

# PBJ 301 – ORGANIZATIONAL STRUCTURE AND COMMUNICATION

## Online

### Spring 2016

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**Office Hours:** MW 10:15 – 11:15 a.m., W 12:30 – 1:30 p.m., or by appointment

#### COURSE DESCRIPTION

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The purpose of this course is to bridge your introductory coursework to the practicum you will be undertaking in PBJ 397. This course examines the public justice system by focusing on the organizations which make up the various systems that encompass "Public Justice." This includes an investigation of agency structures, goals, staff, clients, service methodologies, theories, and conflicts. Additionally, we will discuss and explore the motivation to work, information distribution and communication networks, the dynamics of group decision-making, conflict and cooperation, leadership styles and managerial methods, and the sources of social power. By the end of the semester, you should have a better understanding of how the civil and criminal laws you have previously studied are implemented. Your readings, class discussions, and projects should help you define your career choices and your fieldwork plans.

**Prerequisites:** Junior standing, declared Public Justice major or double major, completion of PBJ 101 (or equivalent), and PBJ 201 with a grade of C- or better.

#### COURSE LEARNING OBJECTIVES

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By the end of this semester, you will be able to:

- identify and properly cite scholarly research articles;
- identify and explain a number of theories of behavior and organizational structure;
- write a resumé;
- interview a career professional;
- write a cover letter to apply for a job or internship;
- write a critical thinking paper that explores public justice organizations through film; and
- write a research paper applying theories that you have learned in class to agency observations

#### REQUIRED TEXTBOOK

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McBride, R.B. (2015). *Criminal Justice Internships: Theory in Practice* (8<sup>th</sup> ed.). Waltham, MA: Anderson Publishing. **ISBN-13: 978-0-32329884-1**

Stojkovic, S., Kalinich, D., & Klofas, J. (2015). *Criminal Justice Organizations: Administration and Management* (6<sup>th</sup> ed.). Belmont, CA: Wadsworth Publishing. **ISBN-13: 978-1-28545901-1**

Additional readings will be available on the Blackboard website prior to the start of the term. It is expected that you will read all related articles in each of the course modules prior to beginning any of the coursework for that section.

## COURSE POLICIES

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### **Attendance and Participation**

It is expected that you will be online in this course 3-5 times per week. Should you fail to engage regularly in the course every week, this will detract from your final grade.

### **Blackboard System**

This course makes use of the Blackboard system. Over the course of the semester, I will post announcements, the syllabus, PowerPoints, review sheets, class handouts, related media discussed in class, and assignments on Blackboard. Some items are set to release on certain dates. Please inform me as soon as possible of any technical difficulties not remedied by Blackboard's help feature.

To be successful in the course, you will need access to reliable internet service. When you submit an assignment, you will receive an email receipt for the submission. Save this email receipt. If I do not receive an assignment, and you cannot provide this email receipt, you will not receive credit for the assignment. Be sure to allow yourself adequate time to complete the assignment. Technology failure is not an accepted excuse for missing an assignment.

### **Assignments and Assigned Readings**

All assignments will be due by 11:59 p.m. on the due date listed on the syllabus. Late assignments will not be accepted unless prior arrangements have been made.

### **Your Grade**

Please do not wait until the semester is over to be concerned about your grade. If you are concerned about your grade at any point, please do not hesitate to come discuss this with me during office hours or by making an appointment. I am happy to meet with you to discuss your performance and help you work towards your desired grade, or you may contact me via Blackboard course mail. Grades will not be discussed through your personal email account.

### **Office Hours**

Office hours are available for you to address questions, concerns, and any issues you may wish to discuss about the course. Please do not hesitate to take advantage of this time, especially if you are experiencing a problem with the course. The sooner we address a problem, the more likely we are to resolve it favorably. If you are unable to meet during the office hours for any reason, please feel free to contact me to arrange an appointment.

### **Contacting Me**

Email is the best way to get in touch with me as I am not always on campus or available by phone. Please be sure to include your name and course name in the subject line, and use professional language. I do check email regularly and multiple times per day, and will respond to you within 24 hours unless you have been notified prior that I will be unavailable. If for any reason you do not get a response within 24 hours, I most likely did not receive your email. Please feel free to resend your email or speak with me at the end of class or during office hours.

## **Your Email Address**

From time to time, I will e-mail the class with important information (i.e., instructions for an assignment, announcements, etc.). Emails, especially containing confidential information, only will be sent to a student's SUNY Oswego email account or via the mail tool in Blackboard. Please also be sure you make my e-mail address a safe address on your account so that my e-mails are received and not sent to junk mail.

## **Retention of Graded Material**

Education requires evaluation, both of individual students' performance, as well as the performance of an academic program as a whole. Work you submit for grading in this course may be retained by the Department in order to assess the quality of curriculum we offer to students of Public Justice.

