

SYLLABUS/CLASS SCHEDULE
CRIJ 2328---Police Systems & Practices
HCC Northwest College – Alief Campus
Spring 2012
Professor Craig E. Ferrell, Jr.

Instructor Information:

Name: Craig E. Ferrell, Jr.

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I will respond to your email communication as soon as possible but like most of you I am not available 24 hours a day 7 days a week. Emails will not be checked after 5:00 p.m. weekdays, M-TH, nor after 12:00 p.m. on Fridays so please be aware that you will not receive a response after those hours until the following business day.

Office Hours: By appointment only. Normally I will be available 15-30 minutes before class and/or we can talk after class for short consultations. Please feel free to contact me concerning any problems you may be experiencing in this course. Do not wait until you have received a poor grade before talking with me. I will make myself available to listen to your concerns and to discuss strategies for improvement. Your performance is very important to me and with proper preparation and some old fashioned hard work you can and will succeed in this course.

Website: <http://learning.hccs.edu>

Course Description:

CRIJ 2328 Police Administration: Structures, Processes and Behavior course is designed to insure that students become familiar with the policing profession; organization of law enforcement agencies; the role of police; the proper use of discretion; ethical policing; police/community relations; as well as the current and future trends and issues confronting modern law enforcement agencies.

This course is designated as part of the Criminal Justice Transfer Curriculum.

Required Texts:

- Police Administration: Structures, Processes, and Behaviors, 8th Edition, Swason, Territo & Taylor, 2011. Upper Saddle River, N.J.: Prentice Hall. ISBN-13: 9780135121030 (Required)

Note: Students are also encouraged to reach beyond the textbook and gather information on current criminal justice related events from different resources and share it with the class.

Learning Objectives:

- Learn the theories and practices of professional police administration;
- Explain the significance of the U.S. Supreme Court decisions in each of the following cases: *Mapp v. Ohio* (1966), *Gideon v. Wainwright* (1963), *Escobedo v Illinois* (1964), and *Miranda v. Arizona* (1966);
- Identify the problems commonly associated with traditional policing;
- Learn effective and ineffective communication strategies;
- Discover how to employ software, databases, and geographic information science in police administration;
- Understand the difference between proper and improper use of discretion in police administration;
- List and describe the negligence theories applicable to police supervision and management;

- Learn good planning and decision making techniques for modern law enforcement agencies;
- Analyze the relationship between politics and organizational change;
- Describe how to make organizational change succeed; and most importantly
- Develop personal values for ethical decision making!

ATTENDANCE:

- Students are expected to attend class ON TIME. Always be respectful of my time and your fellow students by coming to class on time.
- If you come in late, please do so quietly and sit in the back.
- Class attendance is checked daily at or near the beginning of class, and attendance affects a student's success. If you come in after the roll has been taken you will be considered officially absent for that day but are allowed to attend and participate in the rest of the class.
- It is the responsibility of the student to drop a course for any reason. Note: I will not drop a student for non-attendance.
- Historically poor attendance records tend to correlate with poor grades. Students are responsible for all materials covered during their absences; it is the student's responsibility to consult with the professor for a missed exam or assignment. Make friends with your fellow students, and get the notes from them if you must miss a day.
- Your vacation plans and personal conflicts with other classes or classes at other colleges/universities are NOT considered excused absences.

STUDENT CONDUCT: All students in HCCS courses are required to follow all HCCS Policies and Procedures, the Student Code of Conduct, the Student Handbook and relevant sections of the Texas Education Code when interacting and communicating in classroom activities with faculty and fellow students.

- Students who violate these policies and guidelines will be subject to disciplinary action that may include your removal from the course or campus.
- Be respectful to your fellow students and your professor. This includes but is not limited to showing up on time, staying through allotted class times, not eating in class, and making certain that cell phones and pagers are turned off at all times.

Professor's Responsibilities:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived;
- Facilitate an effective learning environment through class activities, discussions, and lectures;
- Give a description of any special projects or assignments;
- Inform students of policies such as attendance, withdrawal, tardiness and make up tests;
- Post the course outline/class calendar and Syllabus online, and
- Arrange to meet with individual students before and after class as required.

Evaluation of your Professor: At the Houston College, professors believe that thoughtful student feedback is not only useful but necessary to improve teaching and learning. You will be asked to answer a short online survey of research-based questions related to your professor and the instruction you received. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term. Please take the time and effort to complete your evaluation. Students should go to:

www.hccs.edu/EGLS3

HCC CORE CURRICULUM: The core curriculum refers to a set of courses in the humanities, social sciences, and natural sciences that are required of all freshman and sophomore students who are pursuing a bachelor's degree. The purpose of the core is to give all students a basic set of learning experiences regardless of their major. A majority of classes taken by community college students planning to transfer to a university will be core classes.

