

San José State University
Department of Justice Studies
JS 107-01 Justice Management and Ethics, Winter 2016

Course and Contact Information

Instructor:	Dina M. Kameda, M.S., M.A.
Office Location:	MacQuarrie Hall 508
Telephone:	(408) 832-9939 (cell phone – emergency only)
Email:	dina.kameda@sjsu.edu (preferred/best method of contact)
Office Hours:	Online via e-mail (or chat if needed) - See E-mail Policy
Class Days/Time:	Online (Canvas)
Classroom:	Online (Canvas)
Prerequisites:	Upper division standing

Course Format

The mode of instruction for this course is online. 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). 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. Students can also download Microsoft Office for free: <http://its.sjsu.edu/services/software/microsoft-students/index.html>

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. The majority of 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/>). Some course materials may need to be accessed via the internet (i.e., web sites).

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., JS107-01, 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 request a time to chat (via Canvas) 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.

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.

Course Description and Overview

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

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 Readings

Required Textbook (Available at the Spartan Bookstore; ISBN: 9781483350707)

Allen, J. M., & Sawhney, R. (2015). *Administration and management in criminal justice: A service quality approach* (2nd Ed.). Thousand Oaks, CA: SAGE Publications, Inc.

Other Readings

Chapter outlines and summaries; Chapter Power Points

Library Liaison

Silke.Higgins@sjsu.edu

(408) 808-2118

<http://libguides.sjsu.edu/justicestudies>

Course Requirements and Assignments

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty- five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

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. 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).

Readings, Lecture Slides, Lecture Outlines

Students are expected and required to complete all assigned readings, review lecture slides, and review lecture outlines. [CLO 1, 2, 4, and 6]

Class Canvas Discussions

Students will be required to post original comments in response to chapter 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, students will only be able to post during said time frames. Full credit (i.e., points) for each posted chapter topic will require (1) substantive post per chapter. See course schedule for topic posting dates, and check canvas. [CLO 2 and 5]

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. [CLO 4]

Midterm and Final Exam

Students will be required to complete online midterm and final essay exams covering assigned course readings, and other assigned materials. [CLO 1]

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. 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 without a documented, verifiable, and valid reason. Assistance with APA can be found at: <http://owl.english.purdue.edu/owl/resource/560/01/>

Assignment/Exam	Exam/Due Date	Weight
Participation	All term	10%
Canvas Discussions	See schedule	15%
Quizzes on Canvas	See schedule	15%
Midterm	January 12 th	30%
Final Exam	January 22 nd	30%
		100%

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		

Overview of Participation – What constitutes participation for an online course?

In order to participate in an online course, one must: (1) regularly access the Canvas page for the course; (2) pay close attention to the module prerequisites (i.e., what must be accomplished before accessing the next module) and module completion requirements; (3) be very mindful of due dates and times for all time-restricted components of the course; and (4) carefully read the syllabus, fully read all announcements made by the instructor via Canvas, read all directions for course components. Beyond the completion of assigned readings, sufficient time must be spent contemplating the material for the purpose of being prepared to participate in Canvas Discussions, to complete quizzes, and exams.

University Policies

General Expectations, Rights and Responsibilities of the Student

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU’s policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. See University Policy S90–5 at <http://www.sjsu.edu/senate/docs/S90-5.pdf>. More detailed information on a variety of related topics is available in the SJSU catalog, at <http://info.sjsu.edu/web-dbgen/narr/catalog/rec-12234.12506.html>. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not serve to address the issue, it is recommended that the student contact the Department Chair as a next step.

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](http://www.sjsu.edu/senate/docs/S07-2.pdf) 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](http://www.sjsu.edu/studentconduct/) 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](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) 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](http://www.sjsu.edu/aec) (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

Student Technology Resources

Computer labs for student use are available in the [Academic Success Center](http://www.sjsu.edu/at/asc/) 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](http://peerconnections.sjsu.edu) 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](http://www.sjsu.edu/writingcenter) 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](http://www.sjsu.edu/counseling) at <http://www.sjsu.edu/counseling>.

