Criminal Justice Administration CRIJ 3312

Instructor: Shawn Morrow
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Class Meeting Times: Online

I. Course Description: This course surveys the managerial and organizational philosophies and principles available to criminal justice administrators. It explores the strengths and weaknesses of various practices used to organize and manage personnel, define operational procedures, and determine essential functions within policing, judicial, and corrections agencies.

II. Instructional Materials: “PLEASE RENT” The Textbook as a Digital Version, CHEAPER & more tools to use such as the search tool


III. Exemplary Educational Objectives
At the conclusion of this course:
1. Students will be able to describe the evolution of the criminal justice system, and analyze current criminal justice administrations practices and operations.
2. Students will be able to identify and describe the various components of the criminal justice administrations.
3. Students will be able to discuss the various components inside the criminal justice administrations that are interrelated with one another in terms of their key functions.
4. Students will understand the decisions administrators make through the criminal justice system from being arrested, sentencing, and correctional process.

IV. Evaluation/Grading:
Attendance, Discussions, & Quizzes 30% of final grade
Applications 40% of final grade
Mid Term & Final Exam 30% of final grade

V. Assignments (Discussions, Quizzes, Applications, Mid-Term & Tests)

Technical issues or computer problems are NOT considered valid reasons for late assignment submissions. For example, you should always check your assignment submission to be sure that it was properly uploaded into the assignment drop box. You
should also check to see that your assignment could be opened. If the instructor cannot open an assignment in the drop box area, it will be considered a ZERO without a valid reason. If your assignment opens as a blank document, it will also be considered a grade of ZERO. Given these rigorous grading policies, please utilize your time wisely. To avoid any unforeseen circumstances, it is always good practice to complete & submit assignments and discussions posts as early as possible.

**Investigation Applications:** There will be APA style 6th edition Investigation Applications. The Investigation Applications are **REQUIRED** to be double spaced pages. Each of these Investigation applications pulls together your **REQUIRED** readings from the textbook, case files, peer-to-peer articles, websites, social media sites, and any content given in class by the professor. The paper must include the following in APA format as mentioned above order to be graded.

1. **Cover Sheet:** Title of the paper, your name, and course name.
2. **Five to Seven Pages written:** Cover sheet & reference page do not count toward pages of original writing. Double-spaced, Times New Roman 12 font. Use four or more citations correlated to the references.
3. **Reference Page with Four or More (4) references:** APA format 6th edition
4. **Saved as a Microsoft Word Document:** Save the file as a .docx or .doc file. Save the document using your last name, first, and the name of the course. Example: MorrowShawn_IntroductionCriminalJustice if not saved correctly it will not be graded.

The Investigation Applications will be assigned with date and time given for completion. Methods for delivering of Investigation Applications will be on Blackboard. The Investigation Application must be completed **BEFORE** the date & time assignment or the assignment is a ZERO.

**Examinations:** I will administer **TWO** exams. I will base the exams over your reading assigned, lectures, and or topics given in class. Agencies state it’s essential for students to **CRITICALLY THINK** in order to be successful in criminal justice; therefore exams will be over topics to fully engage the student. Students who miss an exam are not automatically eligible to take a make-up exam. I will grant that privilege only if the student gives a valid explanation with documentation. If a makeup exam, you must complete the exam within the time allotted.

**VIII. Class Participation:** Class participation consists of being present for **EVERY** week and providing relevant input into each class discussion. Talking for the sake of talking in the discussions is not considered proper class participation. Please remember to be polite and be respectful of others’ opinions at all times. If you do not participate in
class discussions your grade will be lowered. This portion of the class is one of the major keys to succeed and be apart of the class.

**IX. Attendance Policy:** Attendance will be taken at EVERY week based on completion of ALL work in the module. Individual attendance records will be used to determine grades for borderline students – more than four absences can result in lowering your final average by a full letter grade (10 points).

**X. STUDENT RESPONSIBILITIES:**

1. Attend each week's session.

2. Please complete ALL required readings, research, and assignments on time.

3. Please be prepared. Read your textbooks outside of class. The textbook provides the basic material and outline of the course. Class discussions will enhance, clarify and enliven this material. Exam questions will be formulated from these discussions and the textbooks.

4. Be courteous.

5. Please feel free to ask questions at any time during class. If you are unsure of something, there are others in class who also share your questions. If no one asks, the instructor will assume all students understand the material or assignments.

6. Participate and have fun! You will get from this course only what you are willing to commit to it.

**XI. ADA Statement:** Any student who requires special accommodations due to a documented disability under the provisions of the Americans with Disabilities Act should notify the instructor the first week of class.

**XII. PLAGIARISM:**

Plagiarism means using someone else’s work as one’s own. Specifically, to plagiarize is “to steal and use the ideas or writing of another as one’s own” (American Heritage Dictionary). Students plagiarize when they copy directly from a source without using quotation marks and references to sources; and when they summarize or paraphrase the ideas of an author without citing the author as the source; and when their papers do not reflect their own knowledge, voice, and style. If you plagiarize the assignment will be counted as a ZERO and you will be reported using ASU protocol in the student handbook.

**XIII. Student absence for religious holidays:**
A Student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

XIV. **Additional Course Information:** Time to time the course subjects, assignments, and discussions may change depending on current events, class participation, and debates. Social media will be used during the course as icebreakers, open up discussions, and to access documents for class. If the use of social media sites as Facebook, Instagram, or Twitter troubles you then this class and criminal justice may not be for you.

This syllabus may be subject to updating and changes & will be done ONLY by the Professor.

**UNIVERSITY POLICIES**

**Academic Integrity**

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university [Academic Honor Code](#) and the [ASU Student Handbook](#).

