

SAN JOSE STATE UNIVERSITY
Justice Studies Department

Justice Management and Ethics
Course Syllabus
Spring 2007

Course: JS 107 Section: 02 Units: 3

Prerequisite: Upper Division Standing

Instructor: Dr. Barbara Olden

Office: MacQuarrie Hall Room 529

Telephone: Office: (831) 582-4506

Email: baolden@yahoo.com . I prefer that you contact me by e-mail. Please allow 24 hours during the work week for a reply.

Class Location: MH 523

Class meets: Monday and Wednesday

Class time: 3:00 – 4:15pm

Office hours: 12:00–1:00 pm Monday and Wednesday. In addition to my specifically posted office hours, I am available by arrangement. Please do not hesitate to come in and ask for help.

Grading: Letter grades are based on points earned on tests (quizzes and final exam), participation in weekly Critical Review Exercises, participation on a team management project including presentation of results (graded for content and participation) and preparation of a project report (graded for content and organization), and preparation of a management research paper (graded for content, organization and writing style).

Course Description:

This course covers the theory and practice of managing justice system agencies, including organizational change and contemporary issues and an in-depth examination of ethical challenges in managing justice agencies, and strategies for ensuring ethical practices.

Goals and Objectives:

The general aim of this course is to emphasize particular substantive areas of concern within the field of management in criminal justice organizations. We will investigate the structure of organizations, communication and leadership, group behavior, processes and ethics. Throughout this analysis we will continually return to our opening discussion about the relationship between theory and practice.

Course materials:

See the book list below. Other articles available on-line will be distributed periodically by the instructor (these can be read online or printed). Required reading assignments will be determined each week depending upon the progress made during the present session.

Textbook (required):

Criminal Justice Organizations Administration and Management by Stan Stojkovic, David Kalinich, and John Klofas (3rd ed). 2003. Wadsworth/Thomson Learning Publishers

Textbook (recommended):

Criminal Justice Ethics Theory and Practice by Cyndi Banks. 2004. Sage Publications.

Course Requirements:

Note: assignments will *not* be accepted as attachments to e-mail messages. Assignments that are not received in the required format by the date due receive a *zero* unless one of the following conditions is met: (1) Sickness. You must give me a note from the health center or your doctor verifying your illness or (2) Family emergency/crisis/death. The Dean of Student Affairs must be able to verify this.

Examinations:

The exam format will include multiple choice and/or true/false. If you have a conflict with any exam, you must notify me *at least 24 hours in advance*. Make up exams are given only for the following reasons: (1) Sickness. You must give me a note from the health center or your doctor verifying your illness or (2) Family emergency/crisis/death. The Dean of Student Affairs must be able to verify this. If you miss an exam for reasons other than those listed above, and I am not notified *before* the exam, you will receive a zero for that exam.

Grading: All assessment components must be submitted for a student to pass the course with a grade above F.

Total points possible: 500

Grading Scale

Earning 90-100% of the total points, you receive some form of A.

Earning 80-89% of the total points, you receive some form of B.

Earning 70-79% of the total points, you receive some form of C.

Earning 60-69% of the total points, you receive some form of D.

Earning less than 80% of the total points, you receive an F.

Incomplete work will be included to calculate a final letter grade.

Tests may not be taken after the date first administered without prior consent from the instructor.

If you miss an oral presentation in which you are scheduled to appear, you will receive a grade of zero points for that event.

Assessment: Each student must complete all assignments in the course to have the opportunity to receive an "A" grade. Students who fail to complete all assignments or who submit late work logically will receive a lowered grade. There are no extra-credit or alternate assignments. Tests and quizzes cannot be excused and taken later without prior approval by the instructor.

Assessment: The requirements for the course include the following:

1. Six quizzes and one final exam covering reading and lecture material.
2. Participation in 12 group oral presentations of Critical Thinking Exercises including the completion of written assignment or tasks associated with the exercise.
3. Participation in a team management project that involves planning a project, organizing and developing a report.
4. Preparation of a theory-based research paper on management in criminal justice agencies or criminal justice ethics.

Grading: Students receive letter grades based on the following calculations:

1. 120 points (20 points for each quiz, 6 quizzes).

