

1. **COURSE AND PROFESSOR.** This class is CJ 420 and is the study of the major theories of leadership and decision-making as well as major management principles and concepts focused toward a variety of law enforcement agencies.

Dr. Paul Swann (B.A. Faulkner University, 1985; M.A. Lipscomb University, 1991; J.D. University of Arkansas, 1998). This class will meet Mondays, Wednesdays, and Fridays from 8:00-8:50 AM in Ezell 208.

2. **COMMUNICATION TO THE PROFESSOR.** My office is Ezell 105. My office hours for the Spring semester of 2012 are:

Mondays and Wednesdays	10:00 a.m.-12:00 p.m.
Fridays	11:00 a.m.-1:00 pm
Tuesdays, Thursdays:	8:00 a.m. – 9:00 a.m. and 11:30 a.m.-12:30 p.m.

You are welcome to drop by during these hours or outside of these hours if I am in my office, to discuss your grade, material from class, or other things you may have on your mind. You may also call me at my office (501-279-5071), email me (pswann@harding.edu), or—if you need an immediate response—contact me on my cell (501-940-0238).

3. **COMMUNICATION FROM THE PROFESSOR.** You will find the syllabus and other files on this website (<http://paulswann.com/harding> (select your particular class)) and Moodle (grades). If I need to contact you as a class, I will do so through email. I may also contact you individually using your Harding email address, so you are responsible for regularly checking your Harding email.
4. **TEXTBOOK** – Police Administration (Structures, Processes, and Behaviors), 8th Edition, Pearson
5. **HELP WITH STUDENT SKILLS.** Students who need help with tutoring or college skills such as note taking and college-level reading should contact the Academic and Education Resource Center (Thornton Education Center room 334; extension 4220) for assistance.
6. **HELP WITH WRITING SKILLS.** Students who are struggling with writing, including grammar, should contact the Writing Center (American Studies room 325; extension 4627) for assistance.
7. **STUDENTS WITH DISABILITIES:** It is the policy for Harding University to accommodate students with disabilities, pursuant to federal and state law. Therefore, any student with a *documented disability* condition (e.g. physical, learning, or psychological) who needs to arrange reasonable accommodations, must contact the instructor and the Disabilities Office at the *beginning* of each semester. (If the diagnosis of the disability occurs during the academic year, the student must self-identify with the Disabilities Office *as soon as possible* in order to get academic accommodations in place for the remainder of the semester.) The Disabilities Office is located in Room 102 of the Lee Academic Center, telephone, (501) 279-4019.
8. **DISTRACTIONS.** Students should refrain from distracting themselves, and especially others, from taking notes during lectures. There should be no laptop use, texting, passing notes, listening to iPods, conversing with each other, sleeping, or studying for other classes during lectures. Students who engage in these behaviors may be counted absent for the day.

- 9. DRESS CODE.** Students must observe the Harding classroom dress code, which, among other things, prohibits guys from wearing hats in class, and prohibits all students from wearing shorts in class.
- 10. HONESTY.** You are responsible for reading the department plagiarism policy, available on my website. Cheating in all its forms is inconsistent with Christian faith and practice and will result in sanctions up to and including dismissal from the class with a failing grade.
- 11. NOTE-TAKING AIDS.** Laptops are not allowed in class, (unless the student has a dispensation from the Disabilities Office), though sound recording devices are allowed for the recording of class lecture.
- 12. GRADING.** Your final grade will be based on four tests and a Project, for a total of 500 points possible. The student must attain 90 percent for an A, 80 percent for a B, 70 percent for a C, or 60 percent for a D.
- 13. SEATING CHART.** Students will be assigned to a seating chart at the beginning of the semester. Attendance will then be taken by the chart. Students who are not in their proper seat will be counted absent.
- 14. THE ONE-THIRD RULE.** Students who miss one-third or more of the meetings for this class will receive a failing grade. The only exception to this rule are those students whose every absence is excused by the administration; such students will be allowed to write a lengthy compensatory paper in order to return to good standing in the class. In short, don't skip class!
- 15. EXCUSE PROCEDURE.** Students are responsible for going through the procedures described in the Student Handbook to have their absences excused.
- 16. MAKING UP TESTS.** General Rule = no makeup test given. If you miss class on a test day, you **MUST** inform the instructor beforehand (with an acceptable excuse) **AND** you must have an excusal by the administration before you will be allowed to make up the missed test. Without notification and an excuse, there will be no makeup.
- 17. TARDIES.** Likewise, students who come to class after attendance has been taken will be counted absent. It is the responsibility of tardy students to verify their attendance with me at the end of class. In case of extreme or habitual tardiness, I reserve the right to count the student absent.
- 18. AMENDMENT of Syllabus.** Should the need arise, I will amend the syllabus and email you notification thereof. This is just another reason to check your email regularly.
- 19. PROJECT:** The student will prepare a media project dealing with a Police Administration topic of his or her choosing and prepare for an in-class presentation. Your grade on this project will consist partly of your in-class presentation and the content and quality of your actual media files. You may use any of the popular media presentation software programs, such as Prezi.com, SlideRocket, PowerPoint, Glogster.edu, Apple Keynote, etc.

