



**CRJU 1030 CORRECTIONS
COURSE SYLLABUS
Online
Fall Semester 2019 (202012)**

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Case Reference Number (CRN): 20189

Preferred Method of Contact: [Nolan Martin nmartin@southeasterntech.edu](mailto:nmartin@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Nolan Martin

Campus/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: [Nolan Martin nmartin@southeasterntech.edu](mailto:nmartin@southeasterntech.edu)

Phone: 478-289-2285

Fax Number: 478-248-6649

Tutoring Hours: By appointment only

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

REQUIRED TEXT

Corrections in the 21st Century. Eighth Edition. Schmalleger 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.

Students should not share login credentials with others and should change passwords periodically to maintain security.

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 by 9:00a.m. on the following Monday. 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 and Handbook.

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 comprehensive Final Exam. The exam will be a 50 question (multiple choice/true false) exam covering chapters 1-12. 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" (Failing 0-59) 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 one week to complete assignments and tests. All course work must be completed by the following Monday by 9:00 a.m. 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 WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

ONLINE PROCTORED EVENT WITHDRAWALS

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" for the course.

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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. 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 farther 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 by the instructor of the course, 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 on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

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 3, Room 830 and Swainsboro Campus, December 4, 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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (Withdrawn Failing) 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 third 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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	Lanie Jonas, Director of Human Resources

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
Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas (hthomas@southeasterntech.edu)	Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas (ljonas@southeasterntech.edu)

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 Americans with Disabilities Act (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 Southeastern Technical College’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 [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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
D	60-69
F	0-59

CRJU 1030 - Corrections

Fall Semester 2019 lesson plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week of August 13-18	Chapter 1	Corrections: An Overview	First Day of Fall Semester Course Pledge – Student Introductions • August 13 Chapter 1 Assignment • August 17	*1 **a,c
Week of August 19-25	Chapter 2	Corrections Today Punishments	Chapter 2 Assignment • August 24	*1,2 **a,c
			Discussion Question #1 • August 24	*1,2 **a,c
Week of August 26-Sept 1	Chapter 3	Sentencing: To Punish or to Reform?	Chapter 3 Assignment • August 31	*1,2 **a,c
Labor Day Holiday September 2				
Week of September 3-8	Chapter 4	Probation: How Most Offenders are Punished	Chapter 4 Assignment and Discussion Question #2 • September 7	*1,2 **a,c
Week of September 9-15		Exam #1 – Chapters 1-4	Discussion Question #3 • September 14	*2 **a,c
Week of September 16- 22	Chapter 5	Intermediate Sanctions: Between Probation and Incarceration	Chapter 5 Assignment • September 21	*2,3 **a,c
			Discussion Question #4 • September 21	*2,3 **a,c
Week of September 23-29	Chapter 6	Jails: Way Stations Along the Justice Highway	Chapter 6 Assignment • September 28	*3 **a,c
			Discussion Question #5 • September 28	*3 **a,c
Week of September 30-October 6	Chapter 7	Prisons Today: Change Stations or Warehouses?	Chapter 7 Assignment • October 6	*3 **a,c
Week of October 7-13	Chapter 8	Parole: Early Release and Reentry	Chapter 8 Assignment • October 13	*2 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week of October 14-19	Chapter 9	The Staff World: Managing the Prison Population	Chapter 9 Assignment <ul style="list-style-type: none"> October 19 	*3,5,6 **a,c
			Discussion Question #6 <ul style="list-style-type: none"> October 19 	*2 **a,c
Available October 21	Chapter 1-9	Mid-Term Exam Chapters 1-9	<ul style="list-style-type: none"> Online Exam October 22-26 	*3,4 **a,c
			Discussion Question #7 <ul style="list-style-type: none"> October 26 	*3,5,6 **a,c
Week of October 28 – November 2	Chapter 10	The Inmate World	Chapter 10 Assignment <ul style="list-style-type: none"> November 2 	*3,4 **a,c
Week of November 4-9	Chapter 11	The Legal World: Living Behind Bars	Discussion Question #8 Chapter 11 Assignment <ul style="list-style-type: none"> November 9 	*3,4 **a,c
Week of November 11-16		Exam #3 – Chapter 9-11	Exam #3 <ul style="list-style-type: none"> November 16 	*2,3,4,5,6 **a,c
Week of November 18-20	Chapter 12	Special Prison Populations: Prisoners Who Are Elderly, Mentally Challenged, and Who Have HIV/AIDS	Chapter 12 Assignment <ul style="list-style-type: none"> November 19 	*3 **a,c
			Discussion Question #9 <ul style="list-style-type: none"> November 20 	*3 **a,c
November 25-30	Final Review	Final Review	<ul style="list-style-type: none"> November 30 	
Proctored Event	FINALS	FINAL EXAM: Chapters 1-12 Dec 3-4	Final Exam: Chapters 1-12 <ul style="list-style-type: none"> December 3 and 4 	*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.

