

Instructor: Ms. Jeffrey
Phone: 806-874-4812, ext.131 E-mail: Kim.Jeffrey@clarendoncollege.edu

Office hours: Room 110

Monday 1:00 - 2:30
Tuesday 9:00 - 11:00 & 12:30 - 2:30
Wednesday 1:00 - 2:30
Thursday 9:00 - 11:00 & 12:30 - 2:30

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



Required Text: The required textbook for this course is *Correctional Systems*, created by BNED, and is located in Open LMS. Unless otherwise noted, it is licensed under [CC BY-NC-SA 4.0](https://creativecommons.org/licenses/by-nc-sa/4.0/), Attribution License.

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

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.

Core Objectives for Behavioral and Social Sciences will include:

- Critical thinking skills, creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Effective written, oral, and visual communication skills.
- Appropriate empirical, quantitative, scientific and mathematical concepts.
- Social responsibility, intercultural competency, civic knowledge, and the ability to engage effectively in regional, national and global communities.

Learning Outcomes: Upon successful completion of this course the learner shall be able to:

1. Describe the organization and operation of correctional systems and alternatives to institutionalization -Assesses CT, COM with Chapter Correctional Activities.
2. Describe treatment and rehabilitative programs - Assesses EQ with Community Corrections Written Assignment.
3. Differentiate between the short-term incarceration and long-term institutional environments - Assesses CT, COM with Chapter Correctional Activities and Chapter Discussions.
4. Evaluate current and future correctional issues - Assesses SR with Chapter Discussions.
5. Identify the Constitutional rights applicable to the correctional setting - Assesses CT, COM with Chapter Correctional Activities.



Class Attendance Policy: For this course, I will submit an attendance report each for each class time. Students who are in class will be marked "present." Students can be placed on academic probation or lose financial aid for non-attendance. If you are late, it is your responsibility to make sure the instructor counts you as present.

The class participation score will be based on the student's attendance.

For Monday/Wednesday/Friday class:

- **4 unexcused absences = 50 on Class Participation score**
- **5 unexcused absences = 0 on Class Participation score.**
- **More than 8 excused absences can result in a grade of 'F' for this course.**
- 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, at the discretion of the instructor, be excused based on the following:

- Illness on the part of the student. If you believe you have the COVID virus, you will be excused from class only if you have followed the College protocol, and I am notified by administration. The COVID reporting form is located on the College website.
- 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.

- **No cell phone use during class-time.** Cell phones, pagers, headphones, earphones, and all other **electronic devices must be off and out of sight** at the beginning of class. **If you abuse this policy you will be counted absent and this absence will be reflected in your class participation score.**
- **Do not leave the classroom during class-time unless it is an emergency. If you abuse this policy you will be counted absent and this absence will be reflected in your class participation score.**
- Disruptive conduct is considered a serious offense. Faculty members reserve the right to remove a student from a class for just cause. Students removed will be referred to the Vice-president of Academics and Student Affairs for disciplinary action, up to and including disciplinary suspension.
- Students are expected to conduct themselves in the classroom in a manner conducive to academic progress.



Academic Integrity Policy

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty 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) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, or the Vice-president of Students. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the

incident.) This form should be signed by the student, faculty member, program coordinator, and the Vice-president of Students. The Vice-president of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to the Vice-president of Students, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Vice-president of Students. If the Vice-president of Students observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice-president is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Vice-president of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken. Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

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. **Artificial Intelligence:** Word for word use of ideas, concepts, or wording from AI, ChatGPT, or other similar programs.

7. **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.**

Withdrawing from (Dropping) the Course: 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. (The last day to drop a course is available on the Academic Calendar, located at the Student link on the Clarendon College website.) 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 whatever grade you have earned.

Whether to drop a class or not requires a lot of thought. According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged 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 6th dropped class, he/she will no longer be able to withdraw from any classes.

Accommodation Statement

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT:

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874-4837 / janean.reish@clarendoncollege.edu or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.

Nondiscrimination Policy

Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status. It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.

Student Rights and Responsibilities: Student Rights and Responsibilities are listed on the College website at: <http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>.

Clarendon College COVID-19 Updates: Please click the following link to become informed about our campus responses to COVID-19: <https://www.clarendoncollege.edu/CoronavirusUpdate>

Grades

All assignments can be found on the CC Homepage Student Portal. All assignments can be found in you LoudCloud Book. Save your assignment to your computer or flash drive as either an .rtf file or doc.x, and then upload it into LoudCloud.

