

KENNESAW STATE UNIVERSITY
DEPARTMENT OF SOCIOLOGY and CRIMINAL JUSTICE
Fall 2016 Syllabus

CRN: 80187/ CRJU 3311/ Police Administration/ Sec: 01

Time: 0930-1045 am/Days: M/W

Building/Room: Burruss Building- 108

Part 1: Instructor & Course Identification

Instructor: Dr. James W. Beeks, Sr

[Email: jbeeks@kennesaw.edu](mailto:jbeeks@kennesaw.edu)

Social Science Bldg.

Department of Sociology and Criminal Justice

Office Hours: By Appointment and I am available before and after class.

Course Description:

CRJU 3311 - Police Administration

- This course familiarizes students with the principal 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.
- *Prerequisites:* CRJU 1101

Objectives

Develop a definition of an organization

Identify management system theories and their impact on an organization

Define the difference between management and leadership

Identify social relationship stressors that impact the management of a law enforcement organization

Develop a concept of how/why managers make decisions

Evaluate the influence of politics on the management of a law enforcement organization

Evaluate performance evaluation systems

Define the role of ethics and leadership

PART 2: Course Policies

COURSE TEXT

Organizational Behavior and Management in Law Enforcement, 3/E

Harry W. More, Ph.D., *San Jose State University*

Gennaro F. Vito, Ph.D., *Southern Police Institute, University of Louisville*

William F. Walsh, Ph.D., *Professor Emeritus, University of Louisville*

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Published 01/11/2011

Instructional Methods: This course combines lecture, class discussion and writing assignments. Guest speakers and video/audio materials may be used.

Grading Policy

Grades for assignments will be posted on D2L within 10 to 12 days (Excluding Saturdays and Sundays) after the due date.

Extra credit: None.

Late Assignments: Late assignments are not accepted.

Assignments

Two In Class Essays

Two Research Papers

Assignments Due Dates:

First In Class Essay – September 21, 2016

First Research Due October 20, 2016, in the D2L Drop Box

Topic: Evaluate the organizational structure of a law enforcement agency, its mission and assess if it is adequate to meet the goals of the mission statement.

Second Research Paper Due November 17, 2016, in the D2L Drop Box

Topic: Corruption and Ethics. You can use a case study for this assignment but include an analysis of why corruption occurred, corrective actions the impact on the agency and community.

Second In Class Essay – November 30, 2016

GRADING: There are 400 points for this course. Your grade will be based on your performance on the following:

In Class Case Study 1: 100 points

Research Paper 1: 100 points

Research paper 2: 100 points

In Class Study 2: 100 points

Total = 400

The final grade is the numerical average of all graded assignments. This is calculated by dividing the total points that you have earned in the course by the total number available (400). For instance, if you earned 355 points in the course, your grade would be a B ($355/400 = .887 \times 100 = 88.75\%$).

A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = 59% or below

To receive credit for an assignment all assignments must be completed on or before the established due date and submitted in MS Word format. [See below section on format for research papers] If the assignment is received after the due date credit will not be received. This means a '0' credit for the missed assignment.

Requirements For In Class Essays

The in class essays are hand written and should be a minimum of two pages and cover the posted questions. Students can use the text book, class notes, and referenced materials noted in class or posted on D2L. Practice in class essays is included in the course geography.

Essays are assessed on:

- Key elements are covered
- Displays an understanding of relevant theory
- Major points supported by specific details/examples
- Structure is clear, logical, and easy to follow
- Central theme/purpose is clear
- Rules of grammar, usage, punctuation are followed
- Sentences are complete, clear, and concise

Grading Rubric For Research Papers

When you undertake your research paper your goal should be to have no more than 25% directly quoted or paraphrased material, which means assignments, must contain 75% original work by you.

An "A" paper has the following elements:

1. Good, clear, and complete description of the problem.
2. Clear statement of the argument you will make about the problem (thesis/argument).
3. Good, clear supporting arguments, with each argument supported by evidence or plausible examples.
4. May offer unique arguments or evidence not developed or noted by others.
5. Paper well-organized with few errors in sentence structure, spelling, or mechanics.
6. Complete and informative references/reference page. All references used are important to the topic, scholarly and correctly cited. Scholarly references exceeded minimum requirement.
7. Meets all format requirements.