Six short quizzes on chapters from the textbook *Criminal Justice Organizations Administration and Management*. The quizzes are closed-book and individual work only.

2. 120 points (10 points for each Critical Thinking Exercise, 12 exercises).

Participation and preparation of topics assigned to groups as Critical Review Exercises each week. Your group will receive its assignment each Wednesday and will report findings one week later on Wednesday. Your group will have one week to complete the tasks and present your results orally to the class. Your group must prepare written documentation showing completion of the tasks to turn in to the instructor for grading. **Group size will vary by assignment.** Each member of the group must contribute during the delivery of the results to receive any credit for the exercise.

3. 100 points.

Participation in one management team project analyzing one criminal justice agency. The purpose of the project is to learn how to work as a team solving organizational problems. The team members must learn how to plan the project, make assignments according to individual strengths, and to organize and develop a report as a joint effort. The result of the team project is to complete an organizational analysis using the six box model (an analysis approach designed by Marvin R. Weisbord, 1989). Your team must prepare one report to turn in to the instructor for grading. Your team must receive approval by the instructor before you begin your project.

Teams will receive a questionnaire for information gathering. The purpose of the questionnaire is to identify organizational problems and conflict in an effort to resolve issues in a positive and healthy manner, assisting the organization to accomplish its objectives and make it a better place to work. Using an Action Research Model, you and your team will do the following: (1) Data Collection: Organize the facts and opinions concerning how the organization is working (consultant), (2) Diagnosis: Identify the “gaps” between what is and what ought to be as supported by the data (consultant with management team), (3) Action: Develop and implement strategies to solve the problems and conflicts (management team), and (4) Evaluation: Answer these questions, “How did we do”? and “What are new gaps or problems”? (management team). A sample report is provided for each team to use as a guide to prepare the final report.

Teams may consist of up to 5 students. This requirement will be fulfilled according to the schedule listed in this syllabus. Your team must present its results to the class. You must contribute during the delivery of the oral presentation to receive any credit.

5. 60 points.

Final exam on chapters from the textbook *Criminal Justice Organizations Administration and Management*. This is a closed-book, individual work only, comprehensive exam.

6. 100 points.

Using your team management project report as a starting point, you will expand the report into a research paper about management in criminal justice or criminal justice ethics. The research paper must include one theory found in the literature on management or criminal justice ethics and must include a minimum of five scholarly sources (the theory and author of the theory should be used as one of the five sources). Both the theory and theorist must be cited using APA format. Web site materials may not be used. Follow all APA guidelines for preparing the research paper, including proper citations in text, a title page, page numbering, 12 point font, Times New Roman and a References page. **Do not exceed five pages.** The paper will include these sections:

Introduction, Literature Review, Method, and Conclusion. Grading is based on APA style, Content, and Organization. The research paper is due the day of the final exam. You must submit your research paper to Turnitin.com prior to submitting the paper to me for a grade.

If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with DRC to establish a record of their disability.

You are responsible for understanding the policies and procedures about add/drops, academic renewal, withdrawal, etc, found at http://sa.sjsu.edu/student_conduct.

According to University policy F69-24, "Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading."

"Your own commitment to learning, as evidenced by your enrollment at San José State University, and the University's Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Student Conduct and Ethical Development. The policy on academic integrity can be found at http://sa.sjsu.edu/student_conduct."

Daily Topics

The following is the general structure and content for the course. I reserve the right to make changes to the schedule as needed. "Schedule is subject to change with fair notice."

1 st week	Introduction to course, review syllabus and course requirements
2 nd week	Chapter 1
3 rd week	Chapter 2
4 th week	Chapter 3
5 th week	Chapter 4
6 th week	Chapter 5
7 th week	Chapter 6
8 th week	Chapter 7
9 th week	Chapter 8
10 th week	Chapter 9
11 th week	Chapter 10
12 th week	Chapter 11
13 th week	Chapter 12
14 th week	Chapter 13
15 th week	Chapter 14
16 th week	Team Management Project Report Presentations and written Reports due.

Final Exam on Chapters 1-14 from textbook *Criminal Justice Organizations Administration and Management*. Submit a final hardcopy of the research paper on this day. The Turnitin.com Originality Report must be turned in along with your paper. Research papers will only be accepted if this requirement is met. Papers turned in after this date will lose 50 points.