

UPPER IOWA UNIVERSITY
External Degree Program

CJ 398-03 Justice Administration

Please read through this syllabus carefully before beginning this course and refer to it for guidance as you proceed through the course.

COURSE DESCRIPTION:

This course studies the management and control of the criminal justice system, including law enforcement, corrections, and the court system. The emphasis will be on the reasons for and effectiveness of management techniques applied to the justice system. Prerequisite: SOC 110. Same as SOC 398. Three semester credits.

COURSE OBJECTIVES:

1. Understanding key concepts in the administration of the Justice System.
2. Detail the roles and functions of administrators in the police, corrections, and court systems.
3. Explain the specific issues and challenges facing each primary entity in the Justice System.
4. Understand the challenges facing justice administrators in dealing with public employees and related problems.
5. Explain the public budgeting system and its importance to the criminal justice system.
6. Explain the importance of technology in the three major fields of the criminal justice system.

REQUIRED COURSE MATERIALS:

1. Textbook: Kenneth J. Peak, *Justice Administration: Police, Courts, and Corrections Management, Fourth Edition*, Upper Saddle River, NJ: Prentice Hall 2004.
2. Syllabus for CJ 398.

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: www.uiu.edu. Click on the link called Resources for Center, External Degree and Online Program learners. Follow the link and select External Degree for your location.

COURSE OVERVIEW:

Students enrolled in Justice Administration will complete the following:

1. Read Chapters 1 & 2 (Unit I of this course) in the textbook and answer the syllabus questions for these chapters.
2. Submit the answers for Unit I for grading (See section “Submitting your Work for Grading”). See specific UIU instructions for mailing or emailing assignments.
3. Request and take proctored Examination #1.
4. Read Chapters 3-5 (Unit II) in the textbook and answer the syllabus questions for those chapters.
5. Submit the answers for Unit II for grading (See section “Submitting your Work for Grading”). See specific UIU instructions for mailing or emailing assignments.
6. Read Chapters 6-8 (Unit III) in the textbook and answer the syllabus questions for those chapters.
7. Submit answers for Unit III for grading (See section “Submitting your Work for Grading”). See specific UIU instructions for mailing or emailing assignments.
8. Read Chapters 9-12 (Unit IV) in the textbook and answer the syllabus questions for those chapters.
9. Submit answers for Unit IV for grading (See section “Submitting your Work for Grading”). See specific UIU instructions for mailing or emailing assignments.
10. Request and take proctored Examination #2, covering Units II, III, IV (Chapters 3-12).
11. Read Chapters 13-18 (Unit V) in the textbook and answer the syllabus questions for those chapters.
12. Submit answers for Unit V for grading (See section “Submitting your Work for Grading”). See specific UIU instructions for mailing or emailing assignments.
13. Request and take proctored Examination #3, covering Unit V (Chapters 13-18).

COURSE FORMAT:

Unit I – Justice Administration: An Introduction

Chapter 1 – The Study and Scope of Justice Administration

Chapter 2 – Organization and Administration: Principles & Practices

Proctored Examination One (Unit I)

Unit II – The Police

Chapter 3 – Police Organization and Operation

Chapter 4 – Police Personnel Roles and Functions

Chapter 5 – Police Issues and Practices

Unit III – The Courts

Chapter 6 – Court Organization and Operation

Chapter 7 – Court Personnel Roles and Functions

Chapter 8 – Court Issues and Practices

Unit IV – Corrections

Chapter 9 – Corrections Organization and Operation

Chapter 10- Corrections Personnel Roles and Functions

Chapter 11- Community Corrections: Probation and Parole

Chapter 12- Corrections Issues and Practices

Proctored Examination Two (Units II, III, IV)

Unit V – Issues Spanning the Justice System: Administrative Challenges and Practices

Chapter 13- Ethical Considerations

Chapter 14- Rights of Criminal Justice Employees

Chapter 15- Special Challenges: Discipline, Labor Relations, and Liability

Chapter 16- Financial Administration

Chapter 17- Technology Review

Chapter 18- Peering Over the Rim: What Lies Ahead?

