

107 Management. MH 523. 1730-2015, Tuesdays.  
Course Code # 20521

Instructor: Peter Charles Unsinger.

Qualifications: Has been an instructor in management courses and topics for Peace Officers Standards and Training in Alaska, Oregon, California and Nevada; taught regularly from 1981-2001 in the Senior Police Officers Course, Singapore Police Force. Instructed in courses in Northern Territory Police Force and New South Wales Police in Australia. During sabbatical leave (1991) worked from Commissioner's Office, Australian Federal Police, Canberra. Conducted other personnel related training for such groups as Singapore Air terminal Services, Central Police University (Taiwan), and others. Consulted with agencies concerning assessment centers such as New South Wales Corrective Services to Medford, Oregon Police.

Course Description:

This course is designed to acquaint the uninitiated with the field referred to as management. We'll examine the concept of management by objectives, planning, time charting, evaluation, motivation, managerial styles and leadership, to name a few. We'll try and have as many practical exercises as we can. Hopefully, it will all go toward explaining how criminal justice management works.

Textbook:

The assigned text book is David H. Freedman and Charles C. Krulak, The Corps Business: The 30 Management Principles of the U. S. Marines.

Besides the assigned text, there are many fine management books available in the library, in second hand book stores and through internet sites. Students should avail themselves of all sources.

Office and Hours:

Macquarrie Hall 521.

1230-1730 hrs., Tuesdays.

Phone: 408 924 1350; Fax: 408 824 2953; email: [Unsinger@email.sjsu.edu](mailto:Unsinger@email.sjsu.edu)

Use the phone sparingly as it costs to return phone calls. Be sure the contact is really necessary. Also, since the instructor is here only on Tuesday and Thursday, many phone calls cannot be returned in time to solve whatever problem necessitated the call.

University Safety Features:

Each classroom is equipped with a telephone for emergency purposes. The emergency number on campus is 911.

Should the classroom need to be evacuated, use the stairways. Avoid the elevators. If you have difficulty using a stairway, advise the instructor so other arrangements can be made for your evacuation.

Course Requirements:

There will be two practicals, one power point exercise and two written examinations during the course.

- (1) The two written examinations are essay and will be in an 8.5X11 inch bluebook. They are general questions requiring students to provide an opinion of fact supported by other factual materials. Use of text book illustrations and thinking should be employed for grades higher than average. 70% of the final grade.
- (2) The two practicals will deal with applications of materials covered in class. They will be turned in one week after their issue. 20% of the final grade.
- (3) The Power Point is a computer training/presentation. Select a management topic and develop about 10-20 pictures to show the concept. The hard copy will be turned in. 10% of the grade.

Grading Criteria: individual exam/practical with class final grade scale. Generalized statements.

A. Excellent. (Mastery of the material" Thorough familiarity with course content, readings and the ability to apply concepts to material, including that not covered in class). The top 10% of the class.

B. Above average. (understanding of the material: good familiarity with course content, readings and application of concepts to material covered in class). The next 20% of the class.

C. Average. (Meets minimum standards: general familiarity with course content and ability to repeat lecture and reading notes on tests; practicals rudimentary). 60% of the class.

D. Below Average. (Needs further work to bring it to minimum standards). Remaining 10% of the class.

F. Failure. (Assignments and tests not completed/serious lack of understanding of the material). Not considered part of class curve.

Other Grading Criteria:

Besides mastery of the material, there are other features considered in grading. Some of these would be: grammar and spelling, materiality/relevancy of materials to the topic's objective, organization, clarity, flow and degree of difficulty, to name but a few.

Crucial Study Note:

There is a strong correlation between attendance and being in the upper percentile in grades. Also, use of textual and outside material is boost to grade.

Lateness?

Since much of the work can be turned in early than the due date, there is NO excuse for late work.

Missing an exam requires a make-up exam. Information on the test is therefore compromised. The score on the make up will not be higher than the average score of those taking the exam on time.

#### Class Schedule:

27 Aug. Class introduction. Explanation of grading policy and mechanisms. Introduction to functional management. Introduction to Behavioral management.

03 Sep. Management by Objectives (MBO); 29 Management Principles of the Corps.

10 Sep. Planning Processes.

17 Sep. PERT Charting. PERT Costing. Introduction to first practical.

24 Sep. Milestones (or controlling). Introduction to the second practical.

01 Oct. Budgeting Process and Types of Budgets. (Mfl to be tested in 1<sup>st</sup> exam follows).

08 Oct. Styles of Management; McGregor's Thoughts.

15 Oct. Tom Peters Film Festival. Two great videos.

22 Oct. First and Second Practicals due. Motivational Theory.

29 Oct. Decision Making Theory. Video.

05 Nov. Labor-Management Relations.

12 Nov. Employee Indoctrination/Induction; Assessment Centers

19 Nov. Fundamental Interpersonal Relations Instrument (FIRO B/F).

26 Nov. Examination #1. Turn in Power Point presentation.

03 Dec. Introduction to Leadership

10 Dec. Movie: Twelve O'Clock High.

Final Examination (#2): 17 December @ 1730 hrs.