

Fall 2012 Criminal Justice

CJCR 1304: Probation and Parole (3 credit hrs)

Face to face instruction M, W, F 9:00 – 9:50am

Start Date: 8/27/2012 End Date: 12/14/2012

Instructor Information: Shawndee Kennedy

Email: skennedy@odessa.edu

Phone: 335-6455

Office: ET 154

Fall 2012 Office Hours:

Monday: 10 – 12

Tuesday: 11 – 12 and 1 -3

Wednesday: 10-12

Thursday: 11 – 12 and 1 - 3

Friday: By appointment only

Help from the instructor is available at **YOUR REQUEST**. You may make an appointment or come by my office during office hours. Tutoring is available through the LRC.

Student Success Coaches

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

Course Description:

A survey of the structure, organization and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines.

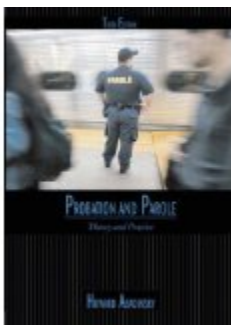
Prerequisite: None

ICOs – 1, 2

Course Objectives:

1. The student will be able to describe the professional qualifications for employment as a probation or parole officer (1, 2).
2. The student will be able to demonstrate skills in management and treatment practices (1, 2).
3. The student will be able to create and develop community relations strategies (1,2).

Required Reading/Materials:



Probation and Parole: Theory and Practice

10th Edition

Howard Abadinsky

Course Requirements (Lectures, Assignments, Assessments and Reading)

DATES	ASSIGNMENT	DESCRIPTION
08-27-12 to 8-31-12 Monday – introductions and syllabus Wednesday – lecture Friday quiz over Ch 1	Chapter 1: Probation and Parole in Criminal Justice	Pages 2 – 19
09-03-12 to 09-07-12 No class Monday – Labor Day Quiz Ch2 Friday	Chapter 2: Probation History and Administration	Pages 22 – 49
09-10-12 to 09-14-12 Quiz Ch 3 Friday	Chapter 3: Sentencing and the Presentence Investigation	Pages 50 – 79
09-17-12 to 09-21-12 Quiz Ch 4 Friday	Chapter 4: The Probation Officer and Juvenile Justice	Pages 80 – 132
09-24-12 to 09-28-12 Quiz Ch 5 Friday	Chapter 5: The American Prison System	Pages 134 – 164
10-01-12 to 10-05-12 Quiz Ch 6 Friday	Chapter 6: Parole and Indeterminate Sentence	Pages 166 – 185
10-08-12 to 10-12-12 Quiz Ch 7 Friday	Chapter 7: Parole Administration Services	Pages 186 – 218
10-15-12 to 10-19-12 Quiz Ch 8 Friday	Chapter 8: Rehabilitation Theory and Practice	Pages 220 – 250
10-22-12 to 10-28-12 Quiz Ch 9 Friday	Chapter 9: Probation and Parole Officers	Pages 252 – 275
10-29-12 to 11-02-12 Quiz Ch 10 Friday	Chapter 10: Probation and Parole supervision	Pages 276 – 311
11-05-12 to 11-09-12 MIDTERM EXAM Friday	In class review for midterm exam.	The midterm exam will consist of multiple choice, short answer and listing questions. We will review the material in class during

		this week.
11-12-12 to 11-16-12 Quiz Ch 11 Friday	Chapter 11: Special Problems and Programs in Probation and Parole	Pages 312 – 349
11-19-12 to 11-23-12 Group project topic due Monday Thanksgiving week: College closed 11-20 thru 11-23; No class Wednesday or Friday	We will do a group project and the topic will be due Monday.	
11-26-12 to 11-30-12 Quiz Ch. 12 Friday	Chapter 12: Intermediate Punishments	Pages 349 – 378
12-3-12 to 12-7-12 Group project presentation in class	Group project presentations due in class Conclusion: The Future of Probation and Parole	Pages 380 - 392
12-10-12 to 12-13-12 Final exam date and time to be released later	Final Exam	Final exam will consist of multiple choice, short answer, true/false, and essay questions.

Assignments

Discussion and attendance: **15% of final grade**

Each student will be expected to participate in class discussions and be in class and on time. Over 7 unexcused absences will cause you to receive 0% for this portion of your grade.

Group project: **20% of final grade**

There will be a group project during the semester. I will be assigning groups and you are responsible for picking out a topic relevant to

probation and parole. The projects will be presented during class later in the semester. I will give more information during the semester.

Midterm Exam: 20% of final grade

The midterm will be a combination of multiple choice, short answer and listing questions. Date and time of the exam will be posted later.

Quizzes: 20% of final grade

Each Friday we will have a short quiz (10 questions) over the chapter we have covered that week. Each student is responsible for reading the chapter. Quiz questions will come from the textbook and lectures. A review will be available to work on outside of class during the week. If you miss a quiz, you cannot make up the quiz unless your absence was excused. The quiz will consist of multiple choice, true/false, listing questions, fill in the blank and short answer.

Final Exam: 25% of final grade

The final exam will be a comprehensive exam. In other words, your final will cover what you have learned through the entire semester. The final exam will be a combination of multiple choice, essay/short answer, true/false and listing questions.

Grading Policy

90-100 – A

80-89 – B

70-79 – C

60-69 – D

Below 59 – F

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in

this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a librarian" service provide additional help.

Student E-mail

Please access your [Odessa College Student Email](#) by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All correspondence will be submitted using your Odessa college email.

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at [432-335-6878](tel:432-335-6878) or online at http://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

Information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the [Odessa College Handbook](#).

DISCLAIMER: Each student is responsible for checking the syllabus frequently as it will be updated as often as needed.

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - having my work or childcare schedule changed so that my classroom attendance is affected.

3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - attend class regularly to keep up with assignments and announcements.