
CCJ4450 CRIMINAL JUSTICE ADMINISTRATION
College of Criminology and Criminal Justice
Florida State University
Spring 2023

Professor: Dr. Julie Brancale

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Office: 201B Criminology & Criminal Justice Bldg

Office Hours: Tu 8:30am-9:30am

Th 11:15am-1:15pm

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Office: 307A Criminology & Criminal Justice Bldg

Office Hours: W 8:00am-10:00am

Course Meeting Information

Tuesday & Thursday 9:45am-11:00am

Bellamy Building 0002

Course Overview

This course will provide you with an overview of criminal justice administration in the United States. We will apply theories and principles of organizations, management, and administration to understand the criminal justice system's goals, daily operations, and consequences (both intended and unintended). We will also discuss common reasons why organizations fail to achieve their intended goals, why unintended consequences occur, and how these reasons apply to the criminal justice system. We will conclude the semester by evaluating the strengths and weaknesses of the organization and administration of criminal justice in the United States toward the end of identifying evidence-based recommendations for improvement.

Learning Objectives

1. Explain what makes the criminal justice system a formal organization
2. Describe theories of organization and explain their relevance for the administration of criminal justice
3. Understand the reasons why some organizations are not successful at achieving their goals and make connections to the operation of the criminal justice system
4. Evaluate and critique the effectiveness of the administration of the criminal justice system
5. Understand the roles of public, private, and non-profit organizations in the criminal justice system
6. Develop recommendations for improving criminal justice administration

Required Course Materials

Textbook and Articles

Giblin, Matthew J. 2013. *Organization and Management in the Criminal Justice System*. Sage. ISBN: 9781452219929

Articles for some topics are also required; they will be available under *Modules* on Canvas.

Computer and Internet

You must have regular access to a working, reliable, and stable computer and internet connection for this course. Not having appropriate access to Internet/computer resources is not a valid excuse for late assignments or incomplete materials.

Course Structure, Policies, and Grading

Structure

This is an in-person course (not an online or hybrid/flex course). You are expected to attend each lecture, complete in-class assignments, and take exams in person. Lectures will not be recorded or streamed. To do well in this course, you must attend each lecture and take detailed notes. Some material covered in class will not be found in the assigned readings; therefore, it is imperative to attend each class meeting, remain attentive, ask questions, and take notes. If you miss a lecture or discussion session, be sure to get notes from one of your classmates; under no circumstances will your professor or teaching assistant's notes be given out. While we welcome questions and discussions during office hours or scheduled appointments, we will not re-lecture material if you miss class.

Policies

Classroom Environment and Etiquette

Disruptive behavior will not be tolerated. You should listen carefully while your professor, teaching assistant, and classmates are speaking and be respectful of their thoughts and opinions. Please place all cell phones on silent or turn them off, do not engage in phone conversations, send text messages, browse the internet, or use social media during class time. You will be asked to leave class if these policies are violated and will not be given the opportunity to make-up or complete any missed in-class assignment.

Course Communication and Email

You should check our course Canvas site and your FSU email daily. Updates and important information will only be sent to your FSU account and shared via announcements on Canvas.

Any questions about grades must be asked in-person. Your professor and teaching assistant will not discuss any specifics about your grade via email or on the phone.

Emails sent to your professor and teaching assistant must be respectful, include a subject with your course name or number and contain proper greetings and grammar.

Grades

Grades in this course will be determined by your performance on exams, in-class attendance checks/assignments, and a final project, each of which are briefly described below (more information will be provided in class and on Canvas). Exams must be taken in-person during the scheduled class time, you must be present for in-class attendance checks/assignments, and your final project must be submitted on time to receive credit. To avoid technology-related issues that may result in the late submission of your work, allow enough time before each deadline to submit your assignments.

Exams

Exams are designed to assess your mastery of the course material and will be completed in-person during class and on the university-scheduled date during final exam week. Exams will count for 60% of your final course grade. Each exam can only be taken one time; re-takes are not permitted. Exams can only be taken on a different date if you have a valid and university-approved reason for missing the scheduled date. If you miss an exam, you must let your

professor or teaching assistant know prior to the scheduled start of the exam and the exam must be made-up within one week. Make-ups (which include any exam not taken during the scheduled time) will consist entirely of essay questions and will be administered at a date/time of the professor's choosing. No exceptions.

In-Class Attendance Checks/Assignments

Sporadic and unannounced in-class attendance checks/assignments will count for 10% of your final grade. Seven in-class attendance checks/assignments will be collected throughout the semester. Two attendance checks/assignments will be dropped (in other words you can miss two in-class attendance checks/assignments and still get the full 10% for attendance).

Final Project

For the final project, you will apply course material to describe and remedy a pressing criminal justice issue that will be addressed through the revamping or development of a criminal justice organization. You will be provided with several scenarios to choose from during the first few weeks of the semester. A final report, with policymakers (e.g., legislators, commissioners, board members, department directors) as your audience will be due at the end of the semester.

One "check-in" assignment is required to ensure you are making progress on your final project and to provide you with feedback. The "check in" will require you to elaborate on your chosen issue, provide a bullet-point outline, and summarize at least 3 sources. Additional guidelines will be given in class.

The final project is required to be 5-10 pages double-spaced pages with 12pt font, Times New Roman, 1-inch margins. Additional guidelines will be given in class throughout the semester. The final project will count for 30% of your final course grade.

Course Grades and Grading Scale

Final course grades will not be curved or rounded. Individual extra credit opportunities or assignments will not be given to improve course grades or replace required assignments or exams. Your grades are not negotiable. No exceptions.

Grade Breakdown

60%	Exams
	20% Exam 1
	20% Exam 2
	20% Exam 3
30%	Final Project
	5% Check-In
	25% Final Report
10%	In-Class Attendance Checks/Assignments

Grading Scale

A 94-100%	B+ 87-89%	C+ 77-79%	D+ 67-69%	F 59% and below
A- 90-93%	B 84-86%	C 74-76%	D 64-66%	
	B- 80-83%	C- 70-73%	D- 60-63%	

Syllabus Change Policy

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and subject to change with advance notice.

University Attendance Policy

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Academic Honor Policy

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and...[to] strive for personal and institutional integrity at Florida State University."

<http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>

Academic Success

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Dean of Students office to learn more.

Americans with Disabilities Act

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodations for all persons with disabilities in a manner that is consistent with academic standards of the course while empowering the student to meet integral requirements of the course. To receive academic accommodations, a student:

- (1) must register with and provide documentation to the Office of Accessibility Services (OAS)
- (2) must provide a letter from OAS to the instructor indicating the need for accommodation and what type
- (3) should communicate with the instructor, as needed, to discuss recommended accommodations. A request for a meeting may be initiated by the student or the instructor.

This syllabus and other class materials are available in alternative format upon request.

Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided. For more information about services available to FSU students with disabilities, contact the:

Office of Accessibility Services
 874 Traditions Way
 108 Student Services Building
 Tallahassee, FL 32306-4167
 (850) 644-9566 (voice) | (850) 644-8504 (TDD) | oas@fsu.edu | <https://dsst.fsu.edu/oas>

Confidential Campus Resources

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

Victim Advocate Program	Counseling & Psychological Services	University Health Services
University Center A, 4100	Askew Student Life Center	Health and Wellness Center
(850) 644-7161	(850) 644-8255	(850) 644-6230
https://dsst.fsu.edu/vap	https://counseling.fsu.edu/	https://uhs.fsu.edu/
Available 24/7/365 Office Hours: M-F 8-5		