

SYLLABUS
JUSTICE 308 – ORGANIZATION AND MANAGEMENT
FALL 2007

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Office Hours: 1:00-2:15 M-W-F
8:00-10:00 am by appointment only

Required Text

Stojkovic, S. Kalinich, D. & Klofas, S. (2003). Criminal Justice Organizations: Administration and Management (3rd Ed.). Belmont, CA: West/Wadsworth.

Johnson, W.A., Rettig, R.P., Scott, G.M. & Garrison, S.M. (2005). The Criminal Justice Student Writer's Manual (3rd Ed.). Upper Saddle River, NJ: Prentice-Hall.

Course Will Include

Principles of Administration and Management
Organization Theory and Structure
Techniques of Administration
Analysis of Theories on Motivation and Leadership
Recognizing and Understanding Critical Tasks for Effective Administration
Writing Enhanced

Course Description

This course will examine the principles of Administration and Management with an emphasis on their application in justice systems. It will also include theories on motivation and leadership.

Learning Outcomes

- *To understand basic organization and management principles and theories*
- *Identify the theories and how they relate to justice system organizations*
- *Be able to critically analyze theories of leadership and motivation*
- *Recognize and state the most crucial responsibility of an effective administration*
- ***IN THIS WRITING ENHANCED COURSE THE STUDENT SHOULD:***
 - *Be able to communicate their ideas effectively, cohesively and clearly in written form*
 - *Make improvements in their writing with revisions*
 - *Correctly use appropriate punctuation, grammar and formatting as instructed*

- *Demonstrate a command of the English language through the appropriate use of style, tone and syntax where indicated*
- *Use writing as a tool for learning*

Basis of Grades

1. There will be a total of three papers, each worth 100 points. Papers will be brought to class on the due dates. These dates are as follows: September 17, 2007; October 15, 2007; and November 12, 2007. The instructor will critique and provide feedback on each paper. Revisions are to be made and the paper resubmitted one week after being returned. Students are encouraged to seek additional help from the University Writing Center. Check additional requirements section for further details on paper guidelines.

2. Two exams will be given, each worth 100 points. Exams will only be given on the day announced. NO EXCEPTIONS. If you are not present, you will receive a zero. Exceptions may be granted for medical or family emergencies. These must be documented. No other reasons will be acceptable.

3. Active class participation (20)/ attendance (20) will be worth 40 points. If you are not present you will not be able to contribute to class discussions. Participation will demonstrate your mastery of the many concepts that are covered in the class.

4. Two quizzes will be given, at random, and will not be announced. No make-ups will be given, even for illnesses. Each quiz will be worth 25 points.

5. You will be required to submit five article critiques on any topic in organization and management. A copy of the complete article must be attached to the critique. You must hand the critique directly to me, where I will place the date and time I received it. I will also place my initials on the paper as well. DO NOT have another student hand in your material. No more than one critique will be allowed/accepted per week. These are to be turned in on Wednesday only. You must follow APA guidelines on all assignments. Each critique will be worth 30 points.

NO ASSIGNMENT GIVEN IN THIS CLASS IS TO BE TURNED INTO THE OFFICE/SECRETARY. ANYONE DOING THIS WILL RECEIVE AN AUTOMATIC 11 POINT GRADE REDUCTION ON THEIR PAPER.

Academic Integrity

Section 8.050.1 of the Student's Handbook lists the Truman State University Student Conduct Code regarding academic misconduct/dishonesty. This is of the utmost importance and I will take appropriate action if necessary. Such action may include a grade reduction, failure in the course, and/or recommendation for suspension or expulsion.

Final Exam

THE FINAL WILL BE GIVEN ON FRIDAY DECEMBER 14TH, 2007 FROM 7:30AM-9:20AM. NO EXCEPTIONS. THIS EXAM WILL NOT BE GIVEN EARLY.

ADDITIONAL REQUIREMENTS FOR WRITING ASSIGNMENTS

The following assignments will provide you with information and other critical skills as you prepare for your professional career in the justice system. It is intended to enhance your writing skills and expose you to current research and topics of interest within the field. You will be provided with an opportunity to revise each paper after its initial submission. This will increase your proficiency in writing, and depending on the level of improvement, should enhance your grade.

Paper #1

Topic: ETHICS, ITS IMPACT ON JUSTICE SYSTEM ORGANICATION AND MANAGEMENT IN THE 21ST CENTURY

Due date: September 17, 2007

Paper #2

Topic: RECRUITMENT AND RETENTION OF JUSTICE SYSTEM EMPLOYEES (CHANGE/RECOMMENDATIONS ON HOW TO IMPROVE)

Due date: October 15, 2007

Paper #3

Topic: WHAT ARE THE POSITIVE/NEGATIVE ISSUES/ADVANTAGES OF A MULTIJURISDICTIONAL COURT SYSTEM AND RECOMMENDATIONS ON HOW TO IMPROVE?

Due date: November 12, 2007

OTHER REQUIREMENTS

- *7-8 pages in length, excluding cover page and bibliography.*
- *Double-spaced, using 12 point font, with one inch margins.*
- *Submit a CD or FLOPPY with each final paper.*
- *American Psychological Association (APA) style with a running header, appropriate pagination and title page.*
- *A bibliography included (listing only sources cited).*
- *All pages stapled together.*
- *Consistent spelling, grammar and syntax errors will result in a 10% grade reduction (If excessive, may be more).*
- *Any paper handed in after the due date will result in an automatic grade reduction of 10% per day.*