

CLARENDON COLLEGE  
LIBERAL ARTS DIVISION/CRIMINAL JUSTICE  
**CORRECTIONAL SYSTEMS AND PRACTICES 2313**  
COURSE SYLLABUS  
**SPRING 2011**  
MWF 10:00 to 10:55 A.M.  
3 CREDIT HOURS  
ROOM 220

INSTRUCTOR: Kim Jeffrey

Office: 110

PHONE: 806-874-4812,ext.131      HOME 806-856-5932

E-MAIL: kim.Jeffrey@clarendoncollege.edu

OFFICE HOURS:    Monday      9:00 – 10:00    1:00 – 2:30  
                          Tuesday      9:00 – 12:00    1:00 – 2:30  
                          Wednesday    9:00 - 10:00  
                          Friday        9:00 – 10:00    12:00 – 1:00

Or I will be happy to meet with you anytime by appointment.

**TEXT:** Clear, Todd T., Cole, George, Fl, Reisig, Michael, D. (2006). **American Corrections.** (7<sup>th</sup> Ed.). United States: Thomson-Wadsworth

**COURSE DESCRIPTION:** The study of corrections in the criminal justice system, organization of correctional systems, correctional roles, institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues

**STATEMENT OF PURPOSE:** The course is designed to satisfy state and college requirements for degree-seeking students as well as to provide a direction for future study and is designed to transfer to a senior college or university.

**METHOD OF INSTRUCTION:** Each class will consist of in-class lectures and/or power point presentations by the instructor on relevant material from the textbook as well as other sources. Class time will also consist of classroom discussions concerning topics related to the criminal justice system and related issues.

**EXEMPLARY OBJECTIVES FOR SOCIAL AND BEHAVIORAL SCIENCES:**

1. To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
2. To examine the social institutions and processes across a range of historical periods, social structures and cultures.
3. To use and critique alternative explanatory systems or theories
4. To develop and communicate alternative explanations or solutions for contemporary social issues
5. To analyze, critically assess, and develop creative solutions to public policy problems.

**LEARNING OUTCOMES:** Students will analyze and gain an understanding of the following aspects of the criminal justice system:

1. The nature, organization and purposes of the correctional system.
2. The history and laws of the correctional system.
3. Practices, management and programs within each of the components of the correctional system including, prison, jails, probation, intermediate sanctions, parole and release.
4. Differing issues, trends, perspectives and dilemmas in the correctional system and their impact on the community and the larger society.

**EXAMS:** There will be four exams during the course of this semester. Each exam will be worth 20% of your total grade. Your class participation and homework and/or in-class assignments will be worth 10% each. Please check the syllabus for test dates. The **final exam** will be given only on the date posted on the syllabus' Course Schedule. No exceptions. Exams will be based on the textbook reading assignments and in-class lectures. Total grades will be based on the following formula: A = 90 – 100    B = 80 – 89    C = 70 – 79    D = 60 - 69    F = 59 and below

Exam I	20%
Exam II	20%
Exam III	20%
Exam IV	20%
Class Participation and Attendance	10%
Assignments	10%
Total	100%

**CLASS ATTENDANCE POLICY:** The class participation score will be based on the student's attendance as well as in-class and homework assignments. You cannot participate in class if you are not in class. More than 3 absences (Tuesday, Thursday), (Monday, Wednesday) more than 4 absences (Monday, Wednesday, Friday), and more than 1 absence (one day a week classes) will result in the loss of five (5) points of the class participation score. Three tardies will be counted as one absence. If you are late, it is your responsibility to make sure the instructor counts you as present.

**EXCUSED ABSENCES:** Approved participation in school-sponsored activities is considered an excused absence. It is your responsibility to inform the instructor **prior to the school-sponsored activity**. It is also your responsibility to make **arrangements for making up any exams** missed to do the excused absence. An absence **MAY** also be excused based on the following:

1. illness on the part of the student
2. severe illness or death in your immediate (not extended) family

You must provide documented proof of the reason for your absence or it will not be excused.

**CLASS POLICIES:** Students are responsible for all college regulations as stated in the Clarendon College Catalog available in the administration office. Students are expected to conduct themselves in the classroom in a manner that is conducive to academic progress. Disruptive conduct is considered a serious offense. Faculty members reserve the right to remove a student for a class for just cause. Students removed will be referred to the Dean of Students for disciplinary action, up to and including disciplinary suspension. Cell phones, pagers, headphones, and all other **electronic devices must be off and out of sight** before you enter the classroom. These electronic devices may be turned on and set on silent mode only with the expressed consent of the instructor. If you abuse this policy I will ask you to leave the classroom and you will be referred to the Dean of Students.

**ACCOMODATIONS:** Clarendon College seeks to provide reasonable accommodations for all qualified persons with temporary or permanent or temporary disabilities. Clarendon College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Should you require special accommodations, it is the student's responsibility to contact the Student Services (806-874-3571 or 800-687-9737). We will work with you to make whatever accommodations we need to make.

**WITHDRAWAL:** If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a “W” on your transcript instead. Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive a grade of “F” on your transcript. A student is permitted to drop a course if he/she obtains an official drop slip from the office and has the instructor sign the slip before the 12th class week.

