

Amended Greensheet

Course: AJ 107-01 Justice Management
Spring 2003

Instructor: William Cleveland, Jr.
Office: MH 521
Office Hours: Wednesdays, 2:45-3:45 p.m.
Email: alamedagroup@mindspring.com

Class Meetings: Monday-Wednesday, 1:30-2:45 p.m.
Room MH 520

Course description and purpose:

The purpose of this course is to assist students in considering the most prominent management models and practices relating to justice agencies and to consider the relationship between theory, practice and policy implications. Special foci include issues related to organizational structure, business practices, leadership, supervision, policy implication, city administration, finances, and police service delivery in a contemporary law enforcement agency.

Course format:

The primary mode of delivery of this course is lecture and discussion. Selected readings will be assigned for each class period. Students will be expected to read the assignments and be able to discuss them in class.

Class participation:

You are responsible for keeping up with the required reading and being prepared to discuss it in class. (Class participation helps you assimilate the material, and formulate discussion points you will need on the exams and in the term paper.) Bring the appropriate text(s) to class. If you miss class, be sure to get notes from someone who attended the session. (The instructor notes will not be available to students.)

Exams and grading:

Exams will cover both lectures and reading assignments. Some material discussed in class will not be in the readings; similarly not everything discussed in the readings will be covered in class. It is very important that you keep up with the reading and attend class regularly.

Your grade will be based on two mid-term exams, one term paper, and a final exam.

The values of the three components will be:

Mid-term exams	= 50%
Term paper	= 15%
Final exam	= 35%
	100%

Missed exams:

Missing an exam is a serious matter. Taking an exam after others have taken it gives one an undue advantage over others. If you miss a mid-term exam, a make-

up exam will be afforded. The student taking a make-up exam will forfeit 5 points from the total grade. If the make-up is missed, no credit is given for that exam. (Extenuating circumstances will be adjudicated by the department chair.)

Failure to complete any one of the three required parts of the course (mid-term exams, the term paper, and the final exam) will result in an "F" or an "I" for the course, at the instructor's discretion.

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

Term paper:

Term papers must be typed and doubled-spaced, with one-inch margins, using 12-point font. It is to be 3 to 5 pages in length, not including a title page and references page.

Late papers:

The term paper will be marked down 10 points for each day it is late (including weekends). Papers more than 5 days late will not be accepted. When submitting a paper late, and not during a class session, turn it in to the department secretary and ask her to mark the date she received it on the face of the paper. You may use fax or email to submit a late paper. If you use fax, also advise the instructor by email as to the date and time you submitted the paper to the department secretary, or faxed it to her. If you use email to submit a late paper, it will be at your own risk, as emailed papers often lose their formatting in transit, or may not reach their intended addressee due to a typo or server malfunction. Emailed papers will count, but only if they arrive in the required format in a word attachment.

Key dates:

April 23-	2 nd mid-term
May 7 -	term papers due
May 12 -	review for final exam
May 21 -	final exam 12:15-1:30 p.m.