Responsible Employee" under the policy, that faculty or staff member is required to report such disclosure to the Title IX Coordinator. A responsible employee includes any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has the authority or duty to take action. Taylor Health employees and MSU Counseling Center Clinicians are not considered to be Responsible Employees under the policy, and therefore, are not required to report Title IX issues to the Title IX Coordinator.

Course Schedule (may be revised if necessary)

	DATE	TOPIC OR EVENT	ASSIGNMENT
Week 1	Aug 20 (M)	Plan for success in online course – practice management skills	<ul style="list-style-type: none"> • Post on case study assignment discussion board your awareness of your scheduled case study • Take the syllabus quiz • Post your introduction on the Introduction Discussion Board • Complete Journal assignment 1 • All assignments due before midnight 8/26
Friday, August 24: Full semester last day to drop classes for 100% refund / Last day to change your schedule			
Week 2	Aug 27 (M)	Ch 1 Basic Concepts for CJ Orgs	<ul style="list-style-type: none"> • Take quiz over ch 1 • Complete Discussion Board 1 • All assignments due before midnight on 9/2
Friday, Aug 31: Last day for 75% credit/refund for full semester classes			
Week 3	Sept 3 (M)	Ch 2 Structure of CJ Orgs	<ul style="list-style-type: none"> • Take quiz over ch 2 • Practice creating a Powerpoint with audio- this does not have to be submitted- it is just a practice for the presentation due at the end of the semester. • Complete quiz before midnight on 9/9
Week 4	Sept 10 (M)	Ch 3 CJ System and its Environment	<ul style="list-style-type: none"> • Take quiz over ch 3 • Complete DB 2 • All assignments due before midnight on 9/16
Monday, Sept 17: Last day for 50% credit/refund for fall full semester classes			
Week 5	Sept 17 (M)	Ch 4 Problems of Communication	<ul style="list-style-type: none"> • Take quiz over ch 4 • Complete Discussion Board 3 • All assignments due before midnight on 9/22
Week 6	Sept 24 (M)	Exam 1	<ul style="list-style-type: none"> • Complete Exam 1 before midnight on 9/30
Week 7	Oct 1 (M)	Ch 5 Motivation of Personnel	<ul style="list-style-type: none"> • Take Quiz on Chapter 5 • Complete Journal Assignment 2 • All assignments due before midnight on Oct 7
Week 8	Oct 8 (M)	Ch 7 Leadership	<ul style="list-style-type: none"> • Take Quiz on Chapter 7 • Complete Discussion 4 • All assignments due before midnight on Oct. 14th
	Oct 11 & 12	Fall Holiday – no classes	

Week 9	Oct 15 (M)	Ch 8 Personnel Evaluation and Supervision	<ul style="list-style-type: none"> • Take quiz on Ch 8 before midnight on Oct. 21st
<p style="text-align: center;">Wednesday, Oct 17: Last day for 25% credit/refund for fall full semester classes Thursday, Oct 18: Mid-semester grades available online via My Missouri State</p>			
Week 10	Oct 22 (M)	Ch 9 Occupational Socialization	<ul style="list-style-type: none"> • Complete quiz on Ch 9 before midnight on Oct. 28th
Week 11	Oct 29 (M)	Exam 2	Complete Exam 2 before midnight on November 4th
Week 12	Nov 5 (M)	Ch 12 Decision-Making	<ul style="list-style-type: none"> • Complete quiz on Ch 12 before midnight on Nov. 11th
<p style="text-align: center;">Friday, Nov 9: Last day to drop a <i>full semester</i> class or declare pass/not pass</p>			
Week 13	Nov 12 (M)	Ch 13 Organizational Effectiveness	<ul style="list-style-type: none"> • Complete quiz on Ch 13 before midnight on Nov. 18th • Complete Journal 3 Assignment before midnight on Nov. 18th
Week 14	Nov 19 (M)	Ch 14 Change and Innovation	<ul style="list-style-type: none"> • Complete quiz on Ch 14 before midnight on November 25th
	Nov 21 (W)	No Class—Thanksgiving Break	
Week 15	Nov 26 (M)	Work on Powerpoint Presentation Review materials for Exam 3	<ul style="list-style-type: none"> • Submit Powerpoint presentation before midnight on Dec. 2
Week 16	Dec 3 (M)	Exam 3	<ul style="list-style-type: none"> • Complete Exam 3 before midnight on December 9th