San José State University
Department of Justice Studies
JS 107-01 Justice Management and Ethics, Fall 2014

Course and Contact Information

Instructor:	Dina M. Kameda, M.S., M.A.
Office Location:	MacQuarrie Hall 521
Telephone:	(408) 832-9939 (cell phone – emergency only)
Email:	dina.kameda@sjsu.edu (**preferred/best method of contact**)
Office Hours:	Mondays and Wednesdays, 1:30 PM - 3:30 PM, or by appointment
Class Days/Time:	Mondays and Wednesdays, 12:00 PM - 1:15 PM
Classroom:	MacQuarrie Hall 520
Prerequisites:	Upper division standing

Course Format

The mode of instruction for this course is in person with online supplements. Reliable access to a computer and the internet will be required. All written assignments will be submitted via Canvas, and must be in Microsoft Word (*.doc or *.docx) or Rich Text Format (*.rtf). For students with Macs, if you do not have access to Microsoft Word, it is suggested that you download OpenOffice (https://www.openoffice.org/), which will allow you to create and save word processing documents in Microsoft Word format without any issues.

Canvas Course Page and E-mail

Copies of course materials will be posted on Canvas. You are responsible for regularly checking your e-mail and Canvas regarding announcements, reminders, and any additional course materials. All course materials will be posted in Adobe PDF format; if you choose to download them, you will need Adobe Reader to view the documents. There is no cost to download Adobe Reader (http://get.adobe.com/reader/otherversions/).

E-mail Policy

Feel free to e-mail the instructor at any time (I check several times per day); however, please adhere to the e-mail guidelines below:

1. Please include in the "subject line" the course number, your name, and a specific description of your inquiry or comment (e.g., JS107, Your Name, subject). The instructor **will not** respond to "**no subject**" e-mails, or any e-mail where the student is not identified in either the subject line or body of the e-mail.
2. E-mailed inquiries should be relatively short in nature. Students should make an appointment to meet with me to discuss more extensive inquiries. Students will be referred to the course syllabus with respect to questions that are addressed by simply reading the syllabus.

Course Description

This course will engage the student in an analysis of the theory and practice of managing justice system agencies, including organizational change and contemporary issues. An in-depth examination of ethical challenges in managing justice agencies and strategies for ensuring ethical practices will also be explored. Students will become more informed critics and analysts of justice management.

Course Learning Outcomes

Upon successful completion of this course, students will be able to [CLO1-4]:

CLO1 demonstrate substantive knowledge about the service quality approach to justice management throughout the criminal justice system.

CLO2 demonstrate the ability to objectively and critically analyze the pros and cons of traditional closed-systems versus open-systems, including organizational changes and development.

CLO3 demonstrate a thorough understanding of the constraints placed on the field of criminal justice, and how they relate to and impact decisions made by line staff and managers.

CLO4 Students should read, write, and contribute to discussion at a skilled and capable level.

Required Texts/Readings

Required Textbook (Available at the Spartan Bookstore; ISBN: 978-1-285-45901-4-1)

Stojkovic, S., Kalinich, D., & Klofas, J. (2014). *Criminal justice organizations: Administration and Management* (6th Ed.). Belmont, CA: Wadsworth

Other Readings

A journal article (TBA) will be posted on Canvas as a PDF.

Library Liaison

Silke.Higgins@sjsu.edu
(408) 808-2118
http://libguides.sjsu.edu/justicestudies

Course Requirements and Assignments

Out-of-Class Written Assignments

General formatting requirements for written assignments include a cover page, page numbering, 1" margins, strict double-spacing, and Times New Roman 12pt. font. All assignments must be written in formal English, with college-level writing mechanics and APA-style formatting, inclusive of in-text citations and references. Out-of-class written assignments must be submitted to Canvas unless otherwise noted by the instructor.

Written assignments uploaded to Canvas must be in one of the following word processing file formats: Microsoft Word (*.doc or *.docx) or Rich Text Format (*.rtf). Late submissions will not be allowed.

Canvas Discussions

Students will be required to post original comments and replies to other students' comments in response to topics posted by the instructor in the ***Discussions*** component of Canvas. Chosen topics will directly relate to readings. A set time frame will be in place for posting of comments and replies, students will only be able to post during said time frames. Full credit (i.e., points) for each posted topic will require at least (**2**) substantive

posts, one original post and one reply to another student's post. See course schedule for topic posting dates, and check canvas.

Quizzes on Canvas

Students should complete the readings prior to the date by which they appear on the syllabus. Quizzes will be completed online via Canvas and will be available for specific windows of time. Once a student begins a quiz, a limited amount of time will be given to complete it. See the course agenda for more information.

Exams

Students will be required to complete two in-class essay exams covering assigned course readings and class discussions; paper will be provided.

Critical Analysis Essay

Students will be required to write a critical analysis essay, see Canvas for details.

In-class Group Discussion/Write-up/Presentation

Students will participate in one small group discussion (topic to be determined). Time will be allotted for group discussion, and the write-up of a collaborative response. Write-ups will be due in-class on the assigned date. Each group will present their response.

