

COURSE AND CONTACT INFORMATION

Instructor: Kevin Leverenz, PhD

Class Duration: August 28, 2023 to December 15, 2023; **100% ONLINE**

Office Hours: By appt., as deemed appropriate, to be conducted by phone. If you know you would like to meet with me it is always best to schedule an appointment via Canvas inbox or by email.

Email:

- kleverenz@tamuct.edu or Canvas inbox *** preferred***
- When messaging/emailing, always identify yourself and what course you are in. In general, when communicating electronically you should use complete sentences and be very clear about what you are asking or saying to avoid miscommunication.
- I check my email several times a day. I check Canvas at least once a day. These are the two best ways to reach me.

*****Note: This syllabus is subject to revisions when necessary throughout the semester. Students will be notified of any changes via Canvas and/or in class*****

COURSE INFORMATION

Course Overview & Description

Study theories and principles of supervision as applied to criminal justice agencies including organization, leadership, motivation, human resources flow, and managerial ethics.

Course Objectives

By the end of this course, the student will be able to:

1. Demonstrate an understanding of supervision and management competencies.
2. Demonstrate an understanding of the supervisor / manager role in the criminal justice system and in maintaining the integrity of that system.
3. Demonstrate an understanding of the two goals of the U.S. criminal justice system.
4. Demonstrate an understanding of the competencies that differentiate quality leaders from others.

Required 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

SUPPLEMENTARY MATERIALS

Supplementary materials are available in Canvas. Students are responsible for supplementary materials.

REQUIRED COURSE WORK

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. In this course, six assignments exist: one attendance verification essay, one short report, and four exams. However, to prepare for the four exams, you must read the textbook, and use it (along with all supplementary materials provided in Canvas). Canvas is segmented into four parts. Completion of part 1 (and Exam 1) is a prerequisite for part 2 and the same is true the rest of the course; part 2 to begin part 3, and part 3 to begin part 4. To learn how to view assignments in Canvas, visit <https://community.canvaslms.com/docs/DOC-10566-4212191416>

Attendance Verification Essay – 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. If you do not complete it, I will be required to submit notice to the university (shortly after the posted deadline) that you have not attended the course. It is imperative that you participate in this exercise.

Short Report – These are concise reports designed to provide focus on case law that is relevant to criminal justice administrators. For all three reports, these should be 250- to 500-word report (not including a cover sheet and citations) that includes:

1. Facts of the case,
2. The Question answered by the US Supreme Court,
3. Key takeaways for Law Enforcement, and
- 4.

Caution – This is not a group project; much like the exams, this is an individual effort (no friends and no A.I. (no artificial intelligence)).

You will be graded on the following: Quality of writing, clarity, grammar and English usage, and organization and coherence

- Poor = Poorly written and contains flagrant spelling and grammatical errors. Poorly organized, lacks clarity, and is incoherent. (0-79 pts)
- Good = Mostly well-written, without egregious spelling or grammatical errors. Organized, clear, and ideas are presented in coherent ways. (80-89 pts)
- Excellent = Well-written, without egregious spelling or grammatical errors. Well organized, clear, and ideas are presented in coherent ways. (90-100 pts)

Exams – There are four exams for 400 points. Your grade will hinge on your test performance and your test performance will hinge on your command of the material delivered in the textbook and the supplementary information provided by me in Canvas.

