Reedley College

Correctional Counseling and Interviewing Criminology 23-54794

 Fall 2019 August 12 through December 13, 2019

M, W, F 2:00-2:50 pm Syllabus

Instructor: Constance Colevins-Tumlin, Ph.D.

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*Learning is the art of exploration along life’s journey. (Anonymous)*

**Class Information**

Correctional Interviewing and Counseling (CRIM 23-54794) meets thrice weekly, on Mondays, Wednesdays, and Fridays, from 2:00 PM until 2:50 PM in CCL 204, with first day of instruction on Monday August 12, 2019, the last day of instruction on December 6, 2019, and the final on December 11, 2019 (final date is subject to change).

**Required Textbook(s)**

Van Voorhis, P., Salisbury, E., (2016). Correctional Counseling, 9th ed. Anderson, Cincinnati, OH.

ISBN-13: 978-1138951679; ISBN-10: 1138951676 (available at campus bookstore) . eText is permissible.

There should be a copy of the approved text in the library reserve area. You are permitted to check it out for two hours at a time, and for in-library use only.

**Recommended Textbook**

Diagnostic and Statistical Manual of Mental Disorders, (2013), 5th ed. DSM-5, American Psychological Association,

ISBN-13: 978-0890425558

ISBN-10: 0890425558

**Instructor information**

Phone 404-277-1174

**Office Hours**

Instructors do not commence office hours until the second week of class (August 19, 2019).

*Private:* While there will be no set office hours, I will be available to meet with you after class or at other times that are mutually agreed upon on an individual basis. Please talk to me after class or text me vial my cell phone number noted above. ****

**Canvas Learning Management System**

To log in to Canvas:

1. Go to <https://scccd.instructure.com>
2. Your username is your 7-digit ID number
3. Your password will be the same password that you use with your student email.
	1. If you have not changed your password, your initial password is the First name initial (upper case) + last name initial (lowercase) + date of birth (mmddyy). (Example John Smith born on July 9th of 1988 password = Js070988).
	2. If you do not know your password and need assistance, call 559-499-6070.

 Copies of Power Point will be uploaded on Canvas under *PAGES* for students to use as study materials. Exam scores will also be posted on Canvas as soon as they are graded. Students need access to computer and an email account in order to access lectures. ***Students are required to have email and Canvas accounts and to check them on a daily basis***

##### Units: 3

This is a 3-unit course; therefore, you should plan on an average of **six hours per week** **outside of class** to complete the assignments and prepare for exams.

**Reedley College Catalogue 2019-2020 Description**

This course provides an overview of the contemporary techniques used in counseling and interviewing by correctional personnel.

**Advisory**

English 125 and 126, or English 128 and 130, or 132 A, CSU).

**Course Description**

The purpose of this course is to provide students with an understanding of correctional interviewing and counseling. The topics that will be covered in class include:

* Interviewing and establishing rapport
	+ Listening skills as an interviewing technique
	+ Communication barriers, overcoming them
	+ Gathering information
* Document/record the interview
	+ Note taking during the interview
	+ Visible versus invisible recording methods
	+ Legal aspects of recording interviews and counseling sessions
	+ Confidentiality of the sessions and of the report
* Special interviewing considerations
	+ Legal considerations in interviewing
	+ Distinction between juvenile and adult interviewing
	+ Ethnic, gender, religious, cultural, and other demographical awareness
	+ Special needs
* Contemporary theories and modalities
	+ Techniques of individual, small, and large group counseling
	+ Basic techniques of interviewing counseling
	+ Development of treatment plans and file reviews
	+ Professional and ethical demeanor
* Identification of client problems

**Cautionary Statement**

***During this class, it is customary for students to recognize symptoms of psychopathology in themselves, friends, family, coworkers, other students, instructors, etc. This class will prepare you to learn the basic techniques of correctional interviewing but will not provide diagnostic criteria.***

**Specific Instruction Objectives**

Upon successful completion of the course, the student should be able to:

1. Identify the purpose of correctional treatment programs
2. Recall methods of intervention to use when dealing with violent offenders
3. Distinguish the difference between the treatment of juvenile offenders and adult offenders
4. Describe how offenders are classified
5. Review methods of crisis intervention of inmates
6. Recall methods used in the treatment of addicted personalities
7. Summarize the general needs of incarcerated inmates
8. Explain how to provide treatment of elderly inmates and its impact on the correctional facilities

**Student Learning Objectives (SLOs)**

***Student learning outcomes are statements about what the discipline faculty hope you will be able to do at the end of the course. This is NOT a guarantee: the ultimate responsibility for whether you will be able to do these things lies with you, the student. In addition, the assessment of Student Learning Outcomes is doe by the department in order to evaluate the program as a whole and is not to evaluate individual faculty performance.***

Upon successful completion of the course, what should the student be able to do:

1. Demonstrate skills in individual and group communication dynamics
2. Demonstrate the ability to conduct an interview
3. Discuss various kinds of interviewing/counseling techniques
4. Demonstrate and explain the development of roles and responsibilities of patients and staff.
5. Identify obstacles that complicate the task of conducting objective interviews and counseling.

