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**SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES**

**VIRTUAL CAMPUS**

**UNIVERSITY 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 NUMBER & NAME:

PUAD 5314 Section VC 01 – Law Enforcement Administration

## TERM:

Winter 2019

## INSTRUCTOR:

Juan M. González, PhD, MPA, MA

## CONTACT INFORMATION:

Office phone: 210.347.6445

WBU Email: juan.gonzalez@wayland.wbu.edu

## OFFICE HOURS, BUILDING & LOCATION:

Virtual, call above number if you would like to schedule a phone conference.

## COURSE MEETING TIME & LOCATION:

Virtual

## CATALOG DESCRIPTION:

In-depth exploration, analysis, and assessment of contemporary topics of special concern to the administration of criminal/juvenile justice systems.

## PREREQUISITE: There is not a prerequisite for this course.

## REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

## COURSE OUTCOMES AND COMPETENCIES:

## a comprehensive and inspiring overview of the themes, trends, ethics, and challenges of studying and participating in police administration

## emphasizing the important and invaluable service that law enforcement provides;

## providing a grasp of the complexities of the field by dividing the course into three parts: context and structure, management and leadership, and functions of public agencies.

## ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, 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 campus executive director. 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.

## STATEMENT ON PLAGIARISM & 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:

Students will be evaluated based on their performance in the following assignments: weekly discussion questions (DQs); journal article reviews; concept application papers; final paper updates; an informational interview; and the Communication and Leadership Strategy Project. All papers and DQ responses must be written in accordance with the American Psychological Association (APA) standards and style. Late work is not accepted in a graduate course except in extenuating circumstances.

**Discussion Questions (DQs):**

Each weekly DQ assigned will be worth 50 points. An additional 25 points each, max of 50 (meaning you must respond to at least two other students), will be awarded for each substantive response given to other students’ original postings to the discussion questions; that is, students’ answers to the questions. Your DQ responses should contain 250 words or more for DQ1 and DQ2. Total possible points you can earn per week are 100. You must respond to discussion questions during their week of application to receive credit. In other words, if you answer Week 1’s discussion questions during Week 2, you do not receive any credit for Week 1. For our purposes, the week will *begin on Monday and end on Sunday*. Ensure your responses are written in accordance to APA standards. Twenty-five points will be deducted if sources are not properly cited.

Responses to discussion questions are to be submitted no later than 11:59 pm CST on Thursdays. DQ answers posted after Thursday will incur a 25-point deduction per discussion question.

Responses to students’ original postings (their answers to the DQs) must be posted no later than 11:59 pm CST on Sundays to receive credit.

**Informational Interview (due at the end of week eight)**

Arrange an informational interview with an established professional working in law enforcement administration. This professional should be someone with decision making authority. Although this assignment is not due until week 8, you are well advised to schedule the interview as soon as the term begins because the schedules for these working professionals fill up quickly.

This assignment is intended to give you a realistic view of the challenges law enforcement administrators face and how they overcome those challenges. Find out the professional’s recommendations for success in law enforcement administration, if possible; and ask for recommendations regarding your educational planning to help you as a future administrator. The interview is to be written in a 4-page summary plus a title page. The summary will review the professional’s education and work background, your questions, their replies, and a summary of your conclusions and evaluations based on the interview. The summary should explain in detail what new insights you gained from the interview and what education/certifications you need to pursue for a career as law enforcement administrator. The paper is to be written in Times Roman, font 12, double spaced, and 1” margins.

**Journal Article Review:**

On specific weeks, students are to find and critique a journal article related to this course. The article can apply to the subject matter discussed for a given week or a topic of interest to you provided the topic remains relevant to this course. The article must be from a scholarly, peer-reviewed *academic journal*. For this assignment, provide a pdf copy for peer review and specify the article’s relevance to this course plus your interest in the topic. Points are awarded by the following criteria: 25 points for providing a copy of your specific journal article, 25 points for how well you evaluate the article’s subject matter relevant to the course, and 25 points per response to at least two other students’ articles. If you don’t participate in the journal article review during the week it is assigned, you will not receive credit. Additionally, to ensure students have time to respond, all articles must be submitted by 11:59 pm CST on **Fridays**; *submitting after Friday incurs a 25-point deduction*. Note: Only journal articles will be accepted. Responses to students’ articles must be posted no later than 11:59 pm CST Sundays on the weeks assigned. *Be sure you properly cite your journal article – in the text of your response and in the reference list – in accordance to APA writing standards.*  Incorrect citations will incur a 25-point deduction.

**Concept Application Paper (CAP):**

This assignment is intended to help you apply the concepts discussed in the weeks prior to this assignment being due. It is an effort to go beyond the mere definitions and technical terms and identify how the ideas discussed have practical application. The paper should be 1-2 pages with a brief (2-3 sentences) introduction of your agency followed by 1-2 specific concepts and their application to your research paper, profession or general interest supported by 3 journal article sources. This assignment should not be overly taxing. As mentioned, it is intended to help you bridge the gap between science and practitioner so you may appropriately determine how best to incorporate the concepts into practical application. The papers must be written in accordance to APA writing standards. This assignment will include a title page, 1-2 pages of content, the reference list, written in 12-point Times Roman font, and be double spaced with 1” margins. The paper is deliberately limited to 1-2 pages to facilitate students’ abilities to communicate complex ideas concisely and accurately. Going over the 2-page requirement results in a deduction of 15 points.

