



**Course Syllabus Fall 2021**  
**CRJU 4413 Administration of Justice**  
**Location: Online**

**Instructor:** Dr. Attapol Kuanliang

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**Phone:** 940-397-4745

**Office Hours:** Tuesday 11:00 a.m. – 3:00 p.m.  
Wednesday 11:00 a.m.-3:00 p.m.  
Thursday 11:00 a.m.-1:00 p.m.  
Monday and Friday by appointment only

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**Webpage:** [Faculty Profile](#)

**Text:** Peak, K. J. & Giacomazzi, A. L. *Justice Administration: Police, Courts, and Corrections Management* (9<sup>th</sup> ed.). Pearson, ISBN 978-0134871400.

**Class Description:**

(Catalog) Credit 3 semester hours. Principles and procedures for the administration of criminal justice agencies. Introduction to modern management techniques and application of skills required for pragmatic criminal justice issues. Special emphasis includes labor relations, contract negotiations, budgeting, and other relative matters.

**Course Objective:**

This course provides the student with an understanding of the justice administration in all three major components, including policing, courts and corrections. Major topics include the justice system organization and administration, the rights of criminal justice employees, the operation and organization of the justice system, the personnel in the justice system, and the justice system issues and practices.

1. Identify the differences between public and private administration.
2. Explain the criminal justice process.
3. Describe organization structure, theory and function of the justice system.

4. Identify constitutional rights of criminal justice employees.
5. Analyze the justice system issues and practices.
6. Explain personnel roles and functions in the justice system.

The above objectives are to be achieved through a process involving readings, lectures, class discussions and independent research.

### **Course Format:**

The class is 100% online; there are no class meetings. All homework, assignments and examinations are to be completed online no later than the final due dates for each assignment stated in course schedule. If you have questions regarding the reading material, quizzes, and exams, you have to post your question each week in the D2L Question Forum. If you would like to chat on the phone with me live, you can do so during my office hours by using Skype. You can download Skype at [skype website](#). My username is akuanliang. Note: Meetings, official university business and other situations may necessitate a change in or cancellation of office hours. I will e-mail you through the D2L account. Therefore, it's your responsibility to check your D2L account and log in to the class regularly.

### **Course Requirements:**

**1) Introduction:** Due the internet course format, the personal introduction is intended help students to get acquainted with each other. The student's introduction should include information that the student is willing to share about him or herself, for example, hometown, major, classification, your goal or objective of life. Photo is encouraged to be included in the profile. After you introduce yourself in the introduction forum, each of you has a responsibility to post and welcome each other to this online class.

**2) Examinations:** There will be 3 exams, which will be multiple choice or true/false questions. Each exam will be conducted online. Each student has to take and finish within the timeline requirement. **Due to the flexibility regarding the time to take the exams, make up exams will not be allowed.** Mid-term grades will be posted on-line for students to view via Banner. Mid-term grades indicate a student's status at mid-semester only and do not indicate the final performance.

**3) Quizzes:** In each chapter, the student has to log in to take quizzes by the due date. These quizzes are timed; therefore, please make sure that you are ready before you log in. You can view quizzes only when you are taking them. Therefore, if you have any question regarding the quizzes you have to take a note and post that question in each chapter forum. I will answer the question after everybody takes the quiz in each chapter.

**4) Discussion:** This is the primary method of communicating ideas with other students and the instructor. All students must participate in discussions about the readings, uploaded materials, websites, and outside materials in a true seminar fashion. This will be accomplished by the use of a discussion forum. Student's participation in the discussions will be graded.

These assignments are on the D2L platform for the course and are given throughout the semester and allow the student to demonstrate their understanding of the assigned material in an open-ended essay format. Postings must be from **200 to 350** words in length and are due by 11:55 on Sunday at the end of the week that they are assigned. Do note that the posting must be provided by midnight of the due date or the student will receive no credit for the submission.

Likewise, students will need to respond to the postings of other students. **Each student should provide at least two other postings to their fellow class members if they expect to gain full credit for the week.**

Students will only have 7 days to respond to the questions or issues presented.

**Students will not be allowed to progress ahead of the class schedule with weekly assignments. Also, there will be no exceptions to the timely completion of the weekly Discussion Board assignments.**

Considerations for grades will include but are not limited to the number of initiated discussions, the number of responses, timeliness, appropriateness, contribution value, and accuracy. Students that log on and respond to a question or topic but have clearly not read the assigned material will receive the lowest number of points possible.

Students that log on, participate actively, and have clearly read the material may receive the highest grade possible. Average work will receive the median point value.

### **Grading:**

Grades are figured as follows:

Grade	Percent
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

### **Academic Dishonesty:**

All students are expected to maintain the highest standards of academic honesty. Cheating, plagiarism, and unethical practices will be handled according to university policy.

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### **Desire-to-Learn (D2L)**

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into D2L through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

### **Attendance**

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

### **Online Computer Requirements**

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings. Computers are available on campus in various areas of the buildings as well as the Academic Success Center. Your computer being down is not an excuse for missing a deadline!! There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into D2L.

### **Change of Schedule**

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

### **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

### **Services for Students With Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [disability support services website](#).

### **College Policies**

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

### **Smoking/Tobacco Policy**

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

### **Alcohol and Drug Policy**

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### **Grade Appeal Process**

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University Undergraduate Catalog

### **Student Services:**

Students who need special services should contact the instructor directly or visit [student support services website](#).

### **Class policies and Procedures:**

Other class policies and procedures follow the [MWSU Student Policy Manual & Organizational Handbook](#).

**Tentative Course Schedule date:**

Month	Date	Topic
August	22	Introduction
	28	Chapter 1: The Study and Scope of Justice Administration
		Introduction forum
September	4	Chapter 2: Organization and Administration: Principles and Practices
	11	Chapter 3: Rights of Criminal Justice Employees
	18	Chapter 4: Police Operation and Organization
	25	Chapter 5: Police Personnel Roles and Functions
October	2	Exam I
		Chapter 6: Police Issues and Practices
	9	Chapter 7: Court Organization and Operation
	16	Chapter 8: Court Personnel Roles and Functions
	23	Chapter 9: Court Issues and Practices
		Exam II
	30	Chapter 10: Corrections Organizations and Operation
November	6	Chapter 11: Corrections Personnel Roles and Functions
	13	Chapter 12: Corrections Issues and Practice
		Chapter 13: Ethical Considerations
	20	Chapter 14: Special Challenges: Labor Relations, Liability, and Discipline
		Chapter 15: Financial Administration
December	4	Chapter 16: Technologies and Tools
		Exam III

**The instructor reserves the right to adjust and change the syllabus and course schedule as needed.**