

JS107 JUSTICE MANAGEMENT

Fall Semester 2004

Instructor: William Cleveland, Jr., JD

Office: Room MH529

Office Hours: Tuesdays/Thursdays 8:00 – 9:00am and 11:00am – 1:00pm

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Class Meeting Days/Hours:

Tuesdays and Thursdays, 1:30 – 2:45pm., Room MH 520

Course Description:

This course covers the theory and practice of managing justice system agencies, primarily police, but also US federal agencies, including managing organizational change and dealing with contemporary management 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. 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 research paper on a topic relevant to justice 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 assigned reading, and being prepared to discuss it in 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 justice management. The instructor will assign brief (ten minutes in length) oral reports to teams on Tuesdays, one team at a time. Each team will have at least two weeks to prepare. All team members must participate to receive credit.

Examinations will cover material from the lectures, the assigned readings, and from the oral reports. In addition to the text readings, individual articles of special interest may 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 st mid-term exam	20%
2d mid-term exam	20%
term paper	25%
class participation	05%
final exam	30%

Research Paper

The student may choose the topic (subject to instructor approval), or select a topic from a list supplied by the instructor. A draft or detailed outline 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 style in the citation of sources, 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). (See, for example, <www2.sjsu.edu/orgs/pkp/resources.htm>. Then click on "APA Citation Style – Cornell University".)

The research paper will be due Dec. 7, and failure to meet the deadline will result in a deduction of 10 points for every class day it is late. Late papers may be submitted via email only after Dec. 9, and they must arrive in a Word attachment. (I am using a Mac PowerBook, G-4, using OS X, so I should be able to read most attachments. However, graphics and formatting are often corrupted via email.) ***Papers submitted after Dec. 14 will not be accepted.***

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 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 C at the end of all course work, but extra credit points added to one mid-term exam would make the overall grade an A, the final course grade will be B. Further details will be disseminated at mid-semester.

Missed exams

Missing an exam is a serious matter. Taking an exam after others have taken it may give 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 or the paper will result in a score of "0" for that assignment, or an "I" for the course, at the instructor's discretion (depending upon the circumstances). 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 a score of "0" for that exam or paper, and, at minimum, will be reported to the Office of Academic Affairs with appropriate recommendations for disciplinary action.

Order of topics, reading assignments, and exam/paper due dates:

- Introduction to Justice Management
(reading: Chapter 1, Police Management, and pp. 1-20)
- Development of Management Theory (Chapter 2, pp. 23-44)
- Organization and Group Influence (Chapter 4, pp. 75-112)

October 5: Review for First Mid-term Exam
October 7: First Mid-term Exam

- Motivation and Job Design (Chapter 7, pp. 185-211)
- Leadership and Management (Chapter 8, pp. 217-243)
- Control and Accountability (Chapter 10, pp. 271-292)

November 4: Research Paper outline or draft due
November 9: Review for Second Mid-term Exam
November 11: Second Mid-term Exam

- Use of Resources (Chapter 12, pp. 333-348)
- Organization Change and Development (Chapter 14, pp. 379-410)
- Challenges Ahead (Chapter 15, pp. 413-427)

Dec. 7: Research Paper due

December 17: Final Exam at 12:15pm