Professor: Deborah Hartley, Ph.D.
Office: M1.124 (MO Building-next to SETB)
Phone: 956-882-7266
Office Hours: TBA
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Course Description: This course is designed to “examine the role and techniques of casework in corrections with emphasis on integrating casework and counseling responsibilities and procedures. The course includes an examination of therapy techniques and processes in various correctional settings, and studying of service delivery programs tailored to the specific needs of correctional clients.”

Course Objectives:

**Goal 1:** The student will develop and apply knowledge regarding selected criminological theory, interviewing techniques, Presentence Investigation Reports, assessment and classification tools utilized in corrections, and various correctional counseling and service delivery techniques.

**Objective A:** The student will complete assigned readings and be prepared to discuss these readings in class.

**Objective B:** The student will be expected to demonstrate an understanding of the assigned material through in-class examinations and online quizzes.

**Objective C:** The students will conduct an in-class Interview Exercise with verbal and written components.

**Objective D:** The students will discuss class material within Blackboard’s Discussion Board.

**Goal 2:** The student will develop and improve verbal communication, critical thinking, and writing skills.

**Objective A:** The students will conduct an in-class Interview Exercise with verbal and written components.

**Objective B:** The students will discuss class material within Blackboard’s Discussion Board.

Course Requirements:

1) Be an Active Learner: I want all of you to be an “active learner.” What this means is that you buy/rent the required textbook, keep up with all of the assigned text readings, review all instruction sheets carefully, and ask the professor if you have any questions about readings or assignments. Being an active learner also means that you check Blackboard regularly (and your UTRGV email) for class announcements and newly posted course information. Being an active learner means that you put the effort into earning your class grade and your degree. Don’t wait until the last week of class to worry about your grade—be an active learner throughout the semester. This is especially important if you are graduating. Your grade will reflect the amount of work and effort you put into this class—Do not ask your professor to “bump up” your grade at the end of the semester.

2) Class Participation & Attendance: Students will be expected to have read assigned textbook readings prior to class and be prepared to discuss the material in an open, respectful environment. Students are highly encouraged to share their opinions and experiences. Do not talk when others are speaking or when I am lecturing—it is rude and you may be asked to leave. Turn your cell phones off/put on vibrate before class. Attendance will be taken each class period with a sign-in sheet. Students are expected to attend scheduled class meetings, and to come to class on time. If you have to come in late, come in quietly and don’t disrupt the class and the lecture—it is rude. If a student has a valid reason for not attending a class session, please inform the instructor in advance. You may be asked to provide documentation regarding your absence. Because you have chosen this class schedule, your work schedule will not be considered a valid excuse for absences.

*If you have 5 un-excused absences from class, you will be dropped from the class for excessive, unexcused absences (see the University Policy below). If you have someone else sign in for you, that is a form of cheating.

3) Syllabus Quiz (Online): There is a short Quiz over the class Syllabus that you will take online using Blackboard (not during class time). The quiz will consist of 10 multiple choice and true/false questions, and is timed at 10 minutes. Access the quiz by clicking on the “Quiz” button in Blackboard—the quiz is not open notes/Syllabus. The quiz will cover general policy information from the class Syllabus. Questions appear all at once and you must complete the quiz in one sitting—instructions will be posted in Blackboard. The quiz will automatically close (at 11:59pm on the due date) after the time is up whether you have finished or not. You must complete the quiz within the posted date/time range—it will be left open across a couple of days, so you cannot take it late.

4) Discussion Board Assignments (Blackboard): Discussion Question assignments can be accessed by clicking on the “Discussion Board” button in Blackboard. Post your answers to each discussion question within the Discussion Board. Detailed instructions and grading information will be posted in two places in Blackboard—under the “Course Materials” button, and under the “Discussion Board” button itself. Each original Discussion Board post must be a minimum of 400 words in length. You are also required to post a reply to at least one other students’ posting. Click on their post and hit the “reply” button. This is your chance to interact with your fellow students. Remember to be respectful when discussing other student postings. Your reply to a fellow-student’s post must be a minimum of 50 words in length (do you agree/disagree with their post and why). Do not re-type the original questions—just answer the questions as a comprehensive whole (a mini-essay). Adding headings or citations or your name will not be counted toward the total required word count (and you do not need headings or citations). Do not use quotes paraphrase the material—it is always better to use your own words! Never plagiarize—plagiarism will result in a zero. For more information about how to avoid plagiarism, go to: http://sja.ucdavis.edu/files/plagiarism.pdf Instructions for using the Discussion Board are posted under the “Course Materials” button. The Discussion Board is set up so that you will not be able to view your fellow student’s posts until you have posted your original post 1st—in other words, answer the discussion question(s) first and then you will be able to reply to a fellow student. Be sure to double check that your Discussion Board posting was successful—if it is blank I cannot grade it. If you submit the wrong assignment (or a blank post) it will be considered late until the correct assignment is submitted. I will not accept emailed assignments. Also, you will lose 5 points if your 1st post is blank, even if it is turned in before the deadline—double check your work to make sure that you have posted correctly.