**Class Schedule**

**Lesson One:** Ch 1. The Study and Scope of Justice Administration

Lesson 1 introduces the foundation for the study of justice administration. It also establishes the legal existence of governments, laws, and the justice agencies that administer them. It demonstrates that the three components of the justice system are independent and fragmented and often work at odds with one another toward the accomplishment of the system’s overall mission.

1st Lesson Test and 1st Assignment due by 11:59 p.m. on Sunday, week 1

1st Discussion Forum Participation due by 11:59 p.m. on Sunday, week 1

**Lesson Two:** Ch 2. Organization and Administration: Principles and Practices

Lesson 2 introduces the definition of organizations and their elements and the evolution of organizational theory, including scientific, human relations, systems, and bureaucratic
management; discusses organization and administration in general, looking at both how organizations are managed and how people are motivated; and addresses the primary leadership theories, and styles and skills leaders develop.

2nd Lesson Test and 2nd Assignment due by 11:59 p.m. on Sunday, week 2

2nd Discussion Forum Participation due by 11:59 p.m. on Sunday, week 2

**Lesson Three:** Ch 3. Police Organization and Operation & Ch 4. Police Personnel Roles and Functions

This lesson discusses contemporary police administration, particularly dealing with the organization and operation of the police component and police personnel roles and functions. Included are the examinations of the current era and the organizational paradigm of policing, community-oriented and problem-solving policing, and tremendous responsibility of police executives, managers, and supervisors.

3rd Lesson Test and 3rd Assignment due by 11:59 p.m. on Sunday, week 3

3rd Discussion Forum Participation due by 11:59 p.m. on Sunday, week 3

**Lesson Four:** Ch 5. Police Issues and Practices

The fourth lesson discusses a number of issues and practices, including future considerations, which have challenged laws enforcement administrators for years: managing the use of force; biased policing; women and minorities in law enforcement; contract, consolidated, and civilianized services; police-media relations; succession planning; shift configuration and scheduling, and military leave.

4th Lesson Test and 4th Assignment due by 11:59 p.m. on Sunday, week 4

4th Discussion Forum Participation due by 11:59 p.m. on Sunday, week 4

**Midterm Exam** Chapters 1, 2, 3, 4, & 5 The midterm exam will be posted on Thursday, week 4 Due by 11:59 p.m. on Sunday, end of week 4

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4th Lesson Test and 4th Assignment due by 11:59 p.m. on Friday, week 4 4th Discussion Forum Participation due by 11:59 p.m. on Saturday, week 4

**Midterm Exam** Chapters 1, 2, 3, 4, & 5 *The midterm exam will be posted on Thursday, week 4 Due by 11:59 p.m. on Sunday, end of week 4*

**Lesson Five:** Ch 7. Court Organization and Operation & Ch 9. Court Issues and Practices

This lesson reviews the distinctive nature of the courts and their organization and some of their administration, such as reforming court organization and unification, use of the adversary system, and alternative dispute resolution, along with an overview of the dual, hierarchical structure of the court system in the United States. Additional contemporary issues and practices are examined. Several challenges involving the courts, generated from both internal and external sources, for today and for the future include problem-solving courts, courthouse violence, delay in the courts, and methods of case scheduling employed by the courts.

5th Lesson Test and 5th Assignment due by 11:59 p.m. on Sunday, week 5

5th Discussion Forum Participation due by 11:59 p.m. on Sunday, week 5

**Lesson Six:** Ch 10. Corrections Organization and Operation & Ch 11. Corrections Personnel Roles and Functions

This sixth lesson discusses contemporary corrections administration, particularly dealing with the correctional, prison, and jail organization and operation and correctional personnel roles and functions. Included are the examinations of how correctional facilities are organized and administered, the rise of controversies surrounding supermax prisons, selected inmate rights under the First, fourth, eighth and Fourteenth Amendments as set forth by the U.S. Supreme Court, inmate rights and litigation in general, probation, parole, employees who work in correctional institutions including probation and parole, and substantial pressures placed on the correctional administrators by the external and internal environments.

6th Lesson Test and 6th Assignment due by 11:59 p.m. on Sunday, week 6
6th Discussion Forum Participation due by 11:59 p.m. on Sunday, week 6

**Lesson Seven: Ch 12. Corrections Issues and Practices**

This lesson examines several major contemporary and future issues confronting correctional administrators. Included in the discussion are several new forms of diversion termed intermediate sanctions and the combined effects of increased crime, tough mandatory sentencing laws leading to increased incarceration of offenders, a get tough public and justice system attitude toward crime that permeates the country, overcrowded prisons, and large probation and parole caseloads.

7th Lesson Test and 7th Assignment due by 11:59 p.m. on Sunday, week 7

7th Discussion Forum Participation due by 11:59 p.m. on Sunday, week 7

**Lesson Eight: Ch 14. Rights of Criminal Justice Employees**

Due Dates and Days of the week pay close attention.

The final lesson examines the rights of criminal justice employees as administrative problems and factors that influence the entire justice system. The rights of criminal justice employees include drug testing, privacy, hiring and firing, sexual harassment, disabilities, and peace officers’ rights, which clearly demonstrates that these are challenging and, occasionally, litigious times for the justice system; one act of negligence can mean financial disaster for an individual or a supervisor.

8th Lesson Test and 8th Assignment due by 11:59 p.m. on Friday, week 8
8th Discussion Forum Participation due by 11:59 p.m. on Saturday, week 8

**Final Exam** Chapters 7, 9, 10, 11, 12, & 14 The final exam will be posted on Thursday, week 8 Due by 11:59 p.m. on Sunday, end of week 8