



**CRJU 1030 Corrections  
COURSE SYLLABUS  
Hybrid  
Spring Semester 2020**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250

Campus/Class Location: Vidalia Campus/Room #830, Gillis Medical Building

Class Meets: 9:00-10:30 a.m., Wednesdays, (40% Hybrid / 60% F2F)

Course Reference Number (CRN): 40098

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Karann Raines

Email Address: [Karann Raines \(kraines@southeasterntech.edu\)](mailto:kraines@southeasterntech.edu)

Campus/Office Location: Vidalia Campus/Room #828, Gillis Medical Building

Office Hours: 2:00-4:30 p.m. Monday-Thursday

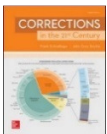
Phone: 912-538-3219

Fax Number: 912-538-3106

**SOUTHEASTERN TECHNICAL COLLEGE'S (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 21<sup>st</sup> Century (Loose-Leaf), Eighth edition, ISBN# 9781259824012

**REQUIRED SUPPLIES & SOFTWARE**

Supplies include pencils, pens, paper, highlighter, and notebooks/three ring binder.

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 Georgia Virtual Technical Connection (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, procedure, and objectives.

## **MAJOR COURSE COMPETENCIES**

History and Evolution of the American Correctional System, Probation, Parole and Prerelease programs, Institutional Facilities and Procedures, Rehabilitation and Restorative Justice, Staffing, Legal and Administrative Issues

## **PREREQUISITE(S)**

Program Admission

## **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

## **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College 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**

### **STUDENT REQUIREMENTS (HYBRID)**

- Class attendance is a very important aspect of a student's success in this course. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected.
- Students are expected to complete all work required by the instructor by their respective due date. Exceptions to the due dates for assignments because of jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.
- Midterm and final tests must be completed on the assigned date. Failure to do so will result in a grade of zero, unless prior arrangements have been made with the instructor.
- Homework assignments and Chapter Quizzes are due by the assigned date. These assignments will not be accepted past the due date and a grade of zero will be posted.

### **HYBRID ATTENDANCE**

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

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. 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 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), 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas (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), 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas (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 the 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.

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

Students are required to make up any missed quizzes and homework assignments on the day of return.

Failure to do so will result in a grade of zero. There are no makeups for the midterm test and the final test.

These must be taken on the scheduled date. Failure to do so will result in a grade of zero. (See the Student Requirements section above for more information.)

### **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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:Helen.Thomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:Lanie.Jonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

### 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 \(STC\) 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
Midterm Test	25%
Final Test	25%
Homework Assignments	25%
Chapter Quizzes	25%

### GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## CRJU 1030 Corrections Spring Semester 2020 Lesson Plan

Date/Week	Week Chapter	Content, Assignments and Tests Due Dates	Competency Area
Wednesday January 7	Week 1 Chapter 1	<p><b>IN CLASS:</b></p> <ul style="list-style-type: none"> <li>• Review course syllabus/lesson plan, rules, regulations, completion of forms, review book...</li> <li>• Chapter 1 – Corrections: An Overview</li> </ul> <p><b>ONLINE:</b> due no later than Monday January 13, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Become familiar with Blackboard</li> <li>• Complete &amp; post Chapter 1 Homework</li> <li>• Take Chapter 1 Quiz</li> </ul>	1 a, b, c
Wednesday January 14	Week 2 Chapter 2	<p><b>IN CLASS:</b></p> <ul style="list-style-type: none"> <li>• Chapter 2 – Corrections Today</li> </ul> <p><b>ONLINE:</b> due no later than Monday January 20, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 2 Homework</li> <li>• Take Chapter 2 Quiz</li> </ul>	1 a, b, c
Wednesday January 21	Week 3 Chapter 3	<p><b>IN CLASS:</b></p> <ul style="list-style-type: none"> <li>• Chapter 3 – Sentencing: To Punish or Reform</li> </ul> <p><b>ONLINE:</b> due no later than Monday January 27, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 3 Homework</li> <li>• Take Chapter 3 Quiz</li> </ul>	1 a, b, c
Wednesday January 28	Week 4 Chapter 4	<p><b>IN CLASS:</b></p> <ul style="list-style-type: none"> <li>• Chapter 4 – Probation: How Most Offenders Are Punished</li> </ul> <p><b>ONLINE:</b> due no later than Monday February 3, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 4 Homework</li> <li>• Take Chapter 4 Quiz</li> </ul>	2 a, b, c
Wednesday February 4	Week 5 Guest Speaker	<p><b>IN CLASS:</b></p> <ul style="list-style-type: none"> <li>• GUEST SPEAKER (Tentatively Scheduled)</li> </ul> <p><b>ONLINE:</b></p> <ul style="list-style-type: none"> <li>• No Assignments due this week</li> </ul>	2, 4 a, b, c

