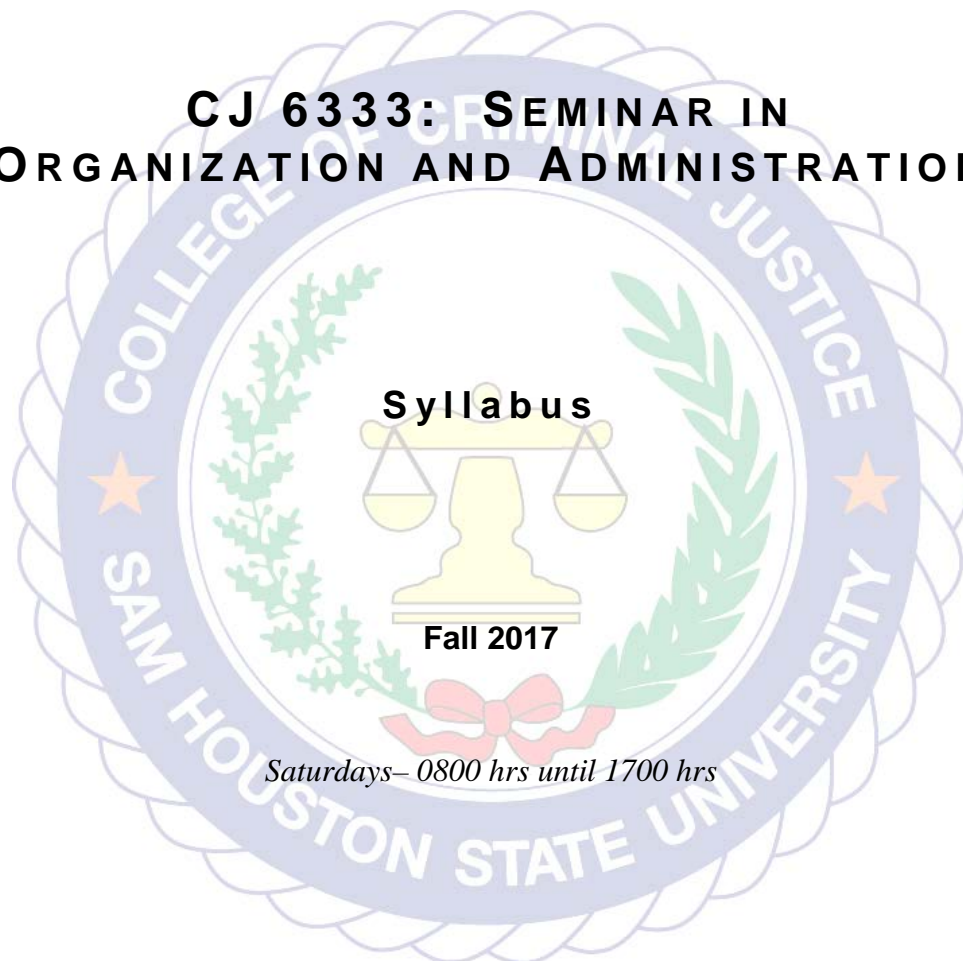




DEPARTMENT OF CRIMINAL JUSTICE AND CRIMINOLOGY
College of Criminal Justice

SAM HOUSTON STATE UNIVERSITY

CJ 6333: SEMINAR IN ORGANIZATION AND ADMINISTRATION



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CJ 6333: SEMINAR IN ORGANIZATION AND ADMINISTRATION

I. COURSE DESCRIPTION

Catalogue: The study of bureaucracy and complex organizations with strong emphasis on the concepts and practices of the organization and management of public agencies in the United States. Special consideration is given to the various philosophies, typologies, and models of administrative systems in criminal justice. Credit 3.

