**SAMPLE SYLLBUS: 10 WEEKS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ University**

**Course:**

**Instructor Info:**

**CREDITS: 3 CLASS HOURS PER WEEK: 3 PREREQUISITES: N/A**

**DESCRIPTION OF COURSE**

This course will cover the various phases of administration as they relate to corrections. Three basic stages are covered: executive, mid management, and like operations. Each of these levels will be discussed as they relate to institutions, community based institutions, and the operation of probation and parole. Problems and their possible solutions will be covered for each division of corrections.

**STUDENT LEARNING OUTCOMES**

* Student will identify the background, history, and functions of correctional administration.
* Students will evaluate and demonstrate hiring techniques and practices including training.
* Students will analyze methods of recidivism reduction efforts in corrections. This includes the analysis for correctional classification techniques.
* The student will evaluate correctional programming methods and basic services provided to inmates.
* The student will compare and contrast differing stages for inmate management. This includes the public fear of crime, the management of specialized offenders, as well as sentencing practices.

**GENERAL EDUCATION OUTCOMES**

General education outcomes are an integral part of the curriculum and central to the mission of the college. The faculty at Columbus State has determined that these outcomes include the following competencies:

* Critical Thinking
* Effective Communication
* Community and Civic Responsibility
* Quantitative Literacy
* Scientific and Technological Effectiveness
* Information Literacy

**COURSE MATERIALS REQUIRED**

Note taking material

**TEXTBOOK, MANUALS, REFERENCES, AND OTHER READINGS**

Correctional Administration: Integrating Theory & Practice 3/E

Seiter

**GENERAL INSTRUCTIONAL METHODS**

Lecture, Class Discussion, Group Projects

**ASSESSMENT**

\_\_\_\_\_\_\_\_\_\_\_ University is committed to assessment (measurement) of student achievement of academic outcomes. This process addresses the issues of what you need to learn in your program of study and if you are learning what you need to learn. The assessment program has four purposes: (1) to improve student academic achievements; (2) to improve teaching strategies; (3) to document successes and identify opportunities for program improvement; (4) to provide evidence for institutional effectiveness. In class you are assessed and graded on your achievement of the outcomes for this course. You may also be required to participate in broader assessment activities.

**STANDARDS AND METHODS FOR EVALUATION**

Item Number in Quarter Percentage of Grade

Tests (2) 25 %

Assignments (3) 25 %

Group Assignment (1) 25%

Final Exam (1)\* 25 %\_\_\_\_\_\_

 100 %

\*The final exam will be cumulative.

**Assignments**

The assignments that are assigned must be turned in on time. They are designed to gauge your understanding and learning of a particular learning outcome for the course. You should spend some time with the essays such that they are free from excessive grammatical and spelling errors. They require a minimum of 250 words and must be submitted in MS Word format.

**Tests**

Tests are provided in the course to gauge your level of understanding of certain learning outcomes for the course. They are typically objective or essay format. Particular instruction on how to prepare for tests will be provided in class.

**Round Table or Online Discussions**

The roundtable or online discussions will evaluate and gauge the level of understanding of weekly topics related to the overall course objectives. The instructor will act as group facilitator and develop a weekly set of critical thinking questions related to the topics covered. The instructor will gauge each individual’s level of interaction with the group, as well level of critical thinking related to the question set.

**Final Exam**

The final examination is a cumulative exam and will be administered during the assigned final exam time. Students will have two hours to take the exam. The exam will be essay, fill in the blank, or short answer. Taking the final examination is a requirement of the course such that regardless of your computed average at the end of the term, failure to take the final examination will result in a failure of the course.

**Group Assignments**

Students will be broken into groups of 4-6 students. Students should determine who the team leader will be, and each student should take a section of the team assignment to complete. The team leader will then present a 15-20 slide PowerPoint presentation to the instructor and class covering all areas in the group assignment.

**GRADING SCALE**

1. 90%-100%
2. 80%-89%
3. 70%-79%
4. 60%-69%
5. Below 60%

**SPECIAL COURSE REQUIREMENTS**

N/A

**ATTENDANCE POLICY**

Attendance will be recorded in each class and students are expected to be in class at the beginning of the scheduled class and remain there until dismissed.

**PLAGIARISM**

No portion of work created by someone else may be used in any assignment of this course without proper citations of the author in an acceptable source citation format. You must not copy information from the textbook or any other published source without giving credit.

**COURSE OUTLINE AND ASSIGNMENTS**