



CRIJ 3325 – Institutional Corrections – Fall 2018

Instructor: Samantha Tjaden

Course and Contact Information	
Class Time and Location:	Online
Office:	VIA E-mail
Office Hours:	M-F 7-9
Email:	Samantha.tjaden@tamuct.edu – when emailing, always identify yourself and the course number. In general, when communicating electronically, you should use complete sentences and be very clear about what you are asking or saying to avoid miscommunication. I do not check Blackboard email regularly. Keep in mind, I am located in Washington so there is a 2 hour difference.
Phone:	Mobile: 214-213-2074 – if texting or leaving voicemail, please identify yourself and the course number. I do not regularly check or answer my office phone.
Preferred Mode of Communication:	I prefer emails to phone calls, unless absolutely necessary. Text messages are acceptable as well. Do not call or text after 9pm.

Course Information

CATALOG DESCRIPTION:

The course is designed as an overview of the structure and function of correctional systems and how various philosophies of correctional treatment affect the operation of confinement institutions.

COURSE OBJECTIVES:

- 1) Students will demonstrate writing skills appropriate to the discipline of Criminal Justice.
- 2) Students will demonstrate proficiency in the use of technology appropriate to the discipline of Criminal Justice.
- 3) Students will understand and value the ethics of Criminal Justice.
 - a. Demonstrate an understanding of ethical issues involving incarceration.
- 4) Students will demonstrate multi-cultural awareness and respect for cultural diversity.

- 5) Students will understand key concepts of Criminal Justice.
 - a. Students will demonstrate their understanding of the history, development, purpose, and functions of the U.S. prison system.
 - b. Students will compare the current U.S. incarceration rate to historical and worldwide incarceration rates.
 - c. Students will demonstrate their understanding of the demographics of prisoners as well as special populations (e.g., mentally ill, drug dependent, female) within the U.S. prison system.
 - d. Students will demonstrate their understanding of the conditions (e.g., subculture, drug trade, sexual assault) in prisons.
 - e. Students will demonstrate their understanding of the role of rehabilitation in prisons.
 - f. Students will demonstrate their understanding of the legal rights afforded to prisoners in the U.S.
 - g. Students will demonstrate their understanding of prisoner release and reentry practices in the U.S.
- 6) Students will apply key concepts to Criminal Justice create operational strategies and formulate justice policy.

REQUIRED TEXTBOOK(S):

Pollock, J. M. (2013). Prisons and prison life: Costs and consequences (2nd ed.). New York: Oxford University Press. ISBN: 978-0-19-978325-0

SUPPLEMENTARY MATERIALS:

Supplementary materials may also be required; these will be in the form of articles, videos, websites, and documents.

ACADEMIC DISHONESTY:

Academic dishonesty will not be tolerated. To insure you comply with the standards of academic integrity set forth by TAMUCT, please read the following information, and follow the links. By now you should all understand what plagiarism is and is not. If you are unsure, please follow the link provided and read all material on the subject. **Any student caught plagiarizing will receive a 0 (zero) for that assignment and may be referred to the university for further discipline.**

Academic Integrity	Texas A&M University - Central Texas expects all students to maintain high standards of personal and scholarly conduct. Students found responsible of academic dishonesty are subject to disciplinary action. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. The faculty member is responsible for initiating action for each case of academic dishonesty and report the incident to the Associate Director of Student Conduct. More information can be found at http://www.tamuct.edu/departments/studentconduct/facultyresources.php .
Plagiarism	Plagiarism is a form of academic dishonesty. Plagiarism, most simply defined, is not properly crediting your sources of information through the use of textual citations and the provision of a works cited list. If something is not your own original idea, thought, words, or the product of your original data collection and analysis, you need to cite your source in the text. You may expand on work you have submitted in other classes. If you would like to do so, please contact me to discuss the terms. To learn more about plagiarism, please visit https://owl.english.purdue.edu/owl/resource/589/02/

MODE OF INSTRUCTION AND COURSE ACCESS:

This course is fully online and uses the TAMUCT Canvas system. To be able to successfully complete this course, the student must have reliable and frequent access to a computer and to the Internet. In addition, the student must be able to access Canvas.

