



CRJU 1030 Corrections
COURSE SYLLABUS
Online
Fall Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Class Location: GVTC/Blackboard
Class Meets: Via Internet for 15 weeks
CRN: 20135
Preferred Method of Contact: nmartin@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Nolan Martin
Office Location: Swainsboro Campus, Building 2, Room 2159
Office Hours: Monday through Thursday, 7:00 a.m. to 8:00 a.m. and 2:00 p.m. to 3:30 p.m.
Email Address: nmartin@southeasterntech.edu
Phone: 478-289-2285
Fax Number: 478-248-6649
Tutoring Hours: By appointment only

REQUIRED TEXT

Corrections in the 21st Century. Eighth Edition. Schmallegger and Smykla. McGraw Hill. ISBN: 978-1-259-84591-8.

REQUIRED SUPPLIES & SOFTWARE

Each student must have a black pen, pencil, highlighter, paper and a notebook. To access BLACKBOARD, the browser should be IE 7.0 or higher or Mozilla Firefox 2.0 or higher.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

COURSE DESCRIPTION

Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

MAJOR COURSE COMPETENCIES/COURSE OUTLINE

1. History and Evolution of the American Correctional System

2. Probation, Parole, and Prerelease Programs
3. Institutional Facilities and Procedures
4. Rehabilitation and Restorative Justice
5. Staffing
6. Legal and Administrative Issues

PREREQUISITE(S): Program Admission

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Online courses require students to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress.

Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 9am on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

Students are expected to complete tests and assignments by the due dates listed in the lesson plan. A ten point penalty may be assessed for each day an assignment is late. No assignment will be accepted if turned in 3 days past the due date. Students are responsible for policies and procedures included in the STC Catalog.

Students should read each chapter in preparation for the exams. At the end of each chapter there is a list of "Keys Terms." Students will be given vocabulary assignments each week over the key terms. The chapters covered each week will be listed in the lesson plan. In addition, you will find chapter questions to answer at the end of each chapter. Please submit both vocabulary and chapter question assignments together as an email attachment in Blackboard. These "Questions for Review" listed at the end of each chapter and the vocabulary make a good study guide and review for students in preparation for the exams.

Students should put CRJU 1030 in the subject line of all emails that are sent to the instructor. PLEASE INCLUDE THE CHAPTER NUMBER ON ALL HOMEWORK AND ASSIGNMENTS SUBMITTED.

Students will be required to answer discussion board questions that will be posted within Blackboard. The topics will be posted at least a week prior to the due date. The answers to the discussion questions should be detailed and thoroughly answer the topic. Also, students will be required to respond to at least one answer posted by their classmates. The responses should include why you do or do not agree with the student's response. It is ok to disagree with your classmate on his/her answer but the responding student should be professional in his/her response to their classmate. Be constructive in discussing these topics with your classmates.

Students may receive a 10 point deduction for each day that the student's discussion post is turned in past the due date. The student may receive a one point deduction for each grammatical and spelling error in the student's discussion post. A 10 point deduction may be given to any student who only responds to their classmate with an answer of "yes/no" or "I agree/disagree."

Discussion posts that are not received within 3 days of the due date may receive a 0 on the discussion topic. Please refer to the Rubric in Blackboard for grading criteria.

The instructor may assign additional assignments and assign the points for those assignments as deemed appropriate.

There will be 4 exams including: one proctored final exam and a midterm exam given throughout the semester. There will be a lesson plan posted with the syllabus that details the chapters covered on each exam and the dates for the exam. It is the responsibility of the student to check the lesson plan and be prepared for the exam on the date specified. The exam will be available upon completion of the respective chapter unit. Please review the lesson plan for due dates of exams.. Students will have 60 minutes to complete the exam. Once the student begins the exam, the student will be required to complete the exam before the student navigates away from the exam.

There will be a Final Exam over the final 4 chapters of the course.. The exam will be a 50 question (multiple choice/true false) exam covering chapters 12-16. The exam will be given on the dates listed on the lesson plan. The exam must be taken on the dates listed. There will be NO make-up comprehensive exam.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Friday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to

the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a “W” for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the-originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, December 4, Room 830 and Swainsboro Campus, December 5, Room 2159 between 2:00 p.m. and 4:00 p.m..

