**CRIMINOLOGY-24-53811**

**Control and Supervision in Corrections (3 units)**

**Spring 2023**

**01/09/2023 - 05/19/2023**

**Web Based (Online) Asynchronous Delivery**

**Instructor – Kyle L. Villarama**

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**Office Hours: See page 5**

**Course Description:** This online course presents an overview of the supervision of inmates in local, state, and federal correctional institutions. Additionally, it emphasizes issues of institutional control which include the daily inner workings of the system, crisis situations, inmate subculture, violence and the cause and effect of the use of abusive tactics.

**ADVISORIES: Eligibility for English 1A Course Credits/Class Hours: 3**

**Student Learning Outcomes:**

By the end of the semester, it is expected that the student will:

1. Identify the roles of the correctional worker in inmate supervision

2. Differentiate inmate control issues in daily prison management

3. Describe control techniques in inmate crisis management situations

4. Describe the trend for more improved training of correctional staff in the handling populations of diverse inmates

5. Understand the legal and constitutional safeguards of inmates rights

**Learning Objectives:**

In the process of completing this course, students will:

1. Define the role of the correctional facility within the justice system.

2. Understand prisoner rights.

3. Review the death penalty and the supervision of inmates on death row.

4. Differentiate the roles between jails, prisons, and juvenile institutions.

5. Discuss the role of probation and parole officers.

6. Reconstruct the legal aspects of correctional management.

**Required Text**:

**Important Note**: Assignments are embedded in the required textbook. Students are encouraged to purchase or familiarize themselves with the campus resources available to them early on. Such acquisition of the required materials will increase the likelihood of successfully completing the course. While your instructor understands the cost of textbooks can be significant, the text selected for this course will afford you a greater opportunity to develop an appropriate understanding of the course learning objectives and therefore strengthen your learning and retention of the material.

* “Correctional Administration” 3rd edition, Author – Seiter, Pearson publishing, ISBN 9780133770766 (available at campus bookstore). You can rent the E-Book from the campus bookstore for $55 for the semester.

**Americans with Disabilities Act:** 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.

**Zero tolerance policy for Disruptive conduct in the classroom**

* The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity.
* The instructor can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct which violates the general rules and regulations of the College.
* Disruptive behavior in the classroom that obstructs or disrupts the learning environment.

**Academic Integrity Statement**

* Students guilty of academic dishonesty, either directly or indirectly through participation or assistance, are responsible to the instructor of the class. Academic dishonesty is defined as, but not limited to, plagiarism and cheating.
* At the discretion of the instructor, students who cheat or steal work from another source will be subject to significant consequences, to include failure of the assignment and/or course.
  + Cheating - is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner. 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 the instructor's permission.
  + 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 the ideas, words, or work of others, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved.
  + See the Reedley College Catalog for further information regarding cheating and plagiarism.
* Additional disciplinary sanctions may be imposed through the regular institutional procedures as a result of academic misconduct.

**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.

**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.)

**Course changes:**

The instructor reserves the right to make changes on this syllabus but will discuss these changes and their implications to the students before they are implemented. Please review this course in Canvas and your e-mail daily as I regularly use these methods to communicate information to students.

**Course Requirements:**

All assignments are expected to be submitted on the day/time due. Because this an online course and you will have a full week to complete an assignment, **I will not accept late work or exams.** You must get your work done by the end of the week the assignment or exam is expected to be completed. **Your grade will be based on successful completion of the following:**

1. ***Weekly Assignments:*** Each week you will be given a weekly assignment which must be completed during the week. These weekly assignments will be scored. They will generally be relatively simple. **Weekly assignments will be posted on Mondays and due on Fridays. Please do not miss any of these weekly assignments.**

I will use the completion of these weekly assignments to track your attendance for this class. Failure to complete the assignment for the week will count as an absence for the week. Weekly assignments are worth a total of 170 points.

1. ***Exams\*:*** Four exams will be given during the semester. Each is worth 50 points (200 total points). Exams will open on Fridays and must be completed by Sunday at 11:59 PM.
2. ***Final:*** The final is worth 50 points.

**Grading Criteria/Scale**:

Weekly Assignments170 points

Exams 200 points

Final Exam 50 points

TOTAL 420 points

Grade Scale:

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

00 – 59% = F

**Attendance:**

Students are expected to participate online every week. This is usually accomplished through the completion of the weekly assignment, although other or additional assignments may be given. **Students who fail to complete the check in online assignment within the first two full days of the class (by 11:59 pm on Wednesday, January 11th, will be dropped, unless the instructor is notified in advance and agrees to hold the student’s position in class.** Ultimately, it is the student’s responsibility to officially drop a class in which he/she no longer wishes to be enrolled. Be mindful of the drop dates listed in the Catalog and the final drop date halfway through the semester.

**Keys to successful online course completion:**

This class is designed to provide the student with a positive learning experience and to give them valuable knowledge that will benefit them in a career in criminal justice. I see every student as exceptionally valuable and encourage them to do their best to succeed. I will be there for you to help you achieve this success.