20. SCHEDULE – Tentative and subject to change at professor’s discretion

PART ONE – Foundations

January 9	Introduction to Course, Explanation of Syllabus, etc.
January 11	Chapter 1 - The Evolution of Police Administration
January 13	Chapter 1 - The Evolution of Police Administration
January 16	Chapter 2 – Policing Today
January 18	Chapter 2 - Policing Today
January 20	Chapter 3 – Intelligence, Terrorism, and Homeland Security
January 23	Chapter 3 – Intelligence, Terrorism, and Homeland Security
January 24	(MEDIA PROJECT SUBJECTS DUE at class time! -5 points per day if late)
January 25	Chapter 4 – Politics and Police Administration
January 27	Chapter 4 – Politics and Police Administration
January 30	EXAM 1

PART TWO – The Organization and the Leader

February 1	Chapter 5 – Organizational Theory
February 3	Chapter 5 – Organizational Theory
February 6	Chapter 6 – Organizational Design
February 8	Chapter 6 – Organizational Design
February 10	Chapter 7 - Leadership
February 13	Chapter 7 - Leadership
February 15	Chapter 7 - Leadership
February 17	Chapter 8 – Planning and Decision Making
February 20	Chapter 8 – Planning and Decision Making
February 22	Chapter 8 – Planning and Decision Making
February 24	Chapter 9 – Human Resource Management
February 27	Chapter 9 – Human Resource Management
February 29	EXAM 2

PART THREE - The Management of Police Organizations

March 2	Chapter 10 – Organizational and Interpersonal Communication	
March 12	Chapter 10 – Organizational and Interpersonal Communication	
March 14	Chapter 10 – Organizational and Interpersonal Communication	
March 16	Chapter 11 – Labor Relations	
March 19	Chapter 11 – Labor Relations	
March 21	Chapter 11 – Labor Relations	<u>MEDIA PROJECTS DUE!</u>
March 23	Chapter 12 – Financial Management	
March 26	Chapter 12 – Financial Management	Media Projects BEGIN!
March 28	Chapter 12 – Financial Management	(Student Presentations)
March 30	EXAM 3	

PART FOUR – Organizational Issues

April 2	Chapter 13 – Stress and Police Personnel	(Student Presentations)
April 4	Chapter 13 – Stress and Police Personnel	(Student Presentations)

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April 6	Chapter 13 – Stress and Police Personnel	(Student Presentations)
April 9	Chapter 13 – Stress and Police Personnel	(Student Presentations)
April 11	Chapter 14 – Legal Aspects of Police Administration	(Student Presentations)
April 13	Chapter 14 – Legal Aspects of Police Administration	(Student Presentations)
April 16	Chapter 14 – Legal Aspects of Police Administration	(Student Presentations)
April 18	Chapter 14 – Legal Aspects of Police Administration	(Student Presentations)
April 20	Chapter 15 – Organizational Change	(Student Presentations)
April 23	Chapter 15 – Organizational Change	(Student Presentations)
April 25	Chapter 15 – Organizational Change	(Student Presentations)
April 27	Chapter 15 – Organizational Change	(Student Presentations)
April 30	Chapter 15 – Organizational Change	(Student Presentations)
May 1-5	FINAL EXAMS	
May 5	Graduation	