## **UNIVERSITY POLICIES**

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### **Intellectual Integrity**

The College Policy on Cheating and Plagiarism applies to all assignments and exams in this course. This also includes academic dishonesty and cheating on the taking of attendance. You should familiarize yourself with that policy, which is reproduced in the College Catalogue and can be accessed in its entirety at the website address below. If it is determined that you have cheated or plagiarized on an assignment or exam in this course, the professor reserves the right to assign a grade of E for that assignment or exam, or a grade of E for the course, depending on the circumstances.

*"Intellectual integrity on the part of all students is basic to individual growth and development through college course work. When academic dishonesty occurs, the teaching/learning climate is seriously undermined and student growth and development are impeded. For these reasons, any form of intellectual dishonesty is a serious concern and is therefore prohibited."*

[http://catalog.oswego.edu/content.php?catoid=26&navoid=1803#inte\\_inte](http://catalog.oswego.edu/content.php?catoid=26&navoid=1803#inte_inte)

### **Disability Services**

If you have a disabling condition which may interfere with your ability to successfully complete this course, please contact the Disability Support Services (DSS) located at 155 Campus Center, phone (315) 312-3358, [dss@oswego.edu](mailto:dss@oswego.edu). Please also see me after class or during office hours to discuss your needs.

The Office of Disability Services (ODS) provides support services and adaptive technologies to students who have a legally documented disability or students who suspect that they may have a disability. Students must contact the office before adaptive services can begin. Certain services, such as alternative testing, require advanced notice and are contingent upon the student initiating the process in a timely fashion. Alternative testing may occur at a time other than the time the rest of the class is taking the exam.

## Non-Discrimination Policy

SUNY Oswego values the contributions to learning for its members that result from maintaining a diverse student body, faculty, and staff. The goal of SUNY Oswego is to nurture members' abilities and capacities for appreciation of living and working together in a diverse learning environment. Members must not expose others to discriminatory acts of any form related to gender, race, nationality, ethnicity, sexual orientation, marital status, age, or disability since such acts, either active or passive, create a hostile environment.

Members of the college community who experience or observe discrimination, an incident of sexual discrimination, sexual assault, sexual harassment, interpersonal violence, or exploitation, whether occurring on or off campus, should immediately report the incident. For further information on this policy, and reporting procedures, access the following link:

<http://www.oswego.edu/about/titleix/discriminationpolicy.html>

## GRADING

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Your grade in this course will be based upon the following (details for all assignments below):

Theory in Practice Paper	100 points / 20%
Critical Thinking Paper	100 points / 20%
Professional Portfolio	100 points / 20%
Discussion Board Posts (5 @ 20 points each)	100 points / 20%
Written Assignments (7 @ 10 points each; 2 @ 15 points each)	100 points / 20%

Final grades will be calculated as follows:

<b>A</b>	94% - 100%	<b>B</b>	83% - 86%	<b>C</b>	73% - 76%	<b>D</b>	63% - 66%
<b>A-</b>	90% - 93%	<b>B-</b>	80% - 82%	<b>C-</b>	70% - 72%	<b>D-</b>	60% - 62%
<b>B+</b>	87% - 89%	<b>C+</b>	77% - 79%	<b>D+</b>	67% - 69%	<b>E</b>	0% - 59%

## Written Assignments

Over the course of the semester, you will have a series of written assignments that will be submitted through the course. This will include your site observations, which are worth fifteen (15) points each. There are an additional seven (7) written assignments that will require you to respond to various prompts. Each is worth ten (10) points and the prompts will accompany each assignment in the respective module folder.

## Discussion Board Posts

There will be five (5) different discussion boards throughout the course of the semester. Specific directions and/or prompts will accompany each message board. To earn full credit, you must answer any and all prompts included in a question. Furthermore, these discussion boards are designed to spark reciprocal conversation as we will not be meeting in person. Accordingly, simply posting an initial commentary will not be sufficient to earn full credit. As a general rule of thumb, you should respond to at least five (5) of your classmates for each discussion, but more is always encouraged.

### **Professional Portfolio**

The various segments of this project will require you to arrange your experiences and interests into a cohesive package that will help you clarify and effectively present your practicum and employment goals. The requirements for this project are available in the Module 3 folder on Blackboard.

### **Critical Thinking Paper: Exploring Public Justice Organizations Through Film**

You will submit a 3-4 page reflective essay exploring organizational theory as viewed and portrayed through the popular media. This paper requires you to view a film and write an essay that integrates classroom learning with various themes portrayed in the movie. Additional information is available on Blackboard in the Module 4 folder.

### **Theory in Practice Paper**

This assignment requires you to write a shorter version of the theory in practice paper, which is a primary requirement for the practicum course (PBJ 397). You will choose two theories that relate to the two site observations that will be conducted early in the course. You will draw on research materials relating to your theories and explain the way in which these theories relate to your fieldwork agencies. Additional instructions for this assignment are available in Blackboard under the Module 9 folder.

### **Exams**

There will be no exams in this course.

### **SYLLABUS DISCLAIMER**

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This syllabus is tentative and may change due to unforeseen circumstances. The best way to stay informed is to check e-mail and to attend class. If there are any changes to the syllabus, I will notify you in writing via Blackboard and will provide you with an updated copy.

