

JS107 JUSTICE MANAGEMENT (Spring 2011)

Instructor: William Cleveland, Jr., J.D.

Class Meeting Days/Hours: Mondays 9:00 – 10:15am. Room MH523.

Office Hours: (Rm MH521) Mondays & Wednesdays 11:45am-12:30pm & 2:45-3:30pm..

Voicemail box #: 42745. This is for voice mail only. From off campus: 408-924-2745. Please always identify yourself with full name and course in which you are enrolled.

Email: alamedagroup@mindspring.com (Use email as primary contact medium, and always identify yourself – first & last names – and this course number in your email.)

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”).

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 article critique paper and a final exam. Responding to the instructor when called upon 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 and the assigned readings, and from guest lecturers. Exams (mid-term and end) will require a combination of responses on a SCANTRON sheet and in a Blue Book, without any memory aids. The quizzes (3) will be open-notebook tests, using SCANTRON only. The grades for each, and for the paper, will be weighted as follows:

Exams (2) (20% midterm) (30% final)	50%	No notes, no memory aids allowed. Bring SCANTRON & large size (8.5x11”) blue book. Standard dictionary is allowed.
quizzes (3) (10% ea.)	30%	2 in class (Open notebook: use class notes only. Notes on computer: ok.) (For Q#1 online, <u>all</u> sources may be used.)
Empirical article rev.	15%	See additional information below.
class participation	5%	Participating in discussions; assisting in demonstrations; answering when called upon; taking any unannounced written quizzes/surveys.
	100%	

A SCANTRON card [Form 882-E] will be needed for quizzes #2 & #3 and exams. A BLUE BOOK will be needed, as well, for the mid-term and end-of-semester exams. Quiz #1 will be answered online.

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, with a **five-point deduction** from the exam or quiz grade. The penalty will not be assessed if 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. Extra credit points cannot be used in lieu of any of the required assignments.

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: a case study

Details of the paper requirement, and a sample format, are available on the course website, **<http://billcleveland.pageout.net>**. Go to COURSE CONTENT, then to SESSIONS, and click on the session labeled *Evaluation of empirical article*. Then click on the document captioned *Evaluation of empirical article requirements*.

Deadline: APRIL 11. Paper must be in “hard copy”. No email submissions will be acceptable, unless previously approved by the instructor. ***Papers submitted after 3:30pm, April 11, will not be accepted,*** absent compelling exigent circumstances, and such are rare.

Approval of article: Pre-approval of your selection of an empirical study is not necessary. However, the study must be relevant to management of public or private agencies/companies. If it is not relevant, the paper will not be graded above “D-”.

Format, length, etc.: See the *Evaluation of empirical article requirements* document, mentioned above.

For APA style citations see internet APA sites, for example:
<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

Turnitin.com: *Important note: Your paper must be submitted to Turnitin.com prior to turning it in to the instructor. Include the Turnitin.com "Receipt" along with the paper. Allow a few days 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 SESSION on this site for Turnitin.com instructions. (Click on COURSE CONTENT, then SESSIONS.)*

Extra Credit: For five extra points added to your paper's score, see *Plagiarism: The Crime of Intellectual Kidnapping*, SJLibrary.org,

<http://tutorials.sjlibrary.org/tutorial/plagiarism/index.htm>

Use your student ID number (Tower Card) to register as "SJSU Students - First Time" and complete the module and quizzes. You must score 70 or better to receive extra credit. Send me an email copy of your quiz score. *(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. If you got credit in a previous semester, you may do it again and get credit this semester.)*

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 slip, but exams and quizzes will be administered on the dates indicated, and will cover the **topics** that have been covered **up to that date**. Any assigned readings that are relevant to those topics may also be covered on the exam or quiz. Quizzes #2 & #3 are "open notebook" tests in class, and you may use any notes you took from the readings, but not the actual books or articles. Quiz #1 is online, and the readings may be referred to in answering those questions.

DATE	TOPICS & TESTS	READINGS AND ASSIGNMENTS DUE
Jan. 26	Introduction and ground rules. (Syllabus ONLINE: http://billcleveland.pageout.net) Introduction to Justice Management	Reading: Roberg, et al, Chapter 1, Police Management
Jan 31- Feb 2	Development of Management Theory [Discussion of requirements for empirical article evaluation paper.]	Reading: Chapter 2 Reading: Chapter 3: Police models and community policing. <i>This chapter will not be covered in lecture, but will be included in exams.)</i>
Feb 7-9	Development of Management Theory	Reading: Chapter 2
Feb 14-16	Organization & group influence; (ch.4) Motivation and Job Design (ch.7)	Reading: Chapter 4 (Organization and group influence) Reading: Chapter 7 QUIZ #1 posted online Feb.16
Feb 21-23	Leadership and Management Feb 23: QUIZ #1 (online) due by 11:55pm	Reading: Chapter 8
Feb 28- Mar 1	Leadership and Management (cont'd.)	Reading: Chapter 8

Mar 7-9	Control and Accountability (Ch 10); Mar. 9: review for midterm exam	Reading: Chapter 10
Mar 14-16	Mar. 14: MIDTERM EXAM: NO NOTES OR MEMORY AIDS. Bring 8.5x11” Blue Book, SCANTRON pencils, pens. (Dictionary optional.) Mar. 16: Control and Accountability	Reading: Chapter 10
Mar 21-23	Behavior, safety & stress (Ch 11)	Reading: Chapter 11
Mar 28- Apr 1	SPRING BREAK – NO CLASSES	
Apr 4-6	Behavior, safety and stress (continued); Ethics in law enforcement management Apr. 6: QUIZ #2 (open notes: SCANTRON) in class.	Reading: Chapter 6
Apr 11-13	Ethics in law enforcement management	Apr 11: EMPIRICAL ART. REV. DUE NLT 3:30pm (no late papers accepted)
Apr 18-20	Organization Change and Development Apr. 20: QUIZ #3 (open notes: SCANTRON) given in class	Reading: Chapter 14
Apr 25-27	Organization Change and Development (continued); Media relations and whistleblowers	Apr.27: Last day to turn in extra credit (Email ok; not accepted after 11:59pm)
May 2-4	Media relations and whistleblowers (cont’d.); Challenges Ahead (Ch 15)	Reading: Chapter 15
May 9-11	Challenges Ahead	Reading: Chapter 15
May 16	Review for Final Exam	
May 19 7:15am-9:30am	FINAL EXAM: NO NOTES OR MEMORY AIDS. Bring 8.5x11” Blue Book, SCANTRON pencils, pens, lots of coffee. (Dictionary—hard copy-- optional.)	