**Research Project**:

Evaluate your law enforcement agency. You do not need to name the agency nor will anyone else read this report. However, you do need to provide enough information for me to understand the level of your agency: local, state, federal; major city PD or small agency. Take an organizational developmental perspective. What area of organizational development discussed in class – HR, community policing, training, leadership development, recruitment and selection, as possible examples – will you address with the selected organization. Presume you are an external consultant hired to help the organization with a particular assessment or that you have been assigned by the Chief to evaluate the organization. You are to identify the organization’s primary need(s). Describe the process you would take to validate the identified need such as surveys, interviews, focus groups, community input, observations. Specify which groups, if any, would be involved in your evaluation: academy trainers, patrol officers, community leaders, for example.

You should consider the following questions when researching and writing your paper:

* How would you determine the organization’s needs?
* What types of assessments would you recommend and select to validate the organization’s needs?
* How would you explain and determine the cost-benefit of the assessments to the

organization’s decision makers?

* Which organizational development theories, concepts, or models would you use to base your analysis and recommendations?
* How do the chosen organizational development theories, concepts, or models apply to your chosen organization?
* Are there political considerations? If so, what are they? How do they impact the organization?
* How would you evaluate and report your results?
* What action planning steps would you incorporate into the process?
* Which measures of success would you incorporate into your strategy?
* What is the timeline for implementing your recommendations?

By week 3, you are to email me your chosen organization with an outline of what area of organizational development you expect to cover. You may use the following format for the outline to explain your intended points:

Topic Specified:

Main Point I (identify organization selected and projected needs)

Subpoint A (source cited)

Subpoint B (source cited)

Main Point II (explain applicable theories, concepts, and models)

Subpoint A (source cited)

Subpoint B (source cited)

Main Point III (explain proposed strategy, timeline, action steps, measures of success)

Subpoint A (source cited)

Subpoint B (source cited)

Conclusion

The paper will include a title page, executive summary, and reference list – none of which count toward the page requirement. The paper will be written in accordance with APA style (7th ed.) and should be approximately 15 to 20 pages in length. Use at least 12 scholarly references.

Papers whose topics have not been approved will not be graded. Papers will also be judged on the level of analysis (appropriate for graduate level), grammar, spelling, and adherence to these standards. **Failure to submit a paper results in a failing grade for this class.**

**Final Paper Updates:** due at various points throughout the course.

**Note:**

All written work must conform to current APA guidelines (12-inch font, Times Roman, 1” margins, double spaced) unless otherwise indicated.

**Include Grade Appeal Statement**: “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 are 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 Vice President of Academic Affairs/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

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| --- | --- | --- | --- |
| **Week** | **Dates** | **Readings** | **Assignments** |
| 1 | 11/11 – 11/17 | Chapters 1-2 | 1. Post Intro by Wed2. Answer both DQs no later than (NLT) Thursday 11:59 pm CST3. Respond to classmates DQs NLT Sunday 11:59 pm CST |
| 2 | 11/18 – 11/24 | Chapters 3 | 1. Answer both DQs NLT Thursday 11:59 pm CST2. Respond to classmates DQs NLT Sunday 11:59 pm CST |
| THANKSGIVINGBREAK | 11/25 – 11/29 | N/A | Enjoy time with family – not for a grade! |
| 3 | 12/2 – 12/8 | Chapters 4 | 1. Answer both DQs NLT Thursday 11:59 pm CST2. Respond to classmates DQs NLT Sunday 11:59 pm CST3. Submit paper topic to instructor NLT Sunday 4. Article review due Friday NLT 11:59 pm CST |
| 4 | 12/9 – 12/15 | Chapter 5-6 | 1. Answer both DQs NLT Thursday 11:59 pm CST2. Respond to classmates DQs NLT Sunday 11:59 pm CST3. Responses to classmates articles due NLT Sunday |
| 5 | 12/16 – 12/22 | Chapter 7 | 1. Answer both DQs NLT Thursday 11:59 pm CST2. Respond to classmates DQs NLT Sunday 11:59 pm CST3. Lit Review update due NLT Sunday 11:59 pm CST |
| CHRISTMASBREAK | 12/23 -1/3 |  |  |
| 6 | 1/6 – 1/12 | Chapters 8-9 | 1. Answer both DQs NLT Thursday 11:59 pm CST2. Respond to classmates DQs NLT Sunday 11:59 pm CST |
| 7 | 1/13 – 1/19 | Chapters 10 | 1. Answer both DQs NLT Thursday 11:59 pm CST2. Respond to classmates DQs NLT Sunday 11:59 pm CST3. Article review due Friday NLT 11:59 pm CST4. Responses to classmates articles due NLT Sunday |
| 8 | 1/20 – 1/26 | Chapter 11-12 | 1. Answer both DQs NLT Thursday 11:59 pm CST2. Respond to classmates DQs NLT Sunday 11:59 pm CST3. Lit Review update due NLT Sunday 11:59 pm CST |
| 9 | 1/27 – 2/2 | Chapter 13 | 1. Answer both DQs NLT Thursday 11:59 pm CST2. Respond to classmates DQs NLT Sunday 11:59 pm CST |
| 10 | 2/3 – 2/9 | Chapter 14 | 1. Answer both DQs NLT Thursday 11:59 pm CST2. Respond to classmates DQs NLT Sunday 11:59 pm CST3. Lit Review due NLT Sunday 11:59 pm CST |
| 11 | 2/10 – 2/15 | Chapter 15 | 1. Answer both DQs NLT Thursday 11:59 pm CST2. Respond to classmates DQs NLT Saturday 11:59 pm CST |

## ADDITIONAL INFORMATION

Faculty may add additional information if desired.