It is important for you to keep up with your syllabus and refer to it regularly to keep up with the course schedule and policies. If you lose your syllabus, please e-mail me and I'll send a copy to you via e-mail. A copy of the syllabus is also available on the Blackboard course site. Please note that losing your syllabus does not constitute an excuse for missing assignments or noncompliance with course policies.

## COURSE SCHEDULE

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Module Title/Topics and Readings	Module Start Date	Module End Date	Learning Activities and Due Dates
<b>Icebreaker Activities</b>	01/25/2016	01/27/2016	<ol style="list-style-type: none"> <li>1. Read all of the Course Information Documents</li> <li>2. Complete all Icebreaker Activities:               <ol style="list-style-type: none"> <li>a. Review Communications and Community Course Areas</li> <li>b. Introduce yourself!</li> <li>c. Take the Intellectual Integrity Quiz</li> </ol> </li> </ol>
<b>Module 1: Introduction</b>	01/25/2016	01/29/2016	<ol style="list-style-type: none"> <li>1. Read Chapters 1 and 3 in McBride</li> <li>2. Read Mini-Lectures on Active Learning and Two Cardinal Rules of Discussion</li> <li>3. Complete Active Learning Assignment</li> <li>4. Discussion Board: Finding Websites for Jobs and Internships</li> </ol>
<b>Module 2: Agency Observations</b>	01/25/2016	02/12/2016	<ol style="list-style-type: none"> <li>1. Read Chapters 4-7 in McBride</li> <li>2. Read Mini-Lectures on Instructions for Site Observation, Reading Assignments, and Confidentiality Issues</li> <li>3. Complete Anticipatory Observation Assignment (due 02/10/2016)</li> <li>4. Complete two (2) Site Observations</li> </ol>

<b>Module 3: Professional Portfolio</b>	02/15/2016	02/26/2016	<ol style="list-style-type: none"> <li>1. Read Chapters 2-4 in McBride</li> <li>2. Read Mini-Lectures on Professional Portfolio Assignment, Professional Interviews, Resumés, and Cover Letters</li> <li>3. Complete Professional Portfolio Assignment</li> <li>4. Discussion Board: Seeking Internship Sites</li> </ol>
<b>Module 4: Critical Thinking Through Film</b>	02/29/2016	04/08/2016	<ol style="list-style-type: none"> <li>1. Read Mini-Lecture on Critical Thinking Paper: Exploring Public Justice Organizations Through Film</li> <li>2. Complete Critical Thinking Paper</li> </ol>
<b>Module 5: Organizational Characteristics, Political Factors, and Communication</b> <b>(ONE WEEK MODULE)</b>	03/14/2016	03/18/2016	<ol style="list-style-type: none"> <li>1. Read Chapters 8 and 9 in McBride</li> <li>2. Read Chapters 1-4 in Stojkovic</li> <li>3. Read Mini-Lectures on Library Resource List, Identifying Theories in Fieldwork Observation, and Organizational Structures and Communication Theory</li> <li>4. Complete Communication Theory Written Assignment</li> <li>5. Complete McBride and Stojkovic Written Assignment</li> <li>6. Discussion Board: Theory in Practice</li> </ol>
<b>Module 6: Motivation, Job Design, Leadership, and Personnel Evaluation</b> <b>(ONE WEEK MODULE)</b>	03/28/2016	04/01/2016	<ol style="list-style-type: none"> <li>1. Read Chapters 5-8 in Stojkovic</li> <li>2. Read Mini-Lectures on Motivation, Job Design and Leadership, and Personnel Supervision</li> <li>3. Complete Job Design Theory Written Assignment</li> </ol>

<b>Module 7: Occupational Socialization, Power and Political Behavior, and Organizational Conflict</b>	04/04/2016	04/15/2016	<ol style="list-style-type: none"> <li>1. Read Chapters 9-11 in Stojkovic</li> <li>2. Read Mini-Lectures on Occupational Socialization, Power Theories and Kinship Caregivers, and Organizational Conflict and Community Policing</li> <li>3. Complete Conflict Identification and Management Written Assignment</li> <li>4. Complete Occupational Socialization Written Assignment</li> <li>5. Discussion Board: Community Policing</li> </ol>
<b>Module 8: Decision Making, Organizational Effectiveness, Change, and Innovation</b>	04/18/2016	04/29/2016	<ol style="list-style-type: none"> <li>1. Read Chapters 12-14 in Stojkovic</li> <li>2. Read Mini-Lectures on Bounded Reality and Organizational Effectiveness and Juvenile Justice</li> <li>3. Complete Juvenile Justice Writing Assignment</li> <li>4. Discussion Board: Bounded Reality</li> </ol>
<b>Module 9: Theory in Practice Paper</b>	01/25/2016	04/29/2016	<ol style="list-style-type: none"> <li>1. Read Theory in Practice Paper Guidelines</li> <li>2. Complete Theory in Practice Paper</li> </ol>
<b>Module 10: Culminating Activity</b>	04/29/2016	05/06/2016	<ol style="list-style-type: none"> <li>1. Course Evaluation</li> </ol>