II. COURSE GOALS AND OBJECTIVES

At the end of this course, the student will:

- Gain an understanding of organizational theory and its practical application in criminal justice agencies;
- Be able to categorize various types of organizations and the strengths and weaknesses of each;
- Be able to apply principles of administration, organizational dynamics and leadership to their own organizations;
- Be comfortable and confident in discussions that analyze and synthesize the course material; and,
- Be able to offer scholarly explanations for contemporary organizational issues.

III. TEXTS

Denhardt, R.B. and Catlaw, T. J. (2014). *Theories of Public Organization* (7th Ed) San Francisco: Cengage Learning. ISBN-13: 978-1-285-43633-3.

Simon, H.A. (1997). *Administrative Behavior: A Study of Decision-Making Processes in Administrative Organizations* (4th Ed) New York, NY: Free Press. ISBN-13: 978-0-684-83582-2.

Wren, D. A, and Bedeian, A. J. (2009). *The Evolution of Management Thought* (6th Ed), Hoboken, N.J.: Wiley, John and Sons. ISBN-13: 978-0-470-12897-8

Periodically the instructor may distribute documents during the class session. These documents are to be considered required reading.

IV. WORK PRODUCT

Examinations: One final examination is scheduled for Saturday, 2 December 2017. This examination will account for 30% of the student's final course grade. Further information regarding the exams will be given in class.

Leadership Problem: Students will define a serious leadership/management problem in their organization; or, if this is impractical, the criminal justice discipline itself. Students will develop a paper of not less than ten (10) nor more than fourteen (14) pages (typed, Arial font, 12 pt. **double** spaced; APA guidelines) setting forth:

1. A full definition of the problem and the problem's antecedents;
2. The particular school(s) of management most suited for employment in the problem resolution process;

3. The problem resolution process; and,
4. Desired outcome(s) and issues which may arise and/or interfere.

The Leadership Problem accounts for 30% of the student's grade.

Group Projects: Students will be divided into groups and, from time to time, asked to develop a cogent answer to a particular question or part of a question. Groups may operate separately or in conjunction with other groups. **Group projects will be graded in keeping with each student's participation in the group and his or her contribution to the project.** Group Projects will account for 30% of the student's final course grade.

Class Participation: The student is expected to have **both** read the assigned chapter(s) and be intimately familiar with their contents, prior to the class for which the chapters are due. As students are in the graduate environment, they will be called upon by the instructor and be expected to answer questions of demonstrate their grasp of the course material. Class Participation will account for ten (10) percent of the student's final course grade.

V. GRADING POLICY

Allocation:

Final Examination	=	30% of the total course grade
Leadership Problem	=	30% of the total course grade
Group Projects	=	30% of the total course grade
Class Participation	=	<u>10%</u> of the total course grade
Total	=	100%

Letter Grades:

A	=	At least 90% of all possible credit
B	=	At least 80% but less than 90%
C	=	At least 70% but less than 80%
D	=	At least 60% but less than 70%
F	=	Less than 60% of all possible credit

VI. COURSE REQUIREMENTS

It is a course requirement that the student appears for and successfully completes all assignments listed in the "Work Product" portion of this syllabus by the dates given by the lecturer in class.

- In the event the student is unable to complete any assignment in the "Work Product" section of this syllabus, it shall be the student's responsibility to contact the instructor as soon as possible, preferably before the item is due, and advise him of the circumstances.
- If the issue prohibiting the student from completing the assignment is found to be valid, *as determined by the instructor*, other arrangements conforming to University policy will be made for the student to make-up the deficit.

Class Participation:

- As this is a graduate class, there is a great deal of responsibility placed upon both the instructor and the student to keep the class session interesting and productive.
- In order to participate, the student must read the assigned material before coming to class. The instructor assumes the student has read the material and is ready to discuss the issues presented.
- Engaging in conversation about issues addressed in this course is essential to a better understanding of the material. *The instructor will call upon students randomly and the student must be prepared to answer the question(s) posed.*

VII. ATTENDANCE POLICY

In accordance with University policy, attendance in class is mandatory; roll will be taken at each class. Except in emergency situations, students will be required to remain for the entire length of the class in order to receive credit for attending that particular class.

