

WEEKLY CLASS SCHEDULE (Updated June 9, 2017)
Disclaimer: Syllabus/weekly class schedule subject to change.

Required Text: American Corrections in Brief
Authors: Todd R. Clear; George F. Cole; Reisig and Petrosino

1st edition: ISBN: 978-0-495-80865-7, 2nd edition ISBN: 978-1-285-45842-7
3rd edition ISBN: 978-1-305-63373-5 (**You may use any edition**)

Note: Check with the book store for rental copies or go online for used copies. The 1st, 2nd, or 3rd edition may be used but you are at a slight disadvantage for any updates for 1st or 2nd edition.

Student Learning Outcomes:

Describe the three branches of government: Identify the three branches of government and their application to the criminal justice process.

Describe the three components of the criminal justice system: Explain the relationship between the police, courts and corrections.

This is a compressed 6-week class, you will be expected to know how to use Etudes and log-in EACH WEEK into CANVAS platform:

- read the **Announcements** the information posted in the **Modules**, and
- check for postings under the **Discussions and answer the weekly Discussion question**
- complete each quiz, midterm or final exam found in the **Assignments or Modules**.
- review the end of chapter key terms, checkpoint questions, discussions, and chapter summary
- we do not observe holidays, so log-in each week (**including 4th of July one day break**)
- communicate with the instructor, don't just drop off the face of the earth

If you decide to drop or stop attending the class, please review the instructions published in the Schedule of Classes and posted below. Students who stop attending or do not complete their assignments **are not automatically excluded by the instructor**.

Important Dates for the Six-week Schedule, starting June 12 and ending July 23, 2017.

06/12/17 First class session. Welcome and post your introductions for Discussion 1.

06/16/17 Last date to drop with a refund, no fee owed and without a "W" on your record

07/06/17 Midterm exam on Chapters 1-6. **There are no make-ups, plan accordingly.**

07/13/17 This is the last day to drop the class with a "W" appearing on your college record

07/20/17 Final Exam is open, closes at 11:55 am on Jul 23, Sunday; Ch 1-13, **no make-ups**.

Reminder about assistance or accommodation:

If there are special accommodations that you require to be successful in this course, please request assistance from the professor. To receive accommodations for a special need or disability, students must register with the Office of Disabled Student Program and Services. Please contact the DSPS Director at (310) 287 4450 for information and assistance, located in the new Student Services Building, room 320.

Weekly Schedule and Calendar of Activities/Assignments (subject to change)

Welcome: Please review the information posted in the Module each week
Welcome to the Canvas Course, set-up instructions & Welcome Letter
Course Syllabus, Weekly Class Schedule, Course Policies, and Grading
Note: You must complete the Module each week before moving to the next Module

Week 1: 06/12/17 First Class Session

Discussion: Log into Etudes and post your response to Discussion Question #01

Objectives Ch 1 What is Corrections?

Name the various components of the corrections system today and describe their functions. The various components of the corrections system will be named. A brief history of corrections in America; comparison of the Auburn and Pennsylvania Systems.

Objectives Ch 2 The Punishment of Offenders

Explain the major goals of punishment. List the different criminal sanctions that are used. Explain the types of sentences that judges hand down. Discuss the problem of unjust punishment. The different forms of criminal sanctions will be examined: incarceration, intermediate sanctions, probation, and death.

Reading: Chapter 1, 2 review chapter summary, key terms, discussions, checkpoint questions

Quiz #1 30 questions. Questions are from Ch 1 & 2 & syllabus (Opens 6/15, closes 6/18, 11:55 am)

Week 2: 06/19/17

Discussion: Log into Etudes and post response to Discussion Question #02

Objectives Ch 3 Jails: Corrections at the Local Level

Describe the history of the jail and its current function in the criminal justice system.
Describe who is in jail and why they are there.

