COURSE: CRIJ 3310-120: SUPERVISION & MANAGEMENT

Fall, 2019

INSTRUCTOR: Kevin Leverenz, PhD.
Email: kleverenz@tamuct.edu (Always use the course (CRIJ 3310-120) in the subject line and include your name in the Canvas Conversation function (Canvas email function).

CONTACT INFORMATION:

Office – I have no regular office hours, as this is an online course. However, I am available via email, or for those instances in which I determine it is more beneficial to discuss a given issue, I will schedule a telephone conversation with you as soon as practical to manage an issue or concern.

Communication – Canvas has an email function we will use to communicate. To learn how to use Canvas Conversations, visit https://community.canvaslms.com. I reply to Conversations in my inbox (emails) received in the evening or over the weekend the following business day. I will communicate with the class as a whole using Announcements. Please make sure you have elected to receive announcements via email or that you check Canvas regularly.

COURSE FORMAT: _This course is 100% online_ – all assessments of your understanding of the information in source materials will be written and submitted online.

REQUIRED READING:

Textbook Title:	Justice Administration, Police, Courts and Corrections Management (9th ed.) (2019)
Author(s):	Kenneth J. Peak & Andrew L. Giacomazzi
ISBN:	978-0-13-487140-0
Publisher:	Pearson

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

Any supplemental materials (articles, videos) will be provided by instructor and made available *through the* A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com/].

Recommended Reading. American Psychological Association Style Guide, 6thedition: https://www.apastyle.org/index?_ga=2.140112884.619170283.1557952406-713042726.1557952406

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

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."

COURSE OBJECTIVES
1. Demonstrate an understanding concepts of administration, manager, and supervisor.
2. Demonstrate an understanding of the criminal justice process, network, and non-system.
3. Demonstrate an understanding of system fragmentation and how it affects the amount and type of crime.
4. Demonstrate an understanding of consensus and conflict theorists and their theories.
5. Demonstrate an understanding of the two goals of the U.S. criminal justice system.
6. Demonstrate an understanding of the differences between planned change and unplanned change in an organization.

TECHNOLOGY REQUIREMENTS AND SUPPORT:
Technology Requirements – As this course is 100% online, students must be familiar with Canvas in order to navigate the course materials, assignments, and assessments. You can learn to use Canvas by reviewing the student study guide at
https://community.canvaslms.com/docs/DOC-10701

Support – For technology issues, students must contact the Help Desk Central. They are available 24 hours a day, 7 days a week. You can contact them via Email: helpdesk@tamu.edu, Phone: (254) 519-5466, or Webchat: http://hdc.tamu.edu

When calling for support please let your support technician know you are a TAMUCT student. For issues related to course content, closed or missing assignments, broken links to content, and other materials contact the instructor.

COURSE ORGANIZATION:
Assignments – Complete assignments by going to Modules. Modules organize topics, assignments, and supplemental information, such as PowerPoints, links to videos, links to articles, and other resources. All written assignments are completed or submitted on Canvas. Expect to cover one chapter each week. On occasion, expect an assignment based on supplemental materials, supplied in the respective module and one or more questions on a subsequent quiz and/or test based on the information in each supplemental material. To learn how to view assignments in Canvas, visit https://community.canvaslms.com/docs/DOC-10566-4212191416

Attendance Verification – As I will be required to verify your attendance in the course, the introductory module will ask for you to provide a brief summary of your employment and educational experience, thus far. This assignment will be rather brief and is expected to be concise yet informative. It will suffice as verification while assisting me in getting familiar with each student.

Calendar – You can see when items are due in the assignment link or by accessing the course calendar. For a tutorial on accessing the calendar visit https://community.canvaslms.com/docs/DOC-10693-4212717347

GRADING

Grades are based on 400 possible points. Grading will be straight forward and easily calculated. You will be able to determine how many points you need for a sought-after grade. Once you meet that minimum point threshold for a given grade, no more work will be required to maintain that grade.

Possible points = 400
Quiz 1 – 10 points (due 8/30/19)
Quiz 2 – 15 points (due 9/6/19)
Quiz 3 – 15 points (due 9/13/19)
Quiz 4 – 15 points (due 9/20/19)
Quiz 5 – 15 points (due 9/27/19)
Quiz 6 – 15 points (due 10/4/19)
Quiz 7 – 15 points (due 10/11/19)
Mid-Term Exam – 100 points (due 10/18/19)
Quiz 8 – 15 points (due 10/25/19)
Quiz 9 – 15 points (due 11/1/19)
Quiz 10 – 15 points (due 11/8/19)
Quiz 11 – 15 points (due 11/15/19)
Quiz 12 – 15 points (due 11/22/19)
Quiz 13 – 15 points (due 11/29/19)
Quiz 14 – 10 points (due 12/6/19)
Final Exam – 100 points (due 12/11/19)

Grades are based on a total of 400 possible points:
A = 360 to 400 points
B = 320 to 359 points
C = 280 to 319 points
D = 240 to 279 points
F = 0 to 239 points

MAJOR COURSE REQUIREMENTS
Exams (50%). Exams assess your level of understanding of all course material, including videos and additional readings. The format may be multiple choice, fill in the blank, true/false, and matching. Students receive limited feedback with their score, for more detailed feedback students must contact the instructor.

