

Probation and Parole Dual Credit

CJCR 1304.F90C, CJCR 1304.F91C

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Office Hours	
Campus Office Hours:	Monday: 11:00-12:30 and 2:30-4:00pm Tuesday: 11:00-12:30pm Wednesday: 11:00-12:30 and 2:30-4:00pm Thursday: 11:00-12:30pm Friday: 9:00-10:00am
Online Office Hours:	Same as above

About Your Instructor

I have spent my career working in criminal investigations and testifying as an expert in criminal trials. I was a forensic interviewer at Harmony Home before coming to Odessa College. I interviewed child victims of sexual and physical abuse, those who witnessed violent crimes such as domestic violence or murders, and mentally handicapped adults. I also testified as an expert in the areas of child abuse, child sexual abuse, the disclosure process in victims and delayed outcries in abuse cases. I worked with law enforcement, child protective services, prosecutors, nurses, therapists and advocates to help give abuse victims a voice.

Preferred Method of Communication:

I prefer email or text since I am in class most of the time. If I do not respond by email please try another method of communication, as your email might have been moved to my spam folder.

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; 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 during the time I am unavailable.

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.

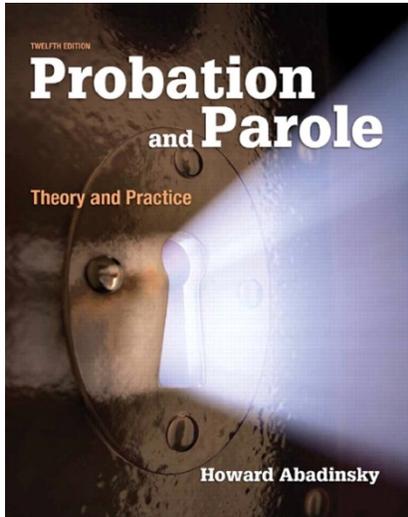
As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- post grades for discussion postings within one week of the discussion thread closing.
- 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.
- **↕ Textbook Information and Required Hardware/Software**

Textbook(s):

Probation and Parole Theory and Practice, 12th Edition

Howard Abadinsky

**Hardware:**

Please make sure you have access to a computer with a good internet connection. Lost signal or crashing internet IS NOT an acceptable excuse for late work. You will also need to make sure your computer has speakers.

Software:

Make sure your computer has a word processor such as Microsoft Word and also Microsoft Power Point.

Information About the Course**Course Description**

A survey of the structure, organization, and operation of probation and parole services.

Emphasis on applicable state statutes and administrative guidelines.

Course Student Learning Outcomes:

The student will:

1. Describe the professional qualifications for employment as a probation or parole practitioner
2. Demonstrate skills in management and treatment practices
3. Create and develop community relations strategies.

Course Prerequisites:

None

Course Topics:

Introduction to Probation and Parole

Probation/Parole History

Administration of probation/parole

Intermediate punishments

Special Issues

Officers and supervision

Grading

<i>Type of Assignment</i>	<i>Percentage/Points</i>	<i>Learning Objective</i>
Professionalism	15%	
Daily Assessments	20%	
Critical Thinking Assessments	25%	
Quizzes	20%	
Final Assessment	20%	
100%		TOTAL

Grading Categories:

Professionalism: Your professionalism grade will start automatically at 100. Throughout the semester, this grade will fluctuate depending on the following variables:

1. Proper etiquette when participating in journals, wikis, blogs or discussions
2. Turning work in on-time and completed

3. Participation in any group activities or discussions

Daily Assessments: These will include things such as 3-2-1 assignments, key terms and reflection pieces

Critical Thinking Assessments: These will include assignments such as discussions, critical thinking assignments, problem-solving assignments, project and deductive reasoning assignments.

Quizzes: This grade will include any weekly quizzes given throughout the course

Final Assessment: This grade only encompasses your final project or exam for the course. Some courses may have a project and some may have an actual written final exam.

Grading Scale:

“A” = 90-100

“B” = 80-89

“C” = 70-79

“D” = 60-69

“F” = 0-59

Student Course Participation

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will

- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

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

- getting “kicked off” of the system during tests or quizzes;
- having trouble submitting assignments; and

- dealing with a traumatic personal event.

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
- access my course several times during the week to keep up with assignments and announcements.