The core curriculum at Houston Community College includes 43 semester hours.

- Communication skills (9 hours)
- English literature (3 hours)
- Mathematics (3 hours)
- Natural sciences (7 hours)
- Social sciences (15 hours) State law requires that students have six hours of government (GOVT 2301 and 2302) and six hours of history (HIST 1301, 1302, and 2301—choose any two). **The core curriculum includes an additional social science course.** Students may select from a long list of anthropology (all but ANTH 2301), economics (all but 1301), geography, government, history, psychology, and sociology courses as well as TECA 1354, which is Child Growth and Development.
- Fine arts (3 hours)
- Cross/multicultural studies (3 hours)

Although **the 43-hour core allows room for electives**, students should be advised that their choices of electives depend on their major field of study. **Criminal Justice would be an excellent area for students to find electives which bring together the various social science disciplines of law, psychology, sociology, social services, history and political science. Each perspective will contribute to a greater understanding of crime in our society.**

Course Schedule/Calendar: Students must print out a copy of the Course Schedule/Calendar separately for use in conjunction with this syllabus.

Reasonable Accommodations: HCCS is compliant with the ADA and Sec. 504 of the Rehabilitation Act of 1973. Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office. To visit the ADA Web site, log on to www.hccs.edu, click Future students, scroll down the page and click on the words Disability Information. For questions, please contact the Northwest ADA Counselor for additional information and or assistance. **HCC-Northwest ADA Counselor: Northwest ADA Counselor -Mahnaz Kolaini 713.718.5422**

INTERNATIONAL STUDENTS: The HCC and class attendance policies apply to all students regardless of residency status. Receiving a W in a course may affect the status of an international student's Visa. Once a W is given for the course, it will not be changed to an F because of a visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

HCC ILLNESS INFORMATION: HCC asks faculty, staff and students to practice good health habits. For example one of the best practices you can utilize is to wash or use an alcohol-based hand sanitizer to clean your hands frequently.

HCC Course Withdrawal Policy: Students who take a course for the third time or more must now pay significant tuition/fee increases at HCC and other Texas public colleges and

universities. At HCC it is an additional \$50 PER CREDIT HOUR. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate on time. If you are considering course withdrawal because you are not earning passing grades, confer with your professor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation and opportunities for tutoring or other assistance that might be available. Also you should be aware that the state of Texas has passed a new law limiting new students (as of Fall 2007) to no more than six (6) withdrawals throughout your entire academic career in obtaining a baccalaureate degree.

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. This semester, the date is **March 29th @ 4:30 p.m.** If a student has excessive absences after the last official drop date, the student will get an (FX) for the entire course.

As your professor it is very important to me that you succeed. However, ultimately it is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance. **Note:** Students are now able to withdraw from one or more of their courses online. While it is still advisable those students receive good counseling prior to dropping one or more classes, students will no longer be required to “see” someone before they drop.

CHILD CARE AND COLLEGE: If you have children, plan ahead and visit the HCC and WorkSource Child Care Program website by clicking on the –Current Students link and then selecting the Childcare link under the –Student Support section.

CAMPUS CLOSURES: WEATHER IS ALWAYS CHANGING IN HOUSTON. Please check the HCCS website for campus closures due to inclement weather at the following:
<http://www.hccs.edu/portal/site/hcc>

ELECTRONIC DEVICES:

- HCC Policy states that NO electronic devices of any type are permitted in class (i.e. phones, pagers, recording, and photography) unless you have permission by the ADA office and then you must advise the professor in advance of their use.
- Note: “off” does not mean &/or include having an electronic device on vibrate or mute.
- Answer your calls and make calls before or after class!
- Students should not leave the class to make a call or answer one (or worse—answer a call in class). Appropriate sanctions will be imposed for any and all violations up to and possibly including receiving an (F) for the course.

ACADEMIC DISHONESTY: Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Plagiarism is defined as using and passing off as one’s own the ideas, data, or writings of another or presenting as one’s own an idea or product that is derived from an existing source.

Cheating involves fraud and deception for the purpose of violating testing, assignment and class rules. Students who improperly assist other students are just as guilty as students who receive the assistance. If two or more students submit work that is identical or nearly identical, in whole or in part, they are equally guilty of violating the academic dishonesty policy.

Collusion involves an agreement with another person to defraud another or to do or obtain something forbidden by law or in a student's case by violating class and/or college rules and regulations.

In simplified terms, you are not allowed to:

1. Take unchanged passages (or slightly edited) from another person's writing and portray them as one's own;
2. Submitting a paper that includes paraphrases of another person's writing without giving credit;
3. Having someone else write your paper for you;
4. Copying or using another person's work during in-class writing or testing;
5. The unauthorized use of electronic devices during in-class writing or testing; and
6. Violating any testing rules.

