

CJ 300 Agency Administration

Mission Statement: The mission of Park University, an entrepreneurial institution of learning, is to provide access to academic excellence, which will prepare learners to think critically, communicate effectively and engage in lifelong learning while serving a global community.

Vision Statement: Park University will be a renowned international leader in providing innovative educational opportunities for learners within the global society.

Course	CJ 300 Agency Administration
Semester	Portfolio
Faculty	
Degrees/Certificates	
Daytime Phone	
Other Phone	
E-Mail	
Class Days	TBA
Class Time	TBA
Credit Hours	3

Textbook:

Course Description:

CJ300 Agency Administration: This intermediate course examines management models, administrative techniques and patterns of organizational structure characteristic of criminal justice agencies. Prerequisites: CJ100 and either CJ231, CJ232 or CJ233. 3:0:3

Learning Outcomes:

Core Learning Outcomes

1. Compare criminal justice organizations and understand why they should be studied.
2. Critique the process-related features of criminal justice components that explain these institutions and our understanding of them.
3. Distinguish the key concepts used in the study of these organizations.
4. Analyze the functions of the administration of law enforcement systems, the courts, and corrections.
5. Evaluate organizational effectiveness and policy-making in different organizations.

Core Assessment:

For CJ300, the student will analyze and report on a section/bureau/division in a criminal justice agency. The focus of the analysis is to examine the manner in which the section/bureau/division influences agency operations. Examples include Human Resources Section, Records Division, Office of Legal Affairs, Internal Affairs and/or Professional Standards, Labor Relations Office, Budget Section for the ABC County Sheriff's Office or the DEF Juvenile Detention Center.

The purposes in conducting and writing this study are to improve your ability to synthesize, analyze, and evaluate information carefully and objectively, solve problems effectively, present your ideas in clear written form directed to a specific audience.

To complete this project, you should:

1. Select the agency and section/bureau/division in which you are interested.
2. Gather materials from the agency, such as organization charts, annual reports, and budgets.
3. Interview persons working in the section about their job(s).
4. Observe the activities in the section.
5. Describe the structure, practice, and procedures of the agency and of the section you plan to analyze.
6. Describe the procedures you will use to conduct your study including interviewing some people who work in the section.
7. Compare similar agencies.
8. Describe the results of your study.
9. Make conclusions about your findings, including the positive and negative aspects you discovered.

Your paper must include:

1. A cover page
2. Introduction
3. Methodology section
4. Discussion
5. Reference page
6. Appendix which might include a summary of your interview(s) and organization charts of your agency and your section

The text of this paper should be at least 2,000 words or eight pages typewritten or computer-generated, not counting the cover page, reference pages, and appendices. You must demonstrate that you understand the terminology and the concepts used in the section of the agency you study and that you know how to apply these concepts. You must demonstrate that you can synthesize, analyze, and evaluate information. You must correctly use APA format in source citation both in the body of the paper and in the reference page.

You will present your paper in class in a manner selected by the instructor for your course.

[Link to Class Rubric](#)

Research Paper: **SEE CORE ASSESSMENT**

Research Paper Directions: **"Core Assessment"**

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The purposes in conducting and writing this study are to improve your ability to synthesize, analyze, and evaluate information carefully and objectively, solve problems effectively, present your ideas in clear written form directed to a specific audience.

Academic Honesty:

Academic integrity is the foundation of the academic community. Because each student has the primary responsibility for being academically honest, students are advised to read and understand all sections of this policy relating to standards of conduct and academic life. [Park University 2008-2009 Undergraduate Catalog Page 87](#)

Plagiarism:

Plagiarism involves the use of quotations without quotation marks, the use of quotations without indication of the source, the use of another's idea without acknowledging the source, the submission of a paper, laboratory report, project, or class assignment (any portion of such) prepared by another person, or incorrect paraphrasing. [Park University 2008-2009 Undergraduate Catalog Page 87](#)

Attendance Policy:

Instructors are required to maintain attendance records and to report absences via the online attendance reporting system.

