

TEXAS A&M UNIVERSITY
CENTRAL TEXAS



**CRIJ 3310-110 Supervision
& Management**

T/TH 16 weeks 11 – 12:15

Instructor: Cheri A. Siegelin

Phone: Email (preferred method of contact)

Email: cheri.siegelin@tamuct.edu

Always use the course (CRIJ 3310-110) in the subject line and include your name in the email.

This course is a face to face lecturing class. You will be using the Canvas "inbox".

Office Hours:

I am available by email, and available for students on an appointment-basis set via an email.

COURSE INFORMATION

Course Description

“A study of theories and principles of supervision as applied to criminal justice agencies. Topics include organization, leadership, motivation, human resources flow, and managerial ethics.”

Prerequisites

Junior Classification or approval of instructor

Course Format

This is a course presented in two weekly face to face lectures on Tuesday and Thursday. In-class activities include lesson reviews, discussions, writing assignments, and presentations.

No audio or video taping allowed in the class unless given permission. No phones or laptops will be permitted in class unless given permission.

COURSE OBJECTIVES

Learning Outcomes:

Demonstrate an understanding concepts of administration, manager, and supervisor.

Demonstrate an understanding of the criminal justice process, network, and non-system.

Demonstrate an understanding of system fragmentation and how it affects the amount and type of crime.

Demonstrate an understanding of consensus and conflict theorists and their theories.
Demonstrate an understanding of the two goals of the U.S. criminal justice system.
Demonstrate an understanding of the differences between planned change and unplanned change in an organization.

REQUIRED TEXT(S)

Justice Administration, Police, Courts, and Corrections Management, 8th Edition, by Kenneth J. Peak, Pearson 2014. (ISBN: 978-0-13-359119-0)

This book is available through the TAMUCT bookstore; although, you are under no obligation to purchase this book from our bookstore. The same textbook may also be available from an independent retailer. Not having the required text however, is no excuse for not completing requirements or for late submissions. Additional readings, if assigned, will be provided.

COURSE REQUIREMENTS

Reading Assignments

Reading assignments can be found in the course schedule. You must complete the assigned weekly readings to be fully prepared for the remaining weekly requirements. Begin by reviewing the chapter's learning objectives, key terms and concepts. Read the chapter carefully, going over each section for its central thought. Take some notes by paraphrasing in your own words what the author has conveyed. Think about what you read. This is the key to understanding the material presented and preparing for both class and other weekly requirements.

Class Performance (100 points)

The university strongly encourages class attendance and participation as a means to acquire knowledge but does not maintain an institution-wide attendance policy. Faculty members are responsible for establishing the attendance and participation policy for each course and outlining if and when make-up work will be accepted. Notification of attendance and participation requirements should be available at the start of each semester via the course syllabus. Students may request make-up consideration for valid and verifiable reasons, such as illness, death in the immediate family, legal proceedings, or participation in university-sponsored activities. Students participating in university-sponsored activities are responsible for obtaining a written explanation for their absence from the faculty/staff member responsible for the activity. In all cases, students are encouraged to notify the faculty member of the course(s) in advance of any absence. Faculty are required to submit initial attendance verification to the Registrar's Office by the census date for each part of term. Failure to attend or participate in a course may also negatively affect a student's financial aid eligibility.

You will need to contact me via the message system in Canvas as soon as possible. Class performance is graded weekly by your demonstrating engagement, preparation, and involvement.

Annotated Bibliography Questions (100 points)

You will prepare an annotated bibliography to questions from the assigned readings for 10 of the 16 chapters. Specific instructions will be provided with each question set. Your responses will

be turned in at the beginning of class, for 10 points per annotated bibliography.

Points	Criteria
1	At least 1/2 of the assignment completed; unclear that concepts were understood; difficult to understand
2	Entire assignment completed; somewhat unclear that concepts were understood; little thought or preparation
3	Entire assignment completed; demonstrates some understanding of the concepts; needs further development
4	Entire assignment completed: demonstrates clear understanding of the concepts; well developed and supported

Tests (400 points)

There will be four (4) tests. Each test will cover material from the assigned readings and will consist of True/False, multiple choice, matching and/or short answer questions. Each test will be timed and taken in class on the scheduled dates. A make-up exam will only be permitted for preapproved university or military absences with documentation or for emergencies within 24 hours of the exam period with documentation.

