

JS107 JUSTICE MANAGEMENT Spring Semester 2006

Instructor: William Cleveland, Jr., JD

Office: Room MH529

Office Hours: Tuesdays/Thursdays 11:45am -12:45pm and 4:15– 5:15pm.

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, and all handouts and assignments will be found at this web address. Register and login...(no charge). Click on “JS107” in list of courses.)

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 one mid-term exam, two quizzes, and a final exam. Oral reports to the class will be assigned to student groups, and will satisfy the class participation portion of the course grade.

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, the assigned readings, and from the oral reports. 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 (oral reports), as follows:

mid-term exam	25%	No notes, no memory aids allowed. Bring SCANTRON & blue book.
quizzes (2)	30%	15% each (Open notebook: use class notes only.)
research paper (optional)	Extra credit	This assignment is optional. 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.

Research Paper (optional – for extra credit) The paper is graded A, B, C or “no credit”. To rate “credit” for the paper, the quality must be deemed by the instructor to be equivalent to a grade of C or better. Extra credit points (10 for a C-quality paper, 15 for a B-quality paper, 20 for an A-quality paper) will be applied to the midterm exam grade. Should fewer than the allowed number of extra credit points bring the midterm exam score up to 100, the points left over will be added to the lower of the two quiz scores.

- **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 pages maximum, not including cover page and references list.
- **Formatting:** Submit in **hard copy, single-spaced, in 12-point Times, or Times New Roman font, 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 may be used if it does not name the person who wrote the material. An exception is made for official government 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. 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”.
- **Content and subheadings:** See instructor’s web site for “handout” mentioned above under “Topics”.
- **Due date:** Deadline is **March 16**.
- **Graduate students:** The paper is not optional, and the 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. But, should you desire, you may take both, and the higher of the two scores (or the one, if only one quiz is taken) will be counted as extra credit toward your mid-term exam grade. (See instructor for details.)

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”).

Papers submitted after March 21 will not be accepted.

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.*

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 Judicial Affairs with appropriate recommendations for disciplinary action. For the University policy, see http://sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S04-12.pdf

Extra Credit Work: See “Research Paper” (above). Any further extra credit opportunities will be at the discretion of the instructor and is 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 SJSU web site at <http://130.65.109.143/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, if 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 “F” 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 the books or articles themselves.

- Introduction to Justice Management
(reading: Roberg, et al, Chapter 1, Police Management, pp. 1-20)

- Development of Management Theory (Chapter 2, pp. 23-44)

February 14: Quiz #1 (SCANTRON – open notes)

- (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 (Chapter 4, pp. 75-112)
- Motivation and Job Design (Chapter 7, pp. 185-211)

March 16: Research papers for extra credit due.

**March 21: Mid-term Exam – NO notes or books
(large size BLUE BOOK and 50 question SCANTRON)**

- Leadership and Management (Chapter 8, pp. 217-243)
- Control and Accountability (Chapter 10, pp. 271-292)
- Behavior, safety, and stress (Chapter 11, pp. 295-328)

April 13: Quiz #2 (SCANTRON – open notes)

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

**May 18: Final Exam at 9:45am
(large size BLUE BOOK and 50 question SCANTRON)**