**Course Syllabus (10 week)**

**Course Title: Police Administration: Policies, Processes, and Behaviors**

**Course Number:**

**Credit Hours: Course Length: 10 Weeks**

**Date: Course Schedule:**

**Prerequisite: Instructor:**

**Phone:**

**Email:**

***Course Description:***

The overall flow of the book starts with Chapter 1 (The Evolution of Police Administration), which explains how the field of police administration developed and is continuing to develop and ends with Chapter 15 (Organizational Change), which describes important strategies for going forward. Essentially, these two “bookend” chapters chronicle how we got here and the means to move beyond the here and now.

***Course Materials***

* *Police Administration, Policies, Processes, and Behaviors*

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Leonard Territo, Saint Leo University

Robert W. Taylor, The University of Texas at Dallas

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***Course Assignments***

* **Exams** (50 points each – 150 points)

There are three (3) multiple-choice exams. The exams are not cumulative but will be based on the chapters presented immediately preceding each exam.

* **Final exam** (100 points)

There will be final exam for this class. The format for the exam may consist of some type of multiple choices, fill-ins the blanks, and/or essay questions that pertain to all of the information presented.

* **Instructor assignments** (15 points each – 150 points)

Assignments will be given out throughout the semester. Students are expected to complete each assignment and submit them on the due date.

* **Project Paper** (100 Points)

Students will write a research paper about a police administration topic that is of interest to them. The topic must be approved by the instructor. The paper will be in APA format and contain an introduction, the body of the research, and a conclusion. The paper must contain in-text citations from at least three sources. One of the sources must be the textbook.

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| **Grade Categories** | **Total Points** |
| Three quarterly examinations | 150 |
| Instructor Assignments | 150 |
| Project Paper | 100 |
| Final examination | 100 |
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| **Total:** | 500 |

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| **Grading Scale** | | |
| **Letter Grade** | **Point Scale** | **Interpretation** |
| A | 450-500 | Excellent |
| B | 400-449 | Good |
| C | 350-399 | Average |
| D | 300-349 | Below Average |
| F | Below 300 | Failed to Meet Course Objectives |

***APA Style:***

Papers that you write in your program of study must follow the guidelines set by the American Psychological Association. (<http://apastyle.apa.org/>)

Long Island University: (<http://www2.liu.edu/cwis/cwp/library/workshop/citapa.htm>)

Purdue Online Writing Lab: (<http://owl.english.purdue.edu/owl/resource/560/01/>)

Visit the Online Writing Lab (called OWL) whenever you have an APA question.

[APA Tutorial](http://www.apastyle.org/learn/%20) (<http://www.apastyle.org/learn/>) This tutorial teaches how to write using the APA format.

***Academic Dishonesty/Plagiarism***

In the learning environment, professional attitude begins in the classroom. For that reason, students and faculty will not tolerate or commit any form of academic dishonesty. Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to:

* Copying work from any source.
* Assisting, or allowing another to assist you, to commit academic dishonesty.
* Any attempt to share answers whether during a test or in the submittal of an assignment.
* Any attempt to claim work, data or creative efforts of another as your own.
* Resubmitting graded assignments for use in multiple classes (recycling your work).
* Knowingly providing false information about your academic performance to the college.
* To avoid plagiarism, do not "copy and paste" into assignments without using quotation marks and citing, in APA format, the source of the material.

***Plagiarism***

* Papers that you write in your program of study must follow the guidelines set by the American Psychological Association (APA). Using another’s intellectual creation without permission or without giving appropriate credit is the academic equivalent of theft.

***Consequences of Academic Dishonesty/Plagiarism***

All violations of academic policy are documented and made a part of the student's academic record. When academic dishonesty is confirmed, the student will immediately be notified of the incident, which may result in one or more of the actions listed below:

* Reduction in grade on the assignment on which the violation occurred
* No credit on the assignment, paper, test, or exam on which the violation occurred
* A failing grade for the course
* Suspension or dismissal from the college

**Class Rules**

* Attendance

The requirement to attend class should not be taken lightly. Attendance is considered an important part of the course. Excessive unexcused absences will negatively impact on the classroom participation grade as well.

* Make-ups

Students who have scheduling conflicts with an exam are expected to make arrangements with instructor in advance. Students are allowed one make-up on an exam per semester. The make-up date and time will be announced by the instructor. There is no make-up on the final exam.

* Student Conduct

Students are responsible for knowing the regulations of the department, college, and university with regards to topics such as withdrawals, incomplete grades, student conduct, and academic misconduct (those who engage in any form of academic dishonesty will fail this course). Students may review these rules at: \_\_\_\_\_\_\_\_\_\_\_.

* No use of cell phones will be allowed in the classroom.