Presentations (200 points) and Research Paper (200 points)

NOTE: Do not submit your term paper to turnitin.com.

Students will work on a 1500 word research paper throughout the semester.

For your paper, using APA 6th edition guidelines, and you will be comparing the difference between supervision and management of criminal justice employees (choose from: Parole, Probation, Corrections, or Law Enforcement/Police). Please make sure you use the textbook as one of your sources of information. In addition, you are required to have at least two articles from peer-reviewed academic journals from the TAMUCT library website.

The paper shall conform to the APA (American Psychological Association) Manual (6th ed.), having a **cover page with a running head and page number, abstract page, headers in the body of work, and a reference page, all double-spaced, use Times New Roman size 12 font, and margins (1”).** Do not use first person or second-person pronouns and “etc.”, and you shall not quote any portion of a source. Instead, the student shall use his own words in conveying the meaning of cited source material. Points will be deducted for using these forbidden items or for the use of sentence fragments incomplete sentences. Be sure to review your paper before submission.

The presentation will be from eight to ten minutes, of which you will present the approved topic of your written research paper.

Research Paper Requirements - (200 points for Excellent)

Please review this grid on how your paper will be graded;
Anything less than 200 points will be due to not following the grid below.

Qualities & Criteria	Poor	Good	<i>EXCELLENT</i>
Format/Layout <ul style="list-style-type: none"> • Presentation of the text • Structuring of text • Requirements of length, font, and style • APA style 	Follows poorly the requirements related to format and layout.	Mostly follows the requirements related to format and layout.	Closely follows all the requirements related to format and layout. Times New Roman 12 point font; 1 inch margins on all sides
Content <ul style="list-style-type: none"> • Elements of topics to be addressed • Information is correct • Coherency 	Not objective and poorly addresses the issues. The information provided is unnecessary or insufficient to discuss the issues.	Mostly objective and addresses most of the issues. Provided information is mostly necessary and sufficient to discuss the issues.	Addressed all the issues. Provided information is necessary and sufficient to discuss the issues.
Quality of Writing <ul style="list-style-type: none"> • Clarity • Grammar and English usage • Organization and coherence 	Poorly written and contains flagrant spelling and grammatical errors. Essay is poorly organized, lacks clarity, and incoherent.	Mostly well-written, without spelling or grammatical errors. Essay is well organized, is clear, and ideas are presented in coherent ways.	Presented a well-written, organized, without spelling or grammatical errors. Clear ideas presented in coherent ways.
Citations, References, & Style <ul style="list-style-type: none"> • APA style • Sources correctly cited regarding content of sources 	Fails to follow APA guidelines and sources are incorrectly cited for content expressed in sources.	Mostly follows APA guidelines and sources are (mostly) cited correctly for content.	Follows APA 6th edition guidelines and sources are correctly cited for content.

GRADING

Calculations and Point Posting

The Gradebook in Canvas will be used to post points together with a running total of all assigned requirements. Points will normally be posted within one week of the due date. Monitor your status through this tool.

The following chart reflects the individual requirements and total possible points.

ACTIVITY	POINTS
Class Performance	100
Questions	100
Exams	400
Research Paper	200
Research Presentation	200
Total	1000

(900-1000 points = A; 800-890 = B; 700-790 = C; 600-690 = D; <680 = F)

Point Score Appeals

Disputes regarding points posted for course requirements must be submitted through the message function in Canvas 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 in Canvas. After one week, no appeals will be considered.

