

Department of Criminal Justice and Criminology

CRIJ 6333 Seminar in Organization and Administration Spring 2018

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Class Hours: Online

Classroom: Online

Office Hours: By appointment

Please note that the best way to contact me is via email.

TEXTBOOKS

Kania, R. R., & Davis, R. P. (2011). *Managing criminal justice organizations: an introduction to theory and practice*. Routledge. ISBN: 978-1437734898

Denhardt, R. B., & Catlaw, T. J. (2014). *Theories of public organization*. Cengage learning. ISBN: 978-1285436333

Bolman, L. G., & Deal, T. E. (2017). *Reframing organizations: Artistry, choice, and leadership*. John Wiley & Sons. ISBN: 978-1119281818

COURSE DESCRIPTION

This course will familiarize students with 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.

COURSE OBJECTIVES

By the end of the semester, students will:

- have a sound understanding of the structure of criminal justice organizations.
- be able to categorize various types of organizations.
- be able to apply principles of administration, organizational dynamics and leadership to their organizations.
- be comfortable and confident in a discussion that analyses the course material.
- be able to offer scholarly explanations for contemporary organizational issues.

COURSE REQUIREMENTS

Students are expected to read the required reading, complete term paper, and participate in online discussions. Your grade will be based on discussion posts (50%) and the submission of a term paper (50%).

Term paper

Carrying equal weight as your contributions and discussions, will be the term paper. The subject of the term paper will be selected by you. It should be relevant to the course. By the end of the fourth week (Module 4). I want you to submit to me a short proposal, no more than 250 words, identifying the specific subject that you will be addressing, and its relevance. I will confirm your acceptance as a term paper, or may make a suggestion(s) to you. When your subject is approved, you have until Module (14) to submit your paper.

The paper should be approximately 4000 words in length but it should not exceed 6000 words. It should be double spaced, 12 point Arial font, it should have a title page and a reference page utilizing a minimum of five (5) different resources (... more would be excellent !!). And, format, style and citations should comport to American Psychological Association (APA) style.

You may use the following sources for APA formatting instruction.

Publication Manual of the American Psychological Association, 6th ed. Washington, DC: American Psychological Association, 2010.

Or another source for APA formatting information. Purdue Owl APA (Google it)
<https://owl.english.purdue.edu/owl/resource/560/01/>

Discussion and Participation

Each module will include a discussion assignment which is listed in each module menu item list. Each student must participate in the discussions so it is important that you check daily to read and respond to your fellow students' postings. Your primary post must be posted by Friday at midnight for each week. (This allows for other students to respond to your post by Sunday Midnight.)

Your discussions will be evaluated based on the following criteria:

- Responsiveness – Does your discussion accurately and fully focus on each of the issues raised in the assignment?
- Support – Do you rely on the assigned readings along with additional outside information to help inform your discussions? And,
- Involvement – Do you contribute to the discussion in a clear and meaningful way?

My expectation is that each student shall post a thorough and expansive discussion for each assignment topic offered in each session/module. I expect depth, explanation, and references from the readings to support your assignment post by Friday by midnight of each session. In addition, I expect a student to comment on the assignment posts of their class peer by Sunday Midnight of each session. **A minimum of five (5) substantial posts will be the average. The**

more relative posts you submit, the more participation points you will receive. Eight 8 excellent posts usually earn max points (10), see below. Posts that only read such as “I agree”, “Good point”, “Great comment” will not be considered towards your 5 posts and will be deleted if they do not contain relative comments. Remember, this is a seminar class. Relative class discussion on the topics posted are a must!! And, since this is an online class, this will be done via our module/session assignments and posts. We will have over 3000 posts for the class and I will read each and every one.

Please don't work ahead on the discussion board. Also, please type your response (or paste) in the discussion box. Please do not attach your work and expect other students to download it to read (they usually don't). Again, you type or paste it in the discussion box. Also, **you must cite the work of others. Don't copy and paste the work of others in your discussion box.**

Grading Scale for Discussion Posts

Initial Module Assignments Posts will be graded as follows:

- Excellent = 5 pts.
- Good = 4 pts.
- Average = 3 pts.