Date/Week	Week Chapter	Content, Assignments and Tests Due Dates	Competency Area
Wednesday February 11	Week 6 Chapter 5	<p><b>IN CLASS:</b></p> <ul style="list-style-type: none"> <li>• Chapter 5 – Intermediate Sanctions</li> </ul> <p><b>ONLINE:</b> due no later than Monday February 17, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 5 Homework</li> <li>• Take Chapter 5 Quiz</li> </ul>	1, 2, 4 a, b, c
Wednesday February 18	Week 7 Chapter 8	<p><b>IN CLASS:</b></p> <ul style="list-style-type: none"> <li>• Chapter 8 – Parole</li> </ul> <p><b>ONLINE:</b> due no later than Monday February 24, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Watch Video – “Parole Board-Louisiana”</li> <li>• Complete &amp; post Chapter 8 Homework</li> <li>• Take Chapter 8 Quiz</li> </ul>	1, 2, 4 a, b, c
Wednesday February 25	Week 8 Review	<p><b>IN CLASS:</b></p> <ul style="list-style-type: none"> <li>• Review for Midterm Test</li> </ul> <p><b>ONLINE:</b> due no later than Monday March 2, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Take MIDTERM TEST over Chapters 1, 2, 3, 4, 5, &amp; 8</li> </ul> <p>Midterm Test will be available to take anytime between Wednesday February 26 through Monday March 2, 11:59 p.m.</p>	1, 2, 4 a, b, c
Wednesday March 4	Week 9 Chapter 6	<p><b>IN CLASS:</b></p> <ul style="list-style-type: none"> <li>• Chapter 6 – Jails</li> </ul> <p><b>ONLINE:</b> due no later than Monday March 9, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 6 Homework</li> <li>• Take Chapter 6 Quiz</li> </ul>	3, 4 a, b, c
Wednesday March 11	Week 10 Chapter 7	<p><b>IN CLASS:</b></p> <ul style="list-style-type: none"> <li>• Chapter 7 – Prisons Today</li> <li>• VIDEO – “Prisons”</li> </ul> <p><b>ONLINE:</b> due no later than Monday March 16, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 7 Homework</li> <li>• Take Chapter 7 Quiz</li> </ul>	3, 4 a, b, c

Date/Week	Week Chapter	Content, Assignments and Tests Due Dates	Competency Area
Wednesday March 18	Week 11 Chapter 9	<b>IN CLASS:</b> <ul style="list-style-type: none"> <li>• Chapter 9 – The Staff World</li> </ul> <b>ONLINE:</b> due no later than Monday March 23, 11:59 p.m. <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 9 Homework</li> <li>• Take Chapter 9 Quiz</li> </ul>	3, 4, 5, 6 a, b, c
Wednesday March 25	Week 12 Tour of Prison	<b>IN CLASS:</b> <ul style="list-style-type: none"> <li>• Tour of Prison tentatively scheduled</li> </ul> <b>ONLINE:</b> due no later than Monday March 30, 11:59 p.m. <ul style="list-style-type: none"> <li>• No Assignments due this week</li> </ul>	5, 6 a, b, c
Wednesday April 1	Week 13 Chapter 10	<b>IN CLASS:</b> <ul style="list-style-type: none"> <li>• Chapter 10 – The Inmate World</li> </ul> <b>ONLINE:</b> due no later than Monday April 6, 11:59 p.m. <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 10 Homework</li> <li>• Take Chapter 10 Quiz</li> </ul>	6 a, b, c
Wednesday April 8		<ul style="list-style-type: none"> <li>• <b>SPRING BREAK – NO CLASS – No Assignments due this week</b></li> </ul>	
Wednesday April 15	Week 14 Chapter 11	<b>IN CLASS:</b> <ul style="list-style-type: none"> <li>• Chapter 11 – The Legal World</li> </ul> <b>ONLINE:</b> due no later than Monday April 20, 11:59 p.m. <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 11 Homework</li> <li>• Take Chapter 11 Quiz</li> </ul>	3, 4, 5, 6 a, b, c
Wednesday April 22	Week 15 Final Test	<b>IN CLASS:</b> <ul style="list-style-type: none"> <li>• Review for Final Test</li> </ul> <b>ONLINE:</b> due no later than Monday April 27, 11:59 p.m. <ul style="list-style-type: none"> <li>• Take FINAL TEST over Chapters 6, 7, 9, 10, &amp; 11</li> </ul> <p>Final Test will be available to take anytime between Wednesday April 22 through Monday April 27, 11:59 p.m.</p>	3, 4, 5, 6 a, b, 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.