Spring 2024 Course Syllabus: CRIJ 2313-500 – Correctional System and Practice
This is the course syllabus, and it contains important information. Be sure to read the entire syllabus and contact me if you have difficulty understanding what is required for the successful completion of this course. This syllabus, and the accompanying course calendar, contains specific due dates for assignments. These documents should be read in their entirety and maintained for reference.

Instructor

Stacey S. White, Ph.D.
Assistant Professor of Government
Office: Virtual
Cellular: 405-947-9511
E-mail: stacey.white@sfasu.edu
Special Note: Online video lectures in the course room feature Dr. George Day, Ph.D., the Course Developer. Do not contact him for issues relating to this course.

Textbook Information

Title: American Corrections

Classroom Meeting Schedule and Location

This course is online in D2L. This format does not mean you are on your own and should not reach out to me if you need further explanation or guidance, and I will be interacting with you in the courseroom. You are welcome to contact me and request a telephone conference or ZOOM. Please note that this course closes at 5:00 p.m., Thursday, December 14th.

Best Contact and Guidelines

The best way to contact me is by text to my cell phone (see Instructor above), followed by SFA regular email at the address above - Do Not send me email through D2L/Brightspace. Please note, there are no emergencies in academia that require calling or texting at unreasonable hours. You should not text or call during weekends, or any day before 8:00 a.m. or after 6:00 p.m. – nothing we do in academia requires urgency. Do Not send me email through D2L/Brightspace.

Course Protection and Intellectual Property

This version of the online course was developed by Dr. George Day, and I have made minor changes as needed to accommodate scheduling and important information relating to administration. All work contained in this syllabus, the course calendar, and all handouts and assignments created by me are my intellectual property and are protected by law, and that created by Dr. Day is his. You do not have authorization to duplicate any part of the work without appropriate written permission.

Course Description
History, development, and philosophy of the criminal justice system, specifically the correctional system. Required for all criminal justice majors and minors.

Course Unit Schedule
A complete course Unit schedule is a part of this syllabus, you are expected complete online assignments and attend Zoom sessions as detailed in this document and the courseroom Units.

Justification of Credit Hours and Course Work Expectations
You are expected to spend an equivalent amount of time actually working in D2L/Brightspace and attending scheduled Zoom sessions as would normally be spent in the classroom. In addition, you are expected to spend time each week reading the required course materials, including the textbook and handouts provided in class or online in the courseroom. You should plan on spending a minimum of six hours preparatory time in addition to at least three hours online participation each week.

Course Related E-mail Guidelines
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All e-mails to me concerning class issues should include your name and course number reference (CRIJ 1301). All e-mails made to you concerning class issues will be directed to your SFASU e-mail address. You are individually responsible for checking your assigned SFASU e-mail in-box for messages. Likewise, your e-mails should be made to me through the SFASU e-mail system – Do Not send me email through D2L/Brightspace. Any attachments to e-mails must be in a Word Document format, unless directions specifically state otherwise.

Text required for Course The assigned textbook for this course is Introduction to Criminal Justice: A Balanced Approach, Second Edition, by Payne, B.K., Oliver, W.M. & Marion, N.E (2019). The readings are listed in the Course Calendar. You will be responsible for the assigned readings in order to respond to discussions and complete the quizzes, assignments, and examinations. You are responsible for reading all announcements, course documents and e-mails relating to this course.

Program Learning Outcomes:
The student will demonstrate an understanding of the purposes and operation of the major components of the criminal justice system, and the student will be able to critically analyze the criminal justice system and its aims and outcomes.

Course Learning Outcomes.
By completing this course, students should be able to:

• Explain the function of each component of the criminal justice system as well as each component’s relationship with the others.
• Identify the different methods used to collect and disseminate information about crime trends
• Understand the foundational concepts of major theoretical explanations of crime and deviance.

**Desired Competency**

You will demonstrate your understanding of the purpose, mission, elements, and interoperability of the U.S. Criminal Justice System.

**Student Responsibility**

You retain the responsibility to follow the guidelines of the course syllabus; comply with university regulations; read all assigned material and postings specific to this course; comply with due dates, submission guidelines, and my directions. Do Not send me email through D2L/Brightspace. Do not abuse the privilege of having access to my cellphone number – please refer to Best Contact and Guidelines on page 1 of this syllabus. Do Not send me email through D2L/Brightspace. You are an adult and retain the responsibility of regulating your behavior in a manner that will be conducive to learning and attaining a passing grade for the course. You are expected to comply with the following general rules of civility:

You are expected to participate in courseroom regularly and complete all activities in a timely manner, demonstrating clear evidence of your effort. As an example of “timely manner”, primary discussions should be posted at least three days before the end of the Unit to allow others to respond.

You are to actively participate in courseroom discussions, and while you are free to express your personal views, you must also respect the views of others. I maintain the right to censor any discussion that is becoming disruptive to the learning process. I believe in freedom of individual opinion and speech, but there is no right affirmed allowing the harm of others physically or emotionally.

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You retain the responsibility to make notification of special needs and/or circumstances to the University, Department Chair, and to me.

Because you are an adult, it is inappropriate to have your parents calling on your behalf requesting special consideration, complaining about workload, or about course content. The course syllabus is not a menu and you do not have the option of choosing what items to complete and tasks to perform. Failure to submit all of the required material in this course will result in your failure of the course.

