Instructor: Dr. Martha A. Gallien
Section # and CRN: P02 20062
Office Location: Don K. Clark Building, room 346
Office Phone: 936-261-5234
Email Address: mmgallien@pvamu.edu
Office Hours: TR, 12:20-3:20 p.m.
Mode of Instruction: Face To Face
Course Location: Don K Clark 235
Class Days & Times: TR, 11:00 a.m.-12:20 (noon)
Catalog Description: An examination of the organization, administration, and management of the correctional facilities and programs in the United States. It includes a study of the populations served, sentencing structures, and their outcomes for the individuals, families, and communities involved.
Prerequisites: THEA complete
Co-requisites:


----- OR ----- 


Recommended Texts:

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Program Learning Outcome #</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,2,3,4,5,6</td>
<td>Critical Thinking Social Responsibility</td>
</tr>
<tr>
<td>2,3,4</td>
<td>N/A</td>
</tr>
<tr>
<td>2,3,4</td>
<td>N/A</td>
</tr>
<tr>
<td>2,3,4</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Upon successful completion of this course, students will be able to:

1. Become aware of and be able to define the foundational concepts of correctional theory and practice.
2. Understand the processes and basic functions of each of the correctional system components.
3. Understand the history and interactions of the components of the correctional system.
4. Be able to use correctional terminology and understand populations served.
and serving.

<table>
<thead>
<tr>
<th>5</th>
<th>Identify significant events in the development and operation of the criminal justice system</th>
<th>2,3,4</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Be able to think for oneself by obtaining information through the news media and other appropriate information sources about public policy</td>
<td>1,2,3,4,5,6</td>
<td>Critical Thinking; Empirical and Quantitative Knowledge; Social Responsibility</td>
</tr>
<tr>
<td>7</td>
<td>Demonstrate the ability to write a formal paper, using correct APA format and good grammar and spelling, which focuses on problems within the correctional facilities and theoretical solutions for solving these problems.</td>
<td>2,3,4,6</td>
<td>Communication; Critical Thinking</td>
</tr>
</tbody>
</table>

Major Course Requirements

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Tests (average of 2 tests)</td>
<td>2 100-point tests</td>
<td>1/3</td>
</tr>
<tr>
<td>2) Book Report</td>
<td>100 points</td>
<td>1/3</td>
</tr>
<tr>
<td>3) Final Exam + extra credit</td>
<td>100 points</td>
<td>1/3</td>
</tr>
</tbody>
</table>

Total: 100%

Grading Criteria and Conversion:
A = 90-100 points
B = 80-89 points
C = 70-79 points
D = 60-69 points
F = 59 points or below

Detailed Description of Major Assignments:

<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>Textbook chapters 1-4</td>
</tr>
<tr>
<td>Test 2</td>
<td>Textbook chapters 5-8</td>
</tr>
<tr>
<td>Book Report</td>
<td>Extra reading</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Textbook chapters 9-12</td>
</tr>
</tbody>
</table>

Course Procedures or Additional Instructor Policies

Taskstream
Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be considered an “artifact,” an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

Submission of Assignments:
The extra credit assignment and the book report must be typed and submitted only to turnitin.com. All items submitted must be typed in 12 pt. font and Times New Roman print, with 1.25” margins on all sides of the page. These assignments will NOT be accepted in emails or in paper copies. Make sure you are familiar with how to use
Turnitin.com well in advance of the submission dates. Also, make sure that your password for e-courses is current and not in danger of expiring during the papers’ submission periods.

**Late papers:**
No assignments will be accepted late except under emergency circumstances. The student must be able to prove that there was an emergency situation, which would be approved by the Dean or the department chairman of our department.

**Formatting Documents:**
Microsoft Word is the standard word processing tool used at PVAMU. If you’re using other word processors, be sure to use the “save as” tool and save the document in either the Microsoft Word, Rich-Text, or plain text format. If the instructor cannot open a submitted document, then there is no way of verifying what has been submitted.

**Classroom Attendance Policy:**
A sign-in sheet will be located at the instructor’s podium. Each student must sign in when arriving at the class. At 20 minutes after the class has started, the names of missing students will be highlighted in yellow. Anyone leaving the classroom early or coming in more than 20 minutes late will be counted as absent. The class attendance sheet will not be passed around the classroom. No one should remove the attendance sheet from the instructor’s podium.

**This is NOT** an online course. You must be in the classroom to receive all announcements, changes in assignments, etc. You should not expect this information to be duplicated online. Detailed information on the book report, extra credit, and tests will be given out in the classroom. If you miss a class, you should check with your peers to find out what occurred in the classroom, what was discussed, notes you may have missed, etc.

**Department Policy on Mobile Devices and Technology:**
It is imperative that instructors be afforded reasonable authority to manage the classroom learning environment. An important component of management of the classroom environment is control of topic and pedagogical method. Empirical data shows that student use of mobile devices and other forms of technology that are not approved by the instructor for the educational endeavor of interest serve as distractors to student attention. When students attempt to divide their time between paying attention to the classroom topic and/or pedagogical method used by the instructor and the use of a mobile device, the student may miss important course content or details. Unsanctioned use of mobile devices or technology by a student may also serve as a substantial distraction to other students enrolled in the course.