As a student, I understand that I will have the opportunity to provide feedback on my experience in this course through an end-of-course Student Evaluation of Instruction (SEI).

Course Policies

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in a timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course.

Digital Protocol

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate learning.

For online submissions, the electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time. Back-up and/or additional copies of all assignments submitted is encouraged. Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to

a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments. If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to students with pertinent information and status reports. Assignments submitted electronically need to follow the file-type requirements provided by the instructor.

Attendance Policy

Students are expected to attend class regularly. I do not accept late work...no exceptions!! If you do not turn in your assignment on time, please DO NOT attempt to email it. It will not be counted. I also do NOT accept assignments via email. Please turn your assignments in via Blackboard. If you are having problems with Blackboard (this includes quizzes and exams) please let me know IMMEDIATELY!! Internet issues or computer issues are NOT an excuse for missing work and will not be accepted.

AVID

We will be using several AVID strategies in this course over the course of the semester. We will be using Cornell Notes during the semester to maximize the amount of information you take away from this course. You will be watching a video the first part of the semester to learn how to utilize Cornell Notes. 3-2-1: When we watch a video in a module you will be expected to write a reflection piece over the video using the 3-2-1 method. Instructions for 3-2-1 writing can be found in the course information section. You will also be responsible for keeping a key terms journal over the semester in which you will be expected to define each key term IN YOUR OWN WORDS!

Grade Inquiry

It is the responsibility of the student to keep track of assignment submissions and grades. At any point, you are welcome to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment.

General Course Requirements

10. Attend class and participate.
11. Contribute and cooperate with civility.
12. **Submit assignments on time. LATE WORK IS NOT ACCEPTED!**

Incomplete Policy

An 'Incomplete' grade may be given only if:

13. The student has passed all completed work
14. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.
15. An Incomplete form is submitted

Course Schedule

(Tentative and Subject to Change)

Date:	Instructional Approach: (*denotes AVID strategies)	Topic:	Assignment:
10/19 – 10/25	*Marking the Text *Cornell Notes *10-2 Lecture *Jigsaw Quiz	Ch. 1 The "Why" of Probation and review of CJ system Ch. 2 History and administration of probation	2 marking the text exercises over the Why of probation and John Augustus Cornell notes over lecture Complete the in-class Jigsaw assignment Ch 1&2 Quiz
10/26 – 11/1	*Cornell Notes *10-2 Lecture Demonstration Quiz	Ch. 3 Pretrial Services , sentencing, and the Presentence report	Receive group assignments for final project. Fill out presentence report for final project Quiz

11/2 – 11/8	<ul style="list-style-type: none"> *Marking the Text *Cornell Notes *10-2 Lecture *Developing a Historical Timeline *Reflection paper Quiz 	<p>Ch. 4 Parole and the Indeterminate Sentence</p> <p>Ch. 5 Parole Administration and Services</p>	<p>Watch parole board video and write a reflection piece</p> <p>Develop a historical timeline showing the development of parole in the US.</p> <p>Quiz</p>
11/9 – 11/15 **BINDER CHECK**	<ul style="list-style-type: none"> *Cornell Notes *10-2 Lecture *World Café Quiz 	Chapter 6 Treatment Theory and Practice	<p>Complete World Café exercise in class over treatment options</p> <p>Take Quiz</p>
11/16 – 11/22	<ul style="list-style-type: none"> Guest speaker *Jigsaw *10-2 lecture *Cornell Notes Quiz 	<p>Ch 7 Probation and Parole Officers</p> <p>Ch 8 Probation and Parole Supervision</p>	<p>*reflection paper over guest speaker</p> <p>Step 2 of final project – select special programs for your offender</p> <p>In-class assignment</p> <p>Quiz</p>
11/23 – 11/29	<ul style="list-style-type: none"> *Reflection paper *Cornell Notes *10-2 Lecture *Marking the Text Quiz 	Chapter 9 Intermediate punishments	<p>Watch video and write on page reflection paper</p> <p>Read the article and answer questions</p> <p>Quiz</p>

11/30 – 12/6	*2 minute speech *Cornell Notes *10-2 lecture Quiz	Chapter 10 Special issues and programs in probation and parole	2 minute speech exercise in class over special issues Quiz
12/7 – 12/9	Final Projects due in class.		