

Lake-Sumter State College Course Syllabus

Course Information:

Course Prefix and Number: CJC 2300

Course Title: Correctional Administration

CRN: 10525

Credit Hours: 3

Semester: Fall

Class Days, Location, Time: Online

Course Description: This course will examine the functions of correctional administrators and the issues that will drive their roles. Topics covered include correctional management and administration, managing offenders, managing the environment, managing correctional staff and the future of corrections.

Instructor Information:

Name: Greg Bridgeman

E-Mail: Bridgemg@lssc.edu

Office Location: Building MS Room 217

Phone: 352 323 3636 (Office) or 270 348 5032 (Cell)

Office Hours:

Monday 0900 – 1200

Tuesday 1100 – 1400

Wednesday 1300 – 1500

Thursday 0900 – 1100

Friday By Appointment

Fall 2020 Office Hours are virtual. Students should contact their instructor in Canvas Inbox during these posted times. Instructor will be monitoring messages actively during these times and will respond within minutes. Students may also request Zoom or phone conference by sending a Canvas Inbox message. Instructor will respond with available times. Please allow for a 24-hour turnaround on these requests. Other times are available by appointment.

Vital Communication Information:

For e-mail, please note that all students are required to use Lakehawk Mail for official college e-mail communications. See the college webpage for [instructions on activating Lakehawk Mail](#).

Sending a private message using the INBOX in Canvas is always the most secure method of contacting your instructor.

Please remember that any contact with your Instructor should be of a professional nature. If you leave a voice mail message be clear, concise, and include your contact and class information. Follow up verbal conversations with a written account via INBOX in Canvas or e-mail.

Prerequisites/Co-requisites:

Prerequisites: Successful completion of all college preparatory composition and reading courses indicated through placement testing.

Co-requisites: N/A

Textbook & Other Course Materials:

Correctional Administration 3rd Edition

ISBN: 9780133770766

Technology Requirements:

Canvas is a required component of this course. Students unfamiliar with Canvas are expected to complete the Student Orientation course located in Canvas within the first week of classes.

See the [LSSC Student Technology Help Desk web page](#) for more information on how to obtain Microsoft Office 365 as an LSSC student.

Major writing assignments need to be created and saved in a file format that is compatible with Microsoft Word. If using a word processing program other than Word, it is the student's responsibility to adhere to all formatting and submission requirements. Please ask for help if you are unsure how to save a file in a Word-compatible format.

Course Student Learning Outcomes:

The following outcomes will be assessed in this course. An "outcome" is defined as something students take with them beyond this course. After successful completion of this course, the student will...

CCJ2300.1 – The student will know how to identify and resolve complex issues in today's complex correctional environment.

CCJ2300.2 – Know the process to resolve administrative issues affecting both employees and inmates in our multicultural society.

CCJ2300.3 – The student will identify strategies for identifying issues and resolving these issues in accordance with society norms and organizational standards.

CCJ2300.4 – The student will be familiar with the procedures for record keeping.

CCJ1000.5 – Explain the legal issues and liabilities of inmates and correctional personnel.

Please note: Students may vary in their competency levels on these abilities. You can expect to acquire these abilities only if you honor all course policies, attend classes regularly, complete all assigned work on time and meet all other course expectations of you as a student.

Course Objectives:

Objectives are defined as what the course will do and/or what the students will do as part of the course.

Institutional Policies & Procedures:

Academic Integrity:

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet. See the [college catalog](#) for complete statement.

Important Information for Students with Disabilities:

Any student with a documented disability who requires assistance or academic accommodations should contact the Student Accessibility Services immediately to discuss eligibility. The Student Accessibility Services (SAS) is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3589 and specific information about SAS and potential services can be found at [Student Accessibility Services](#).

Privacy Policy (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99) is a Federal law that protects the privacy of a student's education records. In order for your information to be released, a form must be signed and, in your records, located in the Admissions/Registrar's Office.

Zero-Tolerance for Violence Statement:

Lake-Sumter State College has a policy of zero tolerance for violence as stated in College Board Rule 2.17. Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.

LSSC Safety Statement:

Lake-Sumter State College values the safety of all campus community members. **If you have an emergency, call 911.** Otherwise, to report a concern, suspicious activity, or to request a courtesy escort, call Campus Safety:

(352) 516-3795 Leesburg
(352) 536-2143 South Lake
(352) 303-7296 Sumter

LSSC also has a free safety app, **Lake-Sumter Safe** that is available for download. You will receive important emergency alerts and safety messages regarding campus safety via LSSC Alert. You are opted into this system when you become an LSSC student. For more information regarding safety and to view available resources, visit the [Campus Safety](#) web page.

Attendance/Withdrawal Policies

Initial Attendance:

Initial attendance will be entered at the end of the second week of the semester/mini-mester. A student who has not met initial attendance requirements will be marked as "not-attending" and administratively withdrawn from the class. The withdrawn student is still financially responsible for the class. See the [college catalog](#) for more details.

