



**Syllabus**  
**CJ 468.71W Institutional and Community**  
**Fall 2019**

**INSTRUCTOR INFORMATION**

**Instructor: Jana Miller, Adjunct Instructor**

**Office Location: Online**

**Office Hours: As Needed**

**Office Phone: 903-257-8765 (cell)**

**Office Fax: As Needed**

**University Email Address: [Jana.Miller@tamuc.edu](mailto:Jana.Miller@tamuc.edu) or [JanaMiller85@gmail.com](mailto:JanaMiller85@gmail.com)**

**Preferred Form of Communication: Email or Text**

**Communication Response Time: Within 24 hours, (but usually sooner)**

**COURSE INFORMATION**

**Materials – Textbooks, Readings, Supplementary Readings**

**Textbook(s) Required: Corrections, An Introduction, 5/E, Seiter, Richard P.  
ISBN-978-0134164113 Pearson Publications**

**Course Description:** The objective of this course is to provide students with an overview of our past and present corrections system, the evolving manner in which inmates have been treated, and the controversies that still remain in the corrections system today. Students will be expected to utilize critical thinking skills to participate in discussion, and to contribute their opinions and thoughts to the class. By the end of the semester, students should be more knowledgeable about the corrections system and its participants, as well as be aware of the different perspectives of various members of society.

**Course Objectives:**

- Understand the variety of ways society punishes people who break criminal laws
- Identify the theoretical underpinnings of correctional systems and understand how correctional practices are shaped by these theories
- Explain the benefits, drawbacks and competing considerations involved in different correctional methods
- Think critically about our correctional practices and develop informed ideas about how our justice system should respond to people who break the law

**The syllabus/schedule are subject to change.**

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

1. Attend class regularly (via Internet)
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 power point presentations, discussions, and group activities. The specific activities used to engage students in mastering chapter material will be discussion board participation, four unit exams and a research Power Point as assigned.

### **Student Responsibilities or Tips for Success in the Course**

Communication is the key to success! Please sign into your course as often throughout the week, as possible. Complete your discussion boards as requested. Understand, that I can only grade what I have and the more I have the better the grade. If you ever have any questions, please just ask.

## **GRADING**

**Final grades in this course will be based on the following scale:**

<b>A</b>	<b>774 - 860</b>
<b>B</b>	<b>688 - 773</b>
<b>C</b>	<b>602 - 687</b>
<b>D</b>	<b>516 - 601</b>
<b>F</b>	<b>&lt;516</b>

**There will be 13 discussion boards at 20 points each if completed correctly. There are 4 exams at 100 a piece if done correctly. There are also 200 points for your**

Power Point Final. If you had perfect scores on each that would add up to 860. The scale above will help you keep up with your grade.

### Assessments

**Exams:** You will have 4 exams during the course (each exam is worth 100 points). The exams, in general, will not be cumulative, however some of the material presented later in the course builds on topics previously discussed. Exams are to be taken on the date listed on the syllabus. Each examination will consist of short essay questions. You may prepare for these exams by reviewing reading assignments, class notes and discussion questions. Please know that a short essay is not 1-3 sentences. It is a well thought out answer in 2-3 good paragraphs. You should also cite any sources used to answer these questions.. Your exams will be available for the whole week in an effort for everyone to have the chance to take their time. Please do not leave it until 10 pm Sunday night. Use the time during the week to take the exam. There will be five questions and you are to pick and answer ONLY four. If you answer them all, I will grade only the first four. Your exams are timed, but you will have plenty of time to compete them. If you have any questions about the exams, please ask ASAP, so we can fix the issue. Please note anything on your schedule in red is related to your exams.

**Online Discussions:** We are going to integrate most of our learning into online discussion. Please, make sure you are familiar with all aspects of D2L. There is an online tutorial if there is something you do not understand. Not understanding D2L is not an acceptable excuse for late assignments. Start now getting familiar with it. For full credit of 20 points, you will need to post an original post that is cited correctly (APA) and answer TWO of your classmates with a reply which consists of more than "I agree or I disagree" Please note anything in blue on your schedule is discussion board related.

**Power Point Presentation Final:** The Power Point presentation will be your final which will be due at the end of the semester. The topic will be The Death Penalty. It needs to be at least 15 slides long not to include your title slide and your citation slides. In this presentation, you must take a side either, for or against the Death Penalty. It does not even have to be the way you feel, however for this final you must take a stance either "For" or "Against" the death penalty. You will need to include any information (past or present criminal cases, statistics, religious views, political reasoning, etc....) your analysis of any course related information. Please, use APA format writing style for this presentation. This will be your final exam as well. Please note anything in purple on your schedule is Power Point related.