Keep in mind also that whether you are cheating or not, not following testing or writing rules properly, such as communicating with your neighbor, leaving the testing room and returning or using a cell phone during a test will be construed as cheating. Additionally, removal of exam questions from the classroom will result in a failing grade of (F) for the exam and possibly for the entire course. Note: This is not an exhaustive list of all the forms of cheating on written work. If you are in doubt, consult with your professor. **Always avoid the appearance of impropriety!**

Possible punishments for academic dishonesty may include a grade of 0 or (F) in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System.

(See the Student Handbook for additional information)

ACT RESPONSIBLY:

- If you must leave class early, just inform the professor ahead of time so that he/she will know the situation and sit in the back on that day.
- If you miss any exams or assignments, it is your responsibility to come to the professor promptly to arrange for a make-up exam. Keep in mind that you must conform to the professor's make-up exam schedule in this situation. See attendance policy and testing policy for more information but be advised that no make-up exams will be given before April 1st and then be prepared because the make-up exam may be more difficult than the original exam.

TESTS, QUIZZES, WRITING ASSIGNMENTS AND PARTICIPATION:

There will be 3 tests (including the Final Exam), 6 pop-quizzes, 1 writing assignments/classroom presentation.

Tests: The first two tests are 100 points each and involve a combination of multiple choice questions, short answer questions and essays. Students are given 1 ½ hours to complete tests #1 and #2 and two hours to complete test #3 the Final Exam which is cumulative and is worth 150 points.

Quizzes: There are 6 unannounced 10-point quizzes. Quizzes consist of a combination of multiple choice questions, short answer questions and essays. **Note:** Your lowest quiz grade will be dropped from your final grade calculation...i.e. only the 5 highest quiz grades are counted therefore **NO** Make-up Quizzes will be offered.

Writing Assignments: There will also be 1 writing assignments given worth 50 points. Each student will write a 5-8 page paper on a topic approved by the professor. The topics will cover a range of issues and aspects in the Criminal Justice System. Papers must have a 12 pt. character font, double spaced, 1 inch margins, and be consistent with any other parameter given. **Note:** Each day late turning in a writing assignment results in a one letter grade deduction.

Classroom Presentation: Students will present a 10-12 minute presentation of their final paper on an aspect of the Criminal Justice System. Further instructions will be provided by the professor. The presentations should encourage discussions on contemporary issues in the criminal justice process. Students must be prepared to present on the date assigned and should dress professionally.

Attendance and Participation: In an effort to encourage regular attendance and critical thought and analysis of course topics, there will time allotted for class discussion related to the course material. Our class discussions will use the textbook as a starting point. Failure to have completed the assigned readings puts you at a disadvantage and deprives the class of your input. Furthermore, some material on the exams may be taken from the text although it was not covered in class. Failure to read always results in lower grades.

Since our class will be centered on our conversation, I expect you to participate in the discussion. I occasionally call on people in class. Failure to participate in class discussions (either through choice or absence) will result in a lower course grade. One (1) point will be given for daily participation and a bonus of 5 points will be given for any student with perfect attendance who participated in classroom discussions. **Conversely each unexcused absence will deduct points from your total point accumulation.**

GRADING STANDARDS: The grade scale for this course is as follows:

1st Test	100 points	20%
2nd Test	100 points	20%
3rd Test (Final Exam)	150 points	30%
Writing Assignment	50 points	10%
Class Presentation	25 points	5%
6 Quizzes @ 10 points each	50 points (Note: lowest quiz grade dropped)	10%
Daily Participation	25 points	5%
	500 Total Possible Points	100%

A = 450 points or up	B = 400-449 points	C = 350-399 points
D = 300-349 points F = 299 points or below		
A=Excellent	B=Good	C=Fair or Average
	D=Poor	F=Failing

****Extra Credit**** Usually extra credit opportunities present themselves during the course of the semester. Assignments are meant to expose a student to different areas that can enhance their learning experience outside of the classroom. Participation is totally voluntary on the part of the student and **you will be informed of these opportunities exclusively in the classroom so here again attendance is rewarded.** A maximum of 10 points of extra credit

may be offered at the professor's discretion. Anyone with perfect attendance will also be eligible for an additional extra 5 points if they actively participated in class discussions.

