

# **UNIVERSITY OF TEXAS AT EL PASO**

## **Criminal Justice 4320 Criminal Justice Organization and Management**

**Fall 2017**

### **INSTRUCTOR:**

Juan Carlos Wittke – Deputy Lieutenant – El Paso County Sheriff’s Office

M.S. Criminal Justice – Sul Ross State University

B.S. Criminal Justice Administration – University of Phoenix

### **OFFICE:**

UTEP Criminal Justice Department

### **OFFICE HOURS:**

By Appointment only

### **CONTACT INFORMATION:**

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### **TEXTBOOK:**

**Criminal Justice Organizations (sixth edition)**

**Administration and Management**

Stan Stojkovic, David Kalinich, John Kofas

Cengage Learning, ISBN: 13:978-1-285-45901-1

### **MEETING DATES AND TIMES:**

Mondays and Wednesdays 4:30pm

### **COURSE DESCRIPTION / OBJECTIVES:**

This is a great course about management, supervision, and other administrative aspects of criminal justice that is designed to provide the student with an overview of different management systems and styles. It begins with a basic explanation of criminal justice systems and organizations. The class focuses on leadership in criminal justice, evaluations and supervision as well as organizational conflict and conflict resolution. This book goes beyond the scope of policing, it focuses on all branches of criminal justice. The book covers decision making and organizational effectiveness. The book is meant to provide students with basic knowledge of how criminal justice agencies operate and what goes into the supervision, leadership, and administrative portion of the criminal justice field.

### **COURSE REQUIREMENTS:**

- **QUIZZES** **15 points (15% of Final Grade)**

To ensure that students are keeping up with the readings and the course, quizzes as well as several short assignments will be administered. The quizzes are meant to keep up with the course. A single quiz will not make or break you in this course however, if one chooses to neglect several tests or assignments, then the impact to your overall grade will be more significant.

There are no make-ups for anything in this class so if you miss the quiz for any reason, you receive a zero for that quiz.

- **RESEARCH PAPER** **25 points (25% of Final Grade)**

You will be required to write a research paper on a topic that is yet to be determined. The announcement of the research paper will come within the first three weeks of class.

- **MID-TERM EXAMINATION** **30 Points (30% of Final Grade)**

A mid-term exam will be administered half way through the semester to test the knowledge of the student on material that has been covered from the beginning of the course up to the mid-way portion of the semester. The exam will be multiple choice and true or false questions with the possibility of one essay type question on each exam at the instructor's discretion.

- **FINAL EXAMINATION** **30 Points (30% of Final Grade)**

A non-comprehensive final exam will be administered at the conclusion of the semester to test the student's knowledge on material that has been covered from the mid-way portion of the semester up to the end of the semester.

The exams can cover any material that has been discussed during the semester to include lectures, PowerPoint presentations, class discussions, or any outside material that was introduced during any time of the semester. The exam will be multiple choice and true or false questions with the possibility of one essay type question on each exam at the instructor's discretion.

### **CLASS RULES/POLICIES**

Students are required to be courteous at all times. The use of cell phones is prohibited during class whether a lecture is going on or any other assignment or discussion. Cell phone use includes texting. Participation from students will be expected and class participation and attendance will count towards the student's final grade. Drinks are allowed in the classroom. Food is not allowed in the classroom. Laptops are only allowed to take notes or as otherwise approved by the instructor. Laptops will not be used for any unauthorized communication to include surfing the internet or for any type of social media website or gaming.

### **STUDENT'S RESPONSIBILITY**

1. Attend all scheduled classes. Attendance will be recorded at the end of each class.
2. Report to class on time and stay until the end of every class.
3. Complete all assignments and readings prior to each class.
4. Complete all quizzes and tests on the assigned date. Make-up quizzes and tests will be at the discretion of the instructor and are limited to emergencies only.
5. Participate in discussions during class.

### **INSTRUCTOR'S RESPONSIBILITY**

1. Organize and plan all group activities, all lectures, and all discussions.
2. Provide learning tools and materials to students.
3. Arrange for student accommodations as requested in compliance with the Americans with Disabilities Act.
4. Maintain an efficient grading system that allows for student feedback within a reasonable time.
5. Be available for students before, during, and after class sessions.