**Class Schedule**

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| **Class** | **Discussion Topic** | **Learning Activities / Resources** | **Graded Assignments** |
| Wk 1 | Introduction  Overview of  syllabus and course material  Introductions  Pre-Test  Chapter 1 The Evolution of  Police  Administration  Powerpoint  Lecture | During this first week you will be introduced to the course and walked through the syllabus. You will be given the first *Instructor Assignment*. You will also receive clarification on the research paper so you can get started. Review the first PowerPoint lecture and participate in class exercises and discussions to earn participation points. Lastly, you will take a pre-test that is not graded.  Reading for next week: Ch 2 & 3 | IA #1 – *(15 points)*  Due \_\_\_\_\_\_\_\_\_\_\_ |
| Wk 2 | Chapter 2 Policing Today  Chapter 3  Intelligence,  Terrorism, and Homeland  Security  PowerPoint  Lecture | During this class you will participate in a discussion about IA #1. You will view the PowerPoint lecture for chapters 2 & 3. Participate in class exercises and discussions to earn participation points.  Study guide will be passed out for exam #1 over chapters 1-3.  Reading for next week: Ch 4 & 5 | IA #2 – *(15 points)*  Due \_\_\_\_\_\_\_\_\_\_ |
| Wk 3 | Chapter 4 Politics and Police  Administration  Chapter 5  Organizational Theory  PowerPoint Lecture | During this class you will take examination one. You will participate in a discussion about IA #2. You will view a PowerPoint lecture for chapters 4 & 5 and participate in class exercises and discussions to earn participation points.  Reading for next week: Ch 6 & 7 | Exam #1  *(50 points)*  IA #3 - *(15 points)*  Due \_\_\_\_\_\_\_\_\_\_ |
| Wk 4 | Chapter 6  Organizational Design  Chapter 7  Leadership  PowerPoint  Lecture | During this class you will participate  in a discussion about IA #3. You will view a PowerPoint for chapters 6 & 7 and participate in class exercises and discussions to earn participation points.  Study guide handed out for exam #2 which covers chapters 4-7.  Reading for next week: Ch 8 & 9 | IA #4 – *(15 points)*  Due \_\_\_\_\_\_\_\_ |
| Wk 5 | Chapter 8  Planning and  Decision Making  Chapter 9 Human Resource  Management  PowerPoint  Lecture | During this class you take your 2nd exam. You will participate in a class discussion on IA#4. You will view a PowerPoint for chapters 8 & 9 and participate in class exercises and discussions to earn participation points.  Paper is due next week  Reading for next week: Ch10 & 11 | Exam #2  (50 points)  IA #5 – *(15 points)*  Due \_\_\_\_\_\_\_\_ |
| Wk 6 | Chapter 10  Organizational and Interpersonal Communication  Chapter 11 Labor Relations    PowerPoint  Lecture | You will submit your paper this week. During this class you will Discuss IA #5 and view a PowerPoint for chapter 10. You participate in class exercises and discussions to earn participation points.  Study guide handed out for exam #3 which covers chapters 8-10.  Reading for next week: Ch 12 | Paper *(100 points)*  IA #6 - *(15 points)*  Due \_\_\_\_\_\_\_\_\_\_ |
| Wk 7 | Chapter 12  Financial  Management  PowerPoint  Lecture | During this class you will take your 3rd exam. You will also receive your graded papers. You will participate in a class discussion on IA #6. You will view a PowerPoint for chapter 11 and participate in class exercises and discussions to earn participation points.  Reading for next week: Ch 13 & 14 | Exam #3 *(50 points)*  IA #7 - *(15 points)*  Due \_\_\_\_\_\_\_\_ |

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| Wk 8 |  | Chapter 13 Stress and Police  Personnel  Chapter 14 Legal Aspects of Police Administration  PowerPoint  Lecture | During this class you will discuss IA # 7 and view a PowerPoint for chapter 12. You will participate in class exercises and discussions to earn participation points.  Reading for next week: Ch 15 | IA #8 - *(15 points)*  Due \_\_\_\_\_\_\_\_ |
| Wk 9 |  | Chapter 15  Organizational Change  PowerPoint  Lecture | During this class period you will discuss IA#8 and IA#9. There may be a few guest speakers during this  session. If no guest speakers are scheduled, you will participate in class exercises and discussions to earn participation points.  Study guide handed out for the final exam over chapters 11-15, and  anything else selected by the  instructor.  Post-test (not graded) | IA #9 - *(15 points)*  Due \_\_\_\_\_\_\_\_ |
| Wk 10 |  | Final Exam | Final Exam | IA #10 - *(15 points)*  Awarded for taking the final examination.  Final Exam *(100 points)* |

**Grading Rubric**

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| --- | --- |
| **Content and Development**  **70 Points** | **Points Earned**  **/70** |
|  | **Additional Comments:** |
| All key elements of the assignment are covered in a substantive way.   * Students chose a relevant topic. * The body of the paper is at least \_\_\_\_\_\_\_\_\_\_\_ in length |  |
| The content is comprehensive, accurate, and persuasive. |
| Major points are stated clearly; are supported by specific details, examples, or analysis; and are organized logically. |
| The introduction provides sufficient background on the topic and previews major points. |
| The conclusion is logical, flows from the body of the paper, and reviews the major points. |
| **Readability and Style**  **15 Points** | **Points Earned**  **/15** |
|  | **Additional Comments:** |
| Paragraph transitions are present, logical, and maintain the flow throughout the paper. |  |
| The tone is appropriate to the content and assignment. |
| Sentences are complete, clear, and concise. |
| Sentences are well constructed, with consistently strong, varied sentences. |
| Sentence transitions are present and maintain the flow of thought. |
| **Mechanics**  **15 Points** | **Points Earned**  **/15** |
|  | **Additional Comments:** |
| The paper, including the title page and reference page follows APA formatting guidelines. |  |
| Citations of original works within the body of the paper follow APA guidelines. |
| The paper is laid out with effective use of headings, font styles, and white space. |
| Rules of grammar, usage, and punctuation are followed. |
| Spelling is correct. |
| **Total**  **100 Points** | **Points Earned**  **/100** |
| Overall Comments: | |