You are encouraged to monitor your grades throughout the semester via the grade book in D2L. If you turn in an assignment and do not receive a grade or have a question about the grading, I need to know immediately. I will not entertain any disputes later than one week after the grades are posted. I know we

are still learning the new D2L system so if you have a question, please get help!  
Believe me , I understand!

## **TECHNOLOGY REQUIREMENTS**

### **Browser support**

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

### **Desktop Support**

<b>Browser</b>	<b>Supported Browser Version(s)</b>	<b>Maintenance Browser Version(s)</b>
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

### Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or <b>point</b> release of that major version) and the previous major version of iOS (the latest minor or <b>point</b> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.  Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.

- \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
  - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
  - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
  - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

### Brightspace Support

#### Need Help?

#### Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

#### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.



#### System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

#### Interaction with Instructor Statement

In this course we will use D2L to facilitate communication between you and myself. I will do my best to respond to emails within one business day and I will grade your assignments within two weeks of the due date. Because I do not office on campus, I do not have set office hours. I want to always be available to you for questions or problems but please contact me for an appointment. You may contact me via my campus email- [Jana.Miller@tamuc.edu](mailto:Jana.Miller@tamuc.edu) or work email- [JanaMiller85@gmail.com](mailto:JanaMiller85@gmail.com) or you may text my cell phone at 903-257-8765. It is my job to be here for you, so if you have any questions or concerns, please feel free to contact me. I really want you to enjoy learning in my class, so if you are struggling for ANY reason, please keep in touch.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures/Policies

**Any** make-up opportunities are allowed **only at the discretion of the instructor** and immediate notification from the student is imperative. Obviously, missed attendance cannot be made up at a later date.

## **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

## **University Specific Procedures**

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

<http://www.albion.com/netiquette/corerules.html>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>



## **ADA Statement**

### **Students with Disabilities**

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- Room 162

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

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Campus Concealed Carry Statement**

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

# COURSE OUTLINE / CALENDAR

## Course Outline by Topic and Chapter

### Week 1 -08/26/2019-09/01/2019

#### **PART ONE- Putting Corrections in Perspective**

Chapter 1 The History of Crime and Corrections  
Please introduce yourself to us- entry 2

[Complete Discussion Boards](#)

**\*\*Note\*\***- you have two entries to make for full credit!

### Week 2 -09/02/2019-09/08/2019

Chapter 2 Sentencing and the Correctional Process

[Complete Discussion Board](#)

### Week 3 -09/09/2019-09/15/2019

#### **PART TWO-Correctional Policy and Operations**

Chapter 3 Jails

[Complete Discussion Board](#)

### Week 4 -09/16/2019-09/22/2019

Chapter 4 Probation and Intermediate Sanctions

[Complete Discussion Board](#)

### Week 5-09/23/2019-09/29/2019

#### **EXAM 1- Chapters 1, 2, 3 & 4**

Chapter 5 Prison Systems

[Complete Discussion Board](#)

### Week 6-09/30/2019-10/06/2019

**Power Point-** Please send via EMAIL the stance you would you will be taking in your Power Point Presentation Final. This is part of your grade. Failure to complete this will result in loss of points on the overall grade on your final.

Chapter 6 Parole and Prisoner Reentry

[Complete Discussion Board](#)

#### **PART THREE- Correctional Clients**

### Week 7 -10/07/2019-10/13/2019

Chapter 7 The Clients of Adult Correctional Agencies

[Complete Discussion Board](#)

**Week 8- 10/14/2019-10/20/2019**

Chapter 8 The Juvenile Correctional System  
[Complete Discussion Board](#)

**Week 9 -10/21/2019-10/27/2019**

**EXAM 2-Chapters 5, 6, 7, & 8**

**Week 10 -10/28/2019-11/03/019**

Chapter 9 Special Offenders  
[Complete Discussion Board](#)

**PART FOUR-Prison Life**

**Week 11-11/04/2019-11/10/2019**

Chapter 10 The Management of Prisons  
Chapter 11 Prison Life for Inmates  
[Complete Discussion Board](#)

**Week 12- 11/11/2019-11/17/2019**

Chapter 12 The World of Prison Staff  
[Complete Discussion Board](#)  
Chapter 13 Custody within a Prison  
  
Chapter 14 Treatment and Programs within a Prison  
[Complete Discussion Board](#)

**Week 13 -11/18/2019-11/24/2019**

**Exam 3- Chapters 9, 10, 11, 12, 13, 14**

Please have your Power Points emailed to me by 5:00 PM on 11/24/2019. There will be no late presentations accepted.

**Week 14-11/25/2019-12/01/2019**

**PART FIVE-Issues in Corrections**

Chapter 15 Contemporary Integrative and Critical Theories  
Chapter 16 Current and Future Issues in Corrections

**Exam 4- Chapters 15, 16**

**Week 15-12/02/2019-12/06/2019**

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