## ACADEMIC DISHONESTY

Students are expected to maintain a high standard of honor in their scholastic work. Scholastic dishonesty, to include cheating, copying another person's work, and plagiarism is a serious offense and will subject the student to disciplinary action. Students who aid another student in any type of dishonest scholastic practice will be held equally accountable. Violations will be referred to the Dean of Students Office for possible disciplinary action. For students who are found to have engaged in any form of academic dishonesty, sanctions may include a failing grade on the assignment or exam in question, a failing grade in the course, suspension, or dismissal from the University

## DROP/ATTENDANCE POLICY

The course drop policy for this course is the same as the official policy for the University of Texas at El Paso. The policy is set-out in the University catalog. The instructor also has discretion in this matter and has the right to drop a student from the course if the student has excessive unexcused absences or is continuously late to class. A student will not be allowed more than three (3) unexcused absences during the semester. **If a student accumulates more than three (3) unexcused absences, the instructor has the right to drop the student from the course.** The instructor may also drop a student from the class if the student fails to turn in assignments as directed. Students must attend class regularly to achieve an acceptable grade.

If unforeseen circumstances happen where a drop is necessary, *students* are responsible for initiating any course drop. It is the student's responsibility to determine how dropping courses may affect financial aid. **Students are limited to dropping no more than 6 courses over their entire academic career of all courses taken at any public college or University in Texas.**

- a) Students who drop a course within the first 2 weeks ***before the "official census date,"*** the course will not appear on the transcript, and doesn't count toward the 6-course drop limit.
- b) Dropping a course ***after the official census date, but before the "course drop date"*** will generate a "W" in the course—although the drop shows on your transcript, a "W" does not lower your GPA. However, this type of drop counts against your 6 drop limit.
- c) If the course is dropped ***after the "course drop date"*** or if the student just stops coming/taking tests, etc., UTEP requires the instructor to issue an "F" in the course that permanently remains on the transcript. This type of drop counts against the 6 drop limit.
- d) UTEP also allows instructors to administratively drop any student because of excessive absences, lack of effort, or disciplinary reasons. In this case, the student will be notified of the course drop through their UTEP email account. A "W" will be issued if the drop

occurs before the course drop date, and an “F” will be issued if a student is administratively dropped for disciplinary reasons or after the course drop date. This type of drop counts against the 6 drop limit.

- e) If circumstances occur where a student must miss an excessive number of classes and/or is unable to submit multiple assignments (e.g., student medical reasons, medical conditions of a family member, death of a family member, active military service), they should first discuss the possibility of withdrawal from all classes with their academic advisor. If a student withdraws completely from all classes, kindly notify Lt. Wittke at: [jcwittke@utep.edu](mailto:jcwittke@utep.edu) . Complete withdrawals from all classes in the same semester do not count against the 6 drop limit.

### **LATE ASSIGNMENTS / MAKE-UP EXAMS**

1. All work is to be turned in as stated in the class schedule.
2. There will be **NO MAKEUP QUIZZES UNDER ANY CIRCUMSTANCES**. In some cases assignments may be turned in via e-mail as approved by the instructor. The student assumes all the responsibility to ensure that the instructor received the assignment when submitted via e-mail.
3. Some quizzes are administered via Blackboard. It is the responsibility of the student to ensure that their software is up to date and compatible with BB. It is the responsibility of the student to make sure that they are familiar with BB and test taking. Technical issues are to be cleared up with the Universities help desk not the Professor.
4. Make-up exams (Mid-term & Final) will be granted for excused absences only. Make – up exams will be on an individual basis and determined by the instructor. If a make-up exam is granted, the student will be required to provide documentation of the emergency which prevented the student from taking the exam in the first place (i.e. vehicle accident report, hospital discharge instructions, etc).

### **Writing Center Information**

The University Writing Center is located in Library, Room 227. It is a great place to receive help with editing your written papers, and with APA style assistance. They are open M-Th 9:00-5:00 pm, Fr 9:00-2:00 pm, and Sundays 12:00-5:00pm. Appointments are recommended well before the deadline, but they will take walk-ins.

