



**CRJU 1030 Corrections
COURSE SYLLABUS
Spring Semester 2019**

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Class Location: Room #830, Gillis Medical Building
Class Meets: 9:00-11:40 a.m., Mondays
Course Reference Number (CRN): 40227

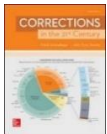
INSTRUCTOR CONTACT INFORMATION

Instructor Name: Karann Raines
Office Location: Room #828, Gillis Medical Building
Office Hours: 2:00-4:30 p.m. Monday-Thursday
Email Address: [Karann Raines \(kraines@southeasterntech.edu\)](mailto:kraines@southeasterntech.edu)
Phone: 912-538-3219
Fax Number: 912-538-3106
Tutoring Hours (if applicable): N/A

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 21st Century (Loose-Leaf), Eighth edition, ISBN# 9781259824012

REQUIRED SUPPLIES & SOFTWARE

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

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

- 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 as described in the individual course syllabus.
- The student is expected to complete all work individually. The student is responsible for finding out what was missed or what was required during their absence.
- Midterm and final tests must be completed on the scheduled date. Failure to do so will result in a grade of zero.
- Other (homework) assignments are due on the assigned date. Ten points will be deducted for each day late. Homework assignments will not be accepted after 1 class day late and a grade of zero will be given.
- Chapter quizzes must be completed on the assigned date or taken on the date of the student's return. Failure to do so will result in a grade of zero, unless prior arrangements have been made with the instructor.

TRADITIONAL ATTENDANCE GUIDELINES

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 also 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](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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.

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 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

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

Course Number and Name

Spring Semester 2019 Lesson Plan

Date/Week	Lesson Chapter	Content	Assignments and Tests Due Dates	Competency Area
Monday January 7	1/Chapter 1	<ul style="list-style-type: none"> Review course syllabus/lesson plan, rules, regulations, completion of forms, review book... Chapter 1 – Corrections: An Overview 		1
Monday January 14	2/Chapter 2	<ul style="list-style-type: none"> Chapter 2 – Corrections Today 		1
Monday January 21		<ul style="list-style-type: none"> HOLIDAY – NO CLASS 		
Monday January 28	3/Chapter 3	<ul style="list-style-type: none"> Take Chapters 1 & 2 Quiz Chapter 3 – Sentencing: To Punish or Reform 	<ul style="list-style-type: none"> Chapters 1 & 2 Quiz 	1 a, c
Monday February 4	4/Chapter 4	<ul style="list-style-type: none"> Take Chapter 3 Quiz Chapter 4 – Probation: How Most Offenders Are Punished GUEST SPEAKER (Tentatively Scheduled) 	<ul style="list-style-type: none"> Chapter 3 Quiz Chapters 1, 2, 3 Homework due 	2 a, c
Monday February 11	5/Chapter 5	<ul style="list-style-type: none"> Take Chapter 4 Quiz Chapter 5 – Intermediate Sanctions 	<ul style="list-style-type: none"> Chapter 4 Quiz 	2, 4 a, c
Monday February 18	6/Chapter 8	<ul style="list-style-type: none"> Take Chapter 5 Quiz Chapter 8 – Parole VIDEO – “Parole Board-Louisiana” 	<ul style="list-style-type: none"> Chapter 5 Quiz Chapters 4, 5, 8 Homework due 	1, 2, 4 a, c
Monday February 25	7/Review	<ul style="list-style-type: none"> Review for Midterm Test 		1, 2, 4
Monday March 4	8/Midterm Test	<ul style="list-style-type: none"> MIDTERM TEST (Chapters 1, 2, 3, 4, 5, 8) 	<ul style="list-style-type: none"> MIDTERM TEST 	1, 2, 4 a, d
Monday March 11	9/Chapters 6 & 7	<ul style="list-style-type: none"> Chapter 6 – Jails Chapter 7 – Prisons Today 		3, 4
Monday March 18	10/Chapter 7	<ul style="list-style-type: none"> Chapter 7 – Prisons Today VIDEO – “Prisons” 		3, 4

Date/Week	Lesson Chapter	Content	Assignments and Tests Due Dates	Competency Area
Monday March 25	11/Chapter 9	<ul style="list-style-type: none"> • Take Chapters 6 & 7 Quiz • Chapter 9 – The Staff World 	<ul style="list-style-type: none"> • Chapters 6 & 7 Quiz 	3, 4, 5, 6 a, c
Monday April 1		<ul style="list-style-type: none"> • SPRING BREAK – NO CLASS 		
Monday April 8	12/Chapter 10	<ul style="list-style-type: none"> • Chapter 10 – The Inmate World 	<ul style="list-style-type: none"> • Chapter 9 Quiz • Chapters 7 & 9 Homework Due 	5, 6
Monday April 15	13/Chapter 11	<ul style="list-style-type: none"> • Take Chapter 10 Quiz • Chapter 11 – The Legal World 	<ul style="list-style-type: none"> • Chapter 10 Quiz 	6 a, c
Monday April 22	14/Review	<ul style="list-style-type: none"> • Review for Final Test 	<ul style="list-style-type: none"> • Chapters 10 & 11 homework due 	3, 4, 5, 6 a, c
Monday April 29	15/Final Test	<ul style="list-style-type: none"> • FINAL TEST (Chapters 6, 7, 9, 10, 11) 	<ul style="list-style-type: none"> • FINAL TEST 	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.