Objectives Ch 4 Community Corrections: Probation and Intermediate Sanctions

Describe the history and development of probation, including how it is organized today.
Describe the rationale for intermediate sanctions. Explain some of the problems associated with intermediate sanctions.

Reading: Chapter 3, review chapter summary, key terms, discussions, checkpoint questions

Quiz #2 30 questions. Questions are from Ch 3, & 4 (Opens 6/22, closes 6/25, 11:55 am)

Week 3: 06/26/17

Discussion: Log into Etudes and post response to Discussion Question #03

Objectives Ch 5 Probation Supervision

Describe the two functions of probation. Discuss the different kinds of probation conditions and why they are important. Define recidivism and describe its importance to probation. Discuss the revocation and termination of probation.

Reading: Chapter 5 review chapter summary, key terms, discussions, checkpoint questions

Objectives Ch 6 Prisons: Institutional Corrections

Discuss the goals of incarceration. Explain how incarceration is organized. Describe who is in prison. Discuss the explanations for the increase in the incarceration rate. Explain the problems of prison crowding.

Reading: Chapter 6, 7 review chapter summary, key terms, discussions, checkpoint questions

Quiz #3 40 questions. Questions are from Ch 5 & 6 (Opens 6/29, closes 7/02, 11:55 am)

Week 4: 07/03/17 (Midterm exam opens Thursday, Jul 6, closes Jul 9, 11:55 am)

Midterm Complete the 100 question midterm exam, Chapters 1-6, Syllabus & Handouts

Discussion: Log into Etudes and post response to Discussion Question #04

Objectives Ch 7 The Prison Experience

Discuss the inmate code and talk about where the values of the prison subculture come from. Explain how interpersonal relationships in women's prisons differ from those in male prisons. Discuss with the issues surrounding the incarceration of women. Explain why prison industries and medical services are important.

Objectives Ch 8 Prison Management and Staffing

Explain the principles used to organize the functioning of prisons. Discuss the importance of prison governance. Explain the different types of prison violence. Identify with the different groups of personnel in U.S. prisons. Explain how the correctional officer's role has changed over time. Discuss the different job assignments that correctional officers are given. Explain the negative consequences of boundary violations and job stress among prison staff. Discuss how the law affects correctional personnel.

Reading: Chapter 7, 8 review chapter summary, key terms, discussions, checkpoint questions

Week 5: 07/10/17

Discussion: Log into Etudes and post response to Discussion Question #05

Objectives Ch 9 Special Populations

Discuss the issues presented by an aging correctional population and by long-termers in general. Identify the complexities involved with the correctional management of inmates who are HIV-infected or who have been diagnosed with AIDS. Recognize the challenges encountered by the incarcerated mentally ill. Review the extent of youth crime today.

Objectives Ch 10 Reentry into the Community

Explain the nature of parole and how it operates today. Discuss with the origins of parole. Explain how the release decision is made. Explain the steps taken to ease the offender's reentry into the community. Identify the major problems confronting parolees. Explain why some parolees are viewed as dangerous and how society handles this problem.

Objectives Ch 11 Legal Issues and the Death Penalty

Discuss the foundations that support the legal rights of prisoners. Describe the role of the U.S. Supreme Court in interpreting the law. Discuss the constitutional rights of prisoners. List and describe alternatives to litigation and the application of the death penalty.

Reading: Chapter 10, 11 review chapter summary, key terms, discussions, checkpoint questions

Quiz #4: 40 questions. Questions are from Ch 9, 10 & 11 (Opens 7/13, closes 7/16, 11:55 am)

Week 6: 07/17/17 (Final Exam and Extra Credit Week)

Discussion: Log into Etudes and post response to Discussion Question #06

Objectives Ch 12 Corrections for Juveniles

Recognize the challenges encountered by the incarcerated mentally ill. Review the extent of youth crime today. Explain how juvenile corrections developed in the United States. Explain the rationale for treating juvenile offenders differently from adult offenders. Describe the factors considered in sanctioning juvenile offenders.