A "B" paper has the following elements:

1. An adequate description of the problem.
2. Thesis statement is clear, but more weakly stated than in an "A" paper.
3. Advances good arguments and tries to supply evidence or examples to back up each one.
4. Generally a good job. Clearly written with few errors.
5. Generally informative references.
6. Some format elements are missing.
7. The minimum number of scholarly resources were used and correctly cited.

A "C" paper must have some description of the problem, a thesis, supporting arguments, and evidence.

However, a "C" paper will have one or more of the following characteristics:

1. Incomplete description of the problem.
2. Reasons or evidence left unstated.
3. Weak or unclear thesis.
4. Arguments are advanced, but they are not clearly stated, or no evidence or example is offered in support of one or more of the arguments advanced.
5. Problems with articulation of ideas, transitions, organization, spelling, or other mechanics.
6. Paper missing required format elements and reference use met basic requirement.

A "D" paper may have one or more of the following characteristics:

1. Does not describe problem.
2. Weakly organized, poor development of idea.
3. Little or no evidence offered in support of arguments made.
4. Too many direct quotes.
5. No evidence of having read or used reference sources.
6. Generally sloppy, with too many typos, misspelled words, and poor articulation.
7. No references/reference page.
8. Inaccurate claims/data
9. Description without argument
10. Does not meet format requirements and references not cited correctly.

An "F" grade will be assigned in the following cases:

1. Paper not written.
2. Paper not written as assigned.
3. Plagiarism (of published work, other student's work, or self)

Plagiarism

Plagiarism, whether intentional or not, is never permitted. If you get an idea from somewhere else (including from one of your fellow students), include a citation. If you extract a quotation from another source (even if that source was another paper written by you), you *definitely* need to cite it. In writing your papers, you'll likely find yourself citing:

- others' discussion board postings;
- your own discussion board postings;
- non-discussants' papers for that unit (if you're the discussant);
- required textbook and on- line readings;
- other readings and/or websites that you find on your own

Don't be afraid to cite. In fact, citations will generally help your grade: You will be impressed that you went out of your way to research something. There are limits to this: If you "researched" your entire paper by copying someone else's, a citation to the paper that you copied won't excuse the fact that there are no original thoughts in the paper. If in doubt, e-mail the Professor to discuss citation options. You're much more likely to receive points for your concern than to lose points for revealing what you did not know.

Format Requirements for Written Assignments

Length of Paper: 5 to 6 pages - The title page, reference section and appendix pages are not included in the page count.

Research papers must be identified by your name on each page, a title page, date, table of content, an introduction, topics identified in the body of the paper, and summary *Research paper must have no less than five sources, and no more than two can be Internet sources.*

All pages are to be numbered and the table of content must have page numbers for each major heading (topic). Font must be 12-pitch **Times New Roman**, with a 1 inch margin. If a research paper is received without a name no credit will be received.

Wikipedia is not an academic source and papers with Wikipedia as a source will receive an 'F' (Zero Credit)

Note: KSU's writing center is an excellent resource for developing your paper.

Location: English Building, Room 242

Phone: (470) 578-6380 / writingcenter.kennesaw.edu/

APA sixth edition format required

The paper must be in APA 6th Ed format. {Go to [APA Formatting and Style Guide - The OWL at Purdue](http://www.english.purdue.edu/owl/resource/560/01) General format of APA citation, the most commonly used style in the sciences.www.english.purdue.edu/owl/resource/560/01

Remember APA6th Edition format is third person, not first.

First person is "I," "me," "we" and "us." Second person speaks directly to a reader, using these pronouns "you" and "your." Third person uses a voice that reflects neither the writer nor reader "students" and "participants." A well-constructed paper retains that perspective throughout to avoid confusion for the reader

If you use *many/some* in your paper, replace with 'a survey of 100 individuals, or Jones (2000) and other authors. You must identify many/some. Your paper will reflect conciseness when you review and delete the *these prohibited words* - *very, many, most, I, or I feel, or I think, huge, as well as, such as, due to, also.*

Outline Example For Research Papers

Paper must include a title page with your name and date, an introduction, topic heading, conclusions and sources.

Title Page*

Table of Contents

Introduction1
 Your introduction describes the research problem being addressed in the first couple of sentences and indicates why it is important (e.g., who would care if the problem is solved). You can include a general introduction of the issue in the first sentence

Victim’s Constitutional Rights.....1

The Role of the Courts2

The Role of the Media3

Summary (What does it mean? /Your analysis).....5

References*

Appendix*

Place maps, graphs, and other referenced material here. Label the data as Appendix A: Map of Asia, Appendix B: XXXXX

Style: APA 6th Edition

*Not included in the required page count.

