

PLSC 451 – Seminar in Public Safety Administration – Winter 2016
Livonia Campus Room 434
Thursday (R) 6:00 pm – 8:40 pm

Instructor: John Seto, 734-260-6176, jseto@emich.edu (I do not check my emich.edu account every day, please call or text if you need an immediate response)
Office Hours: Thursday 5:00 pm – 6:00 pm in Livonia and by appointment

This course is a continuation of PLSC 450, where we will focus on the administrative role in public safety agencies. It will cover organizational theory and practice as well as organizational behavior to promote an understanding of the organization itself to include key interactions among employees, managers and the community. To achieve these objectives, the class will include discussions of contemporary issues as they relate to the management and leadership in the public safety field. This course will conclude with the student's capstone in public safety administration. The capstone will serve as the student's culminating academic experience in the public administration program.

Text (required):

- More, Harry W., Gennaro F. Vito, William F. Walsh. 2012. *Organizational Behavior and Management in Law Enforcement*, 3rd edition. Upper Saddle River, NJ: Prentice Hall
- Students are also responsible for articles, handouts, and presentations used in class.

Academic Integrity

Academic dishonesty, including all forms of cheating and/or plagiarism, will not be tolerated. Penalties for an act of academic dishonesty may range from receiving a failing grade for a particular assignment to receiving a failing grade for the entire course. In addition, you may be referred to the Office of Student Judicial Services for discipline that can result in either a suspension or dismissal. The *Student Conduct Code* contains detailed definitions of what constitutes academic dishonesty. It can be accessed at www.emich.edu/sjs

Support Services:

- Disability Resource Center (Student Center 240). Students with disabilities must register with the DRC so we can arrange accommodations to promote your participation and success in the course. The center also provides referrals and other services.
- The **University Writing Center** (115 Halle Library; 487-0694) offers one-to-one writing consulting for both undergraduate and graduate students. Students can make appointments or drop in between the hours of **10 a.m. and 6 p.m. Mondays through Thursdays and from 11 a.m. to 4 p.m. on Fridays**. The UWC opens for the Winter 2016 semester on **Monday, January 11** and will close on **Tuesday, April 19**. Students are encouraged to come to the UWC at any stage of the writing process.

The UWC also has several satellite locations across campus (in Owen, Marshall, Pray-Harrold, and Mark Jefferson). These satellites provide drop-in writing support to students in various colleges and programs. **Satellite locations and hours can be found on the UWC web site: <http://www.emich.edu/uwc>.**

UWC writing consultants also work in the **Academic Projects Center** (116 Halle Library), which offers drop-in consulting for students on writing, research, and technology-related issues. The APC is open **11 a.m. to 5 p.m.** Mondays **through Thursdays**. Additional information about the APC can be found at <http://www.emich.edu/apc>.

Students seeking writing support at any location of the University Writing Center should bring a draft of their writing (along with any relevant instructions or rubrics) to work on during the consultation.

Grading scale

A	[94-100%]	A-	[90-93]		
B+	[87-89]	B	[83-86]	B-	[80-82]
C+	[77-79]	C	[73-76]	C-	[70-72]
D+	[67-69]	D	[63-66]	D-	[60-62]
F	[<60%]				

Summary of Grading Policy:

Midterm (February 18 th)	25%
Final (April 21 st)	25%
Capstone Paper (April 7 th)	25%
Capstone Presentation (April 7 th and April 14 th)	10%
Two short written assignments (February 4 th and March 17 th)	10%
Class attendance	5%

You must have a verifiable medical reason for late or missed work, including exams. Make up tests will be scheduled at my discretion.

Exams:

The exams will consist of multiple choice, true/false, short answer and essay question(s). The essay(s) will be graded on your ability to answer the question in a well-argued, critical analysis of the topic as it relates to the text and classroom discussion. During the review for the exams, a study guide may be provided to include possible essay topics.