1. Do something with your class every day. Do not allow yourself to fall behind.
2. Ask questions when you are unsure of the material. Contact me e-mail or phone.
3. **Carefully** read all assigned chapters.
4. Make good notes of the material you review and are presented.
5. Participate actively and thoughtfully in class work.
6. Get assignments done on time.
7. Study and prepare for exams. Never wait until the last minute to take an exam.
8. Take advantage of any extra credit opportunities given to the class.
9. Seek my assistance when you are struggling with learning a topic for added assistance.

**Additional concerns for this online course:**

Because this is an online course, you must consistently consider your plan to achieve your goals for each week of class. Do not procrastinate and miss deadlines, which cannot be made up.

1. **Must check in by January 11th, Wednesday at 11:59 pm, through the canvas check in assignment, or you will be dropped from the class.**
   1. In face-to-face classes you must be present for the first class, or you will be dropped. The same holds true for this class. I will post a check in assignment in Canvas. All you will have to do for the check in assignment is simply check in through the Canvas assignment. But this must be done by 11:59 pm on Wednesday, or you will be dropped.
2. Office Hours
   1. Email is the best way to reach me. You can email me 24/7 and during the school year I’m pretty good at getting back to students within 24 hours and usually much sooner. If you have questions, please ask. That is part of the reason I am here.
3. E-mail and Canvas announcements
   1. You are responsible for checking your e-mail and Canvas announcements daily. This is a must for an online class. I do not want you to miss something important.
4. Asynchronous Class Delivery
   1. This class will be delivered asynchronously. This means we will not have regular zoom class meetings. I will instead post material and assignments each week. It is up to you to access and review class material at a time during the week that works best for you. However, all assignments due for any given week must be completed that week, without exception. For our purposes, each class week ends on Sunday night at 11:59 PM. Please do not procrastinate and run out of time. It will affect your grade. **No late assignments or tests will be accepted. All weekly assignments must be submitted in the Discussions section of Canvas.**

**Student Resources:**

Reedley College, in an effort to provide you the best possible education this semester, if offering a variety of services to you.

1. This link is to a video explaining tutorial resources available to you <https://youtu.be/xvRD7kSJNhs>
2. Making technology available to you, including laptops and MiFi hotspots. First come first served <https://www.reedleycollege.edu/news/2020/technology-checkout-fall-2020.html>
3. Counseling and advising <https://www.reedleycollege.edu/student-services/counseling/index.html>

More resources available and updated regularly on the Reedley College home page.

**Semester Outline:** COR = Course Outline of Record

**\*Semester Outline is subject to change\***

Week #1 January 9th

Introductions – Review of Syllabus

Chapter #1- Correctional Administration: Past to Present (COR I)

Online check in assignment as announced on Canvas

Weekly Assignment 1 as announced on Canvas

Week #2 January 16th

Chapter #2 – Theories of Leadership and Management Present (COR II)

Weekly Assignment 2 as announced on Canvas

Week #3 January 23rd

Chapter#3- Leadership and Management of Corrections (COR I, II)

Weekly Assignment 3 as announced on Canvas

Week #4 January 30th

Chapter #4- Setting the Tone: Vision, Mission, and Strategic Planning (COR I)

Weekly Assignment 4 as announced on Canvas

Test #1 (Chapters 1, 2, 3, 4)

Week #5 February 6th

Chapter #5- The Role of Staff in Corrections (COR I)

Weekly Assignment 5 as announced on Canvas

Week #6 February 13th

Chapter #6 Human Resource Management for Corrections (COR II)

Weekly Assignment 6 as announced on Canvas

Week #7 February 20th

Chapter #7 - Staff Organization and Functions (COR II, III)

Weekly Assignment 7 as announced on Canvas

Week #8 February 27th

Chapter #8 - Supervising and Empowering Employees (COR II, III)

Weekly Assignment 8 as announced on Canvas

Test #2 (Chapters 5, 6, 7, 8)

Week #9 March 6th

Chapter #9 - Fiscal Management and the Challenge of Cost Containment (COR III)

Weekly Assignment 9 as announced on Canvas

***LAST DAY TO DROP –*** **March 10th**

Week #10 March 13th

Chapter #10 – Managing Risk through Offender Classification (COR III)

Weekly Assignment 10 as announced on Canvas

Week #11 March 20th

Chapter #11 - Managing the External Environment (COR III)

Weekly Assignment 11 as announced on Canvas

Week #12 March 27th

Chapter #12 - Managing Security in Prisons (COR V)

Weekly Assignment 12 as announced on Canvas

Test #3 (Chapters 9, 10, 11)

Week #13 April 3rd

Spring Break

Week#14 April 10th

Spring Break

Chapter #13 - Managing Programs in Prisons (COR IV)

Weekly Assignment 13 as announced on Canvas

Week#15 April 17th

Chapter #14 – Managing Basic Services in Prisons (COR III)

Weekly Assignment 14 as announced on Canvas

Week#16 April 24th

Chapter #15 – Critical Issues for Correctional Administrators (COR III)

Weekly Assignment 15 as announced on Canvas

Test #4 (Chapters 12, 13, 14)

Week#17 May 1st

Chapter #16 – The Future of Correctional Administration (COR I)

Weekly Assignment 16 as announced on Canvas

Week#18 May 8th

Final week of classroom instruction

Weekly Assignment 17 as announced on Canvas

Week# 19 May 15th

**Course Final - Must be completed by, May 17th, Wednesday evening at 11:59 PM.**