

Fall 2012 Criminal Justice

CJSA 1347: Police Organization/Administration (3 credit hrs)

Internet instruction Via Blackboard

Start Date: 8/27/2012 End Date: 12/14/2012

Instructor Information: Shawndee Kennedy

Email: skennedy@odessa.edu

Phone: 335-6455

Office: ET 154

Fall 2012 Office Hours:

Monday: 10 – 12

Tuesday: 11 – 12 and 1 -3

Wednesday: 10-12

Thursday: 11 – 12 and 1 - 3

Friday: By appointment only

Help from the instructor is available at **YOUR REQUEST**. You may make an appointment or come by my office during office hours. Tutoring is available through the LRC.

Student Success Coaches

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

Course Description:

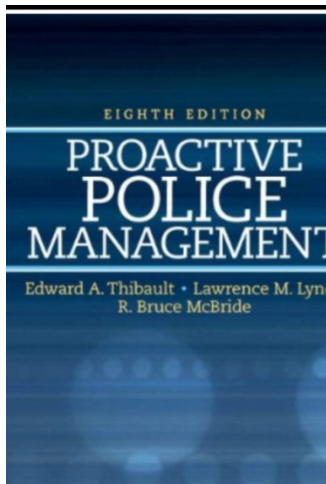
Study of the principles of organizational structure and administration. Topics include theories of management, motivation, and leadership. Focus on a quality approach toward police community interaction.

Prerequisite: None

ICO – 1, 2, 4, 5

Course Objectives:

1. The student will be able to identify principles of organization, administration, management, motivation and leadership (1,2,5).
2. The student will be able to describe the quality approach to community relations (1,2,4,5).

Required Reading/Materials:

Proactive Police Management

8th Edition

Edward A. Thibault ~ Lawrence M. Lynch ~ R. Bruce McBride

Course Requirements (Lectures, Assignments, Assessments and Reading)

DATES	ASSIGNMENT	DESCRIPTION
08-27-12 to 09-02-12 Introduction and Blackboard Quiz due by 11:30 on 09-02-12	Provide an introduction of yourself (instructions below) and take the online blackboard quiz.	You can start your weekly posts with the introduction. You will find the blackboard quiz in module 1.
09-03-12 to 09-09-12 Weekly discussion due by 11:30 on 09-09-12	Chapter 1: Historical Perspective	Pages 1 – 15
09-10-12 to 09-16-12 Weekly discussion due by 11:30 on 09-16-12	Chapter 2: Police Culture	Pages 17 – 44
09-17-12 to 09-23-12 Weekly discussion due by 11:30 on 09-23-12	Chapter 3: The Art and Style of Proactive Police Leadership	Pages 48 – 73
09-24-12 to 09-30-12 Weekly discussion due by 11:30 on 09-30-12	Chapter 4: Purposes and Principles of Police Organizations	Pages 75 – 87
10-01-12 to 10-07-12 Weekly discussion due by 11:30 on 10-07-12	Chapter 5: Operating Principles	Pages 89 – 97
10-08-12 to 10-14-12 Weekly discussion due by 11:30 on 10-14-12	Chapter 6: Proactive Communication and Information Management	Pages 98 – 115
10-15-12 to 10-21-12 Weekly discussion due by 11:30 on 10-21-12	Chapter 7: Proactive Police Technology for the Twenty-first Century	Pages 116 – 137
10-22-12 to 10-28-12 Weekly discussion due by 11:30 on 10-28-12	Chapter 8: Patrol Operations and Community Policing	Pages 139 – 166

