



CRJU 3311-02—POLICE ADMINISTRATION COURSE SYLLABUS- Fall 2016

Instructor: Tony M Bailey

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I will respond to e-mails within 24 hours other than weekends and holidays. I do not check e-mail after 12PM (noon) on Friday.

Phone: (470) 955-9786

Office Hours: Available before class or by appointment

Room: SO Room 2023

Day/Time: Monday & Wednesday 8:00 p.m. - 9:15 p.m.

Contact Hours: 3 hours / week

Tools/Supplies: Thumb drive, Laptop Computer, note taking tools.

Required Text: Cordner, G., (2016) *Police Administration* (9the), Burlington, MA: Taylor Publishing. (ISBN: 9781138903234)

Prerequisites: CRJU 1101

Please note: The last day to withdraw from class without academic penalty is October 5, 2016.

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.

Learning Objectives:

- Contrast the political, professional, and community eras of American policing.
- Identify several explanations for the development of paid, full-time police forces in the early 1800's.
- Explain why it is inevitable that police officers have discretion in their law enforcement duties.
- Identify three primary police goals.
- Identify eight primary police objectives.
- Identify the three major subsystems of the police organization.
- Define the authority-level principle.
- Identify the four sources of organizational policy.

- Cite the six basic functions of police management.
- Identify four types of police plans.
- Explain the difference between managing and leading.
- Explain the difference between “Politics” and “politics,” and the proper influence of each on police administration.
- Identify four police executive styles.
- Characterize the relationship between attitudes and behavior.
- Differentiate between behavior modification and sensitivity education.
- Identify the three basic leadership functions.
- Identify three purposes served by individual performance appraisals.

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.

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.

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.

Participation:

Participation is an important part of the learning process. Throughout the semester we will be conducting various group assignments, discussion groups, as well as have key guest speakers in class to enhance our learning experience. Participation in these activities will be graded by be

present to participate in group activities, actively participating in key discussion boards in D2L, and by being present for guest speakers and participating in the in-class discussions.

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.

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

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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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.

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

Class Schedule:

August 15 & 17:	Introductions, Syllabus, Expectations, Chapter 1
August 22 & 24:	Chapters 2 & 3
August 29 & 31:	Chapter 4 & Review Quiz 1
September 5 & 7:	Quiz #1
September 12 & 14:	Chapters 5 & 6
September 19 & 21:	Chapter 7, Guest Speaker
September 26 & 28:	Chapter 8
October 3 & 5:	NO CLASSES (I will be out of town in Mexico) <u>All work will be in D2L</u>
October 10 & 12:	Chapter 9 & 10
October 17 & 19:	Quiz #2, Chapter 11
October 24 & 26:	Chapters 12 & 13
Oct 31 & Nov 2:	Quiz #3, Chapter 15
November 7 & 9:	Chapter 14, Guest Speaker
November 14 & 16:	Student Presentations
November 21 & 23:	FALL BREAK...NO CLASSES
November 28 & 30:	Student Presentations / Review for Final Quiz
December 5:	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.