Proctored Examination Three (Unit V)

SYLLABUS QUESTIONS:

There will be 10 (ten) multiple-choice questions, worth 2 (two) points a piece, and 2 (two) essay questions, worth 5 (five) points a piece, for each chapter. The completion of the syllabus questions will best prepare you for the examinations, as the same questioning format will be used. Although neatly handwritten work is accepted, it is strongly recommended that a word processor with a spell/grammar check be utilized, as professional preparation of postsecondary level work is important.

EXAMINATIONS:

Each examination will consist of multiple choice and essay questions, covering specific chapters of the text. For example, the first examination will cover only the information contained in Unit I (Chapters 1 & 2) of the textbook. Examination #2 will cover only the information contained in Units II, III, IV (Chapters 3-12) of the textbook. Examination #3 will cover only the information contained in Unit V (Chapters 13-18) of the textbook.

NOTE: The student must pass, at a minimum and regardless of cumulative point total, either Exam Two or Exam Three to successfully complete this course.

No Materials (textbooks, syllabus, graded study unit answers, notes, etc.) may be used during the examinations.

A blue book will be provided for answering examination questions. Examination request forms are included in this syllabus and should be submitted directly to the External Degree office.

COMPOSITION OF GRADE:

Multiple Choice Questions are worth 2 (two) points each.

Essay Questions are worth 5 (five) points each.

Unit I syllabus questions	60 points
Examination 1	30 points
Units II, III, IV syllabus questions	300 points
Examination 2	60 points
Unit V syllabus questions	200 points
<u>Examination 3</u>	<u>60 points</u>
Total	710 points

Your grade will be determined as follows:

A	710 – 639
B	638 – 568
C	567 – 497
D	496 – 426
F	425 – 0

GRADING SYSTEM:

Upper Iowa University uses a standard grading system:

- A All work is excellent, shows exceptional understanding of materials; logical, clear, and insightful written and oral work; incorporates knowledge from other sources and moves easily to the next level of understanding; works well beyond minimum requirements. **Excellent.**
- B Understanding of material is good to very good, demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of all work is high. **Superior.**
- C Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays and adequate understanding of all basic concepts. **Average.**
- D Quality and quantity of written and oral work is below average and barely acceptable. **Passing.**
- F Quality and quantity of written and oral work is unacceptable. **Failure.**

SUBMITTING YOUR WORK FOR GRADING:

Method 1:

Mailing your work (be sure to include an assignment cover sheet provided in this syllabus).

Address:

Timothy M. Becker
11204 42nd Avenue
Pleasant Prairie, WI 53158

Method 2:

Emailing your work (please refer to UIU instructions on email lesson submission contained in this syllabus).

Address:

tbecker12@wi.rr.com

I will send a receipt confirmation when I receive your assignments and I will email the material later after it has been graded.

****Please be sure to send assignments in “Units” not in single chapters!****

CHEATING, ACADEMIC DISHONESTY, AND PLAGIARISM:

Because cheating, academic dishonesty, and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- The use of unauthorized books, notes, or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of other students' work or allowing others to copy your work.
- The submission of work that is not your own or allowing others to submit your work as theirs.
- The submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- Sharing academic materials knowing they will be used inappropriately.
- Having access to another person's work without permission.
- Providing false or incomplete information on an academic document.
- Changing student records without approval.

Plagiarism includes, but is not limited to:

- The presentation of another's published or unpublished work as one's own.
- Taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source.
- Using charts, graphs, statistics, or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection devices. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service. Extended University 2004/05 catalog, page 85.

ATTENDANCE:

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

LIBRARY RESOURCES:

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University's website. For InfoTrac access information, please contact the library at library@uiu.edu.

WITHDRAWAL:

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree Office by phone or in writing. After your original six-month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

SPECIAL NEEDS:

If you require accommodation for special needs, please provide documentation to: Director of External Degree.

This syllabus is tentative and subject to change.