Capstone Paper:

A 10 page double spaced paper analyzing a current issue related to a public safety agency. Specific topics and additional information will be provided in class.

Capstone Presentation:

Must consist of a professional presentation to include a PowerPoint. You will be graded in 5 specific areas of your presentation: The PowerPoint, clarity of your speech and eye contact, flow of presentation, ease of understanding the topic and your conclusion.

Short Written Assignments:

Each assignment will be 2 pages double spaced. The topic will be provided and it will be related to an important issue within a public safety organization.

Class Attendance:

Because we meet only once a week, attendance will be crucial for success in this class. Attendance will be taken each week and your final grade will be reduced 1% (maximum of 5%) for each class you miss.

Class Participation:

I anticipate a wealth of experience from the students of this class. Participation not only demonstrates interest and understanding of the material, it will provide additional insight for the entire class. In addition to showing you have completed the reading assignments before class, participation also demonstrates your ability to apply the material to current situations in public safety agencies locally and nationally. Although your final grade is not impacted by your class participation, it is an important part of the learning process and you may be called upon during class discussions.

Helpful Web Sites:

During this course and in your careers in public safety, there will be many web sites that you may find helpful. Here are just a few and I am certain we will add to it throughout the semester:

- National Institute of Justice <http://nij.gov/>
- The International Association of Chiefs of Police <http://www.theiacp.org/>
- The International Association of Fire Chiefs <http://www.iafc.org/>
- The Federal Bureau of Investigations <https://www.fbi.gov/>

Check your university e-mail frequently for announcements related to class.

Course Outline

January 7 th	Introductions, review of syllabus, course requirements, overview of PLSC 450, discussion of Capstone paper and presentation, and discussion of significant current issues facing public safety organizations.
January 14 th	Chapter 9 – Decision-Making: The Essential Element in Applied Management What are the steps of decision making? What are some factors and variables that influences decision making? What are some different types of decision making processes? What’s the difference between proactive and reactive decision making? Is group decision making an effective technique?
January 21 st	Chapter 10 – Power: Its Nature and Use What is power? What are the different types of power? How is power acquired? What’s the difference between referent and expert power? How does politics influence power?
January 28 th	Chapter 11 – Communication: The Vital Process What are the different types of communicating? What is effective communications? What are some barriers to effective communications? How does the organizational structure impact communications? What is the communication process? Assignment 1 distributed – Organizational Memo
February 4 th	Chapter 12 – Groups and Teamwork: Human Dynamics at Work What defines a group or a team? What are the different types of groups and how are they formed? What are the common characteristics of groups? What are the norms, values and cultures of a group? Assignment 1 due
February 11 th	Chapter 12 continued - How do you create a winning team? Class Exercise Review for Midterm
February 18 th	Midterm Exam
February 25 th	Winter Recess – No class

March 3 rd	Chapter 13 – Change: Coping with Organizational Life Why do organizations change? What’s the difference between planned and unplanned change? What factors influence change? What is S.A.R.A.? What are the phases to organizational change? Why is there resistance to change?
March 10 th	Chapter 14 – Performance Based Management: Guiding Principles What is performance based management? Why are mission and vision statements important? What are strategic goals and objectives? Why are data and measures important? What are the levels of accountability and how do we hold people accountable? Assignment 2 distributed – Designing your organization’s performance evaluation system
March 17 th	Chapter 14 continued – How do you create a meaningful evaluation system? Assignment 2 due Discussion of assignment 2 and group work
March 24 th	Chapter 15 – Developing Effective Organizations: Improving Organizational Performance What defines an effective organization? How do you create an organizational strategy? How do you measure effectiveness? Why conduct follow-up and assessment? Who is involved in implementing organizational change?
March 31 st	Class project and group work
April 7 th	Capstone Papers Due Capstone Presentations
April 14 th	Capstone Presentations Review for final exam
April 21 st	Final Exam