Reading: Chapter 12 review chapter summary, key terms, discussions, checkpoint questions

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Week 6: 07/17/17 (continued)

Discussion: Log into Etudes and post response to Discussion Question #07

Objectives Ch 13 The Future of Corrections

Discuss how the philosophy of the U.S. correctional system has changed over the years and what this has meant for the correctional system. Identify the major dilemmas facing the correctional system and how they might be resolved. Identify four substantial forces that face corrections and describe their importance. Explain what good leadership means in the context of the current correctional system of the United States and know what it will take for these leaders to more widely implement “what works” in correction. Describe the aspirations for the U.S. correctional system and how those aspirations might be achieved.

Reading: Chapter 13 review chapter summary, key terms, discussions, checkpoint questions

Final Exam opens 07/20, and closes 07/23, 11:55 am.

The final exam consists of 100 questions comprehensive, chapters 1-13, focusing on key terms, discussion points, and including court cases, postings in the Modules, previous quiz questions, important people and dates from the text.

Extra Credit 15 question, opens 07/20 and closes 07/23, 11:55 am.

Extra Credit Opportunities:

Quiz on supplemental reading, “*Don’t Shoot Me, I’m The Guitar Man*”

Quiz opens Jul 20, 8 am, and closes July 23, at 11:55 am. There are 15 questions taken from the book on names, dates, what songs were played on certain visits, names of the prison and lock-up locations. One point will be awarded for each correct answer and recorded as extra credit.

Students will be asked to participate in a confidential **Career and Technical Education Survey** provided by the campus. The purpose of the student survey is to generate funding for the college by asking certain questions from out career and vocational education students. Once the student has completed this special assignment and provided proof of completion, 05 to 15 points are awarded that will count toward their final grade. Extra bonus points are available for early posting.

Students **who find errors** in the course and are the first to report it be sending a message through Canvas Inbox will be rewarded for their extra efforts, up to 5 points for finding errors such as misspellings, incorrect dates, incorrect postings, quiz errors, etc.

Lectures appear in the Modules as postings:

Lectures from my campus class will be or have been posted each week in the Module. During class I have a lot of handouts to supplement the text which I post as attachments in the Modules. My lecture notes or information is based upon my own experiences as a former Los Angeles Police Officer, U.S. Army Military Police Instructor, California Military Department Emergency Management, and my current assignment as a Los Angeles County Reserve Deputy Probation Officer.

CLASS POLICIES

The On-line Learning Process:

Students are expected to log-in each week to the Virtual Classroom on the Etudes Platform and are cautioned to keep up with the reading assignments and take the quizzes and exams on time. Access to the Etudes Platform is open 24 hours a day, however, the quizzes/exams have time limits. Exams and quizzes will be available on Thursdays, and must be completed not later than Saturday, by 11:55 pm. I will grade exams on Sundays and POST any Announcements Sunday evening for the upcoming week. I will check the class website and my private messages every 48 hours for your comments, if any. I do not allow make-ups EXCEPT on an individual case by case basis where we can discuss why a quiz or exam was missed. If you do not take the midterm or the final exam you will receive 0 points and your final grade will be calculated without the final exam, impacting your overall score and final grade.

All assignments, including any quiz/exam, must be taken within the time period provided. Discussions are posted weekly, open Sunday and remain open until Saturday for full points. Discussions will remain open for an additional week for late postings but at reduced points.

In the event a student wants to **withdraw from the course**, then it is up to the student to process a “withdraw” in accordance with the college catalog. See the Weekly Class Schedule for withdrawal dates to avoid penalties.

Professional Conduct in Our Virtual Classroom Community:

I encourage you to participate in the DISCUSSIONS, and to ask questions and post items of interest in the Student Lounge or Chat Room. This class is a “safe harbor” for you to have discussions.