JS107-01 / Justice Management and Ethics, Winter 2016 Course Schedule

The following course schedule is subject to change; advance notice of any changes will be provided via Canvas and/or in-class as early as possible.

Table 1 Course Schedule

Week	Date	Agenda/Topics, Readings/Homework, Exams and Deadlines
1	Monday 1/4	Agenda/Topics: Course introduction/review of syllabus; Ch. 1 - Defining Management and Organization Reading for today: Syllabus; Ch. 1
	Tuesday 1/5	Agenda/Topics: Ch. 2 - Open Versus Closed Systems Reading for today: Ch. 2
	Wednesday 1/6	Agenda/Topics: Ch. 3 - Service Quality Approach Reading for today: Ch. 3 Canvas Discussion #1 (Ch. 1 and 2): Open from 1/6 (12:01 AM) though 1/6 (11:59 PM) Canvas Quiz #1 (Ch. 1 and 2): Open from 1/6 (12:01 AM) though 1/6 (11:59 PM)
	Thursday 1/7	Agenda/Topics: Ch. 4 - Environmental Influences Reading for today: Ch. 4
	Friday 1/8	Agenda/Topics: Ch. 5 - Conflict, Power, and Ethical Issues; Ch. 6 - Motivation Reading for today: Ch. 5 and 6 Canvas Discussion #2 (Ch. 3 and 4): Open from 1/8 (12:01 AM) though 1/8 (11:59 PM) Canvas Quiz #2 (Ch. 3 and 4): Open from 1/8 (12:01 AM) though 1/8 (11:59 PM)
2	Monday 1/11	Agenda/Topics: Ch. 7 - Leadership Reading for today: Ch. 7 Canvas Discussion #3 (Ch. 5 and 6): Open from 1/11 (12:01 AM) through 1/11 (11:59 PM). Canvas Quiz #3 (Ch. 5 and 6): Open from 1/11 (12:01 AM) through 1/11 (11:59 PM).
	Tuesday 1/12	Midterm Exam (Ch. 1 - 7): Open from 1/12 (12:01 AM) through 1/12 (11:59 PM)
	Wednesday 1/13	Agenda/Topics: Ch. 8 - Communication Reading for today: Ch. 8

Week	Date	Agenda/Topics, Readings/Homework, Exams and Deadlines
2	Thursday 1/14	Agenda/Topics: Ch. 9 - Police Administration Reading for today: Ch. 9 Canvas Discussion #4 (Ch. 7 and 8): Open from 1/14 (12:01 AM) through 1/14 (11:59 PM). Canvas Quiz #4 (Ch. 7 and 8): Open from 1/14 (12:01 AM) through 1/14 (11:59 PM).
	Friday 1/15	Agenda/Topics: Ch. 10 - Courts; Ch. 11 - Probation and Parole Reading for today: Ch. 10 and 11
3	Monday 1/18	<i>Dr. Martin Luther King, J. holiday - No posts</i>
	Tuesday 1/19	Agenda/Topics: Ch. 12 - Prisons, Jails, and Detention Centers; Ch. 13 - Security Management Reading for today: Ch. 12 and 13 Canvas Discussion #5 (Ch. 9, 10, and 11): Open from 1/19 (12:01 AM) through 1/19 (11:59 PM). Canvas Quiz #5 (Ch. 9, 10, and 11): Open from 1/19 (12:01 AM) through 1/19 (11:59 PM).
	Wednesday 1/20	Agenda/Topics: Ch. 14 - Measuring Organizational Effectiveness and Service Quality Approach Reading for today: Ch. 14
	Thursday 1/21	Canvas Discussion #6 (Ch. 12, 13, and 14): Open from 1/21 (12:01 AM) through 1/21 (11:59 PM). Canvas Quiz #6 (Ch. 12, 13, and 14): Open from 1/21 (12:01 AM) through 1/21 (11:59 PM).
	Friday 1/22	Final Exam (Ch. 8-14): Open from 1/22 (12:01 AM) through 1/22 (11:59 PM)