In addition, you must claim and use your university email. All announcements made in Canvas will also be emailed to students – these emails only go to university email accounts. The same applies to all university-level announcements. You may miss out on vital announcements and information if you do not check your university email regularly. You can have your university email forwarded to your personal email.

ACCESSING CANVAS:

- Logon to <https://tamuct.instructure.com/> to access the course
- Username: your MyCT username (xx123 or everything before the “@” in your MyCT email address)
- Initial password: MyCT password
- Select Institutional Corrections from the course list

Technology issues are not an excuse for missing a course requirement. Make sure your computer is configured correctly and address issues well in advance of deadlines. If you have problems with your personal computer and/or Internet, you have access to the computer lab in Warrior Hall (room 104). Operating times and days can be found on the TAMUCT website.

TECHNOLOGY SUPPORT:

For technology issues, students should contact Help Desk Central. 24 hours a day, 7 days a week:

- Email: helpdesk@tamu.edu
- Phone: 254-519-5466
- Web Chat: <http://hdc.tamu.edu>

When calling for support please let your support technician know you are a TAMUCT student.

For issues related to course content and requirements, contact your instructor.

STUDENT-INSTRUCTOR INTERACTION:

Since this is an online class, most communication between the instructor and students will be electronic in nature; however, all students are welcome and encouraged to attend office hours or make an appointment for an office visit.

I will be checking and replying to student emails on a daily basis - students should expect a response within 24 hours during the week. Emails sent on a weekend will be responded to the following Monday, unless it is a holiday. Deviations from this will be announced on Canvas. During office hours, emails will be responded to more quickly, and Canvas chat, Skype, Facetime, or some other method of communication can also be utilized if pre-arranged. If the answer to a student question applies to all students, an announcement will be made to the entire class.

There will be a discussion board available for students to post general questions that will be checked and responded to on a regular basis – students should expect a response within 48 hours. This is highly recommended for general questions (for example, what chapters will be covered on an exam), so that all students in the class may benefit from the answers.

Conduct:

Mastery of course content is greatly enhanced through professional conduct in the classroom. Although this is an online class, professional conduct must still be observed in your written communication. You will be expected to conduct yourself in a professional manner at all times in this class. As in many criminal justice and social science courses, the issues of racial and ethnic diversity must be considered part of the course content. In addition, topics may come up in class that not everyone will be comfortable with or agree upon. Civility and courtesy to everyone in the class, including the instructor, is expected. All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions, and chats. Incivility or

discourtesy to anyone in the class will not be tolerated and may result in your expulsion from the course.

Required Course Work:

I. Discussions	0-30 points, for a total of 330 points
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There will be eleven (11) discussion topics posted in Canvas throughout the semester with the main discussion being worth 20 points and each response being worth 5 points for a total of 10 points.

In order to properly answer the discussion questions/prompts, you will be required to read or view additional material. These additional materials will be posted with the discussion question/prompt. You will earn points for your submission if you answer discussion questions/prompts on time, adequately, and completely. Students are required to post their initial response (typically about one-half page, single-space type) to the issue and comment on a minimum of two other student responses. Students may respond to more than two student responses, but are required to respond to a minimum of two.

Quality of Discussion Posts: **The responses to other student posts are usually only a few sentences. Some students provide very well-thought-out, comprehensive answers to each question, along with thoughtful responses to other student answers. However, many students provide only a cursory answer (2 or 3 lines) for their initial response and follow-up with “I agree....” or “I disagree....” responses to other student answers. This is not acceptable. I expect to see substantive responses, approximately one-half page to the Canvas discussion question for an initial response from a student. The two comment responses that you are required to make do not have to be lengthy, but more substantive than 5-6 words of “I agree with you on that.” Students should provide support for their opinions, pro or con, with appropriate reference citations tied to the respective course materials, websites, etc. The discussion question will typically be posted by Sunday at midnight; you will be required to post your response by Sunday of the same week, no later than midnight.**

Proofreading your discussion board postings will also increase readability for others; you should also be checking for grammar, spelling, and content to make sure others would understand your point. In addition, please make discussion postings relevant to the topic under discussion.

