

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Criminal Justice</u>
COURSE RUBRIC AND NUMBER	<u>CJSA 2302</u>
COURSE TITLE	<u>Police Management, Supervision, and Related Topics</u>
COURSE CREDIT HOURS	<u>3 3 :</u> Credits Lec Lab

I. Catalog Description

Presents techniques and theories regarding dealing with people, their performance, and problems. Includes topics on basic supervision, leadership, time, management, first-line supervision, and management by objectives. **(3:0)**.

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to:

- A. Identify and describe the various leadership/management theories.
- B. Identify and describe the various leadership/management skills and styles.
- C. Identify and explain the human relations aspects of the leadership role.
- D. Identify and explain the leadership required of police administrators.
- E. Describe and interpret the quality approach to managing community relations.
- F. Conceptualize the actual operation of a police organization and the administration required to maintain a working relationship with the public, the political entity, and the rank and file of the police organization.

III. THECB Learning Outcomes (WECM)

1. Describe the various leadership/management theories, skills, and styles.
2. Apply human relations aspects of the leadership role.

IV. Evaluation

- A. Evaluation Methods
 1. Students will be given four (4) written tests to measure their understanding of the course content. Written Tests are valued at 100 points each. Three of the written exams will cover the topics studied since the prior exam. The fourth written exam will be a comprehensive final exam given at the end of the semester.
 2. The lowest grade of the four exams will be dropped if a written report on a major police management and administrative issue is submitted prior to Finals Week. The report will represent 25% of the final grade. The report will be at least twelve double-spaced pages in length and will be written in a scholarly manner using either the APA or MLA format. The paper will have a bibliography, or reference page, and the references will be noted within the body of the paper.

3. Deductions will be made for each error: not following directions, proofreading, formatting, typographical problems including incorrect text, etc. A percentage grade will be assigned by dividing the total points earned by the total points possible.

B. Grading Scale

The grading scale is shown below:

<u>Points</u>	<u>Letter Grade</u>
360 – 400	A
320 – 359	B
280 – 319	C
240 – 279	D
0 – 239	F

C. Tests

Four (4) written tests will measure a student’s understanding of the course content and will account for 400 points toward the final grade.

1. Written tests will be given covering the text and lecture material presented since the prior exam. The fourth (final exam) will cover all of the material and lectures contained in the course. Each written test will be graded according to the number of test items. **No retakes will be given.**
2. It is the student’s responsibility to make prior arrangements with the instructor if the student is unable to attend class the day of any exam. **A grade of zero (0) will be given if an exam is not taken and no prior arrangements to take the exam have been made.** If prior arrangements have been made, the test may be administered at the instructor’s convenience at the testing center.
3. Other in-class work may also be given at the instructor’s prerogative.
4. The instructor may assign extra credit assignments. Extra credit points will be added in to the overall assignment score and will carry a point value of no more than 5 points for each assignment.

V. **Disability Statement (American with/Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. **6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.