Correctional Administration

CJ 433/533 Sec. 101 CRN 1700/1709 Fall 2015

Smith Hall 416

Wednesday 6:30 PM to 9:00 PM

Darrell L. Legg, Instructor

Office SH423

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| EMAIL: dlegg@marshall.eduCriminal Justice Department - 696-3196 (to leave message) Office Hours: 3:30 to 3:55 PM – Wednesdays Only |
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**THIS SYLLABUS IS SUBJECT TO CHANGE**

Required Textbooks:

1. Seiter, R. (2012). Correctional administration: Integrating theory & practice (2nd. Ed). Upper Saddle River, NJ: Prentice Hall

 **Course Description:**

This is an advanced course in the principals of correctional institution management, correctional institutions; records; personnel, program development, security; and educational programs. (PR: CJ 231)

**Class Objectives:**

This class is an advanced course designed to provide an in-depth understanding of the operation of a complex, multi-disciplinary correctional organization, including the theories of incarceration, leadership, personnel management, current & future problems in corrections, and budget management and other areas of management The objectives include:

1. To provide a comprehensive understanding of organizational management.
2. To discuss the role of the correctional administrator.
3. To understand the purpose & scope of strategic planning and its importance in achieving agency and institutional goals.
4. To understand the why & how of punishment.
5. To plan programs for institutional clients.
6. To provide a clear understanding of the classification & risk assessment approach.
7. To learn the essentials of managing the “environment.”
8. To learn the essentials of staff management.
9. To explore the future of corrections
10. To disseminate information on careers in the field of corrections.

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| **Course Learning Outcome**  | **How Each Outcome is Practiced in this Course**  | **How Each Outcome is Evaluated in this Course**  |
| Students will demonstrate knowledge of the rationale for punishment, methods of classification, and types of correctional clients.  | In-class lectures, in-class & group activities, and discussions  | Quizzes, assignments, and exams  |
| Students will demonstrate knowledge of planning, organizing, and managing components of a correctional facility | In-class lectures, in-class & group activities, and discussions | Quizzes, assignments, and exams  |
| Students will explain staff roles in a correctional environment  | In-class lectures, in-class & group activities, and discussions | Quizzes, assignments, and exams  |
| Students will demonstrate knowledge of Correctional Programs, Security, Basic Crisis Management, Gang Interdiction, Correctional Education, Facilities Management, Financial Management and general inmate accountability  | In-class lectures, in-class & group activities, and discussions | Quizzes, assignments, and exams  |

**Correctional Administration Reading and Assignment Dates**

| **Week** | **Chapters** | **Topics** |
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| August 26 | 1  | Correctional Administration: Past to Present |
| September 3 | 2 & 3 | Theories of Leadership & Management; Leadership & Management of Corrections |
| September 9 | 3 & 4 | Leadership & Management of Corrections (con’t); Setting the Tone: Vision, Mission, and Strategic Planning  |
| September 16  | 5 | Managing Correctional Staff; Problem Scenario 1 |
| September 23 | 6 | Human Resource Management for Corrections |
| September 30 | 7 | Staff Organization & Functions; Review; Problem Scenario 2 |
| October 7 |  | Mid-Term Examination |
| October 14 | 8  | Supervising & Empowering Employees; Problem Scenario 3 |
| October 21 | 9 | Managing the Environment |
| October 28  | 10 | Managing Risk Through Offender Classification |
| November 4 | 11 | Managing the External Environment; Problem Scenario 4 |
| November 11 | 12 | Managing Security in Prisons |
| November 18  | 13 | Managing Programs in Prison; Problem Scenario 5 (if necessary) |
| November 24  |  | Thanksgiving Break |
| December 2 | 14 | Managing Basic Services in Prison |
|  | 15 & 16 | Issues for Now & the Future; The Future of Correctional Administration |
| December 9 |  | Final Examination  |

**Course Requirements**

The class grade will consist of several items.

**EXAMS (20% each):** There will be 2 (two) exams, one mid - term and one comprehensive final. The exams will consist of essay questions. Exams will reflect class material, reading material, and outside class readings as assigned. Each exam is worth 1/5th  (20% each) of your final grade.