Response to Student Peer Discussion Posts will be graded as follows:

- Excellent (Eight (8) or more relevant posts) = 5pts.
- Good (Six (6)/Seven (7) relative posts) = 4pts.
- Average (Five (5) relative posts) = 3pts.

Maximum points is 10 per discussion assignment.

Student Expectations

Online courses require a special personal discipline to keep up with the work load and make the whole program an enjoyable and enlightening experience. You will not achieve this experience if the requisite reading is not undertaken. The reading list contains **REQUIRED** texts.

Additionally, articles will be posted on the web which you will want to read. These may, may not, have tests attached to them which you are expected to complete. These results go towards your student demonstration of attendance and participation.

This does not mean that you should read only the required texts and posted articles. During the course, you may be asked to find and post **additional** web article(s) that, for example, either support or reject a particular theory. Students are expected to have read the assigned readings prior to each online class module session.

Student Feedback

This is an online seminar course that requires diligent participation. I will be providing for general feedback in our ANNOUNCEMENT segment of our class on a weekly basis. These are general comments to the class as to how to improve upon the depth and quality of your participation. I **will NOT** be able to provide individual feedback on a weekly basis. We will have extremely too many posts and too many students to provide for the level of detail. As you have questions, please send them via email. My expectation is that every student will receive a “B”.

Some will excel and receive an “A”. Fewer still may receive a “C”.

GRADING SCALE

Discussion: 150 points- 15 posts (Initial post, minimum 5 response posts)

Term Paper: 150 points

Total Possible: 300 points

A = 89.5 – 100%

B = 79.5 – 89.4 %

C = 69.5 – 79.4%

D = 59.5 – 69.4%

F = 59.4 % or less

MAKE-UP WORK

This is an online class – course work should be completed by deadlines presented in course schedule. There will be NO make-up work unless there is an extreme documented medical or personal emergency. In the case of such an emergency, the professor must be notified *prior to* the absence. If early notification is not possible, students must make sure that they contact the professor as soon as they are safely able to do so. Early notification and/or proper documentation will not necessarily guarantee that a make-up quiz will be granted. *If the student misses the make-up quiz, they will receive a zero for that quiz without exception.*

STUDENT ACADEMIC POLICIES

ATTENDANCE POLICY

It is important to understand that this is not an entirely self-paced class. There are important deadlines and students are expected to make routine progress. It will be very likely MORE difficult to learn the material in this class if you have only devoted a short time to the class and try to cram a week’s worth of material into a single day. Please make a strong attempt to work on the class material and log into the class throughout the semester. You will probably learn the material more effectively and you may have a more enjoyable experience with the class. Regular and ongoing participation is *required* in this course. You are expected to check the course throughout each week. Among other things, this means that exams **MUST** be completed during the scheduled time and that assignments/discussion board posts must be completed within the specified time. Make up exams and assignments will **NOT** be given unless the student notifies the professor *prior to* the absence. Rare situations arise when it is impossible to notify the professor in advance. If this occurs, the student must provide the professor with a typed description of the reason for the absence. This must be provided to the professor within five school days of the absence. The professor may request documentation (e.g., a doctor’s note, police report, etc.) to excuse an absence that has conflicted with a scheduled test or assignment/discussion post. Attendance is required and critical to your performance in this class. Class attendance requirements will be followed in accordance with Academic Policy Statement 8004001 http://www.shsu.edu/~vaf_www/aps/documents/800401_001.pdf

