

POLICE ADMINISTRATION
CRJU 3311
Fall Semester 2016
Paulding Campus Room 306
Monday/Wednesday 6:30 p.m. – 7:45 p.m.
Instructor: Todd Vande Zande
Email: tav6723@kennesaw.edu
Office Hours: By appointment only

Course Description:

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.

Required Reading: Police Administration: structures, processes, and behavior
8th ed.
Author: Swanson, Charles R.
ISBN: 978-0-13-512103-0

Measurable Learning Objectives:

- Identify the foundations of policing to include the historical, political, and international influences that are changing police administration.
- Identify the organizational theories and leadership styles that determine the type of police organization that exists and its effectiveness.
- Identify the challenges faced by police managers.
- Identify the variables in police organizations that must be addressed by police administrators to ensure an effective and sustainable department.

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

Course Requirements:

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

Attendance: It is in your best interest to be in class regularly and to be on time. If there is an emergency and you must miss class, you should make every effort to contact me in advance to make arrangements for missed material; however, it is ultimately the student's responsibility for missed work. No assignments will be accepted late unless PRIOR arrangements have been made.

During the semester there will be a midterm project, quiz, research paper, movie assignment and a final exam. I will go over each of these in more depth prior to their due dates.

Midterm	100 points	Paper	50 points
Quiz	50 points		
Movie Assignment	20 points		
Final Exam	100 points		

Course grades will be assigned according to the scale below:

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

Academic Dishonesty:

Academic dishonesty, cheating, and plagiarism of any kind will not be tolerated and will be dealt with severely. All students are expected to know what acts constitute academic misconduct and to adhere to KSU's Student Code of Conduct which can be found at:

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

I will respond to acts of academic misconduct according to university policy; sanctions for academic dishonesty can include a grade of F for the assignment in question and/or for the course and will be subject to the formal procedures according to the University's and the Sociology and Criminal Justice Department's guidelines.

Exams:

Exams will be administered on the dates identified in the Course Outline. All exam material will come from the textbook. Students will be responsible for material contained in the assigned readings. Additionally, students may be responsible for material presented by guest lecturers.

Additional Assignments:

- Quizzes: Quizzes will consist of questions derived from the required chapter readings. Students are responsible keeping up on the reading assignments as outlined in the syllabus.
- Movie Assignment: Students will participate in a movie assignment. The selection will be presented during the semester. Students will watch the movie and prepare a short paper concerning the subjects application as it relates to the class readings.
- Research Paper: Students will be given a subject related to the course and asked to present a paper formatted in APA style that indicates their ability to research and articulate clearly the subject matter chosen.

Disability Services:

If you have a disability (e.g., visual impairment, hearing impairment, physical impairment, communication disorder and/or specific learning disability) which may influence your performance in this course, you must meet with a representative at disabled Student Support Services (Student Development Center) to arrange for reasonable accommodations to ensure an equitable opportunity to meet all the requirements of this course. If you require accommodations due to disability, please visit:

Course Accessibility Statement (ADA statement):

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

for more information on how to register with disabled Student Support Services. You will be provided faculty letters indicating your accommodation needs for the semester. Please present this letter to me as soon as possible to ensure your accommodation needs are discussed, agreed upon and provided.

Important Policies: Email: Students should check their KSU student email regularly. Throughout the course I will contact the class through emails or post announcements on D2L. You are expected to use your official KSU email account for all class correspondence. Due to confidentiality reasons, I will only respond to emails from the school email system.

Class cancellation: If the class is cancelled unexpectedly, notification will be on the classroom door and/or posted on D2L.

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>

Academic calendar: You are responsible for familiarizing yourself with the University's academic calendar. This calendar includes important dates for students regarding registering, dropping of classes, and holiday breaks. Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal.

Cell phones: Cell phones must be silent during class. Do not send text messages, check emails or doing anything else on your phone during class. You are not sneaky enough to text message without all of us seeing it and its very distracting to the rest of us. So, please remain off of your phone for the hour that we are in class!

Communication: Email/voice mail communications with me require an acknowledgement- just because you leave a message does not mean that it was received or that the request was granted.

Assignment Turn-Around Time: Assignments will be graded and returned to students within two class periods following the due date of the assignment.

Syllabus: I reserve the right to adjust the syllabus or course information to better meet the objectives of this course or the student's needs. I have outlined this semester for you, for the most part we will follow this outline, unless I specify otherwise.

<u>Class</u>		<u>Topics Covered</u>	<u>Assignments</u>
Monday	08/15	Introductions, syllabus, disclaimer	
Wednesday	08/17	Chapter 1	
Monday	08/22	Chapter 2	
Wednesday	08/24	Chapter 2	
Monday	08/29	Chapter 2	
Wednesday	08/31	Chapter 3	
Monday	09/05	Holiday - Labor Day	No Class
Wednesday	09/07	Chapter 4	
Monday	09/12	Review for Quiz	
Wednesday	09/14	Quiz in class	Quiz (chapters 1-4)
Monday	09/19	Chapter 5	
Wednesday	09/21	Chapter 5	

Monday	09/26	Chapter 6	
Wednesday	09/28	Chapter 7	
Monday	10/03	Midterm Presentations	
Wednesday	10/05	Midterm Presentations	
Monday	10/10	Chapter 8	
Wednesday	10/12	Chapter 9	
Monday	10/17	Chapter 10	
Wednesday	10/19	Chapter 10	
Monday	10/24	Chapter 11	
Wednesday	10/26	Chapter 11	*Give out paper
	assignment		
Monday	10/31	Chapter 12	
Wednesday	11/02	Chapter 12	
Monday	11/07	Movie	
Wednesday	11/09	Finish Movie	Movie assignment (in class)
Monday	11/14	Chapter 13	
Wednesday	11/16	Chapter 14	
Monday	11/21	Thanksgiving Break	
Wednesday	11/23	Thanksgiving Break	
Monday	11/28	Chapter 15	
Wednesday	11/30	Review for the Final Exam	
Monday	12/05	Group study time	No 'actual' class
Wednesday	12/07	Final Exam	Final Exam in class