

TEXAS A&M UNIVERSITY
CENTRAL TEXAS



**CRIJ 3310-110 -
20190110480**

**SUPERVISION AND
MANAGEMENT**

Class Room: to be announced

Class Hours: T/Th 11 – 12:15 pm

Instructor: Cheri A. Siegelin MCJ, MS

Office: By appointment only, request via email

Email: (prefer Canvas message) Cheri.siegelin@tamuct.edu

If contacting me by email, students must use their official TAMUCT emails

*Prerequisites - Junior Classification or approval of instructor

1.0 Course Description:

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

Required Text:

Justice Administration, Police, Courts, and Corrections Management, 9th Edition, by Kenneth J. Peak, Pearson 2018. (ISBN 13: 9780134871608)

Not-required Text:

American Psychological Association. (2010). Publication manual of the American Psychological Association (6th ed.). Washington, DC: Author. *These books are available through the TAMUCT bookstore; although, you are under no obligation to purchase these books from our bookstore. The same textbook may also be available from an independent retailer.

Not having the required text however, is not an excuse for not completing requirements or for late submissions.

2.0 Students will need to complete on-line evaluations for student feedback and participation at the end of the semester.

3.0 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, exams, writing assignments, and presentations.

*Some on-line course material and exams could be used, to include real world examples.

4.0 No audio or video taping allowed in the class unless given permission. No phone, tablets, or laptops will be permitted for use in class unless given permission.

5.0 Course Objectives:

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.

6.0 Course Requirements:

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. This is the key to understanding the material presented and preparing for both class and other weekly requirements.

7.0 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 in advance of any absence. You will need to contact by way of the message system in Canvas as soon as possible. Class performance is taken daily by your demonstrating engagement, preparation, and involvement.**

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.

8.0 Exams (4 @ 100 points each):

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

* NOTE: If students have difficulty in writing at a college level, then they are strongly advised to consult a writing manual of some kind (the APA Manual, chapters 3-4 is a good first source).

The student must write in complete sentences, avoiding run-ons, excessive use of metaphorical

language, the use of pronouns without antecedents, the use of bulleted items that are not part of a sentence, and dangling modifiers. Points are deducted for deficient prose, especially if the sense is unclear to the reader.

9.0 Annotated Bibliographies (4 @ 25 points each):

You will prepare an annotated bibliography to questions from the assigned readings. Specific instructions will be provided with each question set, and **the use of APA 6th edition, a DOI, and Persistent Link for each article. Choose from topics placed in Canvas Discussion.**

A	Entire assignment completed; demonstrates clear understanding of the concepts; well developed and supported
B	Entire assignment completed; demonstrates some understanding of the concepts; needs further development
C	Entire assignment completed; somewhat unclear that concepts were understood; little thought or preparation
D-F	At least ½ or none of the assignment completed; unclear that concepts were understood; difficult to understand

10.0 Research Paper (200 points):

(NOTE: Do not submit your research paper to turnitin.com). Draft to be turned in prior. Students will submit a 1500 word research paper by the end of the semester.

For your paper, using APA 6th edition guidelines, a DOI, and Persistent Link, for each article; you will be comparing the difference between supervision and management of criminal justice employees (choose from: Parole, Probation, Corrections, or Police/law enforcement). The textbook will be required as one of your sources of information, in addition, you are required to use at least two articles from peer-reviewed academic journals from the TAMUCT library website. **Title page, Abstract page, and References page are not part of the 1500 words.** The paper shall conform to the APA (American Psychological Association) Manual (6th ed.), having a: **Title page with a running head and page number, Abstract page, Headings in the body of work, citations throughout, and a References page. All double-spaced, using Times New Roman size 12 font, and all margins (1”).** Do not use first person or second-person pronouns, and “etc”. No quoting of any portion of a source. Instead, the student shall paraphrase words in conveying the meaning of cited sources material. Be sure to review your paper before submission – **and please print and staple.**

Use the Persistent Link that the database has created for your article. This persistent link is unique for your article, so you can link back to it at any time. In the TAMUCT Library's databases, the persistent link also tells the database that you are a TAMUCT learner, so you can access the library's resources even if you aren't already logged into the library.

*NOTE: If students have difficulty in writing at a college level, then they are strongly advised to consult a writing manual of some kind (the APA Manual, chapters 3-4 is a good first source). The student must write in complete sentences, avoiding run-ons, excessive use of metaphorical language, the use of pronouns without antecedents, the use of bulleted items that are not part of a sentence, and dangling modifiers. Points are deducted for deficient prose, especially if the sense is unclear to the reader.

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. *Please be sure and study the APA 6th edition manual.*

Qualities & Criteria APA 6th edition manual	Poor 100 points	Good 150 points	EXCELLENT 200 points
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. <i>50 points</i>
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 of supervision and management. Provided information is necessary and sufficient to discuss the issues. <i>50 points</i>
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 by way of headings. <i>50 points</i>
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 throughout the research paper. <i>50 points</i>

*The textbook and at least two articles from peer-reviewed academic journals from the TAMUCT library and or TAMUCT website, with a DOI and Persistent Link for each.

11.0 Presentation/Power Point (200 points)

The presentation will be from **eight to ten minutes** to achieve the 200 points. Your topic will be turned in by the second week of class. Numbers will be drawn for the date of presentation. The presentation will come from the approved topic of your written research paper.

Mandated power point presentation with your topic. No flash drives will be allowed; however, you can save your power point to your TAMUCT account, in order to have the power point displayed on the screen.

Be prepared to be the next in line to give your presentation if students lined up before you are not able to attend class for any reason.

12.0 Grading Matrix and Conversion:

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

The chart reflects the individual requirements – every 100 points equals a letter grade.