Communication With Professor

*Communication is by Kennesaw State University’s email system and D2L classroom. Announcements, reading materials and assignments will be posted on D2L. If you e-mail the Professor, **do not title your e-mail “Hello/Reg”**: it will not be opened.*

To schedule a telephonic conference email me with a suggested date/time and I will schedule a time by return email within 48 hours Monday-Friday. To assist in resolving your concern(s) identify the topic(s) of concern(s) with details in your email. Email request for information will be responded to within 48-hours Monday-Friday.

Cell Phone: All cell phones and electronic devices must be turned off or in the silent position during class. If you must respond to an emergency during class, please leave the classroom, respond to the call, and quietly return to the class. Hats, caps and all covers must be removed during class. Laptops and I pads can be used for note taking and in class projects. The instructor reserves the right at any time to observe the screen content of any device used during class. If content other than class notes is visible, the student will be required to shut off the device and will not be allowed to use it in class thereafter.

Attendance Policy & Technology Issues

Students experiencing technical difficulty should contact KSU's Technical Support Helpdesk if they are experiencing a hardware or software-related problem. They should contact the professor by e-mail or phone when necessary, to advise of anticipated delays in completing assignments or participating in class.

INSTRUCTOR'S EXPECTATIONS OF STUDENTS

1. Attend class regularly.*
2. Read assignments before coming to class.
3. Participate in discussions. Remember it is not what the professor wants but your contributions to the class enhance the learning environment.
4. It is your responsibility to submit each assignment on time. Leave yourself time to cope with technical problems. Keep a backup copy of all papers on a flash drive.
5. Expect to devote 6-8 hours weekly preparation time for this class

Attendance*

Students are solely responsible for managing their enrollment status in a course; nonattendance does not constitute a withdrawal.

Class attendance is recorded by sign-in roster after week one. For those achieving perfect attendance four numerical points will be added to the final grade point average.

Class Schedule

Week One: Introduction of Topic, Class Requirements and Administrative Issues

August 22-24

Chapter 1. Police Organization: Evolving Strategies

August 29-31

Chapter 2. Dynamics of Management: Managers and Organizational Behavior

September 7-14

Chapter 3. Leadership: The Integrative Variable

Chapter 4. Personality: Understanding the Complexity of Human Behavior in the Organization

September 19 –Review For In Class Essay

September 21 In Class Essay Exam

September 26-28

Chapter 5. Beliefs, Values, and Attitudes: Determinants of Human Behavior

October 3-5

Chapter 6. Motivation: The Force Behind Behavior

Chapter 7. Stress in Organizational Life: Its Nature, Causes, and Control

October 10-12

Chapter 8. Conflict: Nature, Causes, and Management

October 17-19

Chapter 9. Decision-Making: The Essential Element in Applied Management

October 24-26

Chapter 10. Power: Nature and Use

October 31- November 2

Chapter 11. Communication: The Vital Process

November 7-10

Chapter 12. Groups and Team Work: Human Dynamics at Work

November 16

Chapter 13. Change: Coping with Organizational Life

November 28

Chapter 14. Performance-Based Management: Guiding Principles

Chapter 15. Developing Effective Organizations: Techniques for Improving

PART 3: KSU Policies

ACADEMIC INTEGRITY: Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section III of the Student Code of Conduct 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 or intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of academic misconduct will be handled through the established procedures of the University Judiciary Program, which may include an informal resolution by a faculty member resulting in a grade adjustment or a formal hearing procedure, which may subject the student to the minimum one-semester suspension required by the Code of Conduct.

Cheating or plagiarism in any form will result in a grade of F for the course. In addition, a report of the incident will be filed with the Office of Student Conduct and Academic Integrity.

Links to Information On Campus Policies

Academic Honesty/Integrity Statement

<http://scai.kennesaw.edu/codes.php>

Confidentiality and Privacy Statement (FERPA)

<http://enrollmentservices.kennesaw.edu/training/ferpa.php>

University – Student Rights Statement

<http://catalog.kennesaw.edu/content.php?catoid=27&navoid=2263>

Ethics Statement

<http://scai.kennesaw.edu/codes.php>

Sexual Harassment Statement

<http://scai.kennesaw.edu/codes.php>

Course Accessibility Statement (ADA statement)

<http://sss.kennesaw.edu/sds/institutional-policies.php>

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The Professor Reserves The Right To Modify This Syllabus Dated September 2016

