

## DEPARTMENT OF ADMINISTRATION OF JUSTICE

The Department of Administration of Justice offers courses in Administration of Justice (AJ) and Military Science (MSCI) and an undergraduate degree, the Bachelor of Science (B.S.) in Administration of Justice. A minor in Administration of Justice is offered for students pursuing undergraduate degrees or majors in other departments where they are required to declare a minor. The Department of Administration of Justice also offers the minor in Military Science. Interested students may obtain information from the department office located on the fourth floor of the Public Affairs Building. The Department of Administration of Justice initiated a M.S. degree in Administration of Justice in Fall 2007 and a Ph.D. in Administration of Justice in Fall 2008.

The mission of the Department of Administration of Justice is to educate students for careers and community service within a diverse urban environment through the development of specialized knowledge and skills needed for effective public service. The Department strives to prepare students not only with facts and concepts, but also, more importantly, to think critically and ethically in applying knowledge to related problems and challenging situations.

**The curriculum presents subjects designed to develop competence for employment and for leadership roles for students planning careers in the judiciary, law enforcement, parole and probation, corrections, institutional services, security administration, homeland security, and other related career areas.**

Students wishing to pursue the undergraduate degree offered through the Department must first gain admission to the University. They must satisfy ASSET requirements, eradicate identified deficiencies, and declare Administration of Justice as their major. To declare a major in Administration of Justice, students must have an earned overall GPA of 2.00 or better and have completed the following four courses with grades of "C" or better (grades of "C-" are unacceptable): POLS 231 (American Political Systems I), POLS 232 (American Political Systems II), ENG 131 (Freshman English I), and ENG 132 (Freshman English II). Once admitted to the Department, students are each assigned an Academic Advisor who must approve all class schedules. They must also keep the Department Office informed of current addresses and telephone numbers prior to graduation. Students must also retain a minimum overall GPA of 2.00 and fulfill all prerequisites for required courses prior to scheduling them to remain in good standing in the Department. Students failing to meet prerequisites for courses will be withdrawn, administratively, from them. Students are also cautioned that transfer credits will be accepted for either elective or required courses only if grades of "C" or better have been earned (grades of "C-" are unacceptable) at an accredited educational institution.

**Students wishing to pursue the B.S. in Administration of Justice are cautioned that a prior criminal conviction may be used to deny access or placement in various jobs in the criminal justice system, especially those related to the judiciary, law enforcement, detention, and corrections, even when the degree has been earned.**

Requirements for the B.S. in Administration of Justice are specified, in detail, below. **As first-time degree seekers, students are required to declare a minor in a second academic discipline either through the Department or through another department for graduation. Grades of "C" or better (grades of "C-" are unacceptable) must be earned in all major and minor courses required for graduation. Additionally, in selecting minors, students should seek detailed advisement from their designated advisors because the selection of a minor having representative courses in the core curriculum for the degree of choice could impact the total number of credits required. In no case will students qualify for graduation at the undergraduate level with fewer than 120 semester credit hours satisfactorily completed.** At the beginning of the senior year, majors should have their overall transcripts and records evaluated by their Academic Advisor to verify their status with regard to graduation. **An exit examination is required of all graduating seniors.**

**For a minor in Administration of Justice, twenty-one (21) semester credit hours are required.** The following courses (3 semester credit hours each) must be taken: AJ 105, AJ 211, AJ 220, and AJ 240. In addition, nine (9) 300-level or 400-level semester credits must be earned as electives along with the four courses identified.

**For a minor in Military Science, twenty-one (21) semester credit hours are required.** To qualify for this minor, twelve (12) credit hours must be taken in 300-to-400-level courses. Nine (9) credit hours must be completed in residency, and six (6) of the nine (9) must be in 300-to-400-level courses. Students may receive credit for 100-200-level courses based upon prior military training, completion of ROTC Basic Camp, completion of JROTC training, or completion of one year at a service academy.