Remember, a student is only allowed to drop the same class twice before he/she will be charged up to triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6, he/she will no longer be able to withdraw from any classes. If you stop attending class, but do not officially withdraw or drop, your name remains of the roster. You will be issued a grade on the work completed. The last day to drop with a “W” is **Friday April 15, 2010**. If you are considering dropping this class, please come by and visit with me before you drop.

### **ACADEMIC DISHONESTY: SCHOOL POLICY:**

**Cheating will not be tolerated** and may be cause for expulsion from the class and/or receiving a grade of “F” for the class. In addition, the student will be reported to the Dean of Students, and students who are reported as cheating to the Dean of Students more than once shall be disciplined by the Dean. Cheating violations include but are not limited to (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) plagiarism. Plagiarism is the using, stating, offering, or reporting as one’s own an idea, expression, or production of another person without proper credit.

**PLAGIARISM:** Read the following explanations carefully and be sure that you understand them.

1. **Word-for-word plagiarism:** The student quotes his or her source without using quotation marks. Even if the student cites the source, he or she is still plagiarizing because proper quotation procedures were not used.
2. **Paraphrased plagiarism:** The student uses a source and with the exception of changing a few words or phrases essentially quotes the original. Even if the source is properly cited, the writing is still plagiarized because the student has used the author’s style, vocabulary, and content and claimed it as his or her own.
3. **Improper citations:** If a student uses someone’s information other than his or her own, the source of the material must be properly cited. Failure to do so is plagiarism.
4. **Improper use of ideas:** Ideas are as equally protected as words. If the student uses someone’s ideas, but expresses them in his or her words, the student plagiarizes if he or she does not cite the source of the idea.
5. **Internet use:** Copying and pasting from the Internet is plagiarism. Purchasing papers from a paper mill is plagiarism.
6. **Student sharing:** While students are certainly free to work together and study together, an assignment that calls for individual work must reflect the student’s personal effort. If a student borrows or copies another student’s work, that is plagiarism. If a student has another student write a paper, that is plagiarism. If two students collaborate on an individual assignment and turn in the same work, that is plagiarism.

Plagiarism is a serious academic offense. It involves legal issues about improper use of materials that do not belong to the student. Plagiarism is unethical. A student must do his or her own work; otherwise, the learning process is compromised. Plagiarism is unfair to fellow students who take the time and make the effort to do their own work. Essentially, plagiarism is cheating and will not be tolerated.

**\*\*ANY STUDENT CAUGHT CHEATING WILL BE GIVEN A ZERO ON THAT ASSIGNMENT OR TEST.**

**COURSE SCHEDULE:**

Jan 19 – 21	Syllabus, Chapter 1, The Correctional Context
Jan 24 – 28	Chapter 2, Early History of Corrections
Jan 31 – Feb 04	Chapter 3, History of Corrections in America
Feb 07 – 11	Chapter 4, The Punishment of Offenders
Feb 14 - 18	Exam I, Begin Chapter 5, The Law of Corrections,
Feb 21 - 25	Chapter 6, The Correctional Client, Chap. 7, Jails: Detention, Short-Term Incarceration
Feb 28 – Mar 04	Chapter 8, Probation
Mar 07 – 11	Chapter 9, Intermediate Sanctions and Community Corrections
Mar 08 – 10	Chapter 10, Incarceration, Chapter 11, The Prison Experience
Mar 12	Exam II
<b>Mar 14 – 18</b>	<b>SPRING BREAK</b>
Mar 21 – 25	Chapter 12, Incarceration of Women, Chapter 13, Institutional Management
Mar 28 – Apr 01	Chapter 14, Institutional Programs, Chapter 15, Release from Incarceration
Apr 04 – 08	Chapter 16, Making it: Supervision in the Community
Apr 11 - 13	Chapter 17, Corrections for Juveniles
Apr 15	Exam III
<b>April 15</b>	<b>Last day to drop with a “W”</b>
Apr 18 - 20	Chapter 18, Incarceration Trends, Chapter 19, Race, Ethnicity and Corrections
<b>Apr 22 - 25</b>	<b>Good Friday and Easter Holidays</b>
Apr 27 – 29	Chapter 20, The Death Penalty
May 02 – 06	Chapter 21, Surveillance and Control in the Community
<b>May 09 Monday @ 10:30 – 12:30</b>	<b>Final Exam</b>

Please note the Course Schedule is subject to change.

Course information will also be available on the Student Portal for this course under Course Documents.  
Your User Name and Password are available at the office. .

## CLASS CONTRACT

I have received and read the syllabus for **Correction Systems and Practices** taught during **SPRING 2011** Semester by Mrs. Jeffrey. Ms. Jeffrey has explained the syllabus to me and I agree to abide by the policies written in it. I understand the policies of class attendance, dropping the course, academic honesty and general class behavior, and I understand the consequences of failing to comply with the policies.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Your Major \_\_\_\_\_

Future Career \_\_\_\_\_

Contact Information

\_\_\_\_\_ phone

\_\_\_\_\_ e-mail