**CLASS PARTICIPATION (10% of grade):** In this subjective portion of your overall grade, I will assess your individual participation in class discussion. Class participation is worth 10% of your final grade.

**PROBLEM SCENARIOS**  **(10% of grade):** There will be four problem scenarios distributed throughout the semester. These problem scenarios reflect a situation in which you are the correctional administrator, and you must come up with a viable solution to the problem. These will require a short written response (no more than two full pages) which will be due the week following.

**GRADUATE STUDENT GROUP PROJECT (25% of grade):** ***In addition to the Undergraduate Paper*,** each Graduate Student will be expected to complete an additional paper. The topic of this paper will be discussed in class. **(Not applicable to Undergraduate Students**)

**UNDERGRADUATE PAPER (25% of grade):** Undergraduate students will be required to complete a position paper on a current problem area in correctional management. This paper is not to exceed 8 pages in length. The paper will require four (4) sources. These issues will be discussed in class ***(To be completed by BOTH Graduate & Undergraduate Students).***

**IN-CLASS ASSIGNMENTS (10% of grade):** We will have at least 3 in-class assignments. Additional in-class assignments will be added based on class participation, attentiveness, and progress.

**\*\*\*NOTE\*\*\* LATE ASSIGNMENTS, IF ACCEPTED, WILL LOSE ONE FULL LETTER GRADE.**

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| UNDERGRADUATE GRADING SCALE: | GRADUATE GRADING SCALE |
| A  | 90% to 100% | A | 125%-112.50% |
| B  | 80% - 89.99% | B | 112.49% -100% |
| C  | 70% -79.99% | C | 100% - 87.5% |
| D  | 60% - 69.99% | D | 87.49% - 75% |
| F  | 59.99% & Below | F | 75% or less |

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| **Miscellaneous Information:** PAPERS WILL NOT BE ACCEPTED LATE FOR ANY REASON. Your paper counts as a significant portion of your final grade. |
| WARNING!!! In the past, students have procrastinated, on both term papers and other assignments. Students have had such problems as typing papers on the night before they are due, and having the electricity go out, losing not only the computer, but the whole report; or having relied on another student to type a paper on the morning it is due, the typist arrived at school late, and the paper was not ready on time. You are responsible for your work, and excuses such as these will not cause a paper to be accepted late! |
| **Grade Inquiries:** Student materials will be returned as soon as graded to the student. If the student has a question about a grade on an assignment, the student must bring the assignment to me. No grade inquiries about specific assignments will be explored without the questioned assignment. It is the student's responsibility to keep their materials. Final examinations and materials not picked up will be kept for 30 days into the next semester. A student may pick up their final examination and other materials after grades are turned in for the semester until thirty days into the next semester. At that time, finals and all other material not claimed will be destroyed. |
| **Special Notes:** Portable cellular phones, beepers, similar paging devices, MP3 Players, etc. ARE considered disruptive to the class, and you are encouraged NOT to bring them into the classroom. If you do bring them to class, please make sure they are turned off. Should they become a nuisance, you may be asked to remove them from the classroom. Use of a computer, or iPad to take notes is acceptable. Electronic recording of classes will not be permitted as some students may be reluctant to participate in discussions that are recorded. If you are absent, please ensure you get notes from a classmate. ***Please note, adult corrections is a subject that contains many topics that may require graphic depictions of violence and expressions of norms that are far removed from that of general society. It is a given that these uncomfortable topics will be discussed several times during the lecture portion of this class. As such, you should be prepared to hear & see information that may be disturbing.***  |

Attendance Policy (Philosophy)

1. Attendance is MANDATORY in this class. A student should recognize that one of the most important aspects of a college education is classroom attendance & participation. The value of this part of the academic experience cannot be fully measured by the testing process.

2. Absences such as those resulting from illness, death in the family, or institutional activities (Those approved by the academic deans, such as debates, artistic performances, class trips, and athletics) are to be excused when a student reports such and is subsequently verified by the instructor. For such absences, the student should not be penalized (MU Undergraduate catalog). Excuses must be approved by the Office of the Dean of Student Affairs, located in the Memorial Student Center.