**CLASSROOM POLICIES**

**Students with Disabilities Disabled Students Program and Services – DSP&S**

Reedley College complies with the Americans with Disabilities Act. If you would like to request any accommodation for this course, please contact the Coordinator of Disabilities at (559) 638-3641 (**DSP&S**: <http://www.reedleycollege.edu/index.aspx?page=260>). A copy of the appropriate form, Notification of Authorized Services, needs to be submitted to the instructor – preferably within the first two weeks of the semester.

**Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

**Disclaimer:**

Due to the nature and reality of work in the criminal justice system, real life examples, verbal and non-verbal expression and role-playing by the instructor may be used to demonstrate to students important learning points. These examples are not meant to demean or insult any group or individual, but simply to give students an understanding of the reality that exists in this profession and prepare them to deal with different types of people and situations in a professional manner.

**Classroom Visitors**

Individuals not officially enrolled in this class must check with the instructor for prior approval to attend any of the class sessions.

**Classroom Behavior and Comportment**

I encourage classroom discussions which does not mean talking to other students, talking excessively, or talking about things not related to this class. *Engaging in disruptive, disrespectful, or other behaviors that interfere with classroom instruction will necessitate that student or those students being dropped from the class.* Appropriate behavior is partially described as follows:

1. Be inquisitive, think about the presentations and how you can have a successful outcome from this class.
2. Have a sense of humor, have fun.
3. Be prepared and punctual
	1. Tardy students should enter and find a seat unobtrusively.
	2. Ask relevant questions.
	3. Limit foot traffic during class and do so quietly.
	4. If you bring food, please be mindful that this is a classroom and others are sitting close by.
4. Be collegial and respectful.
	1. Listen carefully to the instructor and to classmates.
	2. Participate but do not dominate.
	3. Refrain from sidebar conversations (including text messages and social media).
	4. Silence cell phones.
	5. Recognize diversity and respect differences which may or may not be evident.
5. Speak with the instructor privately for future discussions or items off topic.

**Academic Dishonesty**

*Cheating* is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

*Plagiarism* is a specific form of cheating; the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge or consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Cheating or attempted cheating on exams or plagiarizing another’s work may result in various penalties and sanctions, which may include a failing grade on that examination, on the project, assignment, the course, or up to and including expulsion from this college, at the discretion of the instructor. Cheating and plagiarism will not be tolerated.

**Attendance/Participation**

*Attendance and Drop Policy*: You are expected to attend all class sessions. You are expected to be seated in the classroom at the time class is scheduled to begin and to stay until class is dismissed. Attendance will be taken at the beginning, at the end, and possibly during each class. If you miss more than half of the class period, if you sleep during class, you will be marked absent. You will be dropped from class for the following reasons: A) Absent during the first three weeks of class, B) missing every class session during weeks 3 and 4 ( August 26-29, and September 2- 6, 2019), or C) Having five or more absences after the drop date; you will be withdrawn from the course. Students who have three or more absences will be ineligible for extra credit.

*Participation:* You will be expected to participate during class, either by participating in discussions, role playing, class presentations, or class discussions.

**Electronic Devices**

Refrain from the use of personal electronic devices (i.e., cellular phones, iPODS, PDAs) during class time unless given express permission to do otherwise. Mobile phones should typically be set to silent and put away during class time unless we are using them as part of a class activity. In the event of a personal emergency, please notify the instructor and step quietly out of the classroom. Use of personal electronic devices during class time can be disruptive and may constitute a disruptive student report and/or removal from the class session. Laptops may be used for class purposes only; lap top privileges may be revoked at any time if their use is deemed disruptive. Note that research indicates that taking notes by hand typically results in better retention and understanding of the class material. Use of personal electronic devices during in-class assignments (e.g., exams) without prior approval will result in a score of zero for that assignment.

**Electronic Voice Recording of Lectures**

Unless you have obtained prior approval from the professor, lectures may not be voice or video recorded electronically (e.g., no cell phone recordings).

