



CRJU 6323 Seminar in Organization & Administration
Fall 2023

Contact Information

Instructor: Dr. Atkins
Office: #MA101
Office hours: M 9-11 Tu 9-11 Th 9-10 (email for appointment)
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Course Description

This course will examine various aspects of justice administration, including organizational theory and behavior, public management generally, and management issues related to criminal justice agencies. The objectives of the course are 1) Demonstrate major theoretical perspectives related to organizational theory 2) Assess proficiency in the application of organizational theories to the management of public institutions 3) Challenge students to think analytically and intellectually about the administration of justice in the 21st Century.

Textbook & Instructional Materials

Stojkovic, Klofas and Kalinich, *The Administration and Management of Criminal Justice Organizations: A Book of Readings*. (6th Edition or newer). Waveland
ISBN: 1285459016

J. Steven Ott, *Classic Readings in Organizational Behavior*. Cengage, 2007
ISBN: 0495094749

Student Handbook

Refer to: [Student Handbook 2017-18](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individuals to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

Grading

Percentage Breakdown

Assignments	%
Exam 1	30
Exam 2	30
Research Paper	30
Discussions/ Participation	10

Grading Scale

Grade	%
A	90-100
B	80-89
C	70-79
D	60-69
F	Less than 60

Participation/Weekly Assignments or Discussions

Discussions/Participation assignments account for 10% of your final grade. Discussions are a key element of the course. This allows me to determine that you are reading and/or watching, comprehending, and applying the course content. Discussion topics/assignments will vary week to week. Some weeks you may be required to write up a summary of the week's readings while other weeks you may complete a small research assignment or answer a set of questions based on the week's readings or a video. Some weeks you will not have any discussion or assignment. Discussions and participation assignments will be posted throughout the semester. We may not have very many discussion/participation assignments as I would like you to focus primarily on keeping up with your readings and working on your research paper.

Exams

An open-book essay exam accounts for 30% of your final grade. The exam will cover readings from the Stojkovic et al textbook. Your completed exam will be uploaded to the relevant DropBox in D2L. More information about the exam will be given as the semester progresses toward the exam due date.

Book Review

A book review essay Ott text accounts for a total of 30% of your final grade. Read example book review essay posted in D2L, use this as a guide for

organizing your book review essay. The book review essay should be double spaced in 12-point Times New Roman font. Make your review essay as many pages in length as needed to provide a detailed review, organized in a manner akin to the example review essay. This assignment should be a minimum of 5 pages of substantive text. When in doubt, write more.

Research Paper

The research paper counts for 30% of your final grade. The primary project for this course is to write an original scholarly research paper. Drawing upon your education and your real-world experience, your assignment is to identify and analyze an issue associated with some aspect of administration and organization challenges in the criminal justice. In general, your paper should include the following sections:

- 1) Introduction: Clearly define and explain the issue or problem you are addressing. Introduce your research question. Why is this question relevant? Will answering the question fill a gap in the literature?
- 2) Literature Review: Review scholarly research articles that are applicable to your research question.
- 3) Methodology: Identify and explain your sample and research methodology. Why is this a good method to answer your research question?
- 4) Results: Report the findings (results) of your research.
- 5) Discuss the relevance of your findings. (Discussion)
- 6) Conclusion: Short summary of your research. Explain any gaps in the research literature/knowledge-base of your issue and recommend future research ideas that might build upon the findings of your paper.

SCOPE: Your paper must be at least 14 pages of substantive text (this DOES NOT include title page, references, and/or appendices). Choose a topic that is broad enough to find adequate resources, yet narrow enough to be managed in this paper. You need not write an encyclopedia, stay focused.

Minimum paper requirements:

- 14 pages, (does not include title page, references, and/or appendices).
- Double-spaced, 12-pt. Times New Roman font, and have 1-inch margins
- Minimum of ten (10) scholarly (peer-reviewed) sources, all must be cited in-text as well as on your Reference page.
- APA format and referencing (if you have questions about APA format and citations, visit [The Purdue Online Writing Lab](#).)

