

JS107 JUSTICE MANAGEMENT
Spring Semester 2006

Instructor: William Cleveland, Jr., JD

Office: Room MH529

Office Hours: **Office Hours:** Tuesdays/Thursdays 11:45am -12:45pm and 2:45 – 4:00pm; or, by appointment.

Office Telephone: no phone (do not leave messages on the listed number)

Email: alamedagroup@mindspring.com (Use email as primary contact medium.)

Class Meeting Days/Hours: Tuesdays and Thursdays, 10:30 – 11:45am.

Web site: <http://billcleveland.pageout.net> (This greensheet, handouts, assignments and your grades will be found at this web address. Register and login...(no charge). Click on “JS107” in list of courses.)

Course Description/ Learning Objectives:

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. The course will also examine organizational and personal ethics issues. Students will acquire an appreciation for the complexities of managing justice agencies. They will engage in problem solving exercises to develop skills in applying theory and experience to real-world issues. Students will develop research skills in the area of management of organizations and write their research findings in a paper. Through oral discussion, students will develop skills in articulation of information and in reasoning through fact situations to articulate possible solutions to problems justice agency managers face. They will become familiar with the importance of ethical conduct in justice agencies, and be able to recognize unethical conduct portrayed in case studies.

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.

Course Add/Drop: Instructors are permitted to drop students who fail to attend the first scheduled class meeting and who fail to inform the instructor prior to the second class meeting of the reason for any absence and their intention to continue in the class. Some instructors will drop students who do not meet the stated course prerequisites. However, instructors are not required to drop a student from their course. ***It is the student's responsibility to make sure classes are dropped.*** You, **the student**, are responsible for understanding the policies and procedures about add/drops, academic renewal, withdrawal, etc. found at: http://sa.sjsu.edu/student_conduct

Class Participation:

Students are responsible for keeping up with the assigned reading, and being prepared to discuss it in class. Students will be called upon at random during the semester to add to the discussion, or to assist in a demonstration in class. Records will be kept of the students' participation.

Quizzes and Exams: Examinations and quizzes will cover material from the lectures and the assigned readings.. In addition to the text readings, individual on-line 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 two exams, two quizzes, one paper, and class participation as follows:

mid-term exam	20%	No notes, no memory aids allowed. Bring SCANTRON & blue book.
quizzes (2)	20%	10% each (Open notebook: use class notes only.)
research paper	15%	See additional information below. (Grad students: see instructor web site for paper requirements.)
class participation	10%	Participating in discussions; assisting in demonstrations; answering when called upon; taking any unannounced written quizzes/surveys.
final exam	35%	No notes, no memory aids allowed. Bring SCANTRON & blue book.

A SCANTRON card [Form 882-E] will be needed for all quizzes and exams. A BLUE BOOK will be needed, as well, for the mid-term and final exams.

Important: Directive 97-03 requires that students with disabilities register with the Disability Resource Center (924-6000) to establish a record of their disability. Please meet with me to confirm that you have done this if you need course adaptation or accommodations because of a disability. If you have emergency medical information to share with me, or if you need to make special arrangements in case the building must be evacuated, please see me during office hours.

Research Paper

- **Topics:** See “handout” on instructor’s web site, captioned: *Approved topics and requirements for JS-107 research papers*. Your paper must be written on one of these topics. An exception is made for graduate students, who may select their own topic. (**Grad students:** see “handout” on instructor’s web site, captioned, *Research paper requirements for graduate students*.)
- **Length:** 5 full pages, no more, no less, not including cover page and references list.
- **Formatting:** Submit **in hard copy**, double-spaced, in 12-point *Times*, or *Times New Roman* font, (not bolded, except for subheadings) with one-inch margins. (Emailed versions will not be read.)
- **Sources:** References (sources) must number at least five, authored by named human beings; no web site material may be used if it does not name the person who wrote the material. (An exception is made for official government agency web sites...any government...as those sites proclaim official policy.) At least two of the sources are to be “scholarly” or “expert professional” sources. Sources are to be cited within the text using the APA style citation method. **Failure to cite sources in the text will result in a “zero” grade for the paper.** The references list must also be in APA style.
For APA style citations see internet APA sites, for example:
<www2.sjsu.edu/orgs/pkp/resources.htm>. Then click on “APA Citation Style – Cornell University”. See also the SJLibrary web site for references to APA guides.
- **Content and subheadings:** See instructor’s web site for “handout” mentioned above under “Topics”.
- **Due date:** Deadline is **November 2**.
- **Draft:** Submitting a draft of your paper is **optional**. If you submit a draft, the instructor will review it for correct APA style, grammar issues, adequacy of sources, and content, and will provide comments for your guidance. The draft will not be graded, nor considered when

grading the final paper. The draft must be received NLT October 12, if you decide to submit one.