Quizzes (50%). Reviews require students match definitions to terms and concepts found in the chapter. The purpose of these quizzes is to ensure reading and understanding of the material.

Students receive limited feedback with their score, for more detailed feedback students must contact the instructor.

To Do Assignments – To Do assignments do not require a submission and you do not receive a grade. To Do assignments supplement the course material by providing links to video, audio, or articles that can help students understand the content.

Accessing Grades – Grades are available on Canvas, on the Grades page. Grades for written assignments are returned within 7 working days, unless stated otherwise. I will let you know of any delays or technical difficulties. Learn how to view grades on Canvas, by visiting https://community.canvaslms.com/docs/DOC-9540-4212724430

ATTENDANCE, STUDENT RESPONSIBILITIES, AND PERFORMANCE POLICY
Attendance. A student is "attending" the course if they are actively interacting with the Canvas course pages and completing assignments. Some content, like the syllabus and other course materials are marked "to-do". This means students must review the material, but may not require submissions (that is not to say that the information contained within "to-do" assignments will not be required for a subsequent quiz – quite the contrary). Other assignments like quizzes, exams, and written assignments have specific due dates. You will find due dates for all assignments in their respective assignment link.

Student Responsibilities. Students are responsible for keeping up with the reading and utilizing the resources available to learn the material. Modules are organized by week to give students an opportunity to complete the readings and assignments in a timely manner. Each module contains slides for the chapter, chapters summaries, and additional tools for learning. Students are expected to refer to these materials and contact the instructor for further clarification.

Other responsibilities:
- Read the assignment instructions. Failing to follow instructions will affect your scores.
- Read all of the information included with assignment instructions. There are usually helpful tips included.
- Meet with a writing tutor to review your work before submitting it (if an assignment requires a substantial writing sample beyond short answer or essay test questions).
- Submit assignments on time or ahead of time.
- Review the comments I make on your submissions and contact me for more information.
- Have reliable internet access or have a backup plan to work somewhere that does.

Performance Policy. Writing is important and significantly affects scores. In general, college level writing contains no spelling and grammar errors. All information should be paraphrased unless a direct quote is necessary. Overall, writing should be concise, without losing important information, and submission should be strongly organized moving from point to point in a logical and organized manner.

Late Assignments – I generally do not accept late assignments. However, there are exceptions. Whether I accept a late assignment depends on a student's overall performance in the class.

When assessing overall performance, I focus on:
- Repeated meaningful communication (i.e. to discuss course material and performance) with the instructor. This does not include requests for extensions or excuses for late submissions.
- Demonstrated use of all available course materials.
- Assignments are completed on time.

If the student's performance warrants a special consideration, the late assignment is graded at the end of the semester and will receive limited feedback.

Drop Policy – If you discover that you need to drop this class, you must complete a Drop Request Form, found through the Registrar's web page https://www.tamuct.edu/departments/business-office/droppolicy.php

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.

Academic honesty – It is also important that students engage in academic honesty. To learn about TAMUCT academic policy, please review the Student Honor Code of Academic Integrity https://www.tamuct.edu/student-affairs/docs/honor-code-of-academic-integrity.pdf

Plagiarism. Plagiarism is a form of academic dishonesty. Plagiarism, most simply defined, is not properly crediting sources of information through the use of textual citations and the provision of a works cited list. If something is not your own original idea, thought, words, or the product of your original data collection and analysis, you must cite your source in the text. Students who plagiarize will receive a 0 for the assignment and may be referred to the Office of Student Conduct. To learn more about plagiarism, please visit https://owl.english.purdue.edu/owl/resource/589/02/

UNIVERSITY RESOURCES, PROCEDURES, AND POLICIES
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.

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. Students should review this information by visiting, https://www.tamuct.edu/student-affairs/student-conduct.html.

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 (Links to an external site.)Links to an external site.: 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 please visit: http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf

Tutoring – Tutoring is available to all TAMUCT 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 Kim Wood at k.wood@tamuct.edu.

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-4pm Monday-Thursday. 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). 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 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 TAMUCT 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 TAMUCT 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 our homepage https://tamuct.libguides.com

Week	Topics Covered	Quiz/Exam Due Date
1	Syllabus; Attendance Verification; Ch 1	8/30/19

2	Ch. 2; Leadership video	9/6/19
3	Ch. 3	9/13/19
4	Ch. 4	9/20/19
5	Ch. 5	9/27/19
6	Ch. 6	10/4/19
7	Ch. 7 & 8	10/11/19
8	Mid-Term Exam	10/18/19
9	Ch. 9	10/25/19
10	Ch. 10	11/1/19
11	Ch. 11 & 12	11/8/19
12	Ch. 13 & 14	11/15/19
13	Ch. 15	11/22/19
14	Ch. 16	11/29/19
15	Ch. 17	12/6/19
16	Final Exam	12/11/19