Withdrawal:

Once the Add/Drop period passes, students deciding to discontinue class attendance and/or online participation have the responsibility for formal withdrawal by the withdrawal deadline.

Withdrawal Deadline:

9/25/2020

Instructor Policies:

Cheating:

Cheating is a violation of the Academic Integrity policy of Lake-Sumter State College. Cheating includes:

Any attempt to deceive or mislead the instructor in arriving at an accurate and fair grade assessment.

Plagiarism (see below) is a form of cheating wherein ideas or the work of another is presented as one's own (copying the work of someone else without properly citing and paraphrasing).

Using prohibited resources (this includes, but is not limited to) publisher-provided instructor manuals or solutions manuals. If you search the internet using the homework question and you find an answer, chances are good that it is from the Instructor manual, and it is considered cheating. I have these materials and use them during the grading process. Any similarities will be investigated and may lead to a cheating accusation.

Giving unauthorized assistance to another student (sharing your work with another so they can put their name on it and hand it in as their own).

Using one's own (or someone else's) previously graded work constitutes cheating.

Cheating will result in the following measures:

The first instance of cheating will result in a zero on the assignment, an official warning, and a report of the incident will be submitted to the Director of Student Development. You will also be required to attend a seminar on Cheating and Plagiarism conducted by Student Affairs.

The second instance of cheating will result in a failing grade for the course. A report of the incident will be submitted to the Director of Student Development. The Director may file the report in your permanent record and/or take further disciplinary action.

Warning: sharing a friend's personal computer and/or files can cause integrity violations. Sharing your files with another student will also result in the actions listed above.

Refer to the college catalog for full statement on Academic Integrity.

Plagiarism Policy:

Citations and work cited pages are required for all work that contains research materials outside of the student's own work. This includes, but is not limited to, team projects, exercises, discussions, and research papers. Use the formatting example provided.

When writing any assignment, it must be in your own words. Be sure to paraphrase properly, and if you must use quotes, be sure to cite them properly.

When grading student assignments, I will randomly check sources. Any materials not properly cited or that appear to be plagiarized will be subject to the Cheating policy shown above.

Research papers will be submitted to Grammarly for validation. Please see specific assignments in the course for details.

Refer to the College catalogue for the full statement on Academic Integrity.

Late Work/Extensions:

All work is to be turned in immediately upon the date it is due. Work will not be accepted after this time except under the most extreme circumstances with proper documentation such as hospital stay, police report, military assignment, etc.

Do not wait until the last minute to prepare and complete your assignments. Software, hardware and Internet problems are not acceptable excuses for incomplete assignments. Work schedules and “I forgot” are not acceptable excuses for late work.

There is no make up for quizzes, exams, or tests, except under the documented circumstances listed above, so please check the syllabus calendar early and plan accordingly. Use your time management skills fully.

Classroom Etiquette:

Be respectful of your instructor and fellow classmates at all times

Grading Information:

Grading Scale:

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F 59% and below

Assignment Overview & Grade Breakdown:

Category	Description	Points or %
Chapter Quizzes	Multiple Choice/True/False	10 points each/130 points
Assignments	Research Paper (Students will be provided formatting guidelines that must be followed.)	100 Points
Discussion Boards	1 Initial post and 2 responses to other student postings	30 Points each /210 Points
Mid Term	Multiple Choice/True/False	50 Points
Final Exam	Multiple Choice/True/False	50 Points
	Total Points	540

Course Calendar:

Week	Begins	Ends	Objectives & Reading Assignments	Items Due
1	8/24	8/30	Introductory DB Chapter 1/2	Chapter Quiz Chapter Discussion Board Due Sunday 8/30 11:59 PM
2	8/31	9/6	Chapter 3/4	Chapter Quiz Chapter Discussion Board Due Sunday 9/6 11:59 PM
3	9/7	9/13	Chapter 5 Labor Day 9/7 Holiday	Chapter Quiz Chapter Discussion Board Due Sunday 9/13 11:59 PM
4	9/14	9/20	Chapter 6/7	Chapter Quiz Mid Term (Chapters 1 through 7) Chapter Discussion Board Due Sunday 9/20 11:59 PM
5	9/21	9/27	Chapter 8/9	Chapter Quiz Chapter Discussion Board Term Paper Due Sunday 9/27 11:59 PM
6	9/28	10/4	Chapter 10/11	Chapter Quiz Chapter Discussion Board Due Sunday 10/4 11:59 PM
7	10/3	10/10	Chapter 12/13	Chapter Quiz Chapter Discussion Board Final Exam Chapter 1-13 Due Sat 10/10 11:59 PM

Basic Needs Statement:

Any student who faces challenges securing basic needs such as food or housing and believes this may affect their performance in the course is encouraged to contact a campus dean at deanofstudents@lssc.edu. The deans will then be able to share any resources at their disposal.

Syllabus Disclaimer:

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to students. The instructor reserves the right, acting within policies and procedures of Lake-Sumter State College, to make necessary changes in course content or instructional techniques with notification to students.