

# **CJ312**

## **Correctional Operation and Administration**

### **[Onsite]**

**Course Description:**

This course addresses the structure, principles, organization, administration and operations of a variety of correctional institutions and programs.

**Prerequisite(s) and/or Corequisite(s):**

Prerequisite: CJ131 Introduction to Criminal Justice

**Credit hours: 4**

**Contact hours: 40 (40 Theory Hours)**

# SYLLABUS: CORRECTIONAL OPERATION AND ADMINISTRATION

Instructor: \_\_\_\_\_

Office hours: \_\_\_\_\_

Class hours: \_\_\_\_\_

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## MAJOR INSTRUCTIONAL AREAS

1. History of Corrections
2. Effects of Sentencing Issues and Reforms on Modern Corrections
3. Differences Between Federal, State, and Local Systems of Incarceration
4. Management Roles, Custodial Functions, and Policy Issues of Local, State, and Federal Correctional Facilities
5. Background Characteristics of Incarcerated Individuals
6. Current State of Prison Life
7. Examination of Special Needs Populations
8. Examination of the Legal Rights of Inmates

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## COURSE OBJECTIVES

After successful completion of this course, the student will have the opportunity to:

1. Describe the history and evolution of punishment.
2. Analyze the impact of sentencing on corrections.
3. Describe the differences between federal, state, and local systems of incarceration.
4. Analyze the purpose of management and custody levels used in correctional settings.
5. Analyze the characteristics of incarcerated individuals.

6. Analyze the current state of prison life.
7. Assess the problems faced by special needs prisoners in custody and how the prison system responds to their needs.
8. Analyze the effects of litigation on jail and prison administration.
9. Using the Internet or ITT Tech Virtual Library, analyze the structure, principles, organization, administration, and operations of the correctional institutions and programs.

## Related SCANS Objectives

1. Identify and acquire relevant information from existing sources to describe the structure, principles, organization, administration, and operations of a variety of correctional institutions and programs.
2. Apply existing and new knowledge to discuss the role of the prison in administering punishment.
3. Use critical thinking to analyze the management roles, custodial functions, and policy issues of jails and state and federal prisons.
4. Use computers to research the Internet or ITT Tech Virtual Library to understand the trends and issues in correctional management.

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## TEACHING STRATEGIES

The curriculum is designed to promote learning through discussion questions, scenarios, writing assignments, research, quizzes and exams, and project activities that support the outcomes described in the course objectives and that foster higher cognitive skills. Delivery makes use of various media and delivery tools in the classroom.

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## COURSE RESOURCES

### Student Textbook Package

- Foster, Burk. *Corrections: The Fundamentals*. Upper Saddle River, New Jersey: Prentice Hall, 2006.

- Foster, Burk. *Student Study Guide Corrections: The Fundamentals. Upper Saddle River, New Jersey: Prentice Hall, 2006.*

## References and Resources

### ITT Tech Virtual Library

Log on to the ITT Tech Virtual Library—<http://www.library.itt-tech.edu/>—to access online books, journals, and other reference resources selected to support ITT Tech curriculums.

- **General References**

- ITT Tech Virtual Library > log in > Main Menu > Program Links > Criminal Justice (ACJ)
  - > Professional Organizations >
    - American Correctional Association
    - Criminal Justice Resources: Associations and Organizations  
An extensive list of associations and professional organizations from Michigan State University Libraries. Annotations begin at the bottom of the list.
  - > Recommended Links > General >
    - Crime Library
    - Criminal Justice Links
    - Prentice Hall's Cybrary
  - > Recommended Links > Law >
    - Deadly Decisions
    - Facts About the American Judicial System

- **Books**

The following books are related to this course and are available through the ITT Tech Virtual Library:

ITT Tech Virtual Library > log in > Main Menu > Books > Ebrary >

- Britton, Dana M. *At Work in the Iron Cage: The Prison As Gendered Organization*. NY: New York University Press, 2003.
- Caputo, Gail. *Intermediate Sanctions in Corrections*. Texas: University of North Texas Press, 2004.
- Colvin, Mark. *Penitentiaries, Reformatories and Chain Gangs: Social Theory and the History of Punishment in Nineteenth-Century America*. NY: Palgrave Macmillan, 1997.
- Hodgins, Sheilagh. *Criminality and Violence among the Mentally Disordered : The Stockholm Metropolitan Project*. NY: Cambridge University Press, 2002.
- Lin, Ann Chih. *Reform in the Making: The Implementation of Social Policy in Prison*. Princeton, NJ: Princeton University Press, 2000.
- National Research Council Staff. *Juvenile Crime, Juvenile Justice*. Washington, DC: National Academies Press, 2000.
- Rathbone, Cristina. *World Apart: Women, Prison, and Life Behind Bars*. NY: Random House, Incorporated, 2005.

