ORGANIZATION AND ADMINISTRATION OF JUSTICE
Justice Studies 310
Fall 2015

Professor:

Gary Reed
Justice Studies Program
Social Science Division
Lewis-Clark State College
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Office Hours:
Tuesday 1:45pm – 2:45pm
Wednesday 1:45pm – 2:45pm
Thursday 1:45pm – 2:45pm
and by appointment.

Class Meets: Tuesday & Thursday 3-415pm
Classroom: MLH #220

Course Description:
Students study behavior in the justice system as influenced by organizational structure, technology, managerial policies, supervisory patterns, individual need, and group relations. Prerequisite: JS 103 or instructor's permission.

Goals:
It is expected that students will become more adept at utilizing social scientific analysis to understand the relationships between the criminal justice system, its challenges, and its management. The written work and verbal presentations of students should reflect systematic, logical arguments that are clearly supported by theory and research.

Course Requirements:
Written Reports 25%
Exam One 25%
Exam Two 25%
Exam Three/Final Exam 25%

Written Reports:
Short reports (approximately two to three typed pages) on selected issues in the readings will be assigned in class. The reports are important because they will serve as preparation for discussions. The reports will be evaluated on the quality and thoughtfulness of your social scientific analysis of the assigned material. They will be graded as: excellent, surpassing expectations (A), good, competent work (B), satisfactory (C), not satisfactory (D), failing (F). REPORTS WILL BE DUE IN CLASS. LATE REPORTS WILL NOT BE EXCUSED, AND THEY WILL BE PENALIZED A FULL LETTER GRADE (e.g. a late "B" will become a "C"). FIVE (5) REPORTS WILL BE ASSIGNED. YOU ARE REQUIRED TO SUBMIT THREE (3). You may turn in reports early. YOU MAY SUBMIT A FOURTH AND FIFTH REPORT IF YOU NEED EXTRA CREDIT. The extra credit will be applied towards your written report grade. An "A" extra credit report adds three percent to your written report grade, a "B" is worth two percent, and a "C" is worth one percent. Also note that your reports must contain references for paraphrased and quoted material. See the term paper assignment for the required style of reference citations.

Exams:
Three exams (including the final exam) consisting of essay questions will be administered in class. Study questions will be available prior to the exams to help you prepare.

Attendance:
Attendance will be taken most meetings. One percent will be added to the final grades of students with recorded attendance of 90% or better.

Student Conduct:
"Cheating or plagiarism in any form is unacceptable. The College functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted by a student must represent his/her own ideas, concepts and current understanding" (Provost Fernandez, 2008).

All students are expected to take the short tutorial on citing sources at: http://www.lcsc.edu/library/ILI/Module_2A/Welcome.htm
Any student with questions remaining as to what constitutes cheating or plagiarism should consult the instructor in order to avoid any misunderstanding. If a student is caught cheating, at minimum, he/she will fail the assignment, the Judicial Affairs Officer will be notified and the incident recorded. Students must also keep copies of any written work turned in. Moreover, we will be dealing with controversial issues at times and it is essential that discussions remain constructive and respectful.

If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment to talk with me.

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of student education records and is enforced by the U.S. Department of Education. In essence, the act states that 1) students must be permitted to inspect their own “education records” and 2) “school
officials” may not disclose personally identifiable information about a student without written permission from the student. For further information on FERPA and LCSC’s directory information policy, visit www.lcsc.edu/registrar or call 208-792-2223.

Please refrain from gaming, web surfing or using your cell phone during class.

Readings: (Available at the LSCS Bookstore and elsewhere)

Textbook:
Authors: Stojkovic, Stan; Kalinich, David; and Klofas, John
Publisher: Thomson/Wadsworth
Note: there may also be additional readings assigned from web sources.

Topics and Assignments:

(Due to the nature of academic discussions, the items listed below will not always correspond to the days noted.)

Aug 25-27: Introduction to the course
Reading: Textbook chapter 1

Sept 1-3: Structure of Criminal Justice Organizations
Reading: Textbook chapter 2

Sept 8-10: The Criminal Justice System in its Environment
Reading: Textbook chapter 3
Written Report #1 (Sept 10)

Sept 15-17: Problems of Communication
Reading: Textbook chapter 4

Sept 22-24: Motivation of Personnel
Reading: Textbook chapter 5
Written Report #2 (Sept 24)

Sept 29-Oct 1: Job Design
Reading: Textbook chapter 6

Oct 1: Exam One

Oct 6-8: Leadership; reader chapter 13
Reading: Textbook chapter 7

Oct 13-15: Personnel Supervision and Evaluation
Reading: Textbook chapter 8
Oct 20-22: Occupational Socialization I
Reading: Textbook chapter 9
Written Report #3 (Oct 22)

Oct 27-29: Occupational Socialization II

Nov 3-5: Power and Political Behavior
Reading: Textbook chapter 10

**Nov 5: Exam Two**

Nov 10-12: Organizational Conflict
Reading: Textbook chapter 11

Nov 17: Decision Making
Reading: Textbook chapter 12
No class Nov 19 due to ASC conference

Nov 23-27: Fall Break

Dec 1-3: Organizational Effectiveness
Reading: Textbook chapter 13
Written Report #4 (Dec 3)

Dec 8-10: Change, Innovation, and Research
Reading: Textbook chapter 14 & 15
Written Report #5 (Dec 10)

Dec 17: **FINAL EXAM 3:00pm-4:50pm**

**LEWIS-CLARK STATE COLLEGE Syllabus Addendum**

**Consumer Information**
In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at [http://www.lcsc.edu/consumer-information/](http://www.lcsc.edu/consumer-information/)

**Disability Accommodations**
Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

**Student Rights and Responsibilities**
Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog ([http://webdev.lcsc.edu/catalog](http://webdev.lcsc.edu/catalog) and the LCSC Student Handbook ([http://www.lcsc.edu/media/2157659/Student-Handbook.pdf](http://www.lcsc.edu/media/2157659/Student-Handbook.pdf)) for more information.
Accidents/Student Insurance
Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

Enrollment Verification/Attendance
Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

Academic Dishonesty
Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members may impose their own policies and sanctions regarding academic dishonesty after offering the student an opportunity to explain his or her actions. Sanctions imposed by the faculty member are limited to grades on the assignment(s) in question and/or on the course grade. On matters of academic dishonesty, faculty members do not have the authority to dismiss a student from class indefinitely nor to disenroll a student from a program without corroboration from a Division Chair (or program ethics committee where applicable), the appropriate instructional dean, and the Vice President for Student Affairs. Students who are accused of being academically dishonest may be referred to the VP for Student Affairs for official disciplinary action.

Illegal File Sharing
Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the VP for Student Affairs’ web page (http://www.lcsc.edu/student-affairs/student-code-of-conduct/).

Diversity Vision Statement
Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being.

Disclosures
During this course, if you elect to discuss information with me which you consider to be sensitive or personal in nature and not to be shared with others, please state this clearly. Your confidentiality in these circumstances will be respected unless upholding that confidentiality could reasonably put you, other students, other members of the campus community, or me in danger. In those cases or when I am bound by law to report what you have told me, such as incidents involving sexual assault or other violent acts, I will submit a report to appropriate campus authorities.

Student Feedback
Students shall be provided the opportunity to formally evaluate each course in which they are enrolled. Notification of student feedback opportunity and timelines will be made through the official LCSC student email (currently LCMail) or online course learning management (currently Blackboard Learn) systems.

Approved by VP for Student Affairs & Provost 5/12/2015