ACTIVITY	POINTS = letter grade
Attendance	100 pts = 1 letter grade
4 Annotated Bibliographies 25 pts each paper	100 pts = 1 letter grade
4 Exams 100 pts each test	400 pts = 4 letter grades
Research Paper 1500 words	200 pts = 2 letter grades
Presentation/powerpoint 8-10 minutes	200 pts = 2 letter grades
Total	1000

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

13.0 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.

14.0 Course Calendar/Schedule (subject to change).

	COURSE CALENDAR/SCHEDULE
1/15	Course Orientation (introductions)
1/17	Reviewing of the syllabus Review Annotated Bibliographies
1/22	Reviewing of APA 6th edition Approval for topic research paper
1/24	Ch1, The Study and Scope of Justice Administration
1/29	Ch 2, Organization and Administration: Principles and Practices
1/31	Ch 3, Rights of Criminal Justice Employees
2/5	Ch 13, Ethical Considerations
2/7	Turn in 1st Annotated Bibliography
2/12	Exam #1 Chapters 1,2,3, & 13 CJ employees and Ethics
2/14	Ch 4, Police Operation and Organization
2/19	Ch 5, Police Personnel Roles and Functions
2/21	Ch 6, Police Issues and Practices
2/26	Ch 7, Court Organization and Operation
2/28	Ch 8, Court Personnel Roles and Functions
3/5	Ch 9, Court issues and Practices
3/7	Turn in 2nd Annotated Bibliography Line up determined for presentations
3/11 - 15	Spring Break
3/19	Exam #2 Chapters 4,5,6,7,8, & 9 Police and Courts
3/21	Ch 10, Corrections Organization and Operation
3/26	Ch 11, Corrections Personnel Roles and Functions

3/28	Ch 12, Corrections Issues and Practices
4/2	Turn in 3rd Annotated Bibliography Turn in draft of Research Paper
4/4	Exam #3 Chapters 10 – 12 Corrections
4/9	Ch 14, Special Challenges: Labor Relations, Liability, and Discipline
4/11	Ch 15, Financial Administration
4/16	Ch 16, Protecting the Homeland: Foremost Challenges for Police Chief Executives
4/18	Ch 17, Technologies and Tools: Toward Addressing Crime and Disorder
4/23	Turn in 4th Annotated Bibliography Turn in Research Paper Review
4/25	Exam #4 Chapters 14 – 16 Final Exam
4/30	Presentations 8 – 10 minutes each And power point
5/2	Presentations 8 – 10 minutes each And power point
5/7	Presentations 8 – 10 minutes each And power point
5/9	Presentations 8 – 10 minutes each And power point

15.0 Important University Dates:

January 15, 2019	First day of class
January 21, 2019	MLK Holiday
March 11 – 15	Spring Break 2019
April 5, 2019	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
April 21, 2019	Easter
May 9, 2019	Last day of class

16.0 Academic Integrity:

TAMUCT expects all students to maintain high standards of personal and scholarly conduct. Students guilty of academic dishonesty are subject to disciplinary action. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, self-plagiarism (“recycling”), or collusion. The instructor shall initiate action for each case of academic dishonesty and report it to the Associate Director of Student Conduct. Zero points will be assigned for any course product that violates academic honesty. The student should access this link for more information: <https://www.tamuct.edu/student-affairs/student-conduct.html>.

17.0 Diversity in the Classroom:

Respect for cultural and human biological diversity are core concepts within the social sciences. In this course, each voice in the classroom has value in contributing to class discussion. The student should respect the different experiences, beliefs, and values expressed by one’s fellow students and instructor, and refrain from derogatory comments about other individuals, cultures, groups, or viewpoints. In this course we welcome individuals of all ages, backgrounds, citizenships, disabilities, education, ethnicities, family statuses, genders, gender identities, geographical locations, languages, military experiences, political views, races, religions, sexual orientations, socioeconomic statuses, and work experiences.

18.0 Classroom Etiquette:

Students shall show respect to other students and to the instructor in all communications, whether verbal or in writing (e.g., online). For example, arguing, complaining, and challenging that is not based on readings, rationality, and the course objectives are a violation of classroom etiquette.

19.0 Writing Center:

The University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students. The UWC is located in Warrior Hall, Rm 416. One may contact Dr. Bruce Bowles at bruce.bowles@tamuct.edu for more information.

20.0 Late Work:

As a rule, make-up work for the four exams will not be accepted. In some cases, however, the exams may be accepted late, but with deductions, 10 points for every day late. In no instance will a make-up be offered for the last exam, and in no instance will a make-up for the first, second, or third exams be given after two weeks from the original exam date. To be considered as a prospect for making up the exams, the student must contact the instructor within 24 hours of having missed the exam for purposes of making it up. The final course grade will be posted within a few days of the final exam; therefore, no incompletes will be awarded for this course. If students foresee that they will be unable to complete the course, then they should either drop the course or accept the posted grade.

21.0 Modification of the Syllabus:

This syllabus may be revised in minor ways at the discretion of the instructor. The student is responsible for noting any changes in the syllabus. More than likely, a change in the syllabus will pertain to events in the Course Calendar (sect. 14.0). A Revised Course Calendar will be posted in Canvas.

22.0 Contact with the Instructor:

The student should contact the instructor via the message feature of Canvas about any topic or issue that pertains to the course. If students contact their instructor through official TAMUCT email, they must use their own official TAMUCT email. Many personal emails find their way to the junk folder by default.

23.0 Announcements:

The student is responsible for checking Canvas for ongoing announcements or messages pertaining to the course. Please check your emails daily for any updates.

24.0 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.