Exams will be given during class time and based on the textbook reading assignments and in-class lectures.

The final semester grades will be figured as set in the current catalog:

90 to 100 = A 80 to 89 = B 70 to 79 = C 60 to 69 = D Below 59 = F

Your official final grade will be made available through your Student Portal at Clarendon College's website. Your course average in Open LMS will not be accurate. Some assignments (for example, exam scores and class participation score) will be entered in the Student Portal, not in Open LMS. Your course average will be kept in the Student Portal.

▪ 54%	Chapter Exams (4 exams, 13.5 points each)
▪ 24%	Written Assignments (12 assignments)
▪ 10%	Class Participation (assessed at end of semester)
▪ 12%	Your Choice Discussion Forum
100%	Total

Assignments

Grades, syllabus and assignments are accessed through the Open LMS on the College website. Due dates for the assignments are also listed in Open LMS. Assignments are to be turned in electronically through your Open LMS. You will need your user ID and assigned password. If you change your password, please remember it. If you need help, or if you have a problem, just ask.

Any Student Caught Cheating Will Be Given A Zero On That Assignment Or Test. This includes copying from the internet and copying the work of another student. Any subsequent cheating will result in an "F" for this course, and the matter will be referred to the Vice-president of Students. **If you leave class during a test you cannot come back in to finish the test.**

Wed. Jan 17 - 19 Syllabus and Introduction

Jan 22 – 24 Chapter 1: The Correctional System

- Chapter 1 written assignment due by Friday, Feb 2
- Your Choice Discussion Forum due by Friday, Feb 2

Jan 26 – 31 Chapter 2: Sentencing

- Your Choice Discussion Forum due Friday, Feb 9
- Chapter 2 written assignment due Friday, Feb 9

Feb 2 - 9 Chapter 3: Community Corrections

- Chapter 3 written assignment due Friday, Feb 23
- Your Choice Discussion Forum due Friday, Feb 23

Feb 12 Exam I: Covers Chapters 1, 2, 3.

Feb 14 -16 Chapter 4: Intermediate Sanctions

- Your Choice Discussion Forum due Friday, March 1
- Chapter 4 written assignment due Friday, March 1

Feb 19 – 23 Chapter 5: Jails

Chapter 5 written assignment due Friday, March 8

Chapter 5 Your Choice Discussion Forum due Friday, March 8

Feb 26- Mar 1 Chapter 6: Prison

- Your Choice Discussion Forum due Friday, March 22
- Chapter 6 written assignment due Friday, March 22

Mar 4 Exam II Covers Chapters 4, 5, 6

March 6 - 8 Chapter 7: Prison Experience

- Your Choice Discussion Forum due Friday, March 29
- Chapter 7 written assignment due Friday, March 29

March 11 – 15 Spring Break

Mar 18 – 22 Chapter 8: Correctional System

- Your Choice Discussion Forum due Friday, April 5
- Chapter 8 written assignment due Friday, April 5

Mar 25 - 27 Chapter 9: Parole and Release

- Your Choice Discussion Forum Friday, April 12
- Chapter 9 written assignment Friday, April 12

March 29 Good Friday

April 1 Exam III Covers Chapter 7, 8, 9

April 3 Clarendon College Community Service Day
April 5 review exam

April 8 – 12 Chapter 10; Special Prison Populations

- Chapter 10 written assignment due Friday, April 19
- Your Choice Discussion Forum due Friday, April 19

April 11 Last day to drop with a 'W'

April 15 - 19 Chapter 11: Capital Punishment

- Capital Punishment Discussion April 26
- Capital Punishment Activity April 29

April 22 - 26 Chapter 12: Juvenile Corrections

- Chapter 12 Written assignment due Friday, May 3
- Your Choice Discussion Forum due Friday, May 3

April 27 – May 3 Chapter 13: Correctional Programs

May 3 Commencement

Monday, May 6 @ 10:30 Final Exam Covers Chapters 10, 11, 12, 13

CLASS CONTRACT

I have received and read the syllabus for **Correctional Systems and Practices** taught during **SPRING 2024** 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 _____

Sports _____

Coach _____

Contact Information

_____ phone

_____ e-mail