5) In-Class Interview Exercise: Chapter 5 in the textbook covers interviewing techniques. I am going to provide the class with offender information, and you are going to pair up with a classmate and you will take turns pretending to be the offender (who is being interviewed), and a Probation Officer conducting a Presentence Interview with the offender who is awaiting sentencing. You are role-playing as the interviewee and the interviewer. You will then critique each other’s interview skills at the end of class with a critique form that I will provide.

6) In-Class Exams: Students will be given a Midterm Exam and a Final Exam covering assigned readings and class discussions. Each exam will consist of 50 multiple choice and true/false questions. Students must finish the exam within class time (not online). Exam reviews will be discussed in class and posted in Blackboard. Students will be required to bring a Scantron (Form # 882-E or a compatible form) and a #2 pencil with an eraser to class for the exams, which can be purchased at the bookstore. If you use a pen on your exam, or if your Scantron is in such poor shape that the Scantron machine cannot read it, your exam will not be graded. Only answers marked on the Scantron will be graded. If you are caught cheating on an exam, you will fail the exam and you will be
reported to academic affairs and fail the class. Be sure to use the restroom prior to the exam. If a student is more than half an hour late to take a scheduled exam, that student will not be allowed to take the exam. If you cannot make it to the midterm exam due to a documented emergency, you need to contact me within TWO DAYS to schedule a make-up exam, and you must take the make-up exam within the same week the exam was given, and you must provide documentation (e.g. a doctor’s note). Make-up exams will be in essay or short answer format. The final exam cannot be taken after the time/date in this Syllabus because final grades will be due. Exams are NOT open book/notes/etc.

**Late Work Policy:** You may turn in class assignments (not exams/quiz) late, but you will lose 10 points for every day the assignment is turned in late, including the weekends. Work will be considered late until it is submitted correctly, and work will be considered late even if is turned in one minute past the deadline. Do not wait until the last minute to submit your assignments because you never know when you will have computer/Internet problems.

**Current Events:** New developments in the field of criminal justice will be examined throughout the semester to reflect the constantly evolving nature of the field. Updated statistics and developments will be presented to supplement the required textbook, and current events in criminal justice will be discussed in class throughout the semester.

**Contacting the Professor:** Either e-mail me at Deborah.Hartley@utrgv.edu or call my office at 956-882-7266, or come to my office during scheduled office hours. I will be sending out class e-mails throughout the semester using Blackboard. If you e-mail me, I will always reply promptly (typically within 24-48 hours) to let you know that I received your e-mail. I do not check my UTRGV e-mail through my personal cell phone, meaning, be patient. If you do not receive an e-mail reply from me within 24-48 hours, your e-mail did not reach me. Remember—UTRGV only uses official UTRGV emails—be sure you are using and checking your official UTRGV email (so in other words, no emails will be sent to your Gmail, yahoo, etc.). This is your responsibility—you don’t want to miss important deadlines or other class announcements.

**Blackboard:** I will use Blackboard heavily throughout the semester to post the course syllabus, lecture material, announcements, grade information (Gradebook), assignment instructions, exam reviews, and related materials. To log on to Blackboard, you will need your UTRGV student ID and your password. It is your responsibility to obtain these. Materials posted on Blackboard will use Microsoft Word, PowerPoint, or PDF format. All items posted on Blackboard open on any computer that runs these applications. If you have trouble opening any postings on Blackboard, try another computer on campus. Be sure to check the “Announcements” page in Blackboard for important class information and reminders. These reminders will also be emailed to students. The Syllabus will be posted under the “Syllabus” button, and all other course material will be posted under the “Course Materials” button in Blackboard. The “Discussion Board” will also be used, and the Syllabus Quiz can be accessed by clicking on the “Quiz” button. Follow your grade using Gradebook.

