

Fall 2017 - Texas A&M University Central Texas

CRIJ 3310 CJ Supervision and Management

Course Meeting Online

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Gerald Piechocki, MFS
Office: Online, No office on campus
Contact: Canvas messages (preferred method of contact)
Email: piechocki@tamuct.edu - Always use the course (CJK310) in the subject line and include your name in the email.

911 Cellular:

Emergency Warning System for Texas A&M University – Central Texas
911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

1.0 COURSE INFORMATION

1.1 Course Description

Why study criminal justice supervision and management? Criminal Justice made some big headlines in 2016/2017. From the street to the courtroom and on to corrections, there will be no shortage of challenging opportunities and controversies in 2017. This course examines all elements of the criminal justice system (police, courts, corrections) as well as some of the principles, issues and problems dealing with criminal justice administration.

1.2 Course Format

This course is 100% online using the TAMUCT Canvas Learning Management System. The course consists of 16 weekly segments or modules. Each weekly segment begins on Saturday and ends the following Friday (with the exception of weeks 1 and 16). It is important to remember that being an online student requires enthusiasm, commitment and discipline to successfully complete the course. Be sure you are prepared to comply with all the course requirements and deadlines.

1.3 Method of Instruction

I am the facilitator for your learning. Content is provided through assigned readings. I do not provide lecture material except when I can share additional information with you. Problem solving activities such as short essays, case study scenarios and discussion prompts provide critical thinking opportunities for analysis and evaluation. Assignments, weekly quizzes and tests are used to demonstrate your learning.

1.4 Communication

Communication is accomplished through weekly agendas, announcements, discussions, and messages within Canvas. There is a General Questions and Answers forum available for you to post

questions about course requirements, policies, etc. All personal questions or concerns should be sent to me via message. I will use the message function to contact you individually regarding various issues as needed, so be sure to check your messages periodically. I will generally respond to your messages within 24 hours and 48 hours on the weekend. If I do not respond to your message within this time period, please send an email to my university email account.

1.5 Revisions

The information provided in this syllabus covers a list of basic class policies. I reserve the right to make changes when deemed necessary for any reason. You will be notified via message/announcements if and when any changes occur. By remaining in the class, you are agreeing to abide by the class syllabus.

2.0 COURSE OBJECTIVES

2.1 Learning Outcomes:

Demonstrate an understanding of the scope of justice administration.

Demonstrate an understanding of police organization and operation.

Demonstrate an understanding of court organization and operation.

Demonstrate an understanding of corrections organization and operation.

Demonstrate an ability to critically analyze supervision and management issues.

Demonstrate an ability to write effectively by articulating knowledge of issues related to supervision and management.

3.0 TEXTBOOK(S)

Kenneth J. Peak, *Justice Administration*, 8th Edition, Pearson 2015. (ISBN: 9780133591194)

You are under no obligation to purchase this book from the campus bookstore. The same textbook may also be available from an independent retailer. Not having the required text is no excuse for not completing requirements or for late submissions. For those students receiving financial assistance, a book voucher is available as part of any short term loans.

4.0 COURSE REQUIREMENTS

4.1 Required Reading

An understanding of the subject material is required to be fully prepared for the weekly requirements. Begin by reviewing the learning objectives at the beginning of each chapter. Study the concepts, do not just read the assigned material. You must be able to comprehend, apply, evaluate, and critique the information presented. The end of chapter review questions together with the learning objectives, key terms and concepts, offer an opportunity to assess your knowledge and understanding of important concepts presented in each chapter.

4.2 Chapter Requirements (240 points)

In addition to the weekly required readings, each chapter has three required written assignments. Written assignments include a short essay and two discussions. Discussions include Critical Thinking Questions (CTQ) and Blog Comments (BLG). Each assignment provides an opportunity to explore, discover, discuss and/or meaningfully use the concepts and issues presented in the assigned chapters. Specific instructions are provided with each assignment together with a scoring rubric. All assignments are interactive and time sensitive. Therefore, deadlines are absolute. This means there are no valid excuses for missing a deadline. Missed assignments cannot be made up. Prepare for the unexpected

by submitting written assignments in advance of the due dates. In order to accommodate university, military and/or unanticipated events such as illness, work schedule conflicts, family issues, etc., the two lowest scores for each assignment type (Essays, Critical Thinking Questions and Blog Comments) will be dropped, without regard for the reason. Do not ask for opportunities to make-up missed weekly chapter assignments.

Weekly chapter assignments are scored as follows:

- Essays - 10 points
- Critical Thinking Questions - 8 points
- Blog Comments - 2 point

4.3 Exams (160 points)

There will be five (5) exams offered that evaluate your understanding, comprehension and mastery of the assigned readings and assignments. Each exam is worth 40 points. Each exam includes multiple choice, matching and/or true/false questions and will be available for a 72 hour period as posted in the course schedule (Section 6.0 below). Be sure to take your exams on a computer and over a network that functions effectively. There are no make-up exams. In order to accommodate university, military and/or unanticipated events such as illness, work schedule conflicts, etc., the lowest exam score will be dropped without regard for the reason.

5.0 GRADING POLICY

5.1 Grade Posting

The Grade Book will be used to post your points. Feedback on your weekly written submissions will be posted in the Grade Book within one week of the due date. Exam scores will be available immediately after completing each exam. Monitor your status through the grade book.

5.2 Grade Appeals

Disputes regarding scores posted must be submitted through the message function specifically describing what you believe the disagreement to be. I will respond by return message. All appeals must be received no later than one week after the score has been posted. After one week, no appeals will be considered.

5.3 Course Grades

Your final course grade measures both effort and results. Grades will be calculated based on the total points as depicted in the tables below. At any point in the semester, your total points and course average is available to you in the grade book.