## ADMINISTRATION OF JUSTICE COURSES

- AJ 100**                      **Introduction to Criminology**                      (3)  
An introduction to the scientific study of crime.
- AJ 105**                      **Introduction to Administration of Justice**                      (3)  
An introduction to the U.S. and Texas criminal justice systems. Definition of crime, law enforcement, prosecution, due process, and rehabilitation systems. Prerequisite for all Administration of Justice courses. Three hours of lecture per week. **Listed as CRIJ 1301 in the Texas Common Course Numbering System.**
- AJ 211**                      **Introduction to Court Systems**                      (3)  
Examines the role of courts in the criminal justice system. Special attention is on processes and organization of state and federal courts. Three hours of lecture per week.
- AJ 220**                      **Introduction to Corrections**                      (3)  
Historical development of the current structure and dynamics of correctional organizations and their practices. Three hours of lecture per week.
- AJ 240**                      **Introduction to Law Enforcement**                      (3)  
Survey of both public and private law enforcement agencies with special emphasis on public law enforcement agencies at the different levels of government. Three hours of lecture per week.
- AJ 241**                      **Security Management**                      (3)  
Organization of the security function and its administration will be emphasized. Selection, education, and training for security personnel will be examined including modern technological approaches.
- AJ 250**                      **Legal Aspects of Law Enforcement**                      (3)  
Designed to create an awareness of the law governing the behavior of law enforcement officials. Special attention given to probable cause, interrogation, arrest, searches and seizures, and criminal court procedure. Three hours of lecture per week. **Listed in the Texas Common Course Numbering System as CRIJ 2323.**
- AJ 300**                      **Substance Abuse**                      (3)  
Designed to focus on varied substances, including drugs and alcohol that are currently being used and abused in society. Three hours of lecture per week.
- AJ 301**                      **Research Methods in Administration of Justice**                      (3)  
Introduction to applied research methods in administration of justice with emphasis on descriptive statistical methods as a tool for assisting administration of justice administrators and researchers in decision making. Computer applications included. Three hours of lecture per week.
- AJ 302**                      **Quantitative Methods in Administration of Justice**                      (3)  
Continuation of AJ 301 introducing probability and inferential statistics as analytical tools useful to administration of justice administrators and researchers. Students are expected to gain knowledge and experience in the use of packaged statistical software in data analysis. Three hours of lecture per week. Prerequisite: AJ 301.
- AJ 310**                      **Criminal Law and Procedure**                      (3)  
Basic concepts of criminal law with an emphasis on the penal law of Texas. Evidence sufficiency, procedural due process, and constitutional safeguards also addressed. Three hours of lecture per week. Prerequisite: AJ 211 and AJ 250.
- AJ 313**                      **Judicial Administration**                      (3)  
Local, state, and federal judicial operations; constitutional, legislative, and judicial influence on

administrative action; and administrative problems associated with judicial functions.  
Prerequisite: AJ 211.

- AJ 321 Probation and Parole Administration (3)**  
Systems of probation and parole from the perspective of organization, operation, and results; legal and administrative requirements of probation management; substitutions for incarceration. Three hours of lecture per week. Prerequisite: AJ 220.
- AJ 322 Juvenile Justice System (3)**  
Examination of aspects of the juvenile justice history and philosophy; court practices and procedures; police practices and corrections. Three hours of lecture per week.
- AJ 323 Correctional Counseling (3)**  
Emphasis on principles and procedures; the theoretical foundations of therapeutic psychology; therapeutic techniques and processes. Three hours of lecture per week. Prerequisite: AJ 220.
- AJ 333 Police and Community Relations (3)**  
Role of the urban police department in community relations and how the police and the community can establish a more effective relationship. Three hours of lecture per week.
- AJ 334 Criminal Investigation (3)**  
Designed to focus on the theory and practice of criminal investigation, including techniques and skills of successful investigators. Three hours of lecture per week. Prerequisite: AJ 240.
- AJ 335 Community-Based Corrections (3)**  
Principles and practices of community-based corrections such as probation, intermediate sanctions and parole. Emphasis is on functions, supervisions, problems, methods and technologies utilized in community-based programs.
- AJ 338 Spatial Analysis of Crime (3)**  
The analysis of the location of crime including the site and situational relationship of crime causative and associational factors. Three hours of lecture per week.
- AJ 345 Comparative Administration of Justice (3)**  
An introduction to various administration of justice systems and practices operative in different nation-states. Three hours of lecture per week.
- AJ 411 Seminar on Administration of Justice Ethics (3)**  
Ethical issues in criminal justice by philosophers, criminal justice professionals, lawyers and judges, and the general public. Includes topics relating to policy, courts, corrections, and issues in legal philosophy. Prerequisite: 18 semester credit hours in Administration of Justice or consent of the instructor.
- AJ 412 Selected Topics in Administration of Justice (3)**  
The review of various administration of justice beliefs and practices; the topics can vary by semester and instructor. May be repeated for up to 9 credits as topics vary. Three hours of lecture per week.
- AJ 441 Correctional Administration (3)**  
Organizational and Administrative problems and procedures unique to corrections. Custody, discipline, security force distribution, and coordination with treatment services within correctional institutions. Personnel policies, budgets, and the prison community's social structure. Three hours of lecture per week. Prerequisite: AJ 220.

