



**Criminal Justice 480.71E Senior Seminar in Criminal Justice**  
**COURSE SYLLABUS: Spring, 2013**  
**Class Time: M: 7:30pm-10:00pm**

**Instructor:** Chim O. Ahanotu, PhD  
**Office Location:** Metroplex Center, Mesquite, Texas  
**Office Hours:** Please Schedule an Appointment  
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<b>COURSE INFORMATION</b>
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**Materials – Textbooks, Readings, Supplementary Readings:**

Textbook(s) Required: Criminal Justice Organizations: Administrations and Management (5<sup>th</sup>.ed)  
Author: Stojkovic, David Kialinch & John Klofas  
Publication Date: 2012  
Publisher: Cengage Publishers.  
ISBN: 9781111346904

Supple: Information Technology and the Criminal Justice System  
Author: April Pattavina  
Publication Date: 2004  
Publisher: Sage Publication, Los Angeles, CA.  
ISBN: 9780761930198

**Cengage Learning Resource: Careers in Criminal Justice.**

Once you purchase your textbook, you should have access to Cengage Learning Resources that includes *Careers in Criminal Justice Portfolio*. This resource is designed to enhance your understanding of the criminal justice field. This engaging website provides you with an interactive discovery of careers in the criminal justice system.

The *Career Profiles* provide valuable information into key careers and include job descriptions, salaries and employment requirements. Interviews with real criminal justice professionals give an inside look into what criminal justice career entails. Test your interest in the field by using the *Cengage Interest Assessment* – learn about which career will suit you best.

The *Career Planner* offers information on interviewing, writing a resume and cover letter as well as how to plan for a career – not just a job.

Use the links for *Reference* to connect directly to agency websites – start planning for your career now using information about current opportunities!

**Course Description:** This three-hour course is designed for upper-level criminal justice students to give them tools they need to succeed in a criminal justice organization and beyond. In this course, you will have the invaluable opportunity to learn about criminal justice organizations, and their various processes and problems of general importance to the field of criminal justice.

**Student Learning Outcomes:**

This class endeavors to bring some reality and connection to the courses the student has taken as he or she has progressed to this point, about to graduate with a degree in criminal justice. This class has two major goals: first, to review in a minor way the subsystems within the criminal justice field; and to assist the student in developing a mental connection between the classes the student has taken. The second goal is to acquaint the student with a pool of information that will assist him or her in obtaining employment within a criminal justice agency or entering a graduate program of criminal justice. To an extent, this course endeavors to contribute to the individual development, professional growth, and the success of entering the job market.

Stated in another way, in order to accomplish the above goals, this class will emphasize;

1. A review of the focus of criminal justice
2. Improve students' ability to speak, communicate orally while thinking critically
3. Students will practice writing skills while thinking critically
4. Prepare students to participate in the job market in the searching and securing of a professional positions/career in the criminal justice field

After accomplishing the above goals, **Students' Learning Outcomes** may be expressed in this manner:

1. Students will be able to orally and in written form describe the three components of the criminal justice system
2. Student will understand the importance of being able to speak intelligently about the criminal justice field
3. Students will develop a resume, and cover letter will be useable in a formal manner
4. Students will have an appreciation for what developing a letter of reference entail
5. Students will be acquainted with a number of avenues which they may employ in seeking professional employment

<b>COURSE REQUIREMENTS</b>
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**Instructional / Methods / Activities Assessments**

This course will provide a variety of instructional activities and assessments to assist you in achieving the outcomes/objectives for the course. Each week you will work toward achieving these outcomes through homework assignments, in-class activities, and exams. You will also have the opportunity to interact with some guest speakers (possibly from area law enforcement agency and District Attorney's office. Feel free to ask them content related as well as job related questions.

Below is an explanation of each course requirement including due date, assignment instructions, and other requirements. **Please note that there is an in-class (paper, presentation, discussion, and exams) and a self-directed (job preparation) component to this class.**

### **Method of Evaluation**

There will be a total of four (5) grades for this class. How they are earned is explained below in this section.

**Capstone Paper:** A senior thesis is required in this course. Assignment Instructions: You are required to write a capstone paper for this course. A capstone paper is exactly what it sounds like. It is a paper that will encapsulate all that you have learned as a CJ major at Texas A&M University-Commerce. Sound daunting? It isn't and won't be if you follow the directions as I outline them. In fact, this may be the most liberating paper writing experience you undertake.

This paper should be approximately 20 pages in length with a hard minimum of 15. Papers can be longer, but if you are approaching the 30 page mark, then you need to narrow the scope of your paper. The paper must be typed, double spaced in 12-point font. A title page with your name on it must be included. A full reference page must also be provided in your paper. This paper must adhere to APA format, including citations. An example of this format will be provided to you in class.

This paper will be completed in stages. **IF** you do the work when it is supposed to be done, the project will not be overwhelming and you will do well. Follow deadlines carefully.

