



CRJU 3311-01—POLICE ADMINISTRATION COURSE SYLLABUS

- Instructor:** Tony M Bailey
- Email Address:** tbaile20@kennesaw.edu
- Phone:** (470) 955-9786
- Office Hours:** Available before class or by appointment
- Room:** SO Room 2027
- Day/Time:** [Tuesday & Thursday](#) 8:00 p.m. - 9:15 p.m.
- Tools/Supplies:** Thumb drive, Laptop Computer, note taking tools.
- Required Text:** Cordner, G., (2014) *Police Administration* (8the), Waltham, MA: Anderson Publishing. (ISBN: 978-1-4557-3118-3)

Course Description: This course familiarizes students with the principle issues facing contemporary American police administration. Students will gain an appreciation of the complex responsibilities associated with administering a police organization in a free society.

Competency Areas:

- Historical development of policing
- Policing today
- Intelligence, terrorism, and homeland security
- Politics and police administration: External influences and controls
- Organizational theory
- Organizational design
- Leadership
- Planning and decision making
- Organizational communication
- Human resource management
- Labor relations
- Stress and police personnel
- Legal aspects of police administration
- Organizational change and the future

Please note: The last day to withdraw from class without academic penalty is October 7, 2015.

Grading Scale:

Grades are issued at the end of each quarter. All grades earned will be reflected and remain on the students official academic transcript. The following grading scale is used:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0-59

Grading Criteria:

Final Grades for this course will be calculated as follows:

Homework/Assignments	50%
Exams	40%
Class participation	10%

All grades will be posted in D2L within 3 days of the date of closing of any homework/assignment.

Exams:

Exams will be administered on the dates identified in the Course Outline. Students will be responsible for material presented in class lectures and discussions as well as the material which is contained in the assigned readings. Additionally, students are responsible for any material presented by guest lecturers. Exams will be returned to students on the next class period.

Attendance Policy:

Regular attendance and participation is expected. Students are referred to the current KSU catalog for the official policy on class attendance. Regular attendance and participation is expected. Missing three classes will result in the course grade being lowered one grade. Missing four classes will result in a grade of "F". Exception will be made for emergencies or court subpoenas. Emergencies constitute hospitalization of student, immediate family member or child only.

Academic Integrity:

The Undergraduate Catalog contains the general policies and regulations on the Academic Honesty policy. I advise you to read and follow the academic policy. The bottom line: Do The Right Thing! Plagiarism equals an "F."

Every KSU student is responsible for upholding the provisions of the Statement of Student Rights and Responsibilities, as published in the Undergraduate and Graduate catalogs. Section II of the Statement of Student Rights and Responsibilities addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing

procedure, which may subject a student to the Statement of Student Rights and Responsibilities minimum one semester suspension requirement.

No student shall receive, attempt to receive, knowingly give, or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit (including examinations, laboratory reports, essays, themes, term papers, etc.). Unless specifically authorized, the presence and/or use of electronic devices during an examination, quiz, or other class assignment is considered cheating. Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic-based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).
(<https://web.kennesaw.edu/scai/content/ksu-student-code-conduct>)

Classroom Policies and Procedures:

Regular class attendance and participation imply preparation. Students are expected to keep current with reading assignments and to demonstrate preparation in both discussions and assigned projects.

Cell phones can be a major distracter in the learning environment. It is required that all cell phones be turned off during class. If a student is found to be using a cell phone while instruction is occurring, the student may be asked to leave and will be counted absent for that day. If you have a situation which requires the use of a cell please contact your instructor prior to class.

Laptop computers will be used only at times designated by the instructor for in-class research projects. They are not to be used for any other purpose or times because they are a major distracter in the learning environment and are often used for purposes other than note taking. Please bring your laptop to class to be able to access the internet upon the permission of the instructor.

Any student with a documented disability needing academic adjustments must notify me as soon as possible. Verification from KSU disabled Student Support Services is required. All discussions will remain confidential.

Recording of lectures is not permitted without written permission from the instructor.

Class Assignments:

Various discussions, assignments, quizzes throughout the semester, an interview with a police administrator, and a presentation is required for this course. Assignments which are required in paragraph format will follow **APA guidelines**. We will have guest speakers throughout the semester. It is requested of students to be professional, dress professional, and come prepared to participate in class.

The syllabus provides a general plan for the course. **Deviation from this plan may be necessary.**

Class Schedule:

August 18 & 20: Introductions, Syllabus, Expectations, Chapter 1

August 25 & 27: Chapters 2 & 3

September 1 & 3: Chapter 4 & Quiz #1

September 8 & 10: Chapters 5 & 6

September 15 & 17: Chapter 7, Guest Speaker

September 22 & 24: Chapters 8 & 9

Sept 29 & Oct 1: Chapters 10, Guest Speaker

October 6 & 8: Quiz #2, Chapter 11

October 13 & 15: Chapters 12 & 13

October 20 & 22: Quiz #3, Chapter 15

October 27 & 29: NO CLASSES (I will be out of town in Chicago)

November 3 & 5: Chapter 14, Guest Speaker

November 10 & 12: Student Presentations

November 17 & 19: Student Presentations

November 24 & 26: SPRING BREAK...NO CLASSES

December 1 & 3: Student Presentations / Review for Final Quiz

December 8: Final Quiz

****Please note there will not be a midterm exam or final exam. You will have a series of quizzes throughout the semester that are broken into various subsections of the book. These will all apply towards 40% of your grade.