10-29-12 to 11-04-12 Weekly discussion due by 11:30 on 11-04-12	Chapter 9: Basic Line Functions	Pages 170 – 203
11-05-12 to 11-11-12 MIDTERM EXAM due by 11:30 on 11-11-12 Special weekly discussion due by 11:30 on 11-11-12 also!!	The midterm exam will open at 10am on 11-05-12 and will close at 11:30 on 11/11/12. Special weekly discussion: Describe in four paragraphs what all you have learned so far in this course. Listing topics from the book is not acceptable.	The midterm exam will consist of multiple choice, short answer and listing questions.
11-12-12 to 11-18-12 Weekly discussion due by 11:30 on 11-18-12	Chapter 10: Administrative/ Staff Functions Chapter 11: Auxiliary Functions	Pages 206 – 230 Pages 232 - 252
11-19-12 to 11-25-12 Weekly discussion due by 11:30 on 11-25-12 Thanksgiving week: College closed 11-20 thru 11-23	Chapter 12: Human Resources Management	Pages 253 – 290
11-26-12 to 12-2-12 Weekly discussion due by 11:30 on 12-2-12 Paper due by 11:30 on 12-2-12	Chapter 13: Training Paper Due	Pages 293 – 319 This paper should describe your local police agency (Odessa Police Department, Ector County Sheriff's Office, Kermit Police Department, etc. – you only have to pick one agency) according to what you have learned in this class (their management style, community policing tactics, and hiring

		procedures). You may use their website and/or interview an employee of the department.
12-3-12 to 12-9-12 Weekly Discussion due by 11:30 on 12-9-12	Chapter 14: Proactive Planning	Pages 322 - 358
12-10-12 to 12-13-12 Final exam due by 11:30 on 12-13-12	Final Exam	Final exam will consist of multiple choice, short answer, true/false, and essay questions.

Assignments

Introduction and Blackboard Orientation Quiz: 10% of final grade

The first week of the course, you will introduce yourself and tell us a little bit about yourself. (What is your major? Why are you taking this course? What are your future educational and career goals?) Answer these questions and feel free to tell us any other appropriate information about yourself.

In order to ensure that all students can successfully navigate Blackboard and use the site to successfully complete this course, all students will be required to take and pass the Blackboard quiz before continuing with this course.

Discussion and Attendance: 20% of final grade

Each Monday morning at 8:30am, a new discussion question will be posted. This discussion will remain open until the following Sunday at 11:30pm so that students may make comments and/or ask questions of myself or fellow students. These questions will be relevant to the reading material assigned for the week. Your discussion and attendance grade will be based on you logging in to the discussion board and making a contribution to the discussion on four different days between the Monday that the discussion is open and the Sunday that the discussion is closed. Although I am not requiring a minimum

amount of words per post, I do expect your contributions to be more than "I agree," or "Good post."

There is one special discussion post due during the week of the midterm exam. It is to be four paragraphs in length and you are to explain what all you have learned thus far in the class. In addition you must also comment on one fellow classmate's posts. You have all week to do this so it must be a thoughtful discussion post.

Midterm Exam: 20% of final grade

The midterm will be a combination of multiple choice, short answer and listing questions. The midterm will be available from 11-05-12 at 8:30am to 11-11-12 at 11:30pm.

Paper: 25% of final grade

There is only one paper due during this course and it is due on or before 12-2-12 at 11:30pm. This paper should describe one of your local police agencies. The paper should be 3 pages in length, double spaced. It should contain an introduction, body and conclusion. You may use your text, the department website and/or an interview of a department employee (if you wish to do this and do not know anyone at the department contact me and I will put you in contact with someone). Cite any sources in APA format. For examples of this format, go to the following link:

www.odessa.edu/dept./library/onlineresearch/APAstylehandout.pdf.

If you have any other questions about this assignment or need assistance please email me, call my office or come by during posted office hours.

Final Exam: 25% of final grade

The final exam will be a **comprehensive** exam. In other words, your final will cover what you have learned through the entire semester. The final exam will be a combination of multiple choice, essay/short answer, true/false and listing questions. The final exam will be available from 12-08-12 at 8:30am to 12-12-12 at 11:30pm.

Grading Policy

90-100 – A

80-89 – B

70-79 – C

60-69 – D

Below 59 – F

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a librarian" service provide additional help.

Student E-mail

Please access your [Odessa College Student Email](#) by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All correspondence will be submitted using your Odessa college email.

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at [432-335-6878](tel:432-335-6878) or online at http://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

Information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the [Odessa College Handbook](#).

DISCLAIMER: Each student is responsible for checking the syllabus frequently as it will be updated as often as needed.

Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - post grades for discussion postings within one week of the discussion thread closing.
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
 - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,

- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
 - getting “kicked off” of the system during tests or quizzes;
 - having trouble submitting assignments; and
 - dealing with a traumatic personal event.
 3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask questions if I don’t understand; and,
 - access my course several times during the week to keep up with assignments and announcements.