3. When students attend classes they are in a position to make significant contributions to their learning experiences and the learning experiences of others by asking pertinent questions, making pertinent observations, and sharing information. When students cut classes, they not only keep themselves from learning, but they keep other from learning all they possibly could. Students should participate, just not occupy a chair.

4. Students will be held accountable for all requirements and information covered in all classes. If it becomes necessary to give quizzes to spur attendance, the points gained on these quizzes will count toward test scores.

5. Any assigned materials due are due on the day stated. Normally, LATE PAPERS WILL NOT BE ACCEPTED! If assignments or papers are late or not turned in, in class on the date stated, the paper or assignment will only be accepted with a minimum of a letter grade deduction for lateness.

6. All exams will be taken on the dates assigned. If an exam is missed, then this will result in a 0 (zero) being given for the exam. However, exams may be rescheduled by the instructor if he is given prior notice, or excuse as specified in the catalog and in the above tenets.

7. Pop Quizzes & In-Class assignments missed as a result of an absence, either excused or unexcused cannot be made up.

Academic Misconduct

Academic Dishonesty is defined as any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others engaged in the same or similar course of study and which, if known to the classroom instructor in such course of study, would be prohibited. This includes, but is not limited to: securing or giving unfair assistance during examinations or required work of any type; the improper use of books, notes, or other sources of information; submitting as one's own work or creation any oral, graphic, or written material wholly or in part created by another; securing all, or any part of assignments or examinations, in advance of their submission to the class by the instructor; altering of any grade or other academic record; conspiring with or knowingly helping or encouraging a student to engage in academic dishonesty; any other type of misconduct or activity which shows dishonesty or unfairness in academic work.

Sanction for academic dishonesty may range from a lower final grade in or a failure of the course or exclusion from further participation in the class to dismissal from the institution.

In those cases where the instructor imposes a sanction and does not refer the matter to the department chairperson for additional sanctions, the student may appeal the sanction in accordance with the procedures for a grade appeal.

*SPECIAL NOTE: Turn your cell phone and any other personal electronic devices off before class begins.*

I WILL NOT TOLERATE TEXTING DURING CLASS. This is not only rude to me, but rude to your fellow students. The first instance will result in a verbal warning. Second & subsequent instances will result in me asking you to leave the classroom.

**UNIVERSITY POLICIES**

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on “Marshall University Policies.”

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*Academic Dishonesty*

• *Excused Absence Policy for Undergraduates*

• *Computing Services Acceptable Use*

• *Inclement Weather*

• *Dead Week*

• *Students with Disabilities*

• *Academic Forgiveness*

• *Academic Probation and Suspension*

• *Academic Rights and Responsibilities of Students*

• *Affirmative Action*

• *Sexual Harassment*

**Important Dates**

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| **August 24,** Monday, 8:00 a.m. First day of classes | **October 30, Friday** Last day to drop a full semester individual course | **November 30, Monday -- December 4, Friday** "Dead week |
| **August 24, Monday -- August 28, Friday** Late registration/schedule adjustment (add-drop) | **November 2, Monday** Recommended date to apply for May graduation | **December 4, Friday** Last class day; Last day to completely withdraw from fall semester |
| **August 28, Friday** Last day to add a class | **November 2, Monday - December 6, Friday** Complete withdrawals only | **December 9, Wednesday** Final Exam |
| **August 31, Monday** "W" Withdrawal period begins | **November 9, Monday - November 20, Friday** Advance registration for spring semester (open only to currently enrolled students) |  |
| **September 5, Saturday -- September 7, Monday** University computing services unavailable | **November 21, Saturday, Noon** Residence halls close |  |
| **September 18, Friday** Application for December graduation due in academic dean's office | **November 23 - Monday** Advance registration for spring semester (open to admitted and readmitted students) |  |
| **October 15, Thursday, Noon** Freshmen/Sophomore midterm grades due | **November 23, Monday - November 28, Saturday** Thanksgiving BreakClasses dismissed |  |
| **October 26, Monday** Students should schedule appointments with advisors to prepare for advance registration.(Required for students who have mandatory advising holds) | **November 29, Sunday, 9:00 a.m.** Residence halls open  |  |