

Course Syllabus Addendum

Your College, Your Future



Established 1969

CRJ 130 Police Administration

Course Instructor	Mr. Juan Ballard
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Instructor office hours (required for full-time faculty)	Available via messaging in D2L/email

Course Number	CRJ 130	Section Number	11
Course Title	Police Administration		
Credit Hours	3		
Teaching philosophy/ methods	The material in class will be presented in a lecture and discussion format. Exercises will be added to help increase student involvement and learning.		
Materials specific to Course Section	Management and Supervision in Law Enforcement (7th Ed) Kären Matison Hess, Christine Hess Orthmann, M.S., Shaun E. LaDue. Cengage Learning. ISBN: 978-1-285-44792-6		
Classroom standards for behavior (Attendance, tardiness, late work, Cheating, online etiquette as applicable)	Punctual and regular attendance in all classes, laboratories, field trips, and other class-assigned activities is the obligation of each student. Absences are a serious deterrent to the learning process; an absence in no way lessens the responsibility of the student for meeting course completion requirements. Classroom participation supports student success in coursework, students are required to attend 90% of all scheduled classes unless prior arrangements have been made with the instructor. ONLINE CLASSES will require logging in weekly and completing the assignment, quiz, or weekly response to be counted as attended for that week. Attendance and active involvement will account for 15% of the course grade.		
Suggested additional readings if applicable			

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Weekly assignment schedule with due dates of major assignments, tests, projects, etc.	Dates	Calendar Events	Content	Due Dates (All due dates on Sunday night unless otherwise stated)
	Week 1 May 20	Chapter 1 The Organization and Mission of Policing in the United States Chapter 2 Management, Supervision, and Leadership in Law Enforcement Chapter 3 Communication: A Critical Leadership Skill		Assignments, quizzes, and discussions due Sunday night
	Week 2 May 27	Chapter 4 Decision Making and Problem Solving as a Manager and Leader Chapter 5 Time Management: Minute by Minute		
	Week 3 June 3	Chapter 6 Staffing Your Agency: Hiring, Training, and Professional Learning Chapter 7 Promoting Growth and Development		
	Week 4 June 10	Chapter 8 Motivation and Morale Chapter 9 Collaborating with Labor Management and Handling Complaints and Grievances		

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	Week 5 June 17	Chapter 10 Discipline and Problem Behaviors Chapter 11 Stress and Related Hazards of the Job		
	Week 6 June 24	Chapter 12 Deploying Law Enforcement Resources and Improving Productivity		
	Week 7 July 1-5	Summer Break		
	Week 8 July 8	Chapter 13 Budgeting and Managing Costs Creatively in the New Norm		
	Week 9 July 15	Chapter 14 Measuring Performance: Assessment and Evaluation		
	Week 10 July 22	Chapter 15 Learning from the Past; Looking to the Future		
	Week 11 July 29	Review for Final Exam		
	Final Exam Week August 5-8			Take Final Exam by posted due date
Last date to drop with a grade of "W"	July 9, 2024			

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Addendum Revision date	5/20/2024
Missed work	<p>*Any late submissions must be approved by the instructor.</p> <p>*Any approved late submissions will incur a full letter grade reduction.</p> <p>*Students are required to complete the “Weekly Response / Assignment / quizzes” each week prior to the posted end date.</p>
Statement that minor changes (such as order of topics or due dates) will be Announced ahead of time.	The instructor reserves the right to make changes to the syllabus. Any instructor-initiated changes in assignments/quizzes will be given a minimum of 6 days before the due date.
Course Grading System	<p>WTC GRADING SCALE WILL BE USED</p> <p>* The Final Exam will be worth 20% of the course grade.</p> <p>*Assignments / Quizzes will be worth 65% of the course grade</p> <p>*Class attendance/participation will be worth 15% of the course grade</p>

WTC Attendance Policy

The College's statement of policy indicates that students must attend ninety percent (90%) of total class hours, or they will be in violation of the attendance policy.

ON CAMPUS ATTENDANCE

NO ATTENDANCE

- Students not physically attending class during the first two weeks (first ten calendar days) from the start of the semester must be dropped from the class for NOT ATTENDING. The second week determines the official roster.
- Reinstatement requires the signature of the division dean who will consult with instructor.

STOP ATTENDING

- Instructors will withdraw students from the class when 90% attendance is not maintained. In the event it becomes necessary for a student to withdraw from the course **OR if a student stops attending class, it is the student's responsibility to contact the instructor via e-mail requesting to be withdrawn from the class.** Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.

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- When a student exceeds the allowed absences, the student is in violation of the attendance policy. Three tardies will be considered an absence. The instructor MUST withdraw the student with a grade of "W" or "WP" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

- Under extenuating circumstances and at the discretion of the faculty member teaching the class, the student may be allowed by the instructor to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
- Absences are counted from the first day of class/first day student enrolls. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
- A copy of WTC's **STATEMENT OF POLICY NUMBER: D-23 STUDENT ATTENDANCE (WITHDRAWAL)** is on the WTC website and Student Handbook.

ONLINE ATTENDANCE

NO ATTENDANCE

Students taking an online/internet class must sign in and complete an assignment designated by the instructor within the second week of class from the start of the semester to indicate attendance in the class. Students not attending class during the first two weeks (first ten calendar days) from the start of the semester must be dropped from the class for NOT ATTENDING. The second week determines the official roster.

STOP ATTENDING

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete 90% of assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of "W" or "WP" based upon the student's academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal. If a student fails to email the instructor (using the WTC email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a "Never Attended" code no later than two weeks (ten calendar days) after the first day of the class. Students who are dropped as a result of never attending the course are still responsible for all fees associated with the course.

or

- Under extenuating circumstances and at the discretion of the faculty member teaching the class, the student may be allowed by the instructor to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
- Absences are counted from the first day of class/first day student enrolls. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
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