1. The instructor may excuse absences for valid reasons, but missed work must be made up within the semester/term of enrollment.
2. Work missed through unexcused absences must also be made up within the semester/term of enrollment, but unexcused absences may carry further penalties.
3. In the event of two consecutive weeks of unexcused absences in a semester/term of enrollment, the student will be administratively withdrawn, resulting in a grade of "F".
4. A "Contract for Incomplete" will not be issued to a student who has unexcused or excessive absences recorded for a course.
5. Students receiving Military Tuition Assistance or Veterans Administration educational benefits must not exceed three unexcused absences in the semester/term of enrollment. Excessive absences will be reported to the appropriate agency and may result in a monetary penalty to the student.
6. Report of a "F" grade (attendance or academic) resulting from excessive absence for those students who are receiving financial assistance from agencies not mentioned in item 5 above will be reported to the appropriate agency.

[Park University 2008-2009 Undergraduate Catalog Page 89-90](#)

Disability Guidelines:

Park University is committed to meeting the needs of all students that meet the criteria for

special assistance. These guidelines are designed to supply directions to students concerning the information necessary to accomplish this goal. It is Park University's policy to comply fully with federal and state law, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, regarding students with disabilities. In the case of any inconsistency between these guidelines and federal and/or state law, the provisions of the law will apply. Additional information concerning Park University's policies and procedures related to disability can be found on the Park University web page: <http://www.park.edu/disability>.

Rubric

Competency	Exceeds Expectation (3)	Meets Expectation (2)	Does Not Meet Expectation (1)	No Evidence (0)
Synthesis Outcomes	Combines interviews, agency documents, observations, course text, and other resources (more than 8) into a consistent whole - other resources are books and/or referred journal articles	Combines interviews, agency documents, observations, course text, and other resources (6 to 8) into a consistent whole - other resources are books and/or referred journal articles but somewhat superficial	Combines interviews, agency documents, observations, course text, and other resources (less than 6) into a consistent whole - other resources are books and/or referred journal articles but superficial	Some of the required elements (interviews, agency documents, observations, course text, and other sources are missing and
Analysis Outcomes	Analyzes key elements using more than 8 sources	Analyzes key elements using the 6 to 8 sources	Analyzes key elements using less than 6 sources	Analysis is not present in artifact
Evaluation Outcomes	Appraises the sources into congruous and thoughtful conclusions - thoughtful implies some original thinking	Appraises the sources into congruous conclusions	Appraises the sources into conclusions	Evaluation is not present in artifact
Terminology Outcomes	By using more than 10 words specific to the profession, the artifact demonstrates an exceptional understanding of terminology	By using 10 words specific to the profession, the artifact demonstrates the expected understanding of terminology	By using less than 10 words specific to the profession, the artifact demonstrates an less than satisfactory understanding of terminology	By not using words specific to the profession, the artifact fails to provide appropriate evidence
Concepts Outcomes	By discussing more than 5 key ideas (those specific to the profession), the artifact demonstrates an exceptional understanding of concepts	By discussing 5 key ideas (those specific to the profession), the artifact demonstrates the expected understanding of concepts	By discussion less than 5 key concepts (those specific to the profession), the artifact demonstrates less understanding than expected	An artifact that fails to discuss at least concepts is unsatisfactory
Application Outcomes	The artifact shows multiple instances and exceptional understanding of terminology and	The artifact shows sufficient and satisfactory use of terminology and concepts throughout	The artifact shows little and unsatisfactory use of terminology and concepts throughout	The artifact fails to demonstrate an understanding of terminology and concepts

	concepts throughout the paper	the paper	the paper	appropriate to the profession
Whole Artifact	The artifact fewer than 5 errors in the APA writing convention and in the paper presentation (spelling, grammar, etc.)	The artifact contains 5 to 10 errors in the APA writing convention and in the paper presentation (spelling, grammar, etc.)	The artifact more than 10 errors in the APA writing convention and in the paper presentation (spelling, grammar, etc.)	The artifact contains so many errors in the APA writing convention or in the paper presentation that make it difficult to read
Outcomes				