*As part of a University-wide effort to “go green,” instead of using handouts, all course materials except exams and this syllabus will be available in Blackboard under the “Course Materials” button.*

**Grading:**

*Detailed expectations and grading guidelines will be given to students within each assignment instruction sheet, and will be discussed in class. Detailed instruction sheets will be posted for each assignment under the “Course Materials” button in Blackboard. Contact me if you have any questions.*

*Follow your grades using Gradebook in Blackboard. Assignments for this class will be graded using numbers on a 100 point scale, but each assignment will be given a different percentage weight/value, which will be used to determine your final course grade. Your final course grade will not be based on total points—it will be calculated using grade percentages/weights:*

**TBA**

**University Grading Scheme:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
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*All assignments and due dates are listed in this Syllabus.*
UNIVERSITY POLICY:

STUDENTS WITH DISABILITIES:
If you have a documented disability (physical, psychological, learning, or other disability which affects your academic performance) and would like to receive academic accommodations, please inform your instructor and contact Student Accessibility Services to schedule an appointment to initiate services. It is recommended that you schedule an appointment with Student Accessibility Services before classes start. However, accommodations can be provided at any time. Brownsville Campus: Student Accessibility Services is located in Cortez Hall Room 129 and can be contacted by phone at (956) 882-7374 (Voice) or via email at ability@utrgv.edu.
Edinburg Campus: Student Accessibility Services is located in 108 University Center and can be contacted by phone at (956) 665-7005 (Voice), (956) 665-3840 (Fax), or via email at ability@utrgv.edu.

MANDATORY COURSE EVALUATION PERIOD:
Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account (https://my.utrgv.edu/home); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades. Online evaluations will be available: Apr 12 – May 3 for full spring semester courses.

ATTENDANCE:
Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences. UTRGV’s attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for observance of religious holy days; or for military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations. Professor Policy—see above.

SCHOLASTIC INTEGRITY:
As members of a community dedicated to Honesty, Integrity and Respect, students are reminded that those who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to: Cheating, plagiarism, and collusion; submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts. Since scholastic dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced (Board of Regents Rules and Regulations and UTRGV Academic Integrity Guidelines). All scholastic dishonesty incidents will be reported to the Dean of Students.

SEXUAL HARASSMENT, DISCRIMINATION, and VIOLENCE:
In accordance with UT System regulations, your instructor is a “responsible employee” for reporting purposes under Title IX regulations and so must report any instance, occurring during a student’s time in college, of sexual assault, stalking, dating violence, domestic violence, or sexual harassment about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at www.utrgv.edu/equity, including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free from sexual misconduct and discrimination.

COURSE DROPS:
According to UTRGV policy, students may drop any class without penalty earning a grade of DR until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the “3-peat rule” and the “6-drop” rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

UTRGV EMERGENCY NOTIFICATIONS SYSTEM:
The University of Texas Rio Grande Valley has a new emergency alert notification system. UTRGV students, faculty and staff across all campuses will now receive emergency alerts from Everbridge.net. These are official UTRGV emergency alert notifications. Alerts will be sent as texts, emails, and phone calls. You may be asked to confirm that you received the message. Once you confirm, the system will stop sending you alerts for that specific notification. For more information, please contact the Office of Emergency Management at 956-665-2658.

UTRGV CJ Student Learning Outcomes: *1-4 do not all apply to every class. The SLOs are set by the Department.
1. Demonstrate knowledge of the structure, operations, and practices of the major components of the criminal justice system, which includes police, courts, corrections, and law.
2. Explain the fundamentals of research methods and statistical techniques used in criminal justice research.
3. Apply critical thinking, creativity, problem solving, and communication skills through classroom assignments.
4. Demonstrate knowledge of criminological theory and crime control techniques.
**The professor reserves the right to make changes to the syllabus and class schedule as the class progresses to retain flexibility. Any changes to the syllabus/class schedule will be announced in class, in the “Announcements” section within Blackboard, and e-mailed to students (to official UTRGV email addresses only). The Final Exam and holiday schedules are set by the University—visit the UTRGV website for more information.