COURSE SCHEDULE (Tentative - Subject to revision)

Date	Topics/Readings	Activities
8/28	Course Orientation (syllabus, content, requirements, expectations)	choose your research topic
8/30	Turn in of topic for research paper Review APA 6 th edition	Ch1, The Study and Scope of Justice Administration Discussion questions
9/04	Ch1, The Study and Scope of Justice Administration	Ch 2, Organization and Administration: Principles and Practices Discussion questions
9/06	Ch 2, Organization and Administration: Principles and Practices	Ch 3, Rights of Criminal Justice Employees Discussion questions

9/11	Ch 3, Rights of Criminal Justice Employees	Ch 4, Police Organization and Operation Discussion questions
9/13	Ch 4, Police Organization and Operation	Ch 5, Police Personnel Roles and Functions Discussion questions
9/18	Ch 5, Police Personnel Roles and Functions	Ch 6, Police Issues and Practices Discussion questions
9/20	Ch 6, Police Issues and Practices	
9/25	Review for Exam – 1 – 6	
9/27	Exam – chapters 1- 6	Ch 7, Court Organization and Operation Discussion questions
10/2	Ch 7, Court Organization and Operation	Ch 8, Court Personnel Roles and Functions Discussion questions
10/4	Ch 8, Court Personnel Roles and Functions	Ch 9, Court issues and Practices Discussion questions
10/9	Ch 9, Court issues and Practices	Ch 10, Corrections Organization and Operation Discussion questions
10/11	Ch 10, Corrections Organization and Operation	Ch 11, Corrections Personnel Roles and Functions Discussion questions
10/16	Ch 11, Corrections Personnel Roles and Functions	Ch 12, Corrections Issues and Practices Discussion questions
10/18	Ch 12, Corrections Issues and Practices	
10/23	Review of chapters 7 - 12	
10/25	Exam on chapters 7 - 12	Ch 13, Ethical Considerations Discussion questions
10/30	Ch 13, Ethical Considerations	Time to work on research paper
11/1	<i>Work on research paper</i>	Ch 14, Special Challenges: Labor Relations, Liability, and Discipline Discussions questions
11/6	Ch 14, Special Challenges: Labor Relations, Liability, and Discipline	Ch 15, Financial Administration Discussions questions
11/8	Ch 15, Financial Administration	Ch 16, Technologies and Tools Discussions questions

11/13	Ch 16, Technologies and Tools	
11/15	Review for chapters 13 - 16	
11/20	Exam for chapters 13 - 16	
11/22	THANKSGIVING HOLIDAY	
11/27	Turn in research paper Line up chosen for presentations	
11/29	Presentations 8 – 10 minutes each	
12/4	Presentations 8 – 10 minutes each	
12/6	Presentations 8 – 10 minutes each	
12/11	Final Review for all chapters each	
12/13	Exam Final over all 16 chapters	
12/14	Fall Semester Ends	

Important University Dates:

Academic Calendar: <https://www.tamuct.edu/registrar/academic-calendar.html>

August 28, 2018 First day of class
August 29, 2018 Deadline for Add, Drop, & Late Registration for 16 Week Classes
September 3, 2018 Labor Day
September 12, 2018 Deadline to drop 16-Week Classes with No Record
November 9, 2018 Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
November 22, 2018 Thanksgiving
December 14, 2018 Fall Semester Ends

TECHNOLOGY REQUIREMENTS AND SUPPORT

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

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

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

Other 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>]

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

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

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 911Cellular through their myCT email account.

Connect at 911Cellular [<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.

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 Academic 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.

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.

Academic Accommodations.

At Texas A&M University-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** web page [<https://www.tamuct.edu/student-affairs/access-inclusion.html>].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related 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. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the **Student Affairs** web page [<https://www.tamuct.edu/student-affairs/index.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these **requirements and guidelines online**, please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus 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 have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at **deeadra.albertgreen@tamuct.edu**.

Chat live with a tutor 24/7 for almost any subject from 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 40 subject areas. Access Tutor.com through Canvas.

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-4pm Monday-Thursday during the summer with online hours available Monday-Thursday 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 **WOnline** at [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**.

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 85,000 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 24 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** [<http://tamuct.libguides.com/index>].

OPTIONAL POLICY STATEMENTS:

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the **Title IX webpage** [<https://www.tamuct.edu/departments/compliance/titleix.php>].

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.