You are participating in a course designed to prepare you for a career as a public servant. The U.S. Supreme Court has repeatedly upheld higher standards for those involved in public service, particularly those professions related to criminal justice. You are expected to read carefully and
to fully comply with the academic honesty policy contained in this syllabus. Be sure to read the policy contained in the missed examinations section, and please do not ask me to deviate from the policy. Again, you are an adult and should be responsible in your approach to this course – this should reflect how you will behave in your career workplace. Violations of the rules of Student Responsibility may result in a student conduct complaint being filed with the SFA Office of Student Rights and Responsibilities.

This course does not offer a menu selection – you are expected to perform all the work assigned.

Failure to submit work may result in a grade assignment of “F”. All work detailed for a Unit must be completed by the Unit Due Date.

**Assessment Methods**

There is a total of 100 quality points (QP) available in this class. The course breakdown of the final grade is made in the following manner:

Four Subject Area Examinations = 60 QP  
Unit Quizzes = 15 QP  
Assignments = 15 QP  
Final Examination = 10 QP

The course grade will be based as follows:

- 90 QP and above = A  
- 80 QP to 89 QP = B  
- 70 QP to 79 QP = C  
- 60 QP to 69 QP = D (This will require a repeat of the course for CJ Majors)  
- Below 60 QP = F (This will require a repeat of the course for CJ Majors)

**Units/Modules – Read Carefully!**

There are fifteen Units/modules in this course, as designated in the included Course Calendar. Most Units require textbook readings, viewing the associated lecture(s), completing assignments associated quizzes, and any exams assigned for that week. Each Unit is scheduled for seven (7) days, which should give you ample time to complete the work, Monday morning through the following Sunday. The exception is Unit One, which is altered to accommodate the midweek starting date of the term.

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Each Unit will be open from 8:00 a.m. the morning of the first day, through the following end-date at 11:30 p.m. – once closed, the Unit will not be reopened. You are going to have to commit to getting your work done within the seven-day period. The Final Exam does not follow this schedule, it closes at 5:00 p.m. on December 14th. All things detailed for the Unit must be completed by the Unit Due Date.

**Required Course Work**
Subject Exams: There will be four subject area exams, each one following a major section of the course. All exams will utilize a variety of question types. Exam dates are posted on the course calendar.

Final Exam: Students will take a comprehensive final exam at the end of the semester. The final exam will utilize a variety of question types. The date of the final exam is posted on the course calendar.

Quizzes: Each unit will include a quiz covering material from the readings. Students may attempt each quiz up to three times. Due dates for quizzes are posted on the course calendar.

Assignments: Each unit will include one or more critical thinking questions to which students are required to respond. Responses should be submitted in an MS Word format (MS Word is available to students free through MySFA) by the unit due date indicated on the course calendar.

Incomplete course work

Late assignments will not be permitted without approval obtained from the instructor based on extenuating circumstances. This is an online course, so proper planning will allow extended periods to prepare and submit work in most situations. Extenuating circumstances include, but are not limited to:

Military deployment, religious holidays/observances, court appearances, jury duty, family emergencies, personal or immediate family illness, or participation in student athletics or other university approved activity. Please note the following course policies regarding course work missed because of absences:

- Students who miss exams because of participation in student athletics or other university approved activities will be permitted to take a make-up exam at the professor’s convenience. Student athletes are expected to know their team’s travel schedule and plan accordingly.
- Students who miss assignments for reasons other than student athletics or other university approved activities will need to provide acceptable documentation of the absence.
- Acceptable documentation includes but is not limited to: Notices from doctors/medical providers on official stationery that include the date(s) of illness; published obituaries that include date of funeral services; copy of military orders; or a copy of jury duty summons or other judicial document supporting a court appearance.

Missed Examinations

Generally, all examinations must be completed as scheduled; however, in the event of a missed examination, I reserve the right to review the circumstances and allow alternatives. You should contact me as soon as you know that you will miss an examination or as soon after missing one as possible, within the communication guidelines. Alternative examinations will not be permitted
when the cause is “forgetting” or “overlooking” requirements.
SFA Standardized Syllabus Language Academic Integrity (4.1)

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The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to:
(1) Copying from the test paper (or other assignment) of another student,
(2) Possession and/or use during a test of materials that are not authorized by the person giving the test,
(3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member,
(4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test,
(5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit,
(6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially. Withheld Grades Semester Grades Policy (5.5) Please copy and paste the following information regarding Withheld Grades into your syllabus. Add additional information as needed to meet your departmental or course needs.
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

Students with Disabilities

To obtain disability-related accommodations, alternate formats, and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/

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Student Wellness and Well-Being

SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:

The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

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SFA Human Services Counseling Clinic Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041
The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.
To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
• Health Services
• Counseling Services
• Student Outreach and Support
• Food Pantry
• Wellness Coaching
• Alcohol and Other Drug Education
www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:
• Burke 24-hour crisis line: 1.800.392.8343
• National Suicide Crisis Prevention: 9-8-8
• Suicide Prevention Lifeline: 1.800.273.TALK (8255)
• johCrisis Text Line: Text HELLO to 741-74

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Final Exam 8:00 a.m. MAY 06 – 5:00 p.m. MAY 09
Course Ends MAY 09