**January 21, 2013** Capstone Topic Email due (25 points)

**February 25, 2013** Capstone Paper, Part I due (50 points)

**April 15, 2013** Capstone Paper, Part II due (50 points)

**May 6, 2013** FINAL Capstone paper due (100 points)

More specific details on the Capstone paper and the rubrics for scoring this requirement would be discussed in detail in class. A large portion of your final course grades will come from tests administered to the class.

Please see the class schedule for dates and chapters to be covered on each test. The tests will be a composition of multiple choice, short answers, and essay. Tests in this class are written in the style of application and inference. Very little recall type questions will be used. Although this will be explained by the professor, students will see that some of the test will be worth 100 points and others will be worth 50 points. Students will be able to earn 300 points from exams.

In addition to exams administered in this class, students will be required to read and participate in a class discussion on at least four research articles. The assigned research articles will be provided by the professor either electronically or as paper copies. Instructions and format for the summary of research articles will be distributed to the class by the professor later in the class. This exercise will yield 40-points. An explanation of these points is placed in the below Grading scheme.

Students will have an opportunity to participate in graded discussions throughout the semester. At least 40 extra points will be earnable throughout the semester. This professor anticipates that there will be a large amount of discussions and participation within the class, however, the professor will specifically identify when a graded discussion will be conducted. Students are encouraged to be present every day

that the class is in session, and to have read the class material for that date so he/she may participate intelligently in discussions and conversations occurring within the class.

**Capstone Poster Presentation** (1 presentation worth 60-points). Assignment Instructions: In addition to the written capstone paper, you will also give a 10-15 minute report on the paper to the class. Reports will be given in class, during class presentation times. You will sign up for a time on sign-up sheets that will be distributed in class in the early part of the semester. There will be 6 capstone presentation dates available to you. You will pick **one** of the following days on which to present. Sign-up sheets for presentations will be distributed in class during the semester.

**April 29, 2013**

**May 6, 2013**

This poster presentation should be a summary of the paper you have written. Your presentation should be logically organized and you should plan to stand up in front of the class to present your work in a formal way. Students will be expected to discuss the following in their presentation:

- Introduction to broad topic
- Specific subject of paper
- Your research
- Your conclusions, including insight into what you have learned in the program and

The Capstone Presentation grading rubric will be delivered in the class.

### **Self-Directed Course Component**

In addition to the readings, paper, presentation, class discussion, and exams that are assigned, there is a self-directed component to this course. What this means is that there will be due dates assigned for course requirements related to job/career placement, but that your participation in these assignments is self-paced. Please note that these assignments are required. Failure to complete these assignments will result in you failing the course. These activities are **NOT** optional.

In this course, you will take part in job preparation activities that will prepare you for a position/career in criminal justice.

Please see below for the following due dates for all self-paced components of this course. Mr. Gregory Shirley will explain your participation in these activities in detail when he comes to class on January 27th for career planning orientation. I would strongly recommend that you attend this class. Should you miss this class, it will be your responsibility to obtain the information from a classmate or from Mr. Shirley himself.

The following requirements must be completed for the self-paced portion of this course. This self-paced course requirements are worth 100 points. You may complete these assignments early, but they may be completed **no later** than:

Career Assessment/Consultation **February 28, 2013**

Resume/Consultation **March 22, 2013**

**Mock Interview April 23, 2013**

These activities take place on the following dates **ONLY** and are **required**:

Job Fair **Open**

Networking **Open**

These activities may be completed for **EXTRA CREDIT** (25 points each). They are not required.

Business Etiquette Dinner **Open**

Fashion Show **Open**

**Course Possible points:**

3 Exams @ 100 pts., each	= 300 pts.
4 Annotations @ 10 pts., each	= 40 pts.
Poster Presentation	= 60 pts.
Capstone Paper	= 100 pts.
Career Assessment/Cons.	= 100pts
Total Points	= 600pts.

**Grading**

The following grade scale will be used:

A = 90 – 100	600 – 540
B = 80 - 89	539 – 480
C = 70 - 79	479 – 420
D = 60 - 69	419 – 360
F = 59 or below	359 or less pts.

**All criminal justice majors must make at least a C in all classes required for the major.**

There will be no individual no make-up exams. If an exam is missed a comprehensive exam must be taken by the student near the end of the semester. Graded discussions and/or summaries cannot be turned in late or made up. **Late work is unacceptable.**

**Criminal Justice Lab.**

The Criminal Justice Lab is a resource to criminal justice students to learn about available resources in the criminal justice field and other events pertaining to criminal justice. While in the Lab, make sure you utilize the Cengage Learning Resources that gives you access to explore careers in criminal justice, review career profiles, career planning, take the Cengage Interest Assessment, and link you directly to criminal justice agency websites.

## COMMUNICATION AND SUPPORT

### **Interaction with Instructor Statement:**

#### **Contact of Professor:**

Students wishing to contact the Professor should visit his office during the stated office hours or make an appointment. Students may also contact the Professor using the office telephone number or the email, both are provided on the first page of this class syllabus.