**Exams**

There will be five scheduled exams based on material covered in the textbook, lectures, and in-class videos. The first four may include 40 multiple choice, matching, or true/false questions (count 2 points for each question, for 80 points) and two essay questions worth (10 points each) 20 points for a total of 100 points per exam. Essays should be written at the college level and will be graded based on content and grammar. Each exam will include material covered for that designated test period. The final exam will include 50 multiple choice, true/false, or matching questions (no essay question) from the remaining chapters and possibly some questions from previously covered chapters. The final exam is mandatory and cannot be dropped as the lowest score. There are no make-up exams. ***If you arrive late for an in-class exam, you will not be allowed to take it if someone in the class has already turned in a finished test.***

**Topical Research Papers**

Each student will submit a research paper pertaining to a topic covered or scheduled to be covered or related to this course. The topic should be approved by the professor. The paper should be three pages (a minimum of three full pages) to five pages in length; in 12-point Times New Roman font; one-inch top, bottom, left and right margins; and should be double-spaced. The student should include a title or cover page that will the student’s name, date of the paper (date pater is due), course title, section (CRIM 23-54794)), semester (Fall 2019) topic, and the instructor’s name. A reference page should be included and should be properly formatted. Reference page formatting will be covered in class. These pages are in addition to your written material. The papers are worth 100 points and will be graded based on content, grammar, format (APA format), and resources/references. Papers submitted late will be subject to a reduction of five points per day that it is late until it is submitted. Late papers will be accepted up to one week following the paper’s due date. Papers submitted more than one week following the due date will not be accepted. You are required to obtain permission to submit a paper past the original due date (must be approved by the professor) on or before the date the pater is originally due.

**Group Presentations**

Groups should consist of three to four participants.  The topic should be on something covered in class and must be approved by the professor, in advance.  Presentations will be in Power Point format and should no longer than 15 minutes.  All participants should prepare at least one slide.  Participants should plan to present their slide during their group's presentation, unless other arrangements have been made and approved by the professor.  Each presentation should encompass the topic, history of the topic, demographics/statistics, treatment modalities, key figures, and other relevant information (e.g., what, when where, who, how, and possibly why).   Be prepared to answer any questions your professor and/or colleagues may have.

Provide a hard, or digital copy to the professor before presentation.

**Make-Up Tests**

There are no make-up tests. The lowest of the four test scores will be dropped (cannot drop final exam). Students are encouraged to take advantage of college resources such as the Writing and Reading Center

**Finals Week**

As noted on the syllabus, the last day of instruction is December 6, 2019. The following day is the final (December 11, 2019) wherein students only attend classes to take the final exam. Please note the final exam schedule on the syllabus to determine the date and time for the final in this class.



**How to Succeed in This Class**

* Attend class regularly.
* Read the class materials carefully and according to the class calendar.
	+ You may find it helpful to read aloud.
	+ Have a dictionary available to look up unfamiliar words.
	+ Take notes as you read the text.
	+ Try to think of and come up with your own, personal examples.
	+ Post questions/comment about the material on Canvas in the Coffee Shop forum.
	+ Form study and discussion groups.
* Complete all home-learning assignments and online quizzes before the due date.
* Respond to “learning objectives” prompts for each chapter in writing using your own words.
* Check the class calendar regularly and mark important dates on your personal calendar.
* READ and consult the syllabus and contact the instructor when assistance is needed.
* Keep all returned work and check Canvas gradebook weekly for accuracy.
* Engage in good self-care activities: get plenty of high-quality sleep, nourish your body with healthy foods, keep your mind and body active, stay positive, laugh!
* Establish good study habits. Students should plan to study a minimum of three additional hours outside of class for every hour spent in class. That means you should study a minimum of nine hours per week for this class so that you will be adequately prepared for exams in this course of study.
* Take notes on the lecture. The Power Point presentations will provide only an overview of the information.
* Do not rely on Power Points alone./ You must read your textbook.
* ASK me if you need help with anything.

**Help:**

If you are having trouble in this class due a change in life circumstances or something you do not understand please see the instructor immediately. There are a number of services available to assist you at Reedley College. **Your success in this class is very important to me and I will work with you to assist you in succeeding in this course.** However, you must remember that success in this course cannot happen without you doing everything you need to do to succeed. (See keys to successful course completion.)

**Extra Credit**

There will be no extra credit assignments, unless approved by the instructor for all students. Students who exceed the allowed number of absences (3 or more) will not be eligible for extra credit.