- **Exam 1** has 25 multiple choice questions, each worth 4 points = 100 points.
 - Exam 1 covers chapters 1-4 in the assigned textbook and leadership takeaways from “Remarks by General Stephen Townsend” (link included in Module Part 1).
- **Exam 2 (Midterm Exam)** has 25 Multiple choice questions, each worth 4 points = 100 points.
 - Exam 2 covers chapters 5-9 in the assigned textbook.
- **Exam 3** has 25 multiple-choice questions, each worth 4 points = 100 points.
 - Exam 3 covers chapters 10-13 in the assigned textbook.
- **Exam 4 (Final Exam)** has 25 multiple-choice questions, each worth 4 points = 100 points.
 - Exam 4 covers chapters 14-17 in the assigned textbook.
- **REMEMBER –**
 - You will have 90 Minutes to complete each exam.
 - If you begin the exam 30 minutes before the deadline expires for the exam, the access to the exam will expire in 30 minutes, and you will lose the remainder of your time to take the exam.
 - If you begin the exam, then the timer begins. The time will continue to run until time expires, without regard to your attention on the exam. When you begin the exam, ensure you are ready to train your complete focus on the exam and complete it before the deadline.
 - All four exams will be open resources, including your textbook, any notes, or other material the instructor has made available to you in Canvas.
 - **HOWEVER** – all four exams are your own work product; these are not group projects. Any violation of this provision that is detected will be referred to the University in accordance with the policy on Academic Integrity (addressed below).

OTHER INFORMATION REGARDING THE COURSE

1. **Late assignments:** Late assignments will not be accepted. For this reason, exam deadlines will not be extended under normal circumstances. Because this is an online course students can complete work early and have adequate time to complete all assignments. The only possible deviation from this policy is the unlikely event the student or close family member has an unexpected serious medical situation. This MAY be an allowable excuse to make up a missed EXAM only, no other assignments. Documentation will be required and notice of such a circumstance should be communicated to me as soon as you become aware of it. If you work on the weekends, have a job that requires you to be on call, or have other obligations you should complete your work early to avoid any zeros for missed assignments.
1. **Supplementary Material:** Additional information will be given that supplements the topics to be addressed. This supplementary material is designed to broaden the educational experience. You are responsible for all information in the supplementary material.
1. **Extra Credit:** Extra credit is not available in this class.
1. **Note:** I will ONLY accept assignments that are submitted properly: through Canvas. You MUST submit the assignment in the appropriate location within the assignments section.
1. **Posting of Grades:** All student grades will be posted in the Canvas grade book and students should monitor their grading status through this tool. Students should generally expect grades to be posted within one week after the assignment’s due date. Deviations from this schedule will be announced on Canvas.
1. **Grading Criteria Rubric and Conversion:**

Final course grades will be assessed on the following scale:

Assignment	Points	450 - 500 points	A
Exam 1	100 points	400 - 449 points	B
Mid-Term Exam	100 points	350 - 399 points	C
Exam 3	100 points	300 - 349 points	D
Final Exam	100 Points	< = 299 points	F
Short Report	100 Points		

Week	Topic	Due
8/28	1 Introduction	Attendance Verification Essay - Due 9/4
9/3	2 Chapter 1	
9/10	3 Chapter 2	
9/17	4 Chapters 3-4	
9/24	5 Exam 1	Available 9/17 to 10/1
10/1	6 Chapters 5-6	
10/8	7 Chapters 7-8	
10/15	8 Chapter 9	
10/22	9 Mid-term Exam	Available 10/15 to 10/29
10/29	10 Chapters 10-11	Short Report DUE 10/29
11/5	11 Chapter 12-13	
11/12	12 Exam 3	Available 11/5 to 11/19
11/19	13 Chapters 14-15	
11/26	14 Chapter 16	
12/3	15 Chapter 17	
12/10	16 <i>Final Exam</i>	Available 12/3 to 12/13

*** Unless noted above, EXAMS are due Sunday night, 11:59pm.*

Important University Dates

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

MODE OF INSTRUCTION AND COURSE ACCESS

This course is a 100% online course and uses the TAMUCT Canvas Learning Management System:[\[https://tamuct.instructure.com\]](https://tamuct.instructure.com)

Students **must** be able to access Canvas. Students can access Canvas on the Texas A&M-Central Texas website: www.tamuct.edu. Log in with your TAMUCT issued ID and your password. If you have difficulty using Canvas, contact Help Desk Central 24/7 by phone at (254) 519-5466 or live chat at <http://hdc.tamu.edu>.