Grading Policy

Assignment/Exam	**Exam/Due Date**	**Weight**
Canvas Discussions	See schedule	10%
Quizzes on Canvas	See schedule	10%
Exam 1	September 24th	25%
Critical Analysis Essay	November 12th	15%
Group Presentation/Write-up	December 1st	15%
Exam 2	December 17th	25%
		100%

Grading Policy and Late Submissions

Written assignments will primarily be graded on content; however, poor writing mechanics and APA formatting will result in a moderate point deduction. Assistance with APA can be found at: http://owl.english.purdue.edu/owl/resource/560/01/

In order to demonstrate comprehension of the course material, one must be able to write in a clear and effective manner. Always carefully proofread your assignments before submitting them. Late assignment submissions will not be accepted.

A grade of "C" (i.e., at least 73%) is required to pass this course.

Department of Justice Studies Course Grade Determination

Total Points	**Grade**	**Total Points**	**Grade**	**Total Points**	**Grade**
98.0 to 100	A plus	80.0 to 82.99	B minus	63 to 67.99	D
93.0 to 97.99	A	78 to 79.99	C plus	00.0 to 62.99	F
90.0 to 92.99	A minus	73.0 to 77.99	C		
88.0 to 89.99	B plus	70 .0 to 72.99	C minus		
83 to 87.99	B	68.00 to 69.99	D plus		

Department of Justice Studies Reading and Writing Philosophy

The Department of Justice Studies is committed to scholarly excellence. Therefore, the Department promotes academic, critical, and creative engagement with language (i.e., reading and writing) throughout its curriculum. A sustained and intensive exploration of language prepares students to think critically and to act meaningfully in interrelated areas of their lives–personal, professional, economic, social, political, ethical, and cultural. Graduates of the Department of Justice Studies leave San José State University prepared to enter a range of careers and for advanced study in a variety of fields; they are prepared to more effectively identify and ameliorate injustice in their personal, professional and civic lives. Indeed, the impact of literacy is evident not only within the span of a specific course, semester, or academic program but also over the span of a lifetime.

Overview of Participation – What constitutes participation?

In order to participate, one must be in attendance. Attendance per se; however, is not considered to be participation, and cannot be factored into the course grade. In-class comments based on the identification of discussion topics, presentations which exemplify knowledge of the subject matter, and the asking of probing questions are considered to be participation. Beyond the completion of assigned readings, sufficient time must be spent contemplating the material for the purpose of being prepared to participate in class discussions, and to complete in-class assignments and quizzes.

Classroom Protocol

1. Students are expected to: attend all class meetings, arrive on time, stay for the duration of the class period, complete all readings and assignments in accordance with the dates on the course schedule.
2. Students are responsible for all missed notes, materials and announcements due to absence (i.e., do not e-mail the instructor asking about what you missed). You are encouraged to exchange contact information with someone in class just in case.
3. As neither a laptop nor tablet is required for the course, use of them is strictly limited to note taking. Students caught using such items for other non-class purposes will be prohibited from bringing them back to class, will be dismissed from class, and allowed to return the next class meeting. Students will also be dismissed from class for cell phone use of any kind during class time, unless expressly permitted by the instructor.

University Policies

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's Catalog Policies section at http://info.sjsu.edu/static/catalog/policies.html. Add/drop deadlines can be found on the current academic year calendars document on the Academic Calendars webpage at http://www.sjsu.edu/provost/services/academic_calendars/. The Late Drop Policy is available at http://www.sjsu.edu/aars/policies/latedrops/policy/**.** Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the Advising Hub at http://www.sjsu.edu/advising/.

Consent for Recording of Class and Public Sharing of Instructor Material

University Policy S12-7, http://www.sjsu.edu/senate/docs/S12-7.pdf, requires students to obtain instructor's permission to record the course:

- "Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material."
- "Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent."

Academic integrity

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The University Academic Integrity Policy S07-2 at http://www.sjsu.edu/senate/docs/S07-2.pdf 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 Student Conduct and Ethical Development website is available at http://www.sjsu.edu/studentconduct/.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make 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 at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) at http://www.sjsu.edu/aec to establish a record of their disability.

Accommodation to Students' Religious Holidays

San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See University Policy S14-7 at http://www.sjsu.edu/senate/docs/S14-7.pdf.

Student Technology Resources

Computer labs for student use are available in the Academic Success Center at http://www.sjsu.edu/at/asc/ located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

SJSU Peer Connections

Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10th and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit Peer Connections website at http://peerconnections.sjsu.edu for more information.

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at http://www.sjsu.edu/writingcenter. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook.

SJSU Counseling Services

The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling Services website at http://www.sjsu.edu/counseling**.**

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Fall 2014 Course Schedule

The following course schedule is subject to change; advance notice of any changes will be provided via e-mail as early as possible.