ACADEMIC INTEGRITY/HONESTY

Academic dishonesty in the form of cheating, falsification, fabrication, multiple submissions,

plagiarism, and abuse of academic materials will not be tolerated. Students caught exhibiting such behavior will receive a **failing grade in the course**. If you have any questions with regard to what constitutes academic dishonesty (e.g., what is plagiarism/cheating?), please see me. For a complete listing of the university policy, see:

http://www.shsu.edu/~vaf_www/aps/documents/810213.pdf

DISABILITY ACCOMMODATION

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. For a complete listing of the University policy, see: http://www.shsu.edu/~vaf_www/aps/documents/811006.pdf
For information on services provided, see: <http://www.shsu.edu/~counsel/sswd.html>

RELIGIOUS/HOLY DAY POLICY

In accordance with SHSU policy 861001, students who wish to be absent from class on a religious holy day may provide a written statement to the professor concerning their absence. For a complete list of the university policy, see:

<http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>

USE OF TELEPHONES AND TEXT MESSAGES IN ACADEMIC CLASSROOMS AND FACILITIES:

<http://www.shsu.edu/dept/academic-affairs/aps/aps-curriculum.html>

ACADEMIC (ONLINE) ETIQUETTE

In this class, you are required to conduct yourself in an appropriate, responsible, and professional manner. The objective in an online discussion is to be collaborative, *not* combative. Be sure to proofread your responses carefully before you post them to make sure that they will not be offensive to others. Use discussions to develop your skills in collaboration and teamwork. Treat the discussion areas as a creative environment where you and your classmates can ask questions, express opinions, revise opinions, and take positions just as you would in a more “traditional” classroom setting. Do not use “text” shorthand or any other inappropriate abbreviations – as stated earlier, I expect properly composed, grammatically correct discussion posts. Discussion responses will be graded for content, but spelling/grammatical errors will result in point reductions.

TECHNICAL ASSISTANCE

This course requires regular, dependable access to the Internet as well as Microsoft Word, and Adobe PDF files. If you do not know how to use Blackboard or if you encounter technical difficulties with the course website, contact the SHSU technical team ASAP. They are staffed Monday through Saturday (except for Holidays) from 7am to Midnight. They can be reached by email (delta@shsu.edu) or phone (936-294-2780). Updated information can be found in the “Need Help” link on the left navigation bar on Blackboard.

MANDATORY REPORTING FOR TITLE IX

As a professor at SHSU, I am under federal obligation to relay information regarding victimization disclosure to our University’s Title IX Coordinator for the purpose of ensuring appropriate services and accommodations are provided to anyone who has disclosed

victimization. It is important that you know, should you disclose ongoing or past victimization in writing assignments, during class, or to me personally, I am legally obliged to relay this information to the Dean of Students' Office.

MANDATORY REPORTING OF KNOWN OR SUSPECTED ABUSE OF OTHERS

Texas law* says anyone who thinks a child, or person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited must report it to DFPS. A person who reports abuse in good faith is immune from civil or criminal liability. The Texas Department of Family and Protective Services (DFPS) keeps the name of the person making the report confidential. Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony. Time frames for investigating reports are based on the severity of the allegations. Reporting suspected abuse makes it possible for a family to get help. Here is a link to allow for such reporting and for further information: http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp

ADDITIONAL POLICIES

1. **ALL** emails to the professor must be written in a formal style to receive a response. This means that you must include a greeting and sign the email.
2. Class grades are **NOT** negotiable. Any attempt to negotiate grades (e.g., coaxing, bargaining) will be considered a violation of academic integrity.
3. As this is an online class, all communication will take place online. This means that if you have questions/concerns or I need to contact you, I will do so via email.
4. I am available via email, but if you contact me electronically after 5:00pm, on the weekend or a University holiday, expect a response the next working business day after 8:00am.

DISCLAIMER: The class schedule in this syllabus is subject to change. Announcements of any changes to the schedule will be made via email and/or posted in Blackboard. These announcements are considered proper notice of change.