Technology Requirements

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

We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal. We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

Username: Your MyCT email 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.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

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

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

STUDENT-INSTRUCTOR INTERACTION

Most communication between the instructor and students will be via Canvas. However, students can contact me via Canvas and email. All students are able to schedule a telephone conference. I do not maintain office hours, as I am not regularly on campus during the semester.

I will check and reply to student emails on a daily basis – students should expect a response within 24 hours Monday-Friday. Any deviations from this will be announced on Canvas. Checking Canvas frequently is important, as this is where any class announcements will be posted. Messages sent over the weekend can expect a response the following Monday.

It is HIGHLY recommended that you go into your “settings” in Canvas, select “notifications”, and elect to receive emails when announcements are made. You are responsible for obtaining information in a timely manner.

My preferred method of electronic student interaction is via Canvas. All students should identify the class they are in, use proper salutations and signatures, identify a question, be succinct, and maintain professionalism in any correspondence.

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.

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Emergency Warning System for Texas A&M University-Central Texas - SAFEZONE.

SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. For more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
 - o [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [<https://apps.apple.com/app/safezone/id533054756>]
 - o [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp) [<https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp>]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)

Complete your profile and accept the terms of service.

For updates on COVID information, please monitor the University [website](https://www.tamuct.edu/covid19/) [https://www.tamuct.edu/covid19/]

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Warrior Center for Student Success

The Warrior Center for Student Success is a comprehensive academic support department at A&M-Central Texas, dedicated to fostering an environment of excellence and empowerment among its student body. The center offers a wide range of programs and services to ensure every student reaches their full potential, and is a haven for students seeking guidance, resources, and a strong support network to excel in their educational journey.

ADA Access and Accommodations: Texas A&M University-Central Texas ensures that students with disabilities have equal access to educational opportunities by providing appropriate accommodations and support services. If you believe you have a physical, learning or socio-emotional disability requiring reasonable accommodations, please visit [Access and Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) [https://www.tamuct.edu/student-affairs/access-inclusion.html] for more details or contact the Office of Access and Inclusion, WH-212; (254) 501-5836. Any information you provide is private and confidential.

Success Coaching and Peer Mentoring: Our experienced Success Coaches work one-on-one with students to develop personalized action plans, set academic goals, and build effective study strategies, time management skills, and resilience. Our Peer Mentors provide a valuable support system, offering guidance, encouragement, and a relatable perspective to help students navigate their academic and personal challenges. For more details call 254-501-5836 or 254-501-5928 or visit [Academic Support](https://www.tamuct.edu/student-affairs/academic-support.html) [https://www.tamuct.edu/student-affairs/academic-support.html]. Click the link to schedule a session (virtual or in-person) with a success coach [bit.ly/3q7uB50](https://www.tamuct.edu/student-affairs/academic-support.html) or visit WH, 111.

Testing Services: We offer a secure and comfortable environment for students and members of the community to take courses and distance learning exams, as well as placement tests and professional certification exams. Our Testing Service also offers resources and support referrals for testing related challenges (test anxiety, learning disabilities, etc.) and supports all approved ADA accommodations. Call (254) 519-5830 or visit the [Testing Center](https://www.tamuct.edu/testing-center/) [https://www.tamuct.edu/testing-center/].

Tutoring and Supplemental Instruction Services: Our team of qualified Tutors and Supplemental Instructors assist students in various non-writing subjects, promoting academic comprehension and enhancing learning outcomes. Click the link to schedule a tutoring session with a TAMUCT tutor (virtual or in-person) or view tutor availability [bit.ly/43O6wNz](https://www.tamuct.edu/student-affairs/academic-support.html#tutoring). You may also chat live with a remote tutor 24/7 for a variety of subjects through our partnership with Tutor.com, an online tutoring platform that is free to all TAMUCT students. To learn more please visit [Tutoring Services](https://www.tamuct.edu/student-affairs/academic-support.html#tutoring) [https://www.tamuct.edu/student-affairs/academic-support.html#tutoring] or call (254) 501-5836 or visit the Tutoring Hub in Warrior Hall, 111.