It is the policy of the Department of Justice Studies that during examinations no mobile device or other form of technology be placed in the student’s work area, visible by the student, or within an arms length reach of the student. It is also the policy of the department that unsanctioned student use (use that is not approved of by the instructor of record and/or is unrelated to classroom activities) of mobile devices and/or other technological devices during classroom activity (defined here as activity occurring during the time that class is scheduled to meet) is strictly prohibited. It is within the scope of the instructor’s authority to, over the course of the semester, demand that mobile devices and/or other technological devices be turned completely off and stored away. This is a broad policy statement. The instructor of record may and is encouraged to further elaborate his or her own course-specific mobile device policies in writing in the course syllabus.

**Semester Calendar**

<table>
<thead>
<tr>
<th>Week One:</th>
<th>Introduction &amp; overview of course; Morality &amp; Ethics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic Description</td>
<td>Syllabus; Morality &amp; Ethics</td>
</tr>
<tr>
<td>Readings:</td>
<td>Review the syllabus; overview of textbook; signup for chapter reviews; videos over mainstream media &amp; ethics violations in reporting of issues &amp; incidents.</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>* Book report is due Thursday, April 7th, at Turnitin.com</td>
</tr>
</tbody>
</table>

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Th (Jan 21) - Discuss grading procedure in detail; discuss extra reading and its assessment.

Week Two:
Topic Description: Punishment v. Rehabilitation
Assignment (s): Tu (Jan 26) - Discuss chapter 1.
Th (Jan 28) – Same

Week Three:
Topic Description: History of Incarceration
Assignment (s): Tu (Feb 02) - Discuss chapter 2.
Th (Feb 04) - Same.

Week Four:
Topic Description: Prison Leasing
Assignment (s): Tu (Feb 09) - Discuss chapter 3.
Th (Feb 11) - Same.

Week Five:
Topic Description: The Modern Corrections System
Assignment (s): Tu (Feb 16) - Discuss chapter 4.
Th (Feb 18) - Same.

Week Six:
Topic Description: The Role of the Correctional Officer & Prison Management; TEST 1
Assignment (s): Tu (Feb 23) - Discuss chapter 5.
Th (Feb 25) - TEST 1, over chapters 1-4.

Week Seven:
Topic Description: Classification & Programming
Assignment (s): Tu (Mar 01) - Discuss chapter 6; summary #1 due over extra reading
Th (Mar 03) – Same

Week Eight:
MIDTERM WEEK
Topic Description: Prisonization
Assignment (s): Tu (Mar 08) - Discuss chapter 7.
Th (Mar 10) - Same
Week Nine: SPRING BREAK
Topic Description
Readings:
Assignment (s):
March 14-18
Extra credit for final exam is due when you return from Spring Break.

Week Ten:
Topic Description
Readings:
Assignment (s):
Prison Violence; handout over APA format for writing; extra credit is due
Tu (Mar 22) - Discuss chapter 8; Summary #2 due over extra reading
Th (Mar 24) - Same; extra credit for final exam is due today at turnitin.com, not later than midnight

Week Eleven:
Topic Description
Readings:
Assignment (s):
Issues in Medical Care; TEST 2
Tu (Mar 29) - Discuss chapter 9.
Th (Mar 31) - TEST 2, over chapters 5-8

Week Twelve:
Topic Description
Readings:
Assignment (s):
Legal Issues; Book Report is due
Tu (Apr 05) - Discuss chapter 10.
Th (Apr 07) – Same; BOOK REPORT is due at turnitin.com [not later than midnight]

Week Thirteen:
Topic Description
Readings:
Assignment (s):
Recreation, Visitation, Family Relations
Tu (Apr 12) - Discuss chapter 11.
Th (Apr 14) - Same

Week Fourteen:
Topic Description
Readings:
Assignment (s):
Overcrowding
Tu (Apr 19) – Discuss chapter 12.
Th (Apr 21) – Same.

Week Fifteen:
Topic Description
Readings:
Assignment (s):
Make up tests; Conferences
Tu (Apr 26) - Make up tests
Th (Apr 28) - Conferences with Instructor

Week Sixteen:
Topic Description
Readings:
Assignment (s):
Final Exam Week (Chapters 9-12)
Tu (May 03) - last class day; discuss main topics to be covered on final exam and study strategy.
Final Exam: Thursday, May 5, 10:30 a.m.-12:30 noon (tentative)
[If you are a senior, MAKE SURE your final exam test grade posted to e-courses today]
Student Support and Success

John B. Coleman Library
The library and its partners have as their mission "to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service" and to support the University's core values of "access and quality, diversity, leadership, relevance, and social responsibility" through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty.

Center for Academic Support
The Center for Academic Support (CAS) offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Tutoring Center is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library

COMPASS
The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library

Writing Center
The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Location: Hilliard Hall 121

University Rules and Procedures

Disability statement (See Student Handbook):
Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct (See Student Handbook):
You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:
1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else’s words, ideas, or data as one’s own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one’s own work also constitutes plagiarism.
Nonacademic misconduct (See Student Handbook)
The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):
Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy
Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of “F”. Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process
Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:
- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):
Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:
Students should go to https://mypassword.pvamu.edu/ if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283
Communication Expectations and Standards:
Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:
Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplish by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.