

**Instructor and Office Hours:**

William Cleveland, Jr., JD

Office Hours: Tuesdays 12:15pm – 1:15pm

MacQuarrie Hall, Room 521

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**Class Meeting Days/Hours:**

Tuesdays and Thursdays, 1:30pm – 2:45pm

Room MH 520

**Course Description:**

This course covers the theory and practice of managing justice system agencies, primarily police, but also US Government agencies, including organizational change and contemporary issues.

**Required Text:**

Police Management, Third Ed., by Roberg, Kuykendall and Novak, published by Roxbury Publishing Company.

**Course Format:**

The primary mode of delivery of this course is lecture. Lecture notes will be very important, as not all of the material covered by the lectures will be in the text (and vice versa), and all matters covered in lectures may be covered in exam questions. Students should augment their lecture notes with outside sources, as indicated in lectures and in the text. There will be two written exams during the semester, and a final exam. There will also be a required term paper on a topic relevant to police management. Oral reports to the class will be assigned to students, and will be graded.

**Class Participation, Examinations and Grading:**

Students are responsible for keeping up with the required reading, and being prepared to discuss it in class. Bring the text to class. Students will be divided into teams to research and report orally to the class on current events or special interest topics that are relevant to police management. The instructor will assign brief (no more than ten minutes in length) oral reports to teams on Tuesdays, one team at a time. Each team will have two weeks to prepare, and will report on the Tuesday class meeting two weeks hence. All team members must participate to receive credit.

Examinations will cover material from the lectures and from the assigned readings. In addition to the text readings, individual articles of special interest will be chosen from time to time for reading assignments.

The student's grade will be determined by the results of three exams, one paper, and class participation (oral reports), as follows:

1 <sup>st</sup> mid-term exam	20%
2d mid-term exam	20%
term paper	25%
class participation	05%
final exam	30%

### **Term Paper**

The topic for the term paper must be relevant to the subject matter discussed in this course. The student may choose the topic, or select a topic from a list supplied by the instructor. A draft of the term paper must be submitted on the date indicated. The draft will not be graded, but failure to submit a draft will result in a 5-point deduction from the term paper grade. The draft may be submitted via email, but the final paper must be submitted in hard copy, using APA standard formatting, 12 point font, one inch margins, and be not less than five, nor more than eight pages in length (not including any cover page, source pages or appendices).

The term paper will be required on a date certain, and failure to meet the deadline will result in a deduction of 10 points for every *class day* it is late. Papers submitted more than five calendar days past the last class day of the semester will not be accepted. Late papers may be submitted via email only after the last class day of the semester, and they must arrive in a Word attachment. (I am using a Mac PowerBook, OS X, so I should be able to read most attachments. However, graphics and formatting are often corrupted via email.)

### **Extra Credit Work**

After the second mid-term exam, extra credit work will be accepted, with points going to augment one of the two mid-term exam grades, whichever is lower. The work must be relevant to the course work, and will be selected and assigned by the instructor. Extra credit points will, after being added to the lower of the two mid-term grades, allow for raising the course grade no more than one letter grade. For example, if a student has earned a D at the end of all course work, but extra credit points added to one mid-term exam would make the overall grade a B, the final course grade will be C.

### **Missed exams**

Missing an exam is a serious matter. Taking an exam after others have taken it gives one an undue advantage. If a student misses an exam, a make-up exam will be afforded. There will be a five-point deduction from the exam grade, unless the student has a medical doctor's note explaining the absence on the scheduled exam day, or documentation of the student's participation in a University-sponsored activity previously scheduled in conflict with the exam date.

Failure to complete any of the three exams and the paper will result in an "F" or an "I" for the course, at the instructor's discretion (in consultation with the Department Chairperson). Extra credit points cannot be used in lieu of one of the required four responsibilities (three exams, one paper).

*In accordance with University policy, any student caught cheating or plagiarizing will receive an "F" grade for the course.*

### **SCHEDULE OF CLASS TOPICS and READING ASSIGNMENTS:**

Aug. 26	Course introduction, expectations, definition of terms
Aug28-Sep2	The managerial process and police management. Chapter 1, <u>Police Management</u>

Sep. 4 - 9	Development of Management Theory, Chapter 2
Sep.11-	Organization of the US Department of Homeland Security Reading: media coverage (internet, newspapers, magazines)
Sep. 16	Police Models and Community Policing, Chapter 3
Sep.18-23	Organization and Group Influence, Chapter 4
Sep. 25	Personnel Selection and Diversity, Chapter 5
Sep. 30	Review for Mid-term Exam and Discuss Term Paper Assignment
<b>Oct. 2</b>	<b>1<sup>st</sup> Mid-term Exam</b>
Oct. 7-9	Human Resource Development, Chapter 6
Oct.14-16	Motivation and Job Design, Chapter 7
Oct. 21-23	Leadership and Management, Chapter 8
Oct. 28	Planning and Research, Chapter 9
Oct30-Nov4	Control and Accountability, Chapter 10
<b>Nov. 4</b>	<b>Term paper DRAFTS due.</b>
Nov. 6	Review for 2 <sup>nd</sup> Mid-term Exam
<b>Nov. 11</b>	<b>2<sup>nd</sup> Mid-term Exam</b>
Nov.13-18	Use of Force, Safety and Stress, Chapter 11
Nov.20-25	Use of Resources, Chapter 12
Dec.2-4	Civil Liability, Chapter 13
<b>Dec. 4</b>	<b><i>Term Papers are due by 4:00pm</i></b>
Dec. 9	Review for Final Exam
Dec.11-17	Final Exam Week
Dec. 18	Make-up Day for Finals
Dec. 22	Final Grades Due