



**CJ 468.71E**  
**COURSE SYLLABUS: Fall 2016**

**Instructor:** Jana Miller, Adjunct Instructor  
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<b>COURSE INFORMATION</b>
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**Materials – Textbooks, Readings, Supplementary Readings:**

*Textbook(s) Required: Corrections: The Essentials* (13<sup>th</sup> Edition, 2012). ISBN-978-1-4833-7224-2, Sage Publications

**Course Description:** A theoretical, historical, and pragmatic overview of institutional corrections, including the administration, design, and organization of adult prisons and jails and juvenile detention facilities and reformatories. An examination of punishment and treatment philosophies and objectives.

**Student Learning Outcomes:**

1. Students will be able to explain the relationship between society and offender.
2. Students will be able to demonstrate an understanding of the philosophical bases by which offenders are treated.
3. Students will be able to describe the broader forces at work in institutional and community corrections.
4. Students will be able to differentiate between corrections of misdemeanants and felons.
5. Students will be able to describe the correctional systems in different countries.
6. Students will be able to analyze the historical development of the correctional system in America.

## COURSE REQUIREMENTS

### Instructor's Expectations of Student

1. Attend class regularly
2. Read material before class
3. Active participation in discussions (not just "I agree/disagree")

### Instructional Methods

The method of instruction for this course will be a combination of lectures, discussions, and group activities. The specific activities used to engage students in mastering chapter material will be classroom participation, online discussion boards, three unit exams, and a research paper which will also count as your final exam. Because our class time is limited, it is extremely important for you all to participate in the online portion of the class to maximize your learning experience in this course.

There will be three exams throughout the course which will be taken online via college. Each exam will contain multiple-choice, matching, essay and true-false questions. Each examination will be weighted equally.

You will also submit at least a ten page paper at the end of the semester. It is not to be an argumentative or opinion paper, but a research paper. This paper must be written based on a discussion and analysis of a course related issue. Please, use APA format writing style for this paper. The paper will be graded on content as well as exposition. There will be a 20 point penalty for late submission.

### Grading

Classroom Participation	100 points
15 Discussion Boards @ 20	300 points
Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Final Paper (Final Exam)	300 points
<b>Total Points</b>	<b>1000 points</b>

A	540-600 points	90-100%
B	480-539 points	80-89%
C	420-479 points	70-79%
D	360-419 points	60-59%
F	359 and below	59-below

Additional Information:

Examinations: Each examination will consist of multiple choice, fill-in-the blanks, true/false and short essay questions. You may prepare for these exams by reviewing reading assignments, lecture notes covered in class and/or assigned on the syllabus.

Online Discussions: We are going to integrate most of our face-to-face class meeting into online e-college discussion. **Please, make sure you are familiar with e-College discussion board.**

## TECHNOLOGY REQUIREMENTS

The following technology is required to be successful in this course.

- Word Processes or (Microsoft Word – 2003 or 2007)
- Access to University Library site
- Access to Email
- Access to E-college

## COMMUNICATION AND SUPPORT

### Interaction with Instructor Statement:

Participation & Communication: I expect each of you to be active and thoughtful participants within the learning environment. This includes completing readings, exams and other assignments **on time** and contributing to discussions in class/online via e-college. If you need to contact me outside of class, use one of the following methods.

1. Email is the best way to reach me as I check it daily. A reply will be sent within 24 hours.
2. Urgent matters may be handled by phone. **My cell number is (903) 257-8765.**
3. **PLEASE NOTE:** I DO NOT HAVE AN OFFICE ON THE CAMPUS, SO I DO NOT HAVE STANDARD OFFICE HOURS. So please use my cell phone to text or call and we can set up a time to meet. I will also be available after class, each class period.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures:

**ATTENDANCE AND PREPARATION:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat.

**MAKE UP POLICY (and withdrawals):** No make-up assignments/examinations are allowed. For withdrawal from the course, see “class cancellation and dropping policy.” You are responsible for dropping this course if you choose, however, let the instructor know before doing so.

**ACADEMIC HONESTY:** University rules against plagiarism apply. All work submitted to the instructor must be original work of the student. Please, follow American Psychological Association (APA), 5th Edition guidelines in all your writings in this course. If you have any question about academic dishonesty, consult with the instructor before submitting your work

**DIABILITIES POLICY:** University rules apply. Please, notify the instructor should you have any form of disability that could affect your academic performance. It is the student’s responsibility to present the appropriate form to the instructor as approved by the Director of Students Services.

**CLASS CANCELLATION & DROPPING POLICY:** Students who wish to drop a course or withdraw from the university are responsible for initiating this action (from University Catalog).

However, I suggest that you consult with me before dropping this course. In case of severe weather, call the office @ 903-875-7617 for class cancellation information.

