

**WAYLAND BAPTIST UNIVERSITY**

**SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES**

**VIRTUAL CAMPUS**

**Wayland Mission Statement:** Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Course Title, Number, and Section:** PLANNING AND FINANCIAL MGT: CRIJ AGENCIES CMP 2017 VC01

**Term:** Summer 2017 (May 29- Aug 12)

**Instructor:** Dr. Michael Duncan

**Office Phone Number and WBU Email Address:** Phone: 210-410-4971 Email:michael.duncan@wayland.wbu.edu

**Office Hours, Building, and Location:** By Appointment Only

**Class Meeting Time and Location:** Asynchronous via the Online Blackboard Discussion Board. I communicate often with my students. Public information will be posted under announcements and issues that I need to discuss with you in private will most often be done via email.

**Catalog Description:** Examination of public sector budgeting from the perspective of agency and departmental managers in criminal justice; analysis of issues involved in planning, developing, tracking, and implementing an agency or departmental budget.

**There is no prerequisite for this course.**

**Required Textbook(s) and/or Required Material(s):** Two text

Title: The Basics of Public Budgeting and Financial Management

Author: Menifield, Charles E.

ISBN: 978-0-7618-6141-6

Edition/Copyright: 2nd Edition

Publisher: University Press of American Inc.

AKA: Text # 1

Title: Budgeting for Public Managers

Authors: Swain, John W. & Reed, B.J.

ISBN:978-0-7656-2050-7

Publisher: Routledge Taylor & Francis Group

AKA: Text # 2

**Optional Materials:** None

**Course Outcome Competencies:** Upon successful completion of this course, students will be able to:

* To broaden the knowledge of and appreciation for the financial and economic issues faced by criminal justice managers.
* To expose the student to important issues which are not adequately addressed in other courses.
* To expose students to the framework for analyzing and understanding the wide variety of issues involved with planning, developing, tracking and implementing an agency or departmental budget.
* To enable students to understand and apply assorted terms, methods, procedures and theories involved with budgeting and planning.
* To enhance critical thinking, research and oral and written communication skills on issues connected with criminal justice budgeting and planning.

**Attendance Requirements: Virtual Campus**

External Campuses

Students enrolled at one of the university’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the external campus executive director/dean. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy. A student may petition the Academic Council for exceptions to the above stated policies by filing a written request for an appeal to the executive vice president/provost.

Plainview Campus

The university expects students to make class attendance a priority. Faculty members provide students a copy of attendance requirements. These are provided on the first day of class.

Students in programs for which an outside agency (such as the Veteran’s Administration) has stricter attendance requirements will be subject to those requirements. In addition, the university registrar will provide each student affected a list of these regulations.

The dean of the school must approve part-time and adjunct faculty class attendance requirements prior to syllabi distribution.

**Virtual Campus**

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**Statement on Plagiarism and Academic Dishonesty:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university.  The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765.  Documentation of a disability must accompany any request for accommodations.

**Course Requirements and Grading Criteria:**

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long (10 to 15 weeks) term, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

Discussion Board Participation 30 Points

Three (3) Assignments (10 pts) 30 Points

Final Project 40 Points

Discussion Board (DB):

Content: Because discussion and participation in the DB is an important part of this class, it is imperative that students regularly participate. I strongly suggest you check the DB daily. Discussion questions will be taken from the various text and will be posted in Blackboard. I will open the appropriate week as we move forward. You must post a MINIMUM of 150 word discussion/answer/response to the question. You must submit a response, 50 word or greater, to at least one fellow classmate. The initial post is due no later than 11:59pm Thursday and the response to classmates is due no later than 11:59pm Sunday.

**Assignments:**

You will be required to complete three assignments. Each assignment will focus on various aspects of the financial and budgeting history, challenges and process. Each paper will be 3-5 pages in length unless otherwise stated. Each paper must contain at least three references and you may use both of your text as references.

**Final Project**

Your final project will consist of you submitting a budget proposal.

Student grade appeals**:**

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Tentative Schedule:**

|  |  |  |
| --- | --- | --- |
| Session | Assignments and Due Dates | Weekly Readings |
|  |  |  |
| WEEK 1 |  | Text 1 ch 1------ Text 2 ch1 &2 |
|  |  |  |
| WEEK 2 |  | Text 1 ch 2 Text 2 ch 3 & 4 |
|  |  |  |
| WEEK 3 |  | Text 1 ch3 & 4 Text 2 None |
|  |  |  |
| WEEK 4 |  | Text 1 ch 5 Text 2 ch 5 |
|  |  |  |
| WEEK 5 |  | Text 1 ch 6 Text 2 ch 6 |
|  |  |  |
| WEEK 6 |  | Text 1 ch 7 Text 2 ch 7 |
|  |  |  |
| WEEK 7 |  | Text 1 None Text 2 ch 8 |
|  |  |  |
| Week 8 |  | Text 1 None Text 2 ch 9 |
|  |  |  |
| Week 9 |  | Text 1 ch 8 Text 2 None |
|  |  |  |
| Week 10 |  | Outside Reading |
|  |  |  |
| Week 11 |  | None |
|  |  |  |
| Assignment 1 | June 18 |  |
| Assignment 2 | July 9 |  |
| Assignment 3 | July 23 |  |
| Final Project | Aug 6 |  |