Grading criteria for Canvas discussions:

10 or below – Unacceptable	Does not meet the intent of the assignment; student does not reply to other students’ responses
15 – Acceptable/Weak	Meets the intent of the assignment, but lacks detail, clarity, or specifics

20-25 – Acceptable	Meets the intent of the assignment; shows understanding of class content
30 – Excellent/Superior	Meets the intent of the assignment and goes beyond the required/expected performance; e.g., bringing in outside resources; provided detailed and specific examples of concepts and ideas being discussed

II. Exams	0-200 points, for a total of 400 points
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Students will be responsible for completing two (2) short essay exams consisting of 10 questions for each exam. Each question is worth 20 points each. Exams will cover material from the text, the modules, and any videos or other material referred to in the modules. The exams will be posted on Canvas – due dates are listed in the course calendar. The exams will be made available for the week leading up to the due date. These exams are intended to require you to engage in critical thinking and logical reasoning as well as to further assist you in developing your written communication skills, preparing you for a career in criminal justice.

EXAMS MUST MEET THE FOLLOWING CRITERIA:

- Each exam question should have a ½ page answer in length; double-spaced; 12-pt. font using A.P.A. format.
- Grammatically correct and free from proofreading errors
- Paragraph, narrative format; 3rd person speech, unless otherwise specified
- Outside sources (beyond the course textbooks or notes) can be used for the exams; sources must be appropriately cited in text and in a reference section as per APA standards. Information on APA formatting for citations and reference lists can be found on the online at <https://owl.english.purdue.edu/owl/resource/560/01/>.

Grading Criteria for Exams	
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Content – up to 150 points	Do the responses cover the topic adequately and appropriately? Were all sides presented, including counter arguments? Is the response appropriate to the assignment/course? Is the level of thought, logic, and reasoning appropriate to the level of the course?
Mechanics – up to 50 points	Grammar, spelling, and vocabulary are appropriate for the level of the course. Proper use of APA format for citations and reference list

III. Book Review/PowerPoint Slides

0 to 270 points, for a total of 270 points

Each student will be responsible for completing a book review essay by the end of the semester. **The book review will be worth 200 points.** For this assignment, the student will be required to select a book that is specifically related to prison. It may be a biography or first person account written by a guard or prisoner, however you should choose a book that is conducive to completing the assignment.

Your book review should be approximately 5-8 pages and cover the following points:

- 1) Citation: author, title, publisher, year. Please provide this information on the Reference Page along with the in text citations (last name, year) in standard APA 6th edition format. EXAMPLE:

Wynn, J. (2001). *Inside Rikers: Stories from the world's largest penal colony*. New York: St. Martin's Press.
- 2) Summary (min. of 1-3 pages): Make sure you give specifics.
- 3) Critique of how the book fits into the class material (min. of 1-2 pages): Does the book contradict or reinforce class material? Is it from a different perspective? Specifics are better than generalities.

Format for Book Review: APA 6th edition

1. 5-8 pages in length
2. Double-spaced
3. 12 point standard font -Times New Roman
4. Grammatically correct and free from proofreading errors
5. Paragraph, narrative format; 3rd person speech (e.g., no use of "I," "me," "my")
6. Only limited and properly cited use of direct quotations
7. Must be completed in Microsoft Word and submitted as an attachment in the Assignment section of Canvas
8. Title page is necessary. Include the title on the first page and your name and the course in a header.

In addition, read the grading criteria for the essays before submitting your assignment. Writing counts!! I strongly suggest that you take your book review to a writing tutor prior to your submission. If you need assistance with this assignment, please ask. I will be happy to read and comment on your early drafts (must be submitted at least 5 days before the due date). I cannot help you if I do not know that you need help.

Grading Criteria for Book Review:

Qualities & Criteria	Poor	Good	Excellent
Format/Layout <ul style="list-style-type: none"> • Presentation of the text • Structuring of text • Requirements of length, font, and style • APA style 	Follows poorly the requirements related to format and layout.	Mostly follows the requirements related to format and layout.	Closely follows all the requirements related to format and layout.
Content <ul style="list-style-type: none"> • Elements of topics to be addressed • Information is correct • Coherency 	Not objective and poorly addresses the issues. The information provided is unnecessary or insufficient to discuss the issues.	Mostly objective and addresses most of the issues. Provided information is mostly necessary and sufficient to discuss the issues.	Addressed all the issues. Provided information is necessary and sufficient to discuss the issues.
Quality of Writing <ul style="list-style-type: none"> • Clarity • Grammar and English usage • Organization and coherence 	Poorly written and contains flagrant spelling and grammatical errors. Essay is poorly organized, lacks clarity, and incoherent.	Mostly well-written, without spelling or grammatical errors. Essay is well organized, is clear, and ideas are presented in coherent ways.	Presented a well-written, organized, without spelling or grammatical errors. Clear ideas presented in coherent ways.
Citations, References, & Style <ul style="list-style-type: none"> • APA style • Sources correctly cited regarding content of sources 	Fails to follow APA guidelines and sources are incorrectly cited for content expressed in sources.	Mostly follows APA guidelines and sources are (mostly) cited correctly for content.	Follows APA guidelines and sources are correctly cited for content.