- **Graduate students:** The paper grade will be 30% of your course grade. To compensate for this, so that the total points for the course grade equal 100, you will not be required to take the open notebook quizzes, nor engage in the mandatory class participation. But, should you desire, you may take both quizzes for extra credit, and the higher of the two scores (or the one, if only one quiz is taken) to be credited to your mid-term exam grade. (See instructor for details.) Although you will not be graded on class participation, you are welcome, nevertheless, to voluntarily participate in class discussions.

For APA style citations see internet APA sites (for example, <www2.sjsu.edu/orgs/pkp/resources.htm>. Then click on “APA Citation Style – Cornell University”).

*Important note: The Research Paper must be submitted to Turnitin.com prior to turning it in to the instructor. You will submit the Turnitin.com “Originality Report” for the paper **along with** a clean, corrected copy of the paper for grading.*

PENALTIES FOR LATE SUBMISSION: *Papers submitted more than one class meeting past the due date will not be accepted. A five points penalty will be assessed if the paper is submitted past the due date.*

Papers submitted after November 16 will not be accepted.

Academic Integrity: In accordance with University policy, any student caught cheating or plagiarizing can be given a score of “0” for that exam or paper, and, at minimum, will be reported to the Office of Student Conduct & Ethical Development with appropriate recommendations for disciplinary action. For the University policy, see http://sa.sjsu.edu/student_conduct. Also see <http://www2.sjsu.edu/leap/plagiar.htm>.

Extra Credit Work: Extra credit opportunities will be at the discretion of the instructor and are not guaranteed, except for the following:

For five extra points added to your lower quiz score, see **Plagiarism: The Crime of Intellectual Kidnapping** located on the SJLibrary web site at <http://tutorials.sjlibrary.org/tutorial/plagiarism/index.htm>. Use your student ID number (Tower Card) to register as a "SJSU Students- First Time" and complete the module and quizzes. Send me an email copy of your quiz score, since my name is not listed for you to select.

Missed exams and quizzes:

Missing an exam or quiz is a serious matter. Taking an exam after others have taken it may give one an undue advantage. If a student misses an exam or quiz, a make-up exam or quiz will be afforded; but, there will be a *five-point deduction* from the exam or quiz 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, or documentation of a serious family emergency.

Failure to complete any of the quizzes or exams 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 any of the required assignments (two exams, 2 quizzes).

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

The order of topics and readings indicated below will be followed, so that the student may know how to keep ahead of lecture topics in the readings. The exact dates of lecture topics cannot be predicted with certainty. Exams and quizzes will cover only the topics that have been covered in lectures up to that date. Any assigned readings that are relevant to those topics may also be covered on the exam or quiz. Since quizzes are “open notebook” tests, you may use any notes you took from the readings, but not copies of the books or articles.

- Introduction to Justice Management
(reading: Roberg, et al, Chapter 1, Police Management, pp. 1-20)
- Development of Management Theory (Chapter 2, pp. 23-44)

September 14: Quiz #1 (SCANTRON – open notes)
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- (Reading: Chapter 3: Police models and community policing) *This chapter will not be covered in lecture, but will be included in exams.*
- Organization and Group Influence; Corporate Ethics (Chapter 4, pp. 75-112)
- Motivation and Job Design (Chapter 7, pp. 185-211)

October 12: DRAFT research papers due. [OPTIONAL]
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October 24: Mid-term Exam – NO notes or books (large size BLUE BOOK and 50 question SCANTRON)
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- Leadership and Management (Chapter 8, pp. 217-243)
- Control and Accountability (Chapter 10, pp. 271-292)
- Behavior, Personal Ethics, Safety, and Stress (Chapter 11, pp. 295-328)

November 21: Quiz #2 (SCANTRON – open notes)

- Organization Change and Development (Chapter 14, pp. 379-410)
- Challenges Ahead (Chapter 15, pp. 413-427)

December 12: Final Exam at 9:45am (large size BLUE BOOK and 50 question SCANTRON)
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