

JS107 JUSTICE MANAGEMENT Fall Semester 2007

Instructor: William Cleveland, Jr., JD

Class Meeting Days/Hours: Tuesdays and Thursdays, 10:30 – 11:45am. Room MH520.

Office: Room MH529

Office Hours: Tuesdays/Thursdays 12:noon - 1:00pm and 4:30 - 5:30pm.

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

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

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/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. Students will attain an appreciation for the complexities and challenges of organization and personnel management. Practical exercises in planning will give students some practice in problem solving. Knowledge of how leadership affects organizational performance will begin to prepare students for real-world problems they will face, both as followers and leaders.

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, an optional research paper 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.

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. If you decide to drop this course, it is ***your responsibility to make sure classes are dropped.*** See: 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, the assigned readings, and from the oral reports. The grading will be as follows:

mid-term exam	25%	No notes, no memory aids allowed. Bring SCANTRON & blue book.
quizzes (2)	20%	10% each (Open notebook: use class notes only.)
Article critique paper	15%	See additional information below.
class participation	5%	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 asap.

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).

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

Paper assignment: Due Nov. 8.

You will be required to locate, read and critically review a scholarly (empirical) article from the academic journals or databases on a topic relevant to this course.

Locating an article: See your textbook's sources lists (at the ends of chapters) for ideas. Search for articles in the databases provided online at www.sjlibrary.org. (You will need to have a library card, issued by the SJSU MLK Library to gain access to these databases.) For example, "Expanded Academic" is a good source of articles on criminal justice topics. There are others.

Approval of Topic: If you are confident that the article is relevant to justice management issues, go ahead and critique it. If you are not sure, send an email to me with the title, author and location of the article you intend to evaluate. A paper that is deemed by me to be irrelevant to management issues will be scored no higher than 60 (D-). (For example, a study of counseling techniques to reduce recidivism of DUI offenders would not be relevant.)

Format, length, etc.: Use APA style (see below for some websites). See my website for further detailed instructions in the document captioned, "Evaluation of an empirical article". (Click on "Course content", and then "Sessions".)

Deadline: 5:00pm November 8, 2007. Paper must be in "hard copy". No email submissions will be acceptable, unless previously approved by the instructor.

For APA style citations see internet APA sites, for example:

http://www.vanguard.edu/faculty/ddegelman/index.aspx?doc_id=796

(If this site is not found, try www.vanguard.edu/faculty/ddegelman, which will take you to Professor Degelman's home page. Then look for "APA Style Essentials, and click on that.)

Turnitin.com: *Important note: Your paper must be submitted to Turnitin.com prior to turning it in to the instructor. You will submit to me the Turnitin.com "Receipt" along with the paper. Allow one week for a Turnitin "originality report" to appear. Be sure to look at it BEFORE you turn in your paper, so that you can correct areas that the database indicates appear to be plagiarized. See instructor's web site for Turnitin.com instructions.*

PENALTIES FOR LATE SUBMISSION: A ten points penalty will be assessed if the paper is submitted past 5:00pm on the due date, Nov. 8.

Papers submitted after 5:00pm November 15 will not be accepted.

Extra Credit: For five extra points added to your paper's 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. (If you are taking more than one of my courses in the same semester, you may get credit for this quiz in ONLY ONE of them.)

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 may change, but exams and quizzes will be administered on the dates indicated, and will cover 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 actual books or articles.

DATE	TOPICS TO BE COVERED	READINGS AND ASSIGNMENTS DUE
8/23	Introduction and ground rules	Greensheet provided in class.
8/28	Introduction to Justice Management	Reading: Roberg, et al, Chapter 1, Police Management, pp. 1-20
8/30	Development of Management Theory	Reading: Chapter 2, pp. 23-44
9/4-6	Development of Management Theory	Reading: Chapter 2, pp. 23-44 Reading: Chapter 3: Police models and community policing. <i>This chapter will not be covered in lecture, but will be included in exams.</i>)
9/11-13	Organization and Group Influence	Reading: Chapter 4, pp. 75-112

9/18-20	Motivation and Job Design	Reading: Chapter 7, pp. 185-211 9/20: Quiz #1 (open notes--SCANTRON)
9/25-27	Motivation and Job Design (cont'd.)	Reading: Chapter 7, pp. 185-211
10/2-4	Leadership and Management	Reading: Chapter 8, pp. 217-243
10/9-16	Leadership and Management (cont'd.)	Reading: TBA
10/18	Review for Midterm Exam in class	Review all readings and notes
10/23	Midterm Exam: Bring Blue Book and SCANTRON, pens, pencils – NO NOTES OR MEMORY AIDS.	
10/25-30	Control and Accountability	Reading: Chapter 10, pp. 271-292
11/1-8	Behavior, safety, and stress	Reading: Chapter 11, pp. 295-328 11/8: PAPERS DUE.
11/13-15	Ethics in law enforcement management	Reading: in text: pp. 151-155 11/15: Quiz #2 (open notes – SCANT’N)
11/20	Ethics in law enforcement management (continued)	Reading: TBA 11/20: Last day to turn in all extra credit.
11/22	NO CLASS – BE THANKFUL!	
11/27-29	Organization Change and Development	Reading: Chapter 14, pp. 379-410
12/4	Challenges Ahead	Reading: Chapter 15, pp. 413-427
12/6	Review for final exam	
12/17	FINAL EXAM: 9:45am – noon NO NOTES OR MEMORY AIDS.	Bring 8.5x11” Blue Book, SCANTRON pencils, pens. (Dictionary optional.)