



Texas A&M
University
Central Texas

CRIJ 3310
*Criminal Justice Supervision and
Management*
Fall 2019

Class Location: Internet
Class Hours: Virtual
Instructor: Cynthia Miller, M.S., PhD, Police Cross
Office: drcynthia.miller@gmail.com
Office Hours: By appointment
Email: drcynthia.miller@gmail.com
If contacting me by email, please make sure you use the course (CRIJ3310) in the Subject Line

1.0 Course Description

Criminal Justice Supervision and Management covers theories and principles of supervision as applied to criminal justice agencies including organization, leadership, motivation, human resources flow, and managerial ethics.

Prerequisite(s): Junior classification or permission of instructor. 3 Semester Credit Hours.

2.0 Accessing Canvas

This is a lecture course with online components in Canvas. The students access Canvas at <https://tamuct.onecampus.com/>.

3.0 General Course Objectives

1. Demonstrate an understanding of the scope of justice administration.
2. Demonstrate an understanding of police organization and operation.
3. Demonstrate an understanding of court organization and operation.
4. Demonstrate an understanding of corrections organization and operation.
5. Demonstrate an ability to critically analyze supervision and management issues.
6. Demonstrate an ability to write effectively by articulating knowledge of issues related to supervision and management.

4.0 Textbook

Peak, K.J., & Giacomazzi, A. L. (2019). Justice Administration: Police, Courts, & Corrections Management (9th Edition). NY: Pearson. ISBN-13: 978-0-13-487140-0
(NOTE: this is an updated edition of the text from previous years)

5.0 Course Requirements

5.1 Tests & Quizzes

The student will complete two quizzes (100 pts ea) and one final exam (250 pts) that are within the course.

5.2 Assignments

Unless otherwise listed, all assignments should be in APA format. Neatness, organization, and thoroughness contribute to better scores. Any plagiarism will result in a zero for that paper. There are 3 assignments.

5.3 Discussions

There are 10 discussions. In order to receive full credit, students should submit on time, write substantive comments, refer back to the readings AND support their arguments with research, respond to others posts (not just “I agree”).

NOTE: If students have difficulty in writing at a graduate level, then they are strongly advised to consult a writing manual of some kind (the APA Manual, chs 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.

The quality of the exams shall conform to graduate-level expectations, having a *similar appearance* to articles that are published in peer-reviewed journals. Students are expected to convey more information in description and interpretation than might be required for publication in the real world, however, because the instructor wishes to know if they understand, and are able to explain, results.

5.4 Academic Integrity Document

During the first week of class, the student is to read the section in the syllabus on Academic Integrity and the link provided in that section regarding plagiarism. The student must sign the document (also in Canvas, under Modules) pertaining to Academic Integrity and return it to the instructor via the Assignment Dropbox within the course. This can be scanned after signing (sent as a file) or sent as a jpeg through the Course Dropbox.

NOTE: Students will not be allowed to continue in the course without notifying the instructor of their comprehension of this material (by signing the document and submitting it to the instructor).

6.0 Grading Matrix and Conversion

6.1 Matrix

	Points
Quizzes (2 @ 100)	200
Discussions (10@25 ea)	250
Assignments (3)	300
Final Exam	250
<i>Total:</i>	1000

6.2 Conversion to Course Letter Grade

Points	%	Grade
900 – 1000	90 – 100	A
800 – 899	80 – 89	B
700 – 799	70 – 79	C
600 – 699	60 – 69	D
0 – 599	0 – 59	F

7.0 Course Calendar¹

Date	Topics/Activities	Readings ²	Assignments Due ³
1/14	Introduction and Welcome Course requirements	<ul style="list-style-type: none"> Ch. 1, Text Syllabus Canvas: Learning how to use Canvas. 	Post Introduction
1/21	NOTE: Monday Holiday Introduction to Justice Administration	<ul style="list-style-type: none"> Module 1 Ch. 1-3, Text 	Discussion 1
1/28	Police Administration: Organization	<ul style="list-style-type: none"> Module 2 Ch. 4 	Discussion 2
2/4	Police: Personnel	<ul style="list-style-type: none"> Module 3 Ch. 5 	Discussion 3
2/11	Police: Issues	<ul style="list-style-type: none"> Module Ch. 6 	Assignment 1
2/18	Courts: Organization	<ul style="list-style-type: none"> Module 5 Ch. 7 	Discussion 4
2/25	Courts: Personnel	<ul style="list-style-type: none"> Module 6 Ch. 8 	Discussion 5
3/4	Court: Issues	<ul style="list-style-type: none"> Module 7 Ch. 9 	Assignment 2
3/11	Spring Break	Spring Break	Spring Break
3/18	Corrections: Organization	<ul style="list-style-type: none"> Module 8 Ch. 10 	Discussion 6
3/25	Corrections: Personnel	<ul style="list-style-type: none"> Module 9 Ch. 11 	Discussion 7
4/1	Corrections: Issues	<ul style="list-style-type: none"> Module 10 Ch. 12 	Assignment 3
4/8	Issues in the CJ System Ethical Issues & Special Challenges	<ul style="list-style-type: none"> Module 11 Ch. 13-14 	Discussion 8
4/18	Financial Administration & Homeland Security	<ul style="list-style-type: none"> Module 12 Ch. 15-16 	Discussion 9
4/22	Technology	<ul style="list-style-type: none"> Module 13 	Discussion 10

		• Ch. 17	
4/29	Review for Final		Final Exam
5/6	Final exam & all work due	All items due	Final exam

¹ Events are subject to revision at the discretion of the instructor. Students will be notified of changes.

² T = Required Textbook, other readings and videos in each module should be reviewed
ch = chapter, **chs** = chapters, **pp** = pages

³ All assignment at due at 11:59 p.m. at the end of the week listed in.

8.0 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>.

9.0 Disability Support

If students believe that this course may present barriers to learning due to a disability, they must contact Access and Inclusion at (254) 501-5831 in Warrior Hall, Ste. 212. For more information, students may visit their website at <https://www.tamuct.edu/student-affairs/access-inclusion.html>. Any information that the student provides is private and confidential and will be treated as such. The instructor cannot accommodate students’ disabilities unless they first communicate with Access and Inclusion.

10.0 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.

11.0 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.

12.0 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.

13.0 Late Work

As a rule, make-up work for the two exams will not be accepted. In some cases, however, the mid-term exam may be accepted late, but with deductions, 10 points for every day late. *In no instance will a make-up be offered for the final exam, and in no instance will a make-up for the mid-term exam be given after two weeks from the original exam date.* To be considered as a prospect for making up the mid-term exam, 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.

14.0 Modification of the Syllabus

This syllabus may be revised in minor ways at the discretion of the instructor.

15.0 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 the instructor through his official TAMUCT email, they must use their own official TAMUCT email. Many personal emails find their way to the junk folder by default.

16.0 Announcements

The student is responsible for checking Canvas for ongoing announcements or messages pertaining to the course.