Along with your book review, you will need to create a PowerPoint presentation that would assist you as if you were presenting your book review for the class. **The power point presentation will be worth 70 points.** A verbal presentation does not need to be recorded on the slides, but the presentation should act as an aide to your book review. Do not copy your entire paper onto the slides and be creative. Feel free to design/format the presentation to reflect you and how you would have presented it in person. I will often add clips of movies to mine if it reflects a point I want to bring home. For example, I use Shawshank Redemption and Brook's death to address the potential impact of release from long term incarceration on the inmate.

There are no optional assignments for extra credit and late discussion posts or exams are not accepted.

Grading Criteria Rubric and Conversion:

Final course grades will be assessed on the following scale:

Assignment	Points	My Grade
Discussions	330 (11x30)	
Exams	400 (2x200)	
Book Review/Presentation	270	
Total	1000	

POINT SCALE	LETTER GRADE
895-1000	A
795-894	B
695-794	C
595-694	D
0-594	F

Course Calendar: Subject to revision, if necessary, during the semester. All assignments are located and should be submitted in Canvas. **Videos, articles, and websites listed in the calendar can be found in the “Additional Resources” tab in Canvas.**

Week of	Description	Reading/Assignments
Aug 27	Introduction to the course Review of syllabus You must have your textbook by next week	Reading: Syllabus Common writing issues Assignments (due by midnight on Sept 2): Discussion 1
Sept 3	Prisons: Then and Now	Reading: Chapter 1 Assignments (due by midnight on Sept 9): Discussion 2
Sept 10	Explaining Incarceration	Reading: Chapter 2 Assignments (due by midnight on Sept 16): Discussion 3
Sept 17	The New Bastille	Reading: Chapter 3 Assignments (due by midnight on Sept 23): Discussion 4

Sept 24	Prisoners	Reading: Chapter 4 Assignments (due by midnight on Sep 30): Discussion 5
Oct 1	Rehabilitation Revisited	Reading: Chapter 5 Assignments (due by midnight on Oct 7): Discussion 6
Oct 8	Exam 1- Chapters 1-5	Reading: Assignments (due by midnight on Oct 14): Exam 1
Oct 15	Living in Prison	Reading: Chapter 6 Assignments (due by midnight on Oct 21): Discussion 7
Oct 22	Prisons for Women	Reading: Chapter 7 Assignments (due by midnight on Oct 28): Discussion 8
Oct 29	Prisoner's Rights	Reading: Chapter 8 Assignments (due by midnight on Nov 4): Discussion 9
Nov 5	Correctional Staff and Administration	Reading: Chapter 9 Assignments (due by midnight on Nov 11): Discussion 10
Nov 12	Release, Reentry, and the Future of Prisons	Reading: Chapter 10 Assignments (due by midnight on Nov 18): Discussion 11
Nov 19	Thanksgiving!!!!	Reading: Assignments (due by midnight on Nov 25): None
Nov 26	Exam 2: Chapters 6-10	Reading: Assignments (due by midnight on Dec 2): Exam 2
Dec 3	Work on Book Review/Power Point Presentation	Reading:

		Assignments (due by midnight on Dec 9): NONE
Dec 10	Book Review/Power Point Presentation	Reading: Assignments (due by midnight on Dec 14): Book Review/Powerpoint slides
Dec 17	Have a great winter break!!	