Essential to the learning process are at least six basic intellectual competencies. These include and will be utilized and evaluated in acquiring the points listed above:

1. **Reading:** Reading at the college level means the ability to analyze and interpret a variety of printed materials-books, articles, and documents-within the contemporary context of the discipline. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.
2. **Writing:** Competency in writing is the ability to produce clear, correct, and coherent writing adapted to purpose, occasion, and audience. Students of government and political science need to be familiar with the writing process: how to discover a topic; how to develop and organize it; and how to phrase it effectively for their audience. These abilities can only be acquired through practice and reflection.
3. **Listening:** Listening at the college level means the ability to analyze and interpret various forms of speech communication.
4. **Speaking:** Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media.
5. **Critical Thinking:** Critical thinking, or intellectual reasoning, which is necessarily exercised in those competencies described above, is the ability to organize and analyze ideas and data using logical methods. —Data here includes written texts, visual presentations, artifacts, and experimental and statistical material. Critical thinking embraces methods applying both qualitative and quantitative skills analytically and creatively to appropriate political subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.
6. **Computer Literacy:** Computer literacy at the college level means the ability to use computer-based technologies in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available.

All students enrolled in this class should have college level math, reading, writing and basic computer skills. If you do not have these skills, please consider enrolling in developmental classes offered at HCCS.

HCC Grading Scale:

A = 100-90:	4 points per semester hour
B = 89-80:	3 points per semester hour
C = 79-70:	2 points per semester hour
D = 69-60:	1 point per semester hour
59 and below = F	0 points per semester hour

(FX) Students must attend 60% of classes or this new grade will be given for students who normally would receive an F and this grade could affect your State and Federal Student Aid Programs and pay back requirements.

IP (In Progress)..... 0 points per semester hour
 W (Withdrawal)..... 0 points per semester hour
 I (Incomplete)..... 0 points per semester hour
 AUD (Audit)..... 0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP", "COM" and "I" do not affect GPA.

Course Schedule/Calendar:

Note: This schedule is subject to change based on the pace of in-class lectures. At certain points in time we may find ourselves falling behind or moving a little ahead during the semester. I will do my best to adhere to this schedule, and if any changes or adjustments need to be made I will give the students as much advance notice as possible.

Please come to class prepared which means that you have read any and all assignments before the class lecture. Preparedness also means that you have brought pen/pencil and paper to class. Some of my pop-quizzes are open book so you should also consider bringing your book(s) each week as well.

Class Schedule Spring 2012

Day of Week	Date	Topic(s)	Chapter	Page(s)
January 2012				
Second Start Class CRIJ 2328 – CRN 86689				
No Classes in January				
Classes 2-11-12 through 5-13-12				
February 2012				
Mon	2-13	Introduction and Course Overview		
Wed	2-15	Historical Development	1	3- 47
Mon	2-20	Presidents Day Holiday		
Wed	2-22	Policing Today	2	48-85
Mon	2-27	Intelligence, Terrorism, & Homeland Security	3	141-220
Wed	2-29	Politics & Police Administration	4	132-168
March 2012				
Mon	3-5	1 st Test Review and Discussion of Papers/Class Presentations		
Wed	3-7	1st Exam	1-4	1-168
Mon	3-12	Spring Break		
Wed	3-14	Spring Break		
Mon	3-19	Organizational Theory & Design	5-6	169-252
Wed	3-21	Leadership	7	253-306
Mon	3-26	Planning and Decision Making Note: Papers will be due on 4-23	8	307-359
Wed	3-28	Human Resource Management	9	360-430

April 2012				
Mon	4-2	2 nd Test review and Organizational & Interpersonal Communication	10	431-469
Wed	4-4	2nd Test over Chapter's 5-9	5-9	169-430
Fri-Sun	4-6	Good Friday Holiday(s)		
Mon	4-9	Labor Relations	11	470-510
Wed	4-11	Financial Management	12	511-540
Mon	4-16	Stress and Police Personnel	13	541-585
Wed	4-18	Legal Aspects of Police Administration	14	586-647
Mon	4-23	Organizational Change Writing Assignments Due Today	15	648-668
Wed	4-25	Quiz & Class Presentations		
Mon	4-30	Class Presentations completed this date and Note: No late papers will be accepted after this date!		
May 2012				
Wed	5-2	Comprehensive Final Exam Review	1-15	1-668
Wed	5-9	Final Exam --- 2 Hours --- Note special time 2:00 p.m. to 4:00 p.m.		

Note: The final exam schedule and times must be strictly observed. No deviations are permitted from the printed HCC schedule.

Classroom Contract: This syllabus is a contract between you, the student, and me, the professor; it provides an agreement stating my expectations, how a student should proceed, and how I will evaluate each student.

Please understand that adult behavior is expected at all times. Disruptive behavior/activities that interfere with teaching and/or learning will not be tolerated and may result in an administrative withdrawal without refund. Minor issues may result in your removal from the classroom for the day.

On a personal note I want to welcome you on a journey we will take together this semester as we explore criminal justice and the police systems and practices utilized in departments throughout this community, our state and our nation. Fasten your seatbelts and get ready to learn!