- AJ 450**                      **Police Administration**                      **(3)**  
 Emphasis on police management theory and practice; personnel management; planning and research; management of information; allocation and distribution of operational human resources. Three hours of lecture per week. Prerequisite: AJ 240.
- AJ 451**                      **Seminar on Administration of Justice**                      **(3)**  
 Selected topics such as the experiences encountered by African-Americans and other ethnic groups in criminal justice in the United States. May be repeated for up to 9 credits as topics vary. Three hours of lecture per week. Prerequisite: 21 semester credit hours in Administration of Justice or consent of the instructor.
- AJ 452**                      **Race and Crime**                      **(3)**  
 An introduction to the impact and relationship of race and ethnicity to crime. Three hours of lecture per week.
- AJ 460**                      **Administration of Justice Internship**                      **(3)**  
 Supervised practical experience in public and nonprofit selected agencies. Designed for student at junior and senior levels.

### **MILITARY SCIENCE COURSES**

- MSCI 113**                      **Ranger Challenge Training**                      **(1)**  
 Team competition, land navigation, rifle marksmanship, tactics, and survival skills covered. Fitness training requires cadets to compete against other universities. Prerequisite: Must be enrolled for Military Science minor.
- MSCI 115**                      **Physical Readiness Training**                      **(1)**  
 Satisfies physical education requirements. Utilizes U.S. Army fitness techniques in developing strength, flexibility, and endurance. Develops self-confidence through leadership training and physical activities. Open to all students at the University. Offered during the fall semester only.
- MSCI 116**                      **Physical Readiness Training**                      **(1)**  
 Continuation of MSCI 115. Open to all students at the University. Offered during the spring semester only.
- MSCI 121**                      **Introduction to Army and Marksmanship**                      **(2)**  
 Introduction to the role of the U.S. Armed Forces in society. Emphasizes weapon safety, responsibility, and marksmanship techniques. No military obligation incurred for attendance. Open to all students at the University.
- MSCI 122**                      **Survival and Unarmed Self-Defense**                      **(2)**  
 Basic concepts and techniques in unarmed self-defense, field expedient techniques, and basic field craft addressed. Rape prevention techniques also addressed. No military obligation incurred for attendance. Open to all students at the University.
- MSCI 221**                      **Military Leadership Development**                      **(2)**  
 Introduction to leadership, problem analysis, decision making, oral communication, first aid, land navigation, basic radio communications, marksmanship, and repelling. Fitness training and laboratory required.
- MSCI 222**                      **Military Leadership Development**                      **(2)**  
 Continuation of MSCI 221. Fitness training and laboratory required.
- MSCI 241**                      **Basic Camp**                      **(4)**  
 Six-week, off-campus field training practicum that introduces students to the military. Includes topics in leadership and repelling. No military obligation is required for attending course. Prerequisite: Consent of the Faculty Chair.

**MSCI 331**

**Advanced Military Science (3)**

Introduction to small unit leadership, troop leading procedures, leadership theory, and small unit patrolling. Fitness training required as part of the course. Prerequisite: Consent of the Faculty Chair.

**MSCI 332**

**Advanced Military Science (3)**

Introduction to combat orders and military principles, small unit tactics, and tactical communications. Fitness training required as part of the course. Prerequisite: Consent of the Faculty Chair.

**MSCI 431**

**Advanced Military Science (3)**

Leadership and command, military law, administration/staff operations and procedures, dynamics of the military team, training management, ethics, and professionalism. Fitness training required as part of the course. Prerequisite: Consent of the Faculty Chair.