Table 1 Course Schedule

Week	Date	Agenda/Topics, Readings/Homework, Exams and Deadlines
1	Monday 8/25	**Agenda/Topics**: Course introduction/review of syllabus; discussion about expectations; Academic Integrity Policy and Student Conduct contract **Reading for today:** Syllabus; Academic Integrity and Student Conduct policies (http://justice-studies.com/Student%20Expectations.htm)
	Wednesday 8/27	**Agenda/Topics**: Ch. 1 discussion **Reading for today:** Ch. 1 **Due today**: Signed Academic Integrity and Student Conduct Contract
2	Monday 9/1	**LABOR DAY - NO CLASS**
	Wednesday 9/3	**Agenda/Topics**: Ch. 2 discussion **Reading for today:** Ch. 2 **Discussion Board**: Topic #1 posted (DB1), posting opportunity ends on Friday, September 5th @ 11:59 PM.
3	Monday 9/8	**Agenda/Topics**: Ch. 3 discussion **Reading for today:** Ch. 3
	Wednesday 9/10	**Agenda/Topics**: Ch. 4 discussion **Reading for today:** Ch. 4 **Canvas Quiz**: Quiz #1 (Ch. 1-3) Available: 12:01 AM, 9/10 through 11:59 PM, 9/11
4	Monday 9/15	**Agenda/Topics**: Ch. 5 discussion **Reading for today:** Ch. 5
	Wednesday 9/17	**Agenda/Topics**: Ch. 6 discussion **Reading for today:** Ch. 6 **Discussion Board**: Topic #2 posted (DB2), posting opportunity ends on Friday, September 19th @ 11:59 PM.
5	Monday 9/22	**Agenda/Topics**: Ch. 7 discussion **Reading for today:** Ch. 7

Week	Date	Agenda/Topics, Readings/Homework, Exams and Deadlines
	Wednesday 9/24	**Exam 1 (Ch. 1 -7) Paper will be provided**
6	Monday 9/29	**Agenda/Topics**: Ch. 8 discussion **Reading for today:** Ch. 8 **Canvas Quiz**: Quiz #2 (Ch. 4-7) Available: 12:01 AM, 9/29 through 11:59 PM, 9/30
	Wednesday 10/1	**Agenda/Topics**: Ch. 8 video and discussion (personnel evaluation)
7	Monday 10/6	**Agenda/Topics**: Video (Part I) **Reading for today:** Ch. 9
	Wednesday 10/8	**Agenda/Topics**: Video (Part II) + discussion **Reading for today:** Ch. 9
8	Monday 10/13	**Agenda/Topics**: Ch. 9 discussion **Reading for today:** Ch. 9
	Wednesday 10/15	**Agenda/Topics**: Small group ethics discussion exercise **Discussion Board**: Topic #3 posted (DB3), posting opportunity ends on Friday, October 17th @ 11:59 PM.
9	Monday 10/20	**Agenda/Topics**: Ch. 10 discussion **Reading for today:** Ch. 10
	Wednesday 10/22	**Agenda/Topics**: Ch. 10 video and discussion (power)
10	Monday 10/27	**Agenda/Topics**: Ch. 11 discussion (Part 1) **Reading for today:** Ch. 11 **Canvas Quiz**: Quiz #3 (Ch. 8-10) Available: 12:01 AM, 10/27 through 11:59 PM, 10/28
	Wednesday 10/29	**Agenda/Topics**: Ch. 11 discussion (Part 2) **Reading for today:** Ch. 11
11	Monday 11/3	**Agenda/Topics**: Ch. 12 discussion **Reading for today:** Ch. 12
	Wednesday 11/5	**Agenda/Topics**: Ch. 12 video and discussion (decision making)

Week	Date	Agenda/Topics, Readings/Homework, Exams and Deadlines
12	Monday 11/10	**Agenda/Topics**: Ch. 13 discussion **Reading for today:** Ch. 13
	Wednesday 11/12	**Agenda/Topics**: Ch. 14 discussion **Reading for today:** Ch. 14 **Critical Analysis Essay Due** (upload to Canvas, no hard copy required)
13	Monday 11/17	**Agenda/Topics**: Small group discussion/write-up/presentation (topic TBA) **Canvas Quiz**: Quiz #4 (Ch. 11-14) Available: 12:01 AM, 11/17 through 11:59 PM, 11/18
	Wednesday 11/19	**Agenda/Topics**: Small group discussion/write-up/presentation (continued)
14	Monday 11/24	**Agenda/Topics**: Small group discussion/write-up/presentation (continued)
	Wednesday 11/26	**No class**
15	Monday 12/1	**Agenda/Topics**: Group presentations (3) **Due today**: Group write-up
	Wednesday 12/3	**Agenda/Topics**: Group presentations (3)
16	Monday 12/8	**Agenda/Topics**: Group presentations (2)
	Wednesday 12/10	**Agenda/Topics**: Group presentations (2)
Exam 2 (Final Exam): Wednesday, December 17th 9:45 AM - 12:00 PM (Note different time!)		