ANNOTATED OUTLINE OF TOPICS TO BE COVERED FOR EACH CLASS MEETING

WEEK	TOPICS	READ	ASSIGNMENTS DUE	DUE DATE
01/17- 01/21	Course Introductions	Syllabus, Professor information, Glossary of terms	Assignment 1.1- Student Biography Assignment 1.2 Describe your Organization	Discussion post due by Friday at 11:59p. Response posts for Discussion due by Sunday at 11:59p
01/22- 01/28	The Dynamics of Criminal Justice Organization and Administration	Kania: Chapters 1 & 2 Denhardt: Chapter 1	Assignment 2- Leading Reformers in Criminal Justice	Discussion post due by Friday at 11:59p. Response posts for Discussion due by Sunday at 11:59p
01/29- 02/04	The Roots of Organizational Theories	Denhardt: Chapter 2 Wren: Chapters 3-5	Assignment 3- Weber's Ideal Bureaucracy	Discussion post due by Friday at 11:59p. Response posts for Discussion due by Sunday at 11:59p
02/05- 02/11	Scientific Management	Wren: Chapters 11 & 12	Assignment 4- Taylor's Major Contributions	Discussion post due by Friday at 11:59p. Response posts for Discussion due by Sunday at 11:59p Term Paper Proposal Due Sunday at 11:59p
02/12- 02/18	Inside Organizations with Henry Mintzberg	Mintzberg: Chapters 6-14	Assignment 5- Henry Mintzberg Articles on Organization	Discussion post due by Friday at 11:59p. Response posts for Discussion due by Sunday at 11:59p
02/19- 02/25	Organizing Criminal Justice	Kania: Chapter 5	Assignment 6: Organize the Department	Discussion post due by Friday at 11:59p. Response posts for Discussion due by Sunday at 11:59p
02/26- 03/04	Competence in Organization and Administration	Bolman: Chapters 6-8	Assignment 7: Competency Framework	Discussion post due by Friday at 11:59p. Response posts for Discussion due by Sunday at 11:59p
03/05- 03/11	Organizational Leadership	Kania: Chapter 4 Bolman: Chapters 15-17	Assignment 8: Sergiovani's Principles	Discussion post due by Friday at 11:59p. Response posts for Discussion due by Sunday at 11:59p
03/12- 03/18	Spring Break			Work on Term Papers
03/19- 03/25	Organizational Decision-making	Kania: Chapter 6 Denhardt: Chapter 4	Assignment 9: Judgement and Decision-making	Discussion post due by Friday at 11:59p. Response posts for Discussion due by Sunday at 11:59p
03/26- 04/01	Organizational Symbolism and Culture	Bolman: Chapters 12-14	Assignment 10: Understanding Organizational Culture	Discussion post due by Friday at 11:59p. Response posts for Discussion due by Sunday at 11:59p

04/02-04/08	Organizational Performance	Kania: Chapters 7&10	Assignment 11: Value for Money	Discussion post due by Friday at 11:59p. Response posts for Discussion due by Sunday at 11:59p
04/09-04/15	Organizational Planning	Kania: Chapter 6	Assignment 12: Successful and Unsuccessful planning	Discussion post due by Friday at 11:59p. Response posts for Discussion due by Sunday at 11:59p
04/16-04/22	Why Criminal Justice Organizations Fail	Bolman: Chapters 18-20	Assignment 13: Why Criminal Justice Organizations Fail	Discussion post due by Friday at 11:59p. Response posts for Discussion due by Sunday at 11:59p
04/23-04/29	Organization and Administration-Change in the 21 st Century	Kania: Chapter 12	Assignment 14.1: Major Futurist and their predictions Assignment 14.2: Mexican Criminal Justice System	Discussion post due by Friday at 11:59p. Response posts for Discussion due by Sunday at 11:59p Term Papers due Sunday at 11:59p
04/30-05/06	Organization and Administration-Change in the 21 st Century cont.	No Readings	Assignment 15.1: Course Objectives Assignment 15.2: Course Evaluation	Discussion post due by Friday at 11:59p. Response posts for Discussion due by Sunday at 11:59p