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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Student Conduct Office. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action. Completing assignments with the assistance of an artificial intelligence tool is expressly forbidden.

For more information regarding the [student conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html), [https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a referral](https://cm.maxient.com/reporting.php?TAMUCentralTexas), [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](https://www.tamuct.edu/student-affairs/student-conduct.html) Dynamic Form through Warrior Web.

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://eis-prod.ec.tamuct.edu:443/samlSSO&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53t0502-4f36-be43-f02a4202f612].

Faculty cannot drop students; this is always the responsibility of the student. The Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions 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 Records and Admissions 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.

Pregnant and/or Parenting Students Rights and Accommodations

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, and/or parenting. In accordance with requirements of [Title IX and related guidance from US Department of Education's Office of Civil Rights](https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html), the Associate Dean in the Division of Student Affairs, (254) 501-5909, can assist students who are pregnant, experiencing pregnancy-related conditions, and/or parenting by provide flexible and individualized reasonable accommodations. Students should seek out assistance as early in the pregnancy as possible through the [Pregnancy & Parenting webpage](https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. If you would like to read more about these [requirements and guidelines](https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) 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](#) specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions [<https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html>].

Students experiencing any form of discrimination due to any of these conditions are encouraged to reach out to the Title IX Coordinator, 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or the Associate Dean of Student Affairs, 254.501.5909, Warrior Hall 105.

Title IX Rights and Reporting Responsibilities

Texas A&M University–Central Texas is committed to creating a safe and open learning environment for all students. If you or another student has experienced any form of gender discrimination or sexual misconduct, including sexual harassment, sexual assault, dating/domestic violence, and/or sex-based stalking, help and support are available. Our university strongly encourages all members of our campus community to report incidents and seek support for gender discrimination and sexual misconduct through the Title IX Office. You may contact the Title IX Office at 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or learn more by visiting the [Title IX webpage](#) [<https://www.tamuct.edu/compliance/titleix.html>].

Please be aware that that under [Title IX, Texas Senate Bill 212](#), and [System Regulation 08.01.01](#), [<https://policies.tamus.edu/08-01-01.pdf>] all university employees are mandated reporters and are required to disclose information about suspected or alleged violations as listed above and defined in System Regulation 08.01.01. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Although I have an obligation to report, you will, in most cases, control how your case will be handled. When working with the Title IX Office you will have access to resources and accommodations but also have the opportunity to express if you wish to move forward with an investigation. Our goal is to make sure you are aware of the options available to you as a student. Community members are not required to respond to this outreach.

If you or another student wishes to speak to a confidential employee who does not have this reporting responsibility, you can contact the [Student Wellness & Counseling Center](#), [<https://www.tamuct.edu/student-affairs/student-counseling.html>], 254.501.5955, or swacc@tamuct.edu, located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or ssa@tamuct.edu, located in founder Hall Room 317D.

University Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 1,203,947 eBooks and 134,750 journals, in addition to the 96,879 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 virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](#)

[<https://tamuct.libcal.com/appointments>]. 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 workspaces, 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/index>]

University Writing Center

Located in Warrior Hall 416 and online, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. The face-to-face hours of operation are from 10:00 a.m.-5:00 p.m. Monday and Thursday in Warrior Hall 416. Online tutoring is available Monday thru Thursday from 10:00 a.m.-5:00 p.m. and from 6:00-9:00 p.m. and on Saturdays from 12:00-3:00 p.m.

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 UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WCOnline](#) [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

OTHER 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 Wellness and 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/compliance/titleix.html>].

Behavioral Intervention

Texas A&M University–Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](#) online

[<https://cm.maxient.com/reporting.php?TAMUCentralTexas>].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/bit) website for more information [https://www.tamuct.edu/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.