**ESSEX COUNTY COLLEGE**

**Social Sciences Division**

**CJI 123 – Correctional Administration**

**Course Outline**

**Course Number & Name:**  CJI 123 Correctional Administration

**Credit Hours:**  3 .0 **Contact Hours:**  3.0 **Lecture:** 3.0 **Lab:**  N/A **Other:**  N/A

**Prerequisites**:  Grade of “C” or better in CJI 121

**Co-requisites:** None **Concurrent Courses:** None

**Course Outline Revision Date:**  Fall 2010

**Course Description**: This course examines the principles of organization and management as applied to correctional institutions. It covers the theoretical and practical aspects of correctional management. Factors such as organization, decision making, values, human relations, and power are considered.

**Course Goals:** Upon successful completion of this course, students should be able to do the following:

1. identify, discuss, explain, and examine the management and administration and social influences on the American corrections system;
2. identify, discuss, and examine the management of offenders;
3. discuss, explain, and explore the management of the environment, i.e., the prison setting;
4. identify, discuss, and examine the management of the correctional staff;
5. identify, discuss, explain, and examine the future of correctional administration;
6. describe the relationship of corrections to federal, state, and local governments;
7. discuss and examine the manager’s role as leader, strategist, planner, and designer of structure; and
8. discuss and examine the concepts of strategy, unpredictability, chance, failure, limits of power, and other sobering forces that influence management.

**Measurable Course Performance Objectives (MPOs)**: Upon successful completion of this course, students should specifically be able to do the following:

1. Identify, discuss, explain, and examine the management and administration and social influences on the American corrections system:

1.1 *describe the evolution of managerial theory and its impact upon correctional practice*; and

1.2 *discuss the various management theories, their shortcomings, and their practical application within the correctional system*

**Measurable Course Performance Objectives (MPOs)** (continued):

2. Identify, discuss, and examine the management of offenders:

2.1 *identify, examine, and discuss which portions of private sector managerial practices can/cannot be successfully implemented in a correctional organization as related to productivity*;

2.2 *identify, examine, and discuss which portions of private sector managerial practices can/cannot be successfully implemented in a correctional organization as related to staff evaluations;* and

2.3 *identify, examine, and discuss which portions of private sector managerial practices can/cannot be successfully implemented in a correctional organization as related to inmate-staff interactions*

3. Discuss, explain, and explore the management of the environment, i.e., the prison setting:

3.1 *describe and discuss chain of command within the correctional system*;

3.2 *describe and discuss the relationship between the legal system and corrections;*

3.3 *describe, discuss, and explain the role of law, court decisions, and legislation in correctional operations;* and

3.4 *discuss dependencies on private goods and contractual services*

4. Identify, discuss, and examine the management of the correctional staff:

4.1 *identify and analyze current issues and trends in correctional administration*;

4.2 *describe and discuss historical trends in correctional philosophy;*

4.3 *describe and discuss how the various trends in society influence the management and goals of correctional agencies;* and

4.4 *describe and discuss how ethical considerations lead to changes in correctional regulations and standards*

5. Identify, discuss, explain, and examine the future of correctional administration:

5.1 *describe the decision-making process of professional managers*;

5.2 *explain the difference between leadership and management;* and

5.3 *compare and contrast the various leadership styles with emphasis on analyzing the strengths and weaknesses of each*

6. Describe the relationship of corrections to federal, state, and local governments:

6.1 *describe and explain the three branches of government*;

6.2 *describe and explain the role of the courts in correctional history;* and

6.3 *compare and contrast local agencies with state and federal agencies*

7. Discuss and examine the manager’s role as leader, strategist, planner, and designer of structure:

7.1 *evaluate a strategic plan for corrections administration*; and

7.2 *discuss and explain the concepts of improvisation and flexibility as they relate to successful management*

**Measurable Course Performance Objectives (MPOs)** (continued):

8. Discuss and examine the concepts of strategy, unpredictability, chance, failure, limits of power, and other sobering forces that influence management:

8.1 *evaluate and apply principles of effective leadership and management*; and

8.2 *examine the conflicting forces and obstacles to effective management practices*

**Methods of Instruction**: The instructor may use any combination of the following instructional methods: lectures, group activities, role play, oral presentations, essays, research assignments, films, cable, news and television programs, films, field trips, and community outreach projects.

**Outcomes Assessment:** Quiz and exam questions (if applicable) are blueprinted to course objectives. Checklist rubrics are used to evaluate non-test type assessment instruments (e.g., reaction papers, oral presentations, projects, etc.), for the presence of course objectives. Data collected will be analyzed to provide direction for the improvement of instruction, viability of class assignments, relevancy of assigned course materials, and evaluation of instructional time spent on specific topics.