One of the unifying objectives in this course is to familiarize you with best practices and give you exposure to becoming a member of a professional community.. I also have the responsibility to insure that our virtual classroom operates in a conducive learning environment for all students. As such, all students will please follow these policies for all emails, discussion groups and chat rooms:

1. No profanity or foul language, either in writing or pictures, of any kind at any time.
2. Please address everyone politely by their name.
3. Under no circumstances may you ask for a classmate’s personal contact information or in any way ask for a personal meeting or date.
4. Unless I specifically ask you to do so as a proper part of an assignment, do not include in your email signatures or other material in your messages of any kind of a personal nature, including sales solicitation, information about a business, or a political or religious message of any kind. Do not include a blind or other kind of hyperlink to such information. Violators will be excluded from the course.
5. Please use common sense and common courtesy as if you are already a professional in the law enforcement community. Please check with me first if you have any questions about what is appropriate.

Grading Criteria: (See How Your Grade is Calculated for a Point Total)

Grading will be on the point system. We will cover one chapter each week, then have a quiz every other week on two or three chapters, 10 questions from each chapter. The quiz will be available starting on Thursday and must be completed not later than Saturday evening of the same week. You are allowed 1 ½ minutes per question, once you start the quiz or exam the time limit begins..

Each quiz is made up of exam questions taken from the end of each chapter summary, vocabulary words and trade terms, and from the attachments posted in the course Modules and the course syllabus. A midterm and comprehensive final exam will also be administered during the course. These exams will be made up of questions from the same sources as the chapter quiz. The midterm will have 100 questions and the final exam will have approximately 100 questions. Right now the midterm will consist of questions from chapters 1-6 and the final from chapters 1-13. In addition to the quizzes and exams, you have a weekly Discussion question that you must post a response to. Late postings will result in a lower grade. The Discussions remain open one week after the due date so don't ignore them, the points add up and missing an assignment could have a negative impact on your grade.

Make-up missing work:

I have, on occasion by special request and due to individual circumstances, granted make-ups to students who have missed a quiz, but only upon an emergency situation that can be verified.

There are no make-ups for the final exam except in exigent circumstances that can be verified. A student who does not take the final exam as assigned in the course syllabus, in accordance with the College Policy as reported in the Schedule of Classes, will receive no points for the exam. Since the final grade is determined by the total points earned by the student, missing any exam will have a negative impact on the overall grade.

Course Participation:

On campus students are expected to actively participate in all classes for which they are registered, to be prompt and to remain in class/lab for the entire time. For online students, participating in class regularly means to log-in each week, post your response to the class Discussions as directed, and to take the quiz/exams on time.

The ratio of homework to class time is 2 to 1. For each hour of class time a student is expected to spend two hours of research, study, and preparation each week. This is a three unit course, therefore you would be expected to log in, review the materials in the Modules, research topics of interest, and complete assignments in the same way as if you were actually attending a class on a campus.

Students who are unable to participate in class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may drop a student from a class whenever a student fails to participate or remain active in class. Not having internet access is not considered an excuse, so be prepared. For online students, this means if you do not complete your assignments or fail to log-in weekly as directed in the syllabus and post your response to the Discussion question, you are subject to exclusion from the class if you miss more than one week's assignments. Holidays are not observed for online classes so be prepared to log-in each and every week.

Dropping a Class:

Student wanting to drop a class should drop online at www.wlac.edu, click “For Students,” then “Student Information System.” Students who register and then never attend or stop attending a class are responsible for withdrawing from the class to prevent being issued a failing “F” grade in the class. If your name appears on the final grade roster, then you will be assigned a grade of A, B, C, D, or F depending upon your total points for the course. Withdrawal from class can affect your financial aid.

Special Instructional Accommodation:

Please contact me if you need assistance. I check the website and my private messages e-mail every forty-eight hours or sooner. I encourage all of you to e-mail me with any specific questions regarding course content, assignments, or any problem that trips you up. Please use the Discussions, Private Message section for all college related correspondence.