ATTENTION: Your paper must be your own, original work, created and submitted only for this course. Submitting a paper identical or substantially similar, to a paper submitted for another course, is an act of academic dishonesty. Failure to meet minimum paper requirements will result in a deduction of 1 letter mark from the final paper grade for each missing component. Additionally, failure to meet due-dates/deadlines for any component of the research paper may result a deduction of 1 letter mark from the final paper grade. Your paper must have a minimum of 10 references from scholarly journals. Limit use of "direct quotes," use only when a summarizing would take away from the idea or diminish the intended emphasis. If a majority or substantial portion of your paper is compiled of direct quotes, you will receive a failing grade.

Plagiarism (uncited sources or quotations) or any other display of academic dishonesty will result in a final course grade of "F." Use APA citation style; double-spaced, 1-inch margins, Times New Roman, 12-pt font. Submission must include a cover page, with paper title, your name, and a References (works cited) page at the end of the paper. Neither the cover nor reference pages count toward the total number of pages. Papers must be submitted to the D2L drop-box in MICROSOFT WORD FORMAT ONLY. Google-Doc files will not be accepted. Early submissions are encouraged, late submissions not accepted. By enrolling in this course, students expressly grant MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and for educational purposes. Turnitin.com is available to the professor for the purpose of verifying the originality of a student's work.

Extra Credit

Extra credit is not accepted

Late Work

Late work will receive a grade of F unless a prior agreement exists between the student and Dr. Atkins

Make Up Work/Tests

This is an online course, make-ups not allowed. Missed assignments will automatically receive a grade of F unless a prior arrangement exists between Dr. Atkins and the student or the student missed for a University approved excusable absence.

Important Dates

Last day for term schedule changes:	Aug 31
Deadline to file for graduation:	Sept 25
Last Day to drop with a grade of "W:"	Oct 30 by 4:00pm
Refer to:	Drops, Withdrawals & Void

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

Coursework will be completed online.

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 <http://www.mwsu.edu/student-life/disability>.

Notice: Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule: See following page...

Course Schedule
See the D2L Calendar for current due dates.

WEEK or MODULE	Topic/Readings/Assignments	Weekly Assignment
Week 1 (Aug. 28)	<ul style="list-style-type: none"> • Introduction, read through syllabus 	See D2L
Week 2 (Sept. 4)	<ul style="list-style-type: none"> • Obtain course textbooks. • Introduce yourself Discussion 	See D2L
Week 3 (Sept. 11)	<ul style="list-style-type: none"> • Reading/discussion (see D2L) 	See D2L
Week 4 (Sept. 18)	<ul style="list-style-type: none"> • Reading/discussion (see D2L) 	See D2L
Week 5 (Sept. 25)	<ul style="list-style-type: none"> • Reading/discussion (see D2L) 	See D2L
Week 6 (Oct. 02)	<ul style="list-style-type: none"> • Reading/discussion (see D2L) 	See D2L
Week 7 (Oct. 09)	<ul style="list-style-type: none"> • Reading/discussion (see D2L) • Select research topic 	See D2L
Week 8 (Oct. 16)	<ul style="list-style-type: none"> • Collect your first five scholarly articles for your Research Paper 	See D2L
Week 9 (Oct. 23)	<ul style="list-style-type: none"> • Collect five more scholarly articles for your Research Paper 	See D2L
Week 10 (Oct. 30)	<ul style="list-style-type: none"> • Exam 1 due Nov. 5 by 11:30 pm 	See D2L
Week 11 (Nov. 06)	<ul style="list-style-type: none"> • Work on Research Proposal • Course reading (see D2L) 	See D2L
Week 12 (Nov. 13)	<ul style="list-style-type: none"> • Work on Research Proposal • Course reading (see D2L) 	See D2L
Week 13 (Nov.20)	<ul style="list-style-type: none"> • Work on Research Proposal • Course reading (see D2L) 	See D2L
Week 14 (Nov. 27)	<ul style="list-style-type: none"> • Book Review due Nov. 27 by 11:30pm 	See D2L
Week 15 (Dec. 04)	<ul style="list-style-type: none"> • Work on Research Proposal • Upload Research Proposal to the Dropbox. due Dec 12 by 11:30pm 	See D2L