**MSCI 432**

**Advanced Military Science (3)**

Continuation of MSCI 431. Fitness training required as part of the course. Prerequisite: Consent of the Faculty Chair.

**CURRICULUM SUMMARY FOR  
BACHELOR OF SCIENCE DEGREE IN  
ADMINISTRATION OF JUSTICE  
TOTAL CREDITS REQUIRED: 121**

<b>CORE CURRICULUM (STANDARD)*</b>	<b>MAJOR (ADMIN OF JUSTICE)^</b>	<b>OTHER REQUIREMENTS</b>	<b>MINOR REQUIREMENTS</b>
<b>44 credits</b>	<b>45 credits</b>	<b>10 credits</b>	<b>21 credits</b>
ENG 131 (3)**	AJ 100 (3)	CS 117 (3)	Contact
ENG 132 (3)	AJ 105 (3)	HED 233 (2)	department of
	AJ 211 (3)		
SC 135 or 136 (3)	AJ 220 (3)	MATH 134 or 135 (3)	choice after
MATH 133 (3)	AJ 240 (3)	PE 1xx (1)	being admitted
BIOL 143 (4)	AJ 250 (3)	PE 1xx (1)	as a major.
	AJ 301 (3)	FS 102 (1)	
	AJ 302 (3)		
PHYS 101 or	AJ 321 (3)		
GEOL 141 (4)			
ENG 2xx (3)	AJ 411 (3)		
ART 131, MUSI 131, or	AJ 460 (3)		
THC 130 (3)	Plus 12 credits selected		
HIST 231 (3)	from the following:		
HIST 232 (3)			
POLS 231 (3)	AJ 241 (3)		
POLS 232 (3)	AJ 300 (3)		
PSY 131; SOC 157,	AJ 310 (3)		
	AJ 313 (3)		
or SOC 158 (3)	AJ 322 (3)		
CS 116 (3)	AJ 323 (3)		
	AJ 333 (3)		
	AJ 334 (3)		
	AJ 335 (3)		
	AJ 338 (3)		
	AJ 345 (3)		
	AJ 412 (3)		
	AJ 441 (3)		
	AJ 450 (3)		
	AJ 451 (3)		
	AJ 452 (3)		

\* Students should be advised by a major advisor prior to registering for any credit, particularly any core curriculum credit as listed.

\*\* (N) represents the number of course credits.

^ Students must earn grades of C or better in all AJ core courses, POLS and freshman English courses, and courses in the Minor.

**Bachelor of Science Degree in Administration of Justice  
Four-Year Degree Plan – Total Credits: 121**

<i>Freshman</i>	<i>First Semester</i>		<i>Second Semester</i>	
	AJ 100	3	AJ 105	3
	English 131	3	AJ 220	3
	Math 133	3	English 132	3
	Art 131, Music 131 or Theater 130	3	Math 134/135	3
	Psy 131, Soc 157 or Soc 158	3	SC 135/136	3
	FS 102 Freshman Seminar	1	PE (100 Level)	1
	16 hrs		16 hrs	

<i>Sophomore</i>	<i>First Semester</i>		<i>Second Semester</i>	
	AJ 240	3	AJ 250	3
	Pol. Sci. 231	3	Pol. Sci. 232	3
	Eng (200 Level)	3	HED 233	2
	Geol 141 or Phys 101	4	Biol 143 & Biol 143L	4
	CS 116	3	CS 117	3
			PE (100 Level)	1
	16 hrs		16 hrs	

<i>Junior</i>	<i>First Semester</i>		<i>Second Semester</i>	
	Hist 231	3	Hist 232	3
	AJ 301	3	AJ 302	3
	AJ 211	3	AJ 321	3
	Minor	3	Minor	3
	Minor	3	Minor	3
	15 hrs		15 hrs	

<i>Senior</i>	<i>First Semester</i>		<i>Second Semester</i>	
	AJ 411	3	AJ Elective	3
	AJ 460	3	AJ Elective	3
	AJ Elective	3	Minor	3
	AJ Elective	3	Minor	3
	Minor	3		
	15 hrs		12 hrs	

Name: \_\_\_\_\_ T#: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved:**

Chair, Department of Administration of Justice: \_\_\_\_\_ Date: \_\_\_\_\_

Dean, School of Public Affairs: \_\_\_\_\_ Date: \_\_\_\_\_