If there are special accommodations that you require to be successful in this course, please request assistance from the professor by registering with the Office of Disabled Student Program and Services. Please contact the DSPS Director at (310) 287 4450 for information and assistance or visit their offices, located in the third floor of the Student Services Building, SSB 320.

Doing Your Own Work:

As the instructor I am here to assist you. I expect each of you to do your own work and not copy or do group exams. There are two main areas for you to be concerned with. First, do your own work. Take the exam using your book, your own notes, and your own materials. Do not take the exam with a buddy who shares answers. Second, when writing a paper, whether it be an essay or term paper, do your own work. Do not have someone else give you answers or write an assignment for you, this is considered cheating. This includes loaning your answers to other students to have a look. If that student copies from your work, both students are guilty of plagiarism and will receive no credit for the work.

Plagiarism, as defined in the 1995 Random House Compact Unabridged Dictionary, is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Plagiarism by students is considered [academic dishonesty](#) or academic fraud and offenders are subject to academic censure, up to and including [expulsion](#). Some individuals caught plagiarizing claim that they plagiarized unintentionally, by failing to include [quotations](#) or give the appropriate [citation](#) or reference.

Any student who commits plagiarism, copies work from others without giving them credit, has someone else do their work, or does not follow the Class Policies above, is subject to exclusion from the course or will receive an “F” for the dishonest work and a notice sent to the Dean of Student Affairs.

Please review <http://en.wikipedia.org/wiki/Plagiarism> and the Etudes Code of Conduct

Standards of Student Conduct:

Faculty members are charged with responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful, or obstructive behavior will be dealt with in terms specific to this syllabus and in accord with the LACCD Standard of Student Conduct. Select forms of disciplinary action appropriate to the misconduct may be taken by an instructor when there is evidence that the student’s behavior interferes with classroom instruction.

The following types of disciplinary action may be taken by an instructor:

- 1) Warning- A verbal or written notice, given to the student by an instructor. Continuation or repetition of the specified conduct may be cause for further disciplinary action.
- 2) Removal by Instructor - An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the concurrence of the instructor of the class. Online students would be blocked from class.

Academic Integrity:

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F" or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge.

Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

Forms of Behavior which Violate Academic Integrity:

- **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communications systems to text message during exams, taking pictures or images of exams, talking with others during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, paper, exams or other forms of assessment which are to be completed individually. This includes giving or sharing your paper with others.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

Students may refer to the College Catalog or the online student orientation at www.wlac.edu; click "Counseling, Assessment and Orientation," then scroll down to "Orientation" for complete details regarding the above policies.

How to contact the instructor:

During class dates, please use the Etudes Discussion, Private Mail.

After classes end, please use the campus mail stapleb@wlac.edu

Charles "Buck" Stapleton, Professor

Administration of Justice, Law, Real Estate

West Los Angeles College, Office: General Classroom Building, Room 180

Office: (310) 287 4221 E-mail: stapleb@wlac.edu

FINAL GRADE:

To calculate your final grade, check the Grade Book for your point total, then compare to the Grade Scale below:

Assignment/Quiz/Exam	Possible Points
4 quizzes, approximately 10-20 questions per chapter, lecture & syllabus	140 points
Quiz #1 30 questions. Questions are from Ch 1 & 2 & syllabus	
Quiz #2 30 questions. Questions are from Ch 3, & 4	
Quiz #3: 40 questions. Questions are from Ch 7 & 8	
Quiz #4: 40 questions. Questions are from Ch 9, 10, & 11	
6 Discussions at 10 points each:	060 points
Midterm: The midterm will consist of 100 questions:	100 points
Final Exam: The final exam will consist of 100 questions:	100 points
Total points possible:	400 points

Final Grade Scale:

400 to 360 = A, 359 to 320 = B, 319 to 280 = C, 279 to 240 = D. 239 and below = F