

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE:	PREFIX NO. CRJ 135	EFFECTIVE DATE Spring 2007	NEXT REVIEW DATE Spring 2008		
TITLE:	Correctional Administration	CREDITS 3	CONTACTS		
			CLASS - LAB - TOTAL 3 0 3		

PREREQUISITES: NONE

DESCRIPTION: This course is a study of the structure, organization, and management of adult and juvenile correctional facilities.

TEXTBOOK(S) OR ALTERNATIVE: Corrections in America: An Introduction, Allen and Simonsen, 10th Ed. Pearson

Harrill. Lecture Notes Required by Dr. Harrill. NETC Print Shop

MATERIALS (specifying those to be purchased by student):

COLLATERAL READING: (Required) Newjack: Guarding Sing Sing, Conover (Vintage 2000)

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):
Academic Dishonesty

Students are expected to do their own work. Please refer to the NETC Student Code and Grievance Procedure for a definition of Academic Dishonesty and an outline of the disciplinary action that may result therefrom.

Attendance:

Students are expected to attend all classes. Except for college functions, there are no excused absences; therefore, students are urged to avoid absences except in the case of an emergency. Maximum absences equal eight (8) for M/W/F classes, six (6) for T/TH classes and three (3) for the night classes (equal 7.5 hours of absence). After that time the instructor will drop the student for excessive absences with a grade of "F". If the student should withdraw from the class, a grade of "W" or "WF" will be assigned.

Tardies:

A student is tardy if he or she arrives for class after the roll has been taken. Three tardies constitute one absence.

Classroom Etiquette

An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc. negatively reflect on you and your fellow students. Please be considerate.

Student ID:

It is mandatory that every student wear his or her student ID at all times when on the Cheraw campus.

During the first week of classes, the instructor will issue a reminder to wear the ID. This reminder is a warning.

After the first week of classes, instructors are required to dismiss students without ID from class. The student may get his/her ID (or a new one in Student Services for \$3.00) and return to class before the midpoint of the class. If the student cannot get an ID and return to class by the midpoint, the instructor will record the absence.

Disabilities Statement

Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See *College Catalog*)

RESOURCES (A-V, persons, tools/equipment):

1. Handouts may be used to supplement the class lecture where appropriate.
2. Field trips may be used to supplement class lectures where appropriate.
3. Audio-visuals may be used to supplement class lectures where appropriate.

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

TENTATIVE COURSE SCHEDULE

<u>WEEK</u>	<u>TOPIC</u>
1	INTRODUCTION Chapter 1: Early History (2000 B.C. to A.D. 1800)
2	Chapter 2: Prisons and Ideologies (1800 to the Present) TEST REVIEW
3	TEST 1 CHAPTERS 1, 2 Chapter 5: Jails and Detention Facilities
4	Chapter 6: Probation Chapter 7: Intermediate Sanctions
5	Chapter 8: Imprisonment Chapter 9: State and Local Prison Systems

COURSE TOPICAL OUTLINE (Continued)

<u>WEEK</u>	<u>TOPIC</u>
6	Chapter 10: The Federal System Chapter 11: Private Sector Systems TEST REVIEW
7	TEST 2 CHAPTERS 5, 6,7,8,9,10,11 Chapter 12: Custody Functions and Tasks
8	Chapter 13: Management and Treatment Chapter 14: Female Inmates
9	Chapter 15: Male Offenders Chapter 16: Juvenile Offenders
10	Chapter 17: Special Category Offenders TEST REVIEW
11	TEST 3 CHAPTERS 12,13,14,15,16,17 (Note: Your underlined/noted copy of <u>Newjack</u> is due!) Chapter 18: Inmate and Ex-Offender Rights
12	Chapter 19: The Death Penalty - The Ultimate Right Chapter 20: Parole
13	Chapter 21: Community Corrections Chapter 22: The Future of Corrections
14	TEST REVIEW
15	TEST 4 CHAPTERS 18,19,20,21,22

COURSE OUTLINE SUBJECT TO CHANGE

OBJECTIVES OF COURSE: The student will be able:

1. To cognitively grasp the concepts mentioned in the formal course description.
2. To develop a basic prison-related vocabulary (to include technical terms/jargon and an introduction to commonly-encountered inmate slang).
3. To be cognitively exposed to the graphic realities, and emotional consequences of correctional work (via lectures, films and supplemental readings).
4. To introduce the student to selected topics taught at the S.C. Correctional Academy.

5. To expose the student, via reading a prison-related monograph based on a participant observation project conducted by author Ted Conover, to the day-to-day realities of correctional work in a large prison. Also, to stress how the experiences of author Conover are almost identical to those which a student would find at any similar-size (and age) prison throughout the United States.
6. To allow the student an opportunity to tour an actual medium-maximum security prison within the South Carolina Department of Corrections.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:

1. Lectures
2. Tests
3. Project reading
4. Field Trips
5. Test reviews

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:

There will be four exams given. Each exam will be preceded by a formal review to be done at the end of the class prior to the actual test date. One of these four may be dropped. The three graded tests will then count a total of 100% (33 1/3 % each).

There will be no make-up tests. Failure to take a test will result in a "0" (but remember your lowest grade will be dropped anyway). This means only one test can be missed without seriously hurting your overall grade. No exceptions!!!

You will be allowed to take a test early if you have a valid reason and notify your instructor in a timely manner. These early tests will typically be conducted at the NETC Success Center.

To pass this course you must get a "PASS" on your "READING PROJECT" - this is an absolute course requirement. A "FAIL" will allow you the option of re-reading and re-submitting the book for a second evaluation or accepting an "F" for your overall course grade. This requirement is not negotiable and is based on the centrality of Conover's book's content to understanding this course's content.

To get a pass on the "READING PROJECT" you should read the book and underline what you consider interesting, what you find significant, words/phrases/definitions you would like to remember, etc. You could also make notes in the margins regarding questions you might have on the author's statements, observations, etc. The point is to have at least something written in your book, at least every few pages, so your instructor will be convinced you have really read and thought about it.

A copy of Newjack by Conover will be passed around during the first formal class. You will be expected to underline/note your copy of the book in a manner similar to that done by your instructor. Please ask for help should you not understand what this exercise requires. Refusing to read the book and take part in the exercise is simply not an option! The completed book will be turned in on the day of the third class test (thus giving you approximately 10 weeks to complete this reading assignment).

GRADING SCALE:

A = 100 - 90
B = 89 - 80
C = 79 - 70
D = 69 - 60
F = BELOW 60