



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

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250  
Class Location: Swainsboro Campus, Building 2, Room 2159  
Class Meets: Monday and Wednesday from 8:30 a.m. to 9:50 p.m.  
Course Reference Number (CRN): 40233

**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: [Nolan Martin \(nmartin@southeasterntech.edu\)](mailto:nmartin@southeasterntech.edu)  
Phone: 478-289-2285  
Fax Number: 478-289-2214  
Tutoring Hours: By appointment only

**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, 8<sup>th</sup> Edition. Schmallegger & Smykia. McGraw Hill.  
ISBN: 978-1-259-84591-8.

**REQUIRED SUPPLIES & SOFTWARE**

Each student must have a black pen, pencil, highlighter, paper and a notebook.

**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**

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**

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 student success. Responsibility for class attendance rests solely with each student. Regular punctual attendance at the scheduled class time is expected. Unannounced quizzes or activities may be assigned. Students absent during an unannounced quiz or assignment may receive a grade of 0.

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. Assignments may not be accepted if turned in 5 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" and "chapter questions" Students will be given an assignment each week over the key terms and chapter questions which will better prepare you for exams. The assignment will be graded by Thursday of each week. Any student who does not complete the assignment by Wednesday of each week may receive a 0 on the assignment. No make-up assignments will be allowed. The chapter assignment listing the vocabulary and chapter questions will be listed in the lesson plan. Students will be allowed the class period or should complete the assignment for homework.

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

There will be 3 chapter tests, 1 mid-term exam and a comprehensive final 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 given during class time on the date specified by the instructor. 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 exam for this course. The exam will be a 50 question (multiple choice/true false) exam covering all chapters that have been covered throughout the semester. 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.

## **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 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:Macy.Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen.Thomas@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:Macy.Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen.Thomas@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% 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" (Withdrawn) 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 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.

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

Make-up exams will only be given when the student provides a legitimate excuse for missing the exam on the scheduled date. If the student does not make contact by email or phone with the instructor within 2 days of the scheduled exam date, then a grade of 0 will be given for the exam. 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. Makeup for unannounced quizzes or assignments are not allowed.

### **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 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" (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:

<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 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@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: 912-538-3147 Email: <a href="mailto:ljonas@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
Vocabulary and Chapter Question Assignments	25%
Chapter Tests	25%
Midterm Exam	25%
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 Spring Semester 2019 Lesson Plan

<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
Jan 7-9	Chapter 1	Corrections: An Overview	Chapter 1 Assignment • Jan 9	1 A,C
Jan 14-16	Chapter 2	Corrections Today: Evidence Based Punishment: A Brief History	Chapter 2 Assignment • Jan 16	1,2 A,C
Holiday 1/21 – MLK Day		Martin Luther King Holiday Observed	• Holiday	
Jan 23	Chapter 3	Sentencing: To Punish or to Reform?	Chapter 3 Assignment • Jan 23	1,2 A,C
Jan 28 – Feb 1	Chapter 4	Diversion and Probation: How Most Offenders Are Punished	Chapter 4 Assignment • Jan 30	1,2 A,C
Feb 4-6		Exam #1 – Chapters 1-4	Exam #1 • Feb 6	2 A,C
Feb 11-13	Chapter 5	Intermediate Sanctions: Between Probation and Incarceration	Chapter 5 Assignment • Feb 13	2,3 A,C
Feb 18-20	Chapter 6	Jails: Way Stations Along the Justice Highway	Chapter 6 Assignment • Feb 20	3 A,C
Feb 25 – Mar 1	Chapter 7	Prisons Today: Change Stations or Warehouses?	Chapter 7 Assignment • Feb 27	3 A,C
Mar 4-6	Chapter 8	Parole: Early Release and Reentry	Chap 8 Assignment • Mar 6	2 A,C
Mar 11-13	Chapter 9	The Staff World: Managing the Prison Population	Chapter 9 Assignment • Mar 13	3,5,6 A,C
Mar 18-20	Midterm Exam	Midterm Exam Chapters 5-9	• Mar 20	3,5,6 A,C
Mar 25-27	Chapter 10	The Inmate World	Chapter 10 Assignment • March 15	1,2,3 A,C
April 1-4		Spring Break		
Apr 8-10	Chapter 11	The Legal World: Living Behind Bars	Chapter 11 Assignment • Apr 10	3,4 A,C
Apr 15-17	Chapter 12 Test #3	Special Populations Test #3 Chapters 10-12	Chapter 12 Assignment • Apr 15 Test #3 – April 17	3,4 A,C
Apr 22-24	Final Review Final Exam	Final Review Final Exam	Final Exam • Apr 24	3,4 A,C

## **MAJOR COURSE COMPETENCIES**

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.

**If you have any questions about the syllabus or lesson plan, please contact the instructor.**