

**Missouri State University
Department of Criminology and Criminal Justice
CRM 380 Section 001 Spring 2018**

Course Title: Criminal Justice Organizations and Management

Course Number: CRM 380

Professor: Dr. Michael Suttmoeller

Course Meets: Tuesday/Thursday 11:00 a.m. to 12:15 a.m. Strong Hall 0003

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

Office: 230B Strong Hall

Office Hours: Monday 11:00 am to 12:30 pm, Tuesday/Thursday
10:00 a.m. to 11:00 a.m., Wednesday 11:00-12:30 p.m. or by
appointment.

Phone: 417-836-3139

Email Policy

Email is a formal communication method, and therefore proper email etiquette should be followed. Emails to the professor should be addressed as Dear Dr. Suttmoeller, Dr. Suttmoeller or Hello Dr. Suttmoeller. Greetings such as Hey Prof S! or Hey Dr. S. are not acceptable greetings for email communication.

Students are expected to regularly check their email for course correspondence. As the professor, I will also regularly check my email for correspondence from students. During the work week (Monday to Friday), students should expect a response to emails within 24 hours of sending the email. For emails sent during the weekend, I will do my best to respond within 24 hours, but responses may take longer. If 24 hours has not passed since an email was sent, please do not resend the email until after the 24 hour time frame.

If students email the professor with an issue, students are expected to monitor their email for a response from the professor. Waiting several days to respond in these types of situations is not acceptable.

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 of the textbook.

Grading

| | |
|------------------------|---------------|
| Exam 1 | 100 pts |
| Exam 2 | 100 pts |
| Exam 3 | 100 pts |
| Group Project | 100 pts |
| Case Study Assignments | 100 pts |
| Syllabus Quiz | 10 pts |
| <u>Attendance</u> | <u>25 pts</u> |
| Total | 535 pts |

Grading scale

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% or less

Exams

There will be three exams. Each exam will be worth 100 pts. Exams are to be taken on the scheduled day. 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

Case Studies

Each week the assigned reading includes a case study with questions for the student to reflect upon. Students must complete **five** of these case studies of their choosing throughout the semester. These assignments are designed to encourage students to critically evaluate the scenarios in the case study. Students should spend time thinking about the situation from all possible viewpoints. This is an important skill for future criminal justice professionals and administrators. It is not enough to view situations only through our own lens, all viewpoints must be taken into account. While it may seem like answers to some of the questions presented are opinion, they are not simply opinion.

Answers must be justifiable. The information in the case study and the materials in the book from that particular week should be used to justify responses. All answers must be completely explained. Even if the question asks what appears to be a yes or no answer, the student will be expected to fully discuss the answer to that question. Students must address the questions posed in the case study and turn in the written responses through Blackboard by Sunday night of that week by 11:59 pm. After the spring holiday, the case studies will be due the Sunday following the completion of the chapter. Each of these case studies will be worth 20 points. To get full credit, student answers must be thoughtful and thorough. See the sample case study provided in Blackboard. Students may complete a 6th case study and drop their lowest score.

The assignments must be submitted as attached Microsoft Word documents. If assignments are submitted in the Comments box, they will not be accepted. They must be submitted as attached Microsoft Word documents. NO LATE ASSIGNMENTS WILL BE ACCEPTED! If you turn in the wrong assignment or fail to follow the directions for the assignment, you will not be allowed to make up the assignment. Assignments will not be accepted via email. They must be submitted into Blackboard.

Group Project

Each person will be assigned to a group. Each group will be tasked with developing a criminal justice organization of their choice, meaning it could be a police organization, probation organization etc. Each group will decide on an organizational structure and the types of positions that they will include within that structure. For example, for a police agency, you would decide which types of units would be included (gang suppression, outreach etc.). Then issues that will be discussed in class such as communication must be addressed. Each group will be responsible for developing a 20 minute PowerPoint presentation and presenting it to the class. More specific information will be provided in class. This project is worth 100 pts.

Attendance

Students are strongly encouraged to attend all classes. Because exams will be based on information from both the lecture and the textbook, class attendance will be important to doing well in the class. Formal attendance will not be taken at each class period. However, at five random class periods, attendance will be taken at the end of class. If students are present when attendance is taken, they will receive 5 points. Those that are not in attendance will not receive the 5 points, and those points cannot be made up. Students may earn up to 25 attendance points. Students are responsible for obtaining missed lecture or discussion notes from other students, not from the professor.

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.**

Tentative In Class Course Schedule

| <i>Date</i> | <i>Assignment</i> | <i>Readings</i> |
|----------------------|--------------------------------------|-----------------------------|
| <u>Section 1</u> | | |
| 1/16/18-1/18/18 | Basic Concepts for CJ Orgs | Chapter 1 |
| 1/23/18-1/25/18 | Structure of CJ Orgs | Chapter 2 |
| 1/30/18-2/1/18 | CJ System and its Environment | Chapter 3 |
| 2/6/18-2/8/18 | Leadership | Chapter 7 |
| 2/13/18 | Review Day | |
| 2/15/18 | Exam 1 | |
| <u>Section 2</u> | | |
| 2/20/18-2/22/18 | Communication | Chapter 4 |
| 2/27/18-3/1/18 | Motivation of Personnel | Chapter 5 |
| 3/6/18-3/8/18 | Personnel Evaluation and Supervision | Chapter 8 |
| 3/13/18-3/15/18 | SPRING BREAK!!!! | |
| 3/20/18 | Review Day | |
| 3/22/18 | Exam 2 | |
| <u>Section 3</u> | | |
| 3/27/18-4/3/18 | Occupational Socialization | Chapter 9 |
| 3/29/18 | No Class (Spring Holiday) | |
| 4/5/18-4/10/18 | Decision Making | Chapter 12 |
| 4/12/18-4/17/18 | Organizational Effectiveness | Chapter 13 |
| 4/19/18-4/24/18 | Organizational Change | Chapter 14 |
| 4/26/18 | Review Day | |
| 5/1/18 | Exam 3 | |
| 5/3/18 | Work on Group Projects | |
| 5/8/18-5/10/18 | Group Presentations | |
| 5/15/18 | Group Presentations | 11:00 a.m- 1:00 p.m. |

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: If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (<https://www.missouristate.edu/disability/>), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.

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.