VIII. ACADEMIC DISHONESTY

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

IX. "REASONABLE ACCOMMODATIONS" POLICY

[It is the policy of Sam Houston State University](#) individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so appropriate strategies can be considered and helpful procedures developed to ensure participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities.

X. STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY:

§ 51.911(b) of the *Texas Education Code* requires an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

[University policy 86-1001](#) provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious

holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

XI. GENERAL PROGRAM NOTES

- While differing opinions and view points may be strongly argued, at no time shall any discussion descend into personalities, insults or any other act or omission unacceptable in the academic environment.
- There will be no tobacco products of any kind allowed in the classroom at any time.
- Except for students licensed by the Texas Commission on Law Enforcement as peace officers and commissioned by an agency/organization authorized to do so, all students shall be prohibited from possessing firearms in the classroom in violation of University policy and/or the laws of the State of Texas or the United States.
- Cellular telephones may be carried, but must set to a non-audible alert mode. In the event a communication is received requiring an immediate response, the student shall exit the classroom with as little disruption as possible, take care of the matter then return to class as quickly as possible.
- The student is encouraged to bring a laptop computer or other electronic pad to class; however, the sound shall be turned off.
- Any other issue(s) shall be brought to the attention of the instructor for his review and determination.

XII. AGENDA

AREA DATE	TOPICAL AREA	READING ASSIGNMENT
26 August	Class Begins Take On-Line Myers Briggs	Go to the Purdue Online Writing Lab website for instruction on memos, memo writing and the parts thereof. IT IS IMPERATIVE your writing be tight, concise and direct; do not wander. Also, format counts; this includes margins paragraph spacing, etc.
4 September	Organizational Memo: This is an INDIVIDUAL ASSIGNMENT. Develop a three (3) paragraph memo in a Microsoft document (NOT an email!) to the instructor and discuss your M-B results, how this may have influenced your career to date and how you will use this knowledge to better help you be a servant leader. Attach this memo to an email to the instructor (derhund@shsu.edu) no later than Monday, 4 September 2017 at noon.	
16 September	Historical View of Management Models and Theories of Organizations Early Management Thought	D&C: Chaps. 1-8 and Appendix W&B: Chaps. 1-8
25 September	Organizational Memo: Develop a three (3) paragraph memo in a Microsoft document (NOT an email!) to the instructor and discuss why management has become necessary in the modern, industrialized world, Compare and contrast the GENERAL natures of the various models and organizations presented and major tenants of early management thought. Attach this memo to an email to the instructor (derhund@shsu.edu) no later than Monday, 25 September 2017 at noon.	

14 October	Scientific Management Social Person Era Modern Era Assessing and Addressing Performance Problems	W&B Chaps. 9-16 W&B Chaps. 17-23
23 October	Organizational Memo: Develop a three (3) paragraph memo in a Microsoft document (NOT an email!) to the instructor and discuss the tenants of the scientific, social/personal and modern eras, how these schools relate to each other and workers and how you would employ them in dealing with problem employees. Attach this memo to an email to the instructor (derhund@shsu.edu) no later than Monday, 23 October 2017 at noon.	
11 November	Organizational Decisions and Behavior Change Management	S Chaps 1,3,5,7, 8
17 November (Friday)	Leadership Problem Due via email to the instructor (derhund@shsu.edu) no later than 1400 hrs (CDT)	
27 November	Organizational Memo: Develop a three (3) paragraph memo in a Microsoft document (NOT an email!) to the instructor and discuss how decisions are made (or not made) in an organization, the main factors preventing or delaying change and the effect of change on employees. Attach this memo to an email to the instructor (derhund@shsu.edu) no later than Monday, 27 November 2017 at noon.	
2 December (Saturday)	Final Examination	

**DO NOT FORGET THE VIDEOS
SCHEDULED EVERY TUESDAY AND THURSDAY!**