**Grade Equivalents**

To determine the letter grade that your total points indicate for the first four exams and your paper, please refer to the following breakdown using total point earned for each exam:

**Multiple Choice and** 70 – 80 = A

**Short Essay** 60 – 69 = B

**** 50 – 59 = C

 40 – 49 = D

 Below 40 = F

**Research Paper:** 90 – 100 = A

 80 – 89 = B

 70 – 79 = C

 60 – 69 = D

 Below 60 = F

**Group Project:** 90 – 100 = A

 80 – 89 = B

 70 – 79 = C

 60 – 69 = D

 Below 60 = F

**Final:** 90 – 100 = A

 80 – 89 = B

 70 – 79 = C

 60 – 69 = D

 Below 60 = F

**Class Participation Role Play Assignments**

May be weighted to make up 5% of your total grade (up to 25 points)..

 **Point/Grading Criteria for Final Overall Grade in the Course**

A = 544 – 600

B = 488 – 543

C = 432 – 487

D = 375 – 431

F = Below 375

**CALENDAR Important College Dates and Tentative In-Class Agenda Assignments, topics may change.**

August 12 Syllabus Review & Introduction to the Class, Chapter 1

August 14 Chapter 1: Process of Correctional Counseling and Treatment, Continued

August 16 Chapter 1: Conclusions and review

August 19 Chapter 2: Understanding the Special Challenges Faced by Correctional Counselors in the Prison Setting

August 21 Chapter 2: Continued

August 23 Chapter 2: Conclusion:

*Friday, August 23 Last day to drop a full-term class and be eligible for a fee refund/reversal*

August 26 Chapter 3: Psychoanalytic Therapy

August 28 Chapter 3: Continued

August 30 Chapter 3: Conclusion

*Friday, August 30 Last day to add a full-term class*

*Friday, August 30 Last day to drop full-term class to avoid a “W” (in person)*

*Sunday, Sept 1 Last day to drop full-term class to avoid a “W” (on WebAdvisor)*

Sept 2 LABOR DAY HOLIDAY

**Sept 4 EXAM 1, Chapters 1, 2, & 3**

Sept 6 Chapter 4: Radical Behavioral Interventions

Sept 9 Chapter 4: Continued, Conclusion

Sept 11 Chapter 5: Early Approaches to Group and Milieu Therapy

Sept 13 Chapter 5: Continued, Conclusion

*Friday, Sept 13 Last day to apply for Pass/No Pass*

Sept 16 Chapter 6: Diagnosis and Assessment of Offenders

Sept 18 Chapter 6: Continued

Sept 20 Chapter 6: Conclusion

Sept 23 Chapter 7 An Overview of Offender Classification Systems

Sept 25 Chapter 7: Conclusion

**Sept 27 EXAM 2 Chapters 4, 5, 6, & 7**

Sept 30 Chapter 8: Social Learning Methods

Oct 2 Chapter 8: Continued, and Conclusion

Oct 4 Chapter 9: Cognitive Therapies

Oct 7 Chapter 9: Continued

Oct 9 Chapter 9: Concluded Role Play

Oct 11 Chapter 10: Family Therapy (Movie – Kevin)

*Friday, Oct 11 Last day to drop a full-term class*

Oct 14 Chapter 10: Continued

Oct 16 Chapter 10: Conclusion Role Play

Oct 18 Chapter 11: Treating Substance Abuse in Offender Populations

**Oct 18 RESEARCH PAPER DUE**

Oct 21 Chapter 11: Continued

Oct 23 Chapter 11: Concluded

Oct 25 Chapter 12: Treatment of Sex Offenders

Oct 28 Chapter 12: Continued

Oct 30 Chapter 12: Concluded Role Play

**Nov 1 Exam 3: Chapters 8, 9, 10, 11 & 12**

Nov 4 Chapter 13: Treating Severely Antisocial and Psychopathic Offenders

Nov 6 Chapter 13: Continued

Nov 8 Chapter 13: Conclusion Role Play

Nov 11 VETERNANS’ DAY HOLIDAY

Nov 13 Chapter 14: Treating Women Offenders

Nov 15 Chapter 14: Continued and Conclusion Role Play

Nov 18 Chapter 15: Correctional Treatment: Accomplishments and Realities

Nov 20 Chapter 15: Continued, and Conclusion

Nov 22 Chapter 16: Case Planning and Case Management

Nov 25 Chapter 16: Continued and Conclusion

**Nov 27 Exam 3, Chapters 13, 14, 15, & 16**

Dec 2 Group Presentations

Dec 4, Dec 6 Review

**Dec 11 Final Exams begin - Students only attend class according to final exam schedule**