

## JS107 JUSTICE MANAGEMENT Spring Semester 2007

**Instructor:** William Cleveland, Jr., JD

**Office:** Room MH529

**Office Hours:** Tuesdays/Thursdays 10:30-11:30am and 1:30-2:30pm.

**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, 12 noon – 1:15pm.

**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 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](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)	30%	15% each (Open notebook: use class notes only.)
research paper (optional)	(10%)	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% (25% if a paper submitted)	No notes, no memory aids allowed. Bring SCANTRON & blue book. (NOTE: If you wrote a paper, your final exam is worth only 25% of your total grade, <u>unless you choose BEFORE the exam</u> to have your paper grade dropped from your grade calculation, in which case the exam will = 35%.)

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](http://sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S04-12.pdf)**

**Research Paper (optional):** This paper, if the student chooses to write one, will count 10% of the student's course grade. If the paper is submitted and graded, the student will have the option, then, of accepting the grade for 10% and taking the final exam for 25% credit; or, rejecting the paper grade and taking the final exam for 35% credit. In other words, the paper is an opportunity to reduce the impact of the final exam on the final course grade, from 35% to 25%. It would behoove every student to write a paper, so that the option is available to reduce the final exam's weight. Your decision, however, must be made BEFORE the final exam is taken, and communicated to the instructor in writing. In any case, you are not obligated to write this paper.

- **Topics:** See document in “sessions” 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. Length: 4 full pages (precisely), not including cover page and references list.
- **Formatting:** Submit in hard copy, double-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 four, 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 (“.gov”, or “.mil”) as those sites proclaim official policy. Such sources will not count as one of your four named sources, but may be used.) At least two of the sources are to be “scholarly” or “expert professional” sources. Sources are to be cited within the text. Failure to do this will result in **loss of all credit** for the paper. (NOTE: “Citing all sources” means that all information – not just the direct quotes – must be credited to the author from whom you obtained the information.)
- The **references list** must also be in APA style. (Note: Failure to use APA style for in-text source citations, and in the references list, will result in a 25% reduction of your paper grade.

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

[http://www.vanguard.edu/faculty/ddegelman/index.aspx?doc\\_id=796](http://www.vanguard.edu/faculty/ddegelman/index.aspx?doc_id=796)

(If this site is not found, try [www.vanguard.edu/faculty/ddegelman](http://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.)

- **Content and subheadings:** See instructor’s web site for document in “Sessions” mentioned above.

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

- **Due date:** Deadline is **April 3.**

***Papers submitted after April 5 will not be accepted.***

**PENALTIES FOR LATE SUBMISSION: A *ten points penalty will be assessed if the paper is submitted past the due date.***

**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.

<b>DATE</b>	<b>TOPICS TO BE COVERED</b>	<b>READINGS AND ASSIGNMENTS DUE</b>
1/25	Introduction and ground rules	Greensheet provided in class.
1/30	Introduction to Justice Management	<b>Reading:</b> Roberg, et al, Chapter 1, Police Management, pp. 1-20)
2/1	Development of Management Theory	<b>Reading:</b> Chapter 2, pp. 23-44)
2/6 & 2/8	Development of Management Theory  <b>EXTRA CREDIT assignments explained.</b>	<b>Reading:</b> Chapter 2, pp. 23-44 <b>Reading:</b> Chapter 3: Police models and community policing. <i>This chapter will not be covered in lecture, but will be included in exams.</i> )
2/13-15	Organization and Group Influence	<b>Reading:</b> Chapter 4, pp. 75-112
2/20 & 2/22	Motivation and Job Design	<b>Reading:</b> Chapter 7, pp. 185-211 <b>2/22: Quiz #1 (open notes--SCANTRON)</b>
2/27	Motivation and Job Design	<b>Reading:</b> Chapter 7, pp. 185-211
3/1	Leadership and Management	<b>Reading:</b> Chapter 8, pp. 217-243
3/6-8	Leadership and Management	<b>Reading:</b> Chapter 8, pp. 217-243
3/13	<b>Review for Midterm Exam in class</b>	<b>Review all readings and notes</b>
3/15	<b>Midterm Exam: Bring Blue Book and SCANTRON, pens, pencils –</b>	<b>NO NOTES OR MEMORY AIDS.</b>
3/20-22	Control and Accountability	<b>Reading:</b> Chapter 10, pp. 271-292
3/27-29	<b>NO CLASSES –SPRING BREAK</b>	<b>Optional paper is due after the break!</b>
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4/3 & 4/5	Behavior, safety, and stress	<b>4/3: JS107 optional paper due</b> Reading: Chapter 11, pp. 295-328
4/10-12	Ethics in law enforcement management	<b>Reading:</b> TBA <b>4/12: Last day to turn in all extra credit.</b>
4/17	Ethics in law enforcement management	<b>Reading:</b> TBA
4/19	Organization Change and Development	<b>4/19: Quiz #2 (open notes – SCANTRON)</b>
4/24-26	Organization Change and Development	<b>Reading:</b> Chapter 14, pp. 379-410
5/1-3	Challenges Ahead	<b>Reading:</b> Chapter 15, pp. 413-427
5/8-10	Challenges (continued)	
5/15	Review for final exam	
5/23	<b>FINAL EXAM: 9:45am - noon</b>	<b>Bring 8.5x11” Blue Book, SCANTRON pencils, pens. Dictionary optional. NO NOTES OR MEMORY AIDS.</b>