Other important dates:

Aug 27	Classes start
Aug 29	Registration ends
Sept 12	Last day to drop with no record
Oct 5	Deadline for graduation application
Nov 9	Last day to Q-drop or withdraw with record
Nov 22/23	Thanksgiving
Dec 14	Last day of Fall classes
Dec 14	Commencement 7pm Bell County Expo Center
Dec 24	Winter Break Begins

Please review and become familiar with our TAMUCT policies. In addition to TAMUCT policies, I included sections on *Academic Integrity* and *Plagiarism*. Please review both of those sections and visit the links provided. *Any student caught plagiarizing receives a zero for that particular assignment and may receive a zero for the course.*

UNIVERSITY PROCEDURES AND POLICIES	
UNILERT	<p>Emergency Warning System for Texas A&M University – Central Texas</p> <p>UNILERT is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media.</p> <p>All students are automatically enrolled in UNILERT through their myCT email account. Connect at www.TAMUCT.edu/UNILERT to change where you receive your alerts or to opt out. By staying enrolled in UNILERT, university officials can quickly pass on safety-related information, regardless of your location.</p>
Sexual Violence	<p>A Note about Sexual Violence at A&M-Central Texas</p> <p>Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these</p>

	<p>issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).</p> <p>Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the Title IX webpage [https://www.tamuct.edu/departments/compliance/titleix.php].</p>
Disability Support Services	<p>If you have or believe you have a disability and wish to self-identify, you can do so by providing documentation to the Disability Support Coordinator.</p> <p>Students are encouraged to seek information about accommodations to help assure success in their courses. Please contact Vanessa Snyder at (254) 501-5836 or visit Founder's Hall 114.</p> <p>Additional information can be found at http://www.tamuct.edu/departments/disabilitysupport/index.php.</p>
Tutoring	<p>Tutoring is available to all TAMUCT students, both on-campus and online. Subjects tutored include Accounting, Finance, Statistics, Mathematics, and Writing (APA). Tutors are available at the Tutoring Center in Founder's Hall, Room 204, and also in the Library in the North Building. Visit www.tamuct.edu/AcademicSupport and click "Tutoring Support" for tutor schedules and contact info.</p> <p>If you have questions, need to schedule a tutoring session, or if you're interested in becoming a tutor, contact Academic Support Programs at 254-501-5830 or by emailing cecilia.morales@tamuct.edu. Chat live with a tutor 24/7 for almost any subject on your computer!</p> <p>Tutor.com is an online tutoring platform that enables TAMU-CT students to login and receive FREE online tutoring and writing support. This tool provides tutoring in Mathematics, Writing, Career Writing, Chemistry, Physics, Biology, Spanish, Calculus, and Statistics. To access Tutor.com, click on www.tutor.com/tamuct.</p>
The University Writing Center	<p>The University Writing Center at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students. The UWC is located in 416 Warrior Hall. The center is open 11am-6pm Monday-Thursday during the spring semester.</p> <p>Students may work independently in the UWC by checking out a laptop that runs Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Students may also arrange a one-on-one session with a trained and experienced writing tutor.</p>

	Tutorials can be arranged by visiting the UWC. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. Sessions typically last between 20-30 minutes. While tutors will not write, edit, or grade papers, they will help students develop more effective invention and revision strategies.			
Library Services	<p>Information Literacy focuses on research skills that prepare individuals to live and work in an information-centered society.</p> <p>Librarians will work with students in the development of critical reasoning, ethical use of information, and the appropriate use of secondary research techniques. Help may include, yet is not limited to: exploration of information resources such as library collections and services, identification of subject databases and scholarly journals, and execution of effective search strategies.</p> <p>Library resources are outlined and accessed at http://www.tamuct.edu/departments/library/index.php.</p>			
Drop Policy	If you discover that you need to drop this class, you must go to the Records Office and ask for the necessary paperwork. Professors cannot drop students; this is always the responsibility of the student. The record's office will give a deadline for which the form must be returned, completed, and signed. Once you return the signed form to the records office and wait 24 hours, you must go into DegreeWorks to confirm that you are no longer enrolled. If you are still enrolled, you must FOLLOW-UP with the records office immediately. Should you miss the deadline or fail to follow the procedure, you will receive an F in the course.			
Graduation Application	Graduation Term	Priority Application Deadline	Late Application Deadline	Ceremony Date
	Fall 2018	Sept 1	Oct 5	Dec 14
	Spring 2019	Feb 1	Mar 1	May 11
	Summer 2019	May 31	July 5	Aug 10