#### **Tips on How to be successful in this Class:**

1. Students must commit serious time to reading the textbook, and other assigned readings.
2. Students should ask questions of the professor if there is any information he/she does not understand.
3. Students should regularly attend class.
4. Students should take good, clear and understandable notes from the lectures.
5. Students must commit a serious amount of time to preparation for the exams.
6. Students must make the most of the “easy” grades so they help to balance or soften the more difficult grades.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### **Course Specific Procedures:**

#### **Class Policy:**

Class attendance and participations are expected. Tardiness is reacted to in an unfavorably manner. Students will not be permitted to enter the class after the professor has initiated the focus for that class period. Telephone and pagers must be placed on vibrate but should not be answered unless you work for some type of emergency agency (medical or law enforcement, etc.) or you know it to be an emergency call.

A scantron answer sheet (green), a Blue Book and a number two pencil should be brought to class for each exam, unless instructed differently by the professor.

This department has a strong policy and a low tolerance for cheating. Plagiarism is disliked and treated very seriously. Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. “Academic dishonesty” includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one’s own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing or removal) of resource material.

#### *APA Citation Format Policy*

It is very important that you learn how to cite properly. In some ways, citations are more important than the actual text of your paper. Therefore, you should take this task seriously and devote some time to understanding how to cite properly. If you take the time to understand this

process up front, it will save you a significant amount of time in the long run (not to mention significant deductions in points).

In the social and behavioral sciences (including Criminal Justice), we use APA (American Psychological Association) format. As a rule of thumb, one cites whenever they are paraphrasing other people's words or when they quote other's words directly. You may learn to cite from a variety of different sources including the APA Style Sheet that is located in Doc-Sharing in e-college. You may also choose to access the following websites:

[www.apastyle.org](http://www.apastyle.org)

<http://owl.english.purdue.edu/owl/resource/560/02/>

[www.library.cornell.edu/resrch/citmanage/apa](http://www.library.cornell.edu/resrch/citmanage/apa)

It is the student's responsibility to understand how to cite properly. If you have questions, feel free to ask. You will be provided with a copy of a document in APA citation format that you may use for guidance. Specific APA citation formats may be generated from the websites above. Sites that address plagiarism and how to avoid it: <http://www.plagiarism.org> or <http://www.unc.edu/depts/wcweb/hanouts/plagiarism.html>.

A student may drop a course by logging into their MYLEO account and clicking on the hyperlink labeled 'Drop a class' from among the choices found under the MYLEO section of the Web page. It is the student's responsibility to be aware of the rules or policies relating to withdrawal or "X." You are encouraged to follow the appropriate procedures of the university as they relate to this matter. I will be as helpful and understanding where possible, but please be aware that this professor does not like to give an incomplete as a grade.

### **University Specific Procedures:**

#### **ADA Statement:**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**

**Texas A&M University-Commerce**

**Gee Library 132**

**Phone (903) 886-5150 or (903) 886-5835**

**Fax (903) 468-8148**

[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

[Student Disability Resources & Services](#)

### **Student Conduct:**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).

### **Attendance Policy**

Students are expected to attend class and will be asked to sign in at the beginning of each class. No extra credit will be given for coming to class. Please also note that class will begin promptly, whether or not you are present. Tardiness is both rude and disrespectful to your classmates as well as to your professor. Should you routinely engage in behavior that disrupts the class, the professor reserves the right to ask you to leave the classroom.

<b>COURSE OUTLINE / CALENDAR</b>
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January 14, 2013	Chapter 1. Basic Concepts for Understanding Criminal Justice Organizations.
January 21, 2013	Chapter 2. Structure of Criminal Justice Organizations.
February 4, 2013	Chapter 3. The Criminal Justice System in its Environment. Read Pattrivina book Chapter 3. The Criminal Justice System and the Internet. How Criminal Justice Agencies Use the Internet. ( <i>First Annotation Due</i> )
February 11, 2013	Chapter 4. Problems of Communications. ( <i>Test One Due</i> )
February 18, 2013	Chapter 5. Motivation of Personnel
February 25, 2013	Chapter 6. Job Design
March 4, 2013	Chapter 7. Leadership ( <i>Second Annotation</i> )
March 11, 2013	Chapter 8. Personal Evaluation and Supervision. ( <i>Test Two Due</i> )
March 18, 2013	Chapter 9. Occupational Socialization
March 25, 2013	Chapter 10. Power and Political Behavior. ( <i>Third Annotation</i> )
April 8, 2012	Chapter 11. Organizational Conflict. Read Chap 10. of Pattrivina book. Environment, Technology and Organizational Change ( <i>Test Three Due</i> )
April 15, 2013	Chapter 12. Decision Making. Read Chap 8. Of Pattrivina book on Comprehensive Planning of Criminal Justice Information and Intelligence Systems
April 22, 2013	Chapter 13. Organizational Effectiveness ( <i>Fourth Annotation</i> )

April 29, 2013

Chapter 14. Change and Innovation. Read Section V. Pattrivina book. The Future of Information Technology in the Criminal Justice System. Prospects & Challenges

May 6, 2013

Chapter 15. Research in Criminal Justice. Read Chap. 6 of Pattrivina book Information Technology on Crime Reporting (*Comprehensive Exam Due*)