



## CRJU 3311—POLICE ADMINISTRATION COURSE SYLLABUS

- Instructor:** Marcy L. Hehnly
- Email Address:** mhehnly@kennesaw.edu
- Office Hours:** By Appointment
- Room:** SO Room 2031
- Day/Time:** Monday/Wednesday 6:30-7:45 p.m.
- Tools/Supplies:** Thumb drive, Laptop Computer, note taking tools.
- Required Text:** Swanson, C., Territo, L. & Taylor, R. (2012). *Police Administration: Structures, Processes, and Behavior* (8e). Upper Saddle River, NJ: Prentice Hall.

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**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

### **Grading Scale:**

Grades are issued at the end of each quarter. All grades earned will be reflected on and remain on the 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	40%
Exams	40%
Class participation	20%

### **Attendance Policy:**

Regular attendance and participation is expected.

Attendance for classes which meet two (2) times per week: Missing five (5) class periods will result in the lowering of the course grade by one (1) letter grade. Missing six (6) class periods will result in an "F" (this includes arriving late or leaving early). Exceptions will be made for emergencies only (Emergencies will be limited to death in the immediate family, student, or student's children in the hospital or court subpoena). Additionally for each time a person is late for class or leaves early, a half of a point will count negatively toward the point assessment of missing classes (ie. If a person is late on two occasions, they have missed one full point counting toward the number of classes missed). This is a very policy which is strictly enforced.

### **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.

### 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 assess the internet upon the permission of the instructor. Additionally, students may choose to bring a thumb drive to class to save their information.

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:

Discussion assignments, quizzes throughout the semester, and an interview with a police administrator, research paper, and presentation are also required. 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, come prepared to class and participate in class discussions with the speakers. This is a great way to network--so take advantage of it!

### Class Schedule:

Jan 8—Introductions

Jan 13/15—Chapter 1, Chapter 2

Jan 20/22—**HOLIDAY MONDAY/NO SCHOOL**, Acworth PD Chief Dennard

Jan 27/29-- Chapter 2 and 3

Feb 3/5-- Chapter 4 and Quiz #1

Feb 10/12-- Gwinnett PD Cpl Ashe Chapter 5

Feb 17/19-- Chapter 6 and 7

Feb 24/26-- Chapter 8 and Quiz #2

Mar 3/5-- Chapter 9 and 10

Mar 10/12-- Chapter 10 and 11

Mar 17/19-- Chapter 11 and 13

Mar 24/26-- Chapter 13 and Quiz #3

Mar 31/Apr 2—SPRING BREAK! NO SCHOOL!

Apr 7/9—Chapter 14 and 15

Apr 14/16—Student presentations

Apr 21/23—Student presentations

Apr 28/30—Review for final quiz, Quiz #4

May 1-7 Finals

\*\*\*\*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.