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Make-up exams, assignments and projects will only be given when the student provides a legitimate excuse for missing the exam, assignment and/or project on the scheduled date. If the student does not make contact by email or phone with the instructor within 2 days of the scheduled due date, then a grade of 0 will be given for the exam, assignment and/or project. Also, students who do not take the exam on the scheduled date will not be awarded any bonus or extra credit points that may be given by the instructor on the exam.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination

on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

AMERICANS WITH DISABILITIES ACT (ADA) ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of America (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Assignments/Homework	20%
Chapter Tests	20%
Discussion Boards	10%
Midterm Exam	25%
Proctored Final Exam	25%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79

Letter Grade	Range
D	60-69
F	0-59

Course Number and Name

Fall Semester 2018 lesson plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week of Aug 13 - 18	Chapter 1	Corrections: An Overview	First Day of Fall Semester Course Pledge – Student Introductions <ul style="list-style-type: none"> Aug 14 Chapter 1 Assignment Aug 17 	*1 **a,c
Week of Aug 20-25	Chapter 2	Corrections Today Punishments	Chapter 2 Vocab-Chapter Questions <ul style="list-style-type: none"> Aug 24 	*1,2 **a,c
			Discussion Question #1 <ul style="list-style-type: none"> Aug 24 	*1,2 **a,c
Week of Aug 27- Sept 1	Chapter 3	Sentencing: To Punish or to Reform?	Chapter 3 Vocab/Chap Questions <ul style="list-style-type: none"> Aug 31 	*1,2 **a,c
Labor Day Holiday Sep 3				
Week of Sep 4-8	Chapter 4	Probation: How Most Offenders are Punished	Chapter 4 Vocab/Chap Questions and Discussion Question #2 <ul style="list-style-type: none"> Sep 7 	*1,2 **a,c
Week of Sep 10-15		Exam #1 – Chapters 1-4	Discussion Question #3 <ul style="list-style-type: none"> Sep 14 	*2 **a,c
Week of Sept 17- 22	Chapter 5	Intermediate Sanctions: Between Probation and Incarceration	Chapter 5 Vocab/Chp Questions <ul style="list-style-type: none"> Sep 21 	*2,3 **a,c
			Discussion Question #4 <ul style="list-style-type: none"> Sep 21 	*2,3 **a,c
Sep 24-29	Chapter 6	Jails: Way Stations Along the Justice Highway	Chapter 6 Vocab/Chp Questions <ul style="list-style-type: none"> Sep 28 	*3 **a,c
			Discussion Question #5 <ul style="list-style-type: none"> Sep 28 	*3 **a,c
Week of Oct 1-6	Chapter 7	Prisons Today: Change Stations or Warehouses?	Chapter 7 Vocab/Chap Questions <ul style="list-style-type: none"> Oct 6 	*3 **a,c
Week of Oct 8-13	Chapter 8	Parole: Early Release and Reentry	Chapter 8 Vocab/Chap questions <ul style="list-style-type: none"> Oct 13 	*2 **a,c
Week of Oct 15-19	Chapter 9	The Staff World: Managing the Prison Population	Chapter 9 Vocab/Chp Questions <ul style="list-style-type: none"> Oct 19 	*3,5,6 **a,c
			Discussion Question #6 <ul style="list-style-type: none"> Oct 19 	*2 **a,c
Available Oct 22	Ch 1-9	Mid-Term Exam Chapters 1-9	<ul style="list-style-type: none"> Online Exam Oct. 22-26 	*3,4 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			Discussion Question #7 • Oct 26	*3,5,6 **a,c
Week of Oct 29 – Nov 2	Ch 10	The Inmate World	Ch 10 Vocab – Chap Questions • Nov 2	*3,4 **a,c
Week of Nov 5-9	Chapter 11	The Legal World: Living Behind Bars	Discussion Question #8 Chap.11 Vocab.Ch Questions • Nov 9	*3,4 **a,c
Week of Nov 12-16		Exam #3 – Chapter 9-11	Exam #3 • Nov 16	*2,3,4,5,6 **a,c
Week of Nov 19-20	Chapter 12	Special Prison Populations: Prisoners Who Are Elderly, Mentally Challenged, and Who Have HIV/AIDS	Chapter 12 Vocab/Chap Questions • Nov 19	*3 **a,c
			Discussion Question #9 • Nov 20	*3 **a,c
Nov 26-30	Final Review	Final Review	• Nov 30	
Proctored Event	FINALS	FINAL EXAM: Chapters 1-12	Final Exam: Chapters 1-12 • December 4 and 5	*1,2,3,4,5,6 **a,c

Competency Areas:

1. History and Evolution of the American Correctional System
2. Probation, Parole, and Prerelease Programs
3. Institutional Facilities and Procedures
4. Rehabilitation and Restorative Justice
5. Staffing
6. Legal and Administrative Issues

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

Note: The syllabus is subject to change. The instructor reserves the right to modify as necessity dictates. If you have any questions regarding the lesson plan or assignments, please contact the course instructor.