**OTHER EMERGENCY PROCEDURES:** In case of any emergency or extenuating circumstances that may affect your class attendance, please, call or e-mail the instructor and leave a message on her voice mail.

### **University Specific Procedures:**

#### *ADA Statement*

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### **Office of Student Disability Resources and Services**

**Texas A&M University-Commerce**

**Gee Library 132**

**Phone (903) 886-5150 or (903) 886-5835**

**Fax (903) 468-8148**

[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

[Student Disability Resources & Services](#)

#### *Student Conduct*

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).

### **Campus Concealed Carry**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Approved statement for inclusion in university publications (i.e. Syllabi, Faculty Handbook, Undergraduate and Graduate Catalog, Student Guidebook ...)

## COURSE OUTLINE / CALENDAR

### PART 1: FOUNDATIONS

Week One Assignments: Introduction      Read Chapter 1, Discussion Board  
Week Two Assignments:                      Read Chapters 2 & 3, Discussion Board Chp.2&3  
Week Three Assignments:                    Read Chapter 4, Discussion Board 4

### Part 2: COMMUNITY CORRECTIONS

Week Four Assignments:                    Read Chapter 5, Discussion Board 5  
**Exam-1**

Week Five Assignments                      Read Chapter 6, Discussion Board 6

### PART 3: INSTITUTIONAL CORRECTIONS

Week Six Assignments:                      Read Chapter 7, Discussion Board 7  
Read Chapter 8, Discussion Board 8  
Week Seven Assignments:                    Read Chapter 9, Discussion Board 9  
Read Chapter 10, Discussion Board 10  
Week Eight Assignments:                    Read Chapter 11 Discussion Board 11  
Read Chapter 12, Discussion Board 12  
Week Nine Assignments:                    Read Chapter 13, Discussion Board 13  
**Exam-2**  
Week Eleven Assignments:                    Read Chapter 14, Discussion Board 14

**\*Class Discussion: Pros and cons of the Death Penalty. All students are expected to be prepared and participate in this class discussion- your preparation will be graded.**

### CORRECTIONAL CLIENTS

Week Twelve Assignments:                    Read Chapter 15 &16, Discussion Board 15 & 16  
Week Thirteen Assignments:                    Read Chapter 17, Discussion Board 17  
Week Fourteen Assignments:                    Read Chapter 18 &19 Discussion Board 18 & 19  
**Final Paper**  
Week Fifteen Assignments:                    Discussion Board  
**Exam-3**

### Guidelines for Course Assignment

In this course, you are expected to follow these guidelines for all written assignments. This would help guide you towards format and clarity. To receive full credit in every assignment students must follow the following standards:

1. All graded assignments must be typed
2. All typed assignments must be double spaced
3. All typed assignments must be in Times New Roman 12 point font.
4. All typed assignments must have a standard format of a 1" each margin on the left and right sides with a .5" setting for the bottom and top. The margin set up is found under the page setup on your Word menu.
5. All assignments must have a standard header inserted into the document that contains your complete name, class, CRN, Professor's full name, assignment date, and assignment name.
6. Please, include a cover page for any paper handed to your Professor

7. You may consult APA style manual located in reference section at the Gee Library as all papers must be completed in APA Format.

#### Assignment Due Dates

Exam 1 \_\_\_\_\_

Exam 2 \_\_\_\_\_

Final Paper \_\_\_\_\_

Exam 3 \_\_\_\_\_

Please Note: There will be weekly Homework/Discussion Questions via eCollege

What deadlines must I meet?

Your final paper deadlines for CJ-468 are rigid. I suggest you choose a paper topic and consult with me by the third week of school. You should have the introduction and literature review done by the sixth week of school. Rough draft and follow-up consultation is voluntary however, if you wish to have a consult please make arrangements to get with me by the **sixth week**. Submit your final paper by **the FRIDAY in WEEK 14**.

Please Note: I reserve the right to make adjustments to this calendar as necessary. On the first night of class we will firm up the dates for the above assignments and I expect each of you to write these dates down in the above spaces for your future reference. I am always available if there is a question or if you are having difficulty of any kind. I have provided both my email and my cell number. My day job is often spent in Court so I may not always be able to answer the phone and I have no signal at home, however, you can always contact me via email, as I can often answer throughout the day very quickly and I can always answer in the evening. Communication is key to having a positive learning experience. If you will be absent, late or are having difficulty with the material in the course or any of the assignments, please contact me immediately. It is my job to provide you with an enjoyable learning experience. Please do hesitate to contact me for any reason. Do not wait until it is too late. I strongly recommend that you not wait until the last day to complete online assignments as "issues with the internet" will **not be excused**.