**Course Requirements:** All students are required to:

1. Maintain regular and prompt attendance to all class sessions.
2. Complete homework assignments (if applicable).
3. Complete all assigned written and oral exercises in and outside of class (scored grading).
4. Completed the MIDTERM and FINAL Assessment Activities (paper, presentation and/or project) on time.
5. Voluntarily participate in class discussions, exercises and group projects.

6. Complete all assessment activities that are scheduled.

7. Follow any specific class requirements mandated by the instructor.

**Methods of Evaluation:** Final course grades will be computed as follows:

**% of**

**Grading Components final course grade**

* Attendance/Participation  **15 – 25%**

Attendance points will be computed based on the ratio of the number of days attending the course during a regular semester (i.e., 28 contact days). A similar procedure will be used to determine participation points.

* **Notebook and Table of Contents**  **0** – **5%**

The notebook is a practical exercise designed to assess students’ abilities to organize large volumes of information and allows students to create a reference source of all material related to course objectives for themselves.

* Topic Sentence Outlines 0 **–** 5%

Topic sentence outlines are practical exercises designed to enhance students’ reading comprehension and study skills.

* Oral Exercise/Report 5 **–** 10%

The brief oral exercise/report is designed to provide students with an opportunity to enhance their oral communication skills.

* **PowerPoint Presentation**  **15** – **25%**

The PowerPoint presentation first requires students to create and develop a proposal to address a major problem relevant to corrections administration that will save taxpayers money and not reduce correction personnel or subject the public to harm. It will also provide students with the opportunity to enhance their technological skills in an academic environment.

* **Midterm and Final Assessment Activities 45** – 55**%**

The Midterm and Final assessment activities to be administered in appropriate weeks of the semester should be related to course goals and will provide evidence of student synthesis of course content and mastery of the course objectives.

* **Extra Credit** 
  + Programs, Lectures, Seminars and/or Workshops – internal or external relevant programs, lectures, seminars and workshops, which are related to the course objectives, are informational for the student, who will be required to prepare brief written summary of the event/program. These opportunities provide students with a chance to engage in academic scholarship.
  + Voter Registration – provide written evidence of participation in the electoral process

**Academic Integrity:** Dishonesty disrupts the search for truth that is inherent in the learning process and so devalues the purpose and the mission of the College. Academic dishonesty includes, but is not limited to, the following:

* plagiarism – the failure to acknowledge another writer’s words or ideas or to give proper credit to sources of information;
* cheating – knowingly obtaining or giving unauthorized information on any test/exam or any other academic assignment;
* interference – any interruption of the academic process that prevents others from the proper engagement in learning or teaching; and
* fraud – any act or instance of willful deceit or trickery.

Violations of academic integrity will be dealt with by imposing appropriate sanctions. Sanctions for acts of academic dishonesty could include the resubmission of an assignment, failure of the test/exam, failure in the course, probation, suspension from the College, and even expulsion from the College.

**Student Code of Conduct:** All students are expected to conduct themselves as responsible and considerate adults who respect the rights of others. Disruptive behavior will not be tolerated. All students are also expected to attend and be on time for all class meetings. No cell phones or similar electronic devices are permitted in class. Please refer to the Essex County College student handbook, *Lifeline*, for more specific information about the College’s Code of Conduct and attendance requirements.

**Course Content Outline:** based on the text by **Correctional Administration: Integrating Theory and Practice**. (2002). Seiter, Richard P. Prentice Hall.

**Unit Topics to be Covered**

1 Correctional Management – Correctional Administration: Past and Present; Leadership and Management of Corrections; Creating a Vision, Mission Statement and Strategic Plan

2 Managing Offenders – Punishment and Other Correctional Goals; Programs and Services; Offender Classification and Risk Assessment

3 Managing the Environment – The Prison Setting – Staff Organization and Function; Creating a Safe Environment; Managing Disruptive and Violent Inmates; the Basics: Food, Housing, and Medical Care

4 Managing Correctional Staff – Human Resource Management for Corrections; Supervising and Empowering Employees; the Role of Staff in Corrections

5 The Future of Correctional Administration – Critical Issues for Correctional Administration; Confronting the Increasing Cost of Corrections

Note: In CJI 123, the instructor must cover the 5 units listed above minimally in any reasonable order throughout the duration of the semester/term. In addition, the instructor must provide context for the relevant aspects of the criminal justice process. Suggested assessment activities to be performed at midterm and at the conclusion of the course are listed below.

Suggested Midterm Assessment Activities – Prepare topic sentence outlines of each chapter of the first half of the textbook; Deliver chapter presentations; Complete a correctional terminology assessment activity

**Suggested Final Assessment Activities** – Prepare topic sentence outlines of each chapter of the last half of the textbook; Deliver chapter presentations; Complete an identify-a-correction-problem-and-develop-a-solution exercise; Complete a correctional terminology Assessment