Activity	Points	Percentage
Weekly Essays (12 X 10)	120	30%
Weekly CTQs (12 X 8)	96	24%
Weekly BLGs (12 X 2)	24	6%
Exams (4 X 40)	160	40%
Total	400	100%

Course Grade	Total Points (Average)
A	360-400 (90%)
B	320-359 (80%)
C	280-319 (70%)

D	240-279 (60%)
F	<240 (<60%)

5.4 Extra Credit

Additional course work is not a substitute for learning the assigned material; therefore, extra credit opportunities are not available.

5.5 Incompletes

An Incomplete (I) is only used in extraordinary circumstances and when the student is otherwise passing the course. This course relies to a great extent on participation and interaction which is impossible to make up if missed. In addition, the asynchronous nature of the course allows for completion and submission of assignments and exams anytime day or night. Therefore, an Incomplete for the course will only be given under extraordinary circumstances.

6.0 COURSE SCHEDULE

Week/Date	Topic	Activities/Assignments
Week 1		
28 Aug – 1 Sep	Course Orientation The Study and Scope of Justice Administration	<ul style="list-style-type: none"> • Complete Orientation • Review Requirements • Post Introduction • Address any Questions • Study Chapter 1
Week 2		
2–8 Sep	Organization and Administration: Principles and Procedures	<ul style="list-style-type: none"> • Study Chapter 2 • Essay • Critical Thinking Questions • Blog Comments
Week 3		
9-15 Sep	Rights of Criminal Justice Employees	<ul style="list-style-type: none"> • Study Chapter 3 • Essay • Critical Thinking Questions • Blog Comments • Exam 1 (Chapters 1-3)
Week 4		
16-22 Sep	Police Organization and Operation	<ul style="list-style-type: none"> • Study Chapter 4 • Essay • Critical Thinking Questions • Blog Comments
Week 5		
23-29 Sep	Police Personnel Roles and Functions	<ul style="list-style-type: none"> • Study Chapter 5 • Essay • Critical Thinking Questions • Blog Comments
Week 6		
30 Sep – 6 Oct	Police Issues and Practices	<ul style="list-style-type: none"> • Study Chapter 6 • Essay • Critical Thinking Questions • Blog Comments • Exam 2 (Chapters 4-6)
Week 7		

7-13 Oct	Court Organization and Operation	<ul style="list-style-type: none"> • Study Chapter 7 • Essay • Critical Thinking Questions • Blog Comments
Week 8		
14-20 Oct	Court Personnel Roles and Functions	<ul style="list-style-type: none"> • Study Chapter 8 • Essay • Critical Thinking Questions • Blog Comments
Week 9		
21-27 Oct	Court Issues and Practices	<ul style="list-style-type: none"> • Study Chapter 9 • Essay • Critical Thinking Questions • Blog Comments • Exam 3 (Chapters 7-9)
Week 10		
28 Oct – 3 Nov	Corrections Organization and Operation	<ul style="list-style-type: none"> • Study Chapter 10 • Essay • Critical Thinking Questions • Blog Comments
Week 11		
4-10 Nov	Corrections Personnel Roles and Functions	<ul style="list-style-type: none"> • Study Chapter 11 • Essay • Critical Thinking Questions • Blog Comments
Week 12		
11-17 Nov	Correctional Issues and Practices	<ul style="list-style-type: none"> • Study Chapter 12 • Essay • Critical Thinking Questions • Blog Comments • Exam 4 (Chapter 10-12)
Week 13		
18-24 Nov	Ethical Considerations	<ul style="list-style-type: none"> • Study Chapter 13 • Essay • Critical Thinking Questions • Blog Comments
Week 14		
25 Nov – 1 Dec	Special Challenges: Labor Relations, Liability, and Discipline	<ul style="list-style-type: none"> • Study Chapter 14 • Essay • Critical Thinking Questions • Blog Comments
Week 15		
2-8 Dec	Technologies and Tools: In an Era of Big Data and “The Cloud”	<ul style="list-style-type: none"> • Study Chapter 16 • Essay • Critical Thinking Questions • Blog Comments
Week 16		
12/5/16	Exam 5	<ul style="list-style-type: none"> • Complete Exam 5 (Chapters 13, 14, 16)

6.1 Important Dates to Remember:

September 13

Last day to drop 10-wk courses with no record

October 6

Deadline Summer 2017 Graduation Application (commencement)

November 10 Last day to drop 10-wk course with a "Q" or "W"
December 15 Last day to withdraw from the university 10-wk session

7.0 COPYRIGHT NOTICE

Students should assume that all course material is copyrighted by the respective author(s).
Reproduction of course material is prohibited without consent by the author and/or course instructor.
Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

8.0 UNIVERSITY POLICIES AND PROCEDURES

8.1 TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements.

This course will use the A&M-Central Texas Instructure Canvas learning management system.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

Technology Support.

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

For issues with **Canvas**, select "chat with Canvas support," submit a support request to Canvas Tier 1, or call the Canvas support line: 1-844-757-0953, links to all are found inside of Canvas using the "Help" link.

For issues related to course content and requirements, contact your instructor.

8.2 Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](#) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

8.3 Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource

materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

8.4 Academic Accommodations.

At Texas A&M-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion webpage](http://www.tamuct.edu/departments/access-inclusion):
<http://www.tamuct.edu/departments/access-inclusion>.

TAMUCT supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit: <http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>

8.5 Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at Imdavis@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

8.6 The University Writing Center.

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library on Mondays from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WCOnline](https://tamuct.mywconline.com/) [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help

brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

8.7 University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].