## **STUDENTS WITH DISABILITIES**

Any student who is in need of a special accommodation MUST first register and provide the instructor with written approval from the UTEP Center for Accommodations and Support Services (CASS) before accommodations will be made. CASS is located in Room 106 of the Union East Building. Call 915-747-5148 or visit their website: <http://sa.utep.edu/cass/> Tape recording of classes is considered to be a special accommodation and not allowed unless first approved in writing by CASS.

## **GRADING SCALE**

|   |          |        |
|---|----------|--------|
| A | 90-100   | Points |
| B | 80-89    | Points |
| C | 70-79    | Points |
| D | 60-69    | Points |
| F | Below 60 | Points |

## **IMPORTANT DATES**

|  |                               |
|--|-------------------------------|
| Monday August 28 <sup>th</sup> , 2017        | Classes Begin                 |
| Monday September 4 <sup>th</sup> , 2017      | No Class-Labor Day Holiday    |
| Friday November 3 <sup>rd</sup> , 2017       | Course Drop Deadline          |
| November 23 <sup>rd</sup> , 24 <sup>th</sup> | No Class-Thanksgiving Holiday |
| Thursday December 7 <sup>th</sup> , 2017     | Last Day of Classes           |
| December 11-15                               | Finals Week                   |

**CLASS SCHEDULE (\*\*\*\*\*subject to change\*\*\*\*\*)**

|                 |   |
|-----------------|---|
| Monday 08/28    | Introduction / Syllabus Review  |
| Wednesday 08/30 | Ch. 1 Basic Concepts for Understanding Criminal Justice Organizations     |
| Monday 09/04    | No Class-Labor Day  |
| Wednesday 09/06 | Chapter 1 Basic Concepts for Understanding Criminal Justice Organizations |
| Monday 09/11    | Ch. 2 Structure of Criminal Justice Organizations                         |
| Wednesday 09/13 | Ch. 3 The Criminal Justice System in its Environment                      |
| Monday 09/18    | Ch. 4 Problems of Communication   |
| Wednesday 09/20 | Ch. 4 Problems of Communication   |
| Monday 09/25    | Ch. 5 Motivation of Personnel   |
| Wednesday 09/27 | Ch. 5 Motivation of Personnel   |
| Monday 10/02    | Ch. 6 Job Design  |
| Wednesday 10/04 | Ch. 7 Leadership  |
| Monday 10/09    | Ch. 7 Leadership  |
| Wednesday 10/11 | <b>MID-TERM EXAM REVIEW</b>   |
| Monday 10/16    | <b>***MID-TERM EXAM***</b>  |
| Wednesday 10/18 | Ch. 8 Personnel Evaluations and Supervisions                              |
| Monday 10/23    | Ch. 8 Personnel Evaluations and Supervision                               |
| Wednesday 10/25 | Ch. 9 Occupational Socialization  |

|                 |  |
|-----------------|--|
| Monday 10/30    | Ch. 10 Power and Political Behavior                                  |
| Wednesday 11/01 | Ch. 10 Power and Political Behavior                                  |
| Monday 11/06    | Ch. 11 Organizational Conflict                                       |
| Wednesday 11/08 | Ch. 11 Organizational Conflict                                       |
| Monday 11/13    | Ch. 12 Decision Making   |
| Wednesday 11/15 | Ch. 12 Decision Making   |
| Monday 11/20    | No Class-Thanksgiving Holiday  |
| Wednesday 11/22 | No Class-Thanksgiving Holiday  |
| Monday 11/27    | Ch. 13 Organizational Effectiveness                                  |
| Wednesday 11/29 | Ch. 13 Organizational Effectiveness                                  |
| Monday 12/04    | Ch. 14 Change and Innovation   |
| Wednesday 12/06 | Ch. 15 Research in Criminal Justice<br>Organization/Review for Final |
| Monday 12/11    | ***FINAL EXAM***   |

THIS CLASS IS NOT AN EASY CLASS. YOU MUST PUT FORTH EFFORT IN ORDER TO RECEIVE A GOOD GRADE AND YOU MUST SHOW UP TO CLASS TO KNOW WHAT IS GOING ON AS FAR AS ASSIGNMENTS AND QUIZZES AND DQ'S. IF YOU DO NOT HAVE THE TIME TO DEVOTE TO THIS CLASS PLEASE DROP IT AS YOU WILL STRUGGLE WITH YOUR GRADE AND CONSEQUENTLY YOUR GPA WILL SUFFER.