- Tonry, Michael H. *Future of Imprisonment*. Santa Monica, NY: Oxford University Press, Incorporated, 2004.
- Van Zyl Smit, Dirk. *Taking Life Imprisonment Seriously: In National and International Law*. Great Britain: Brill, N.H.E.J., N.V. Koninklijke, Boekhandel en Drukkerij, 2002.
- Wahidin, Azrini. *Women, Old Age and the Criminal Justice System: Running Out of Time*. London, UK: Jessica Kingsley Publishers, 2004.
- Wortley, Richard. *Situational Prison Control*. NY: Cambridge University Press, 2002.

■ **INTERNET RESOURCES**

The following Web sites provide additional information relative to Corrections Operations and Administration:

- **Prison History Links on the Web**

<http://www.asphistory.com/Links/links.htm>

- **National Criminal Justice Reference Service**

<http://www.ncjrs.gov/app/topics/topic.aspx?topicid=1>

- **Center for Alternative Sentencing and Employment Services**

[www.cases.org](http://www.cases.org)

Web site of the Center for Alternative Sentencing and Employment Services in New York, which provides a range of rehabilitative services to thousands of offenders.

- **The Sentencing Project**

[www.sentencingproject.org](http://www.sentencingproject.org)

The most informative sentencing Web site.

All links to Web references outside the virtual library are always subject to change without prior notice.

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## **EVALUATION & GRADING**

### **COURSE REQUIREMENTS**

#### **1. Attendance and Participation**

Regular attendance and participation are essential for satisfactory progress in this course.

#### **2. Completed Assignments**

Each student is responsible for completing all assignments on time.

#### **3. Team Participation (if applicable)**

Each student is responsible for participating in team assignments and for completing the delegated task. Each team member must honestly evaluate the contributions by all members of their respective teams.

## **Evaluation Criteria Table**

The final grade will be based on the following weighted categories:

CATEGORY	WEIGHT
Writing Assignment	30%
Participation	15%
Quiz	15%
Project	20%
Final Exam	20%
<b>Total</b>	<b>100%</b>

**Note:** General class participation and in-class activities will be graded under the Participation evaluation category.

### Grade Conversion Table

Final grades will be calculated from the percentages earned in class as follows:

A	90-100%	4.0 GPA
B+	85-89%	3.5 GPA
B	80-84%	3.0 GPA
C+	75-79%	2.5 GPA
C	70-74%	2.0 GPA
D+	65-69%	1.5 GPA
D	60-64%	1.0 GPA
F	< 60%	0.0 GPA



## COURSE OUTLINE

**Note:**

**Readings:**

- **For all Units, except Unit 1:** It is recommended that you complete the readings before attending class.
- **Unit 1:** All the concepts will be covered in class; therefore, the specified readings are merely for your reference.

Unit #	Activities for the Unit
<p><b>1. Evolution of punishment</b></p>	<ul style="list-style-type: none"> <li>• <b>Read</b> <ul style="list-style-type: none"> <li>○ <b>Chapter 1: Early Punishments–Pages 1-20</b></li> <li>○ <b>Chapter 2: The Penitentiary and the 1800s–Pages 21-42</b></li> <li>○ <b>Chapter 3: Twentieth Century Corrections Systems–Pages 43-64</b></li> </ul> </li> <li>• <b>Writing Assignment(s): 1 and 2</b></li> </ul>
<p><b>2. Ideologies and sentencing</b></p>	<ul style="list-style-type: none"> <li>• <b>Read</b> <ul style="list-style-type: none"> <li>○ <b>Chapter 4: Ideologies and Sentencing–Pages 65-92</b></li> <li>○ <b>Chapter 13: Rehabilitation–Pages 371-374 and 382-403</b></li> </ul> </li> <li>• <b>Writing Assignment(s): 1 and 2</b></li> </ul>
<p><b>3. Jails</b></p>	<ul style="list-style-type: none"> <li>• <b>Read</b> <ul style="list-style-type: none"> <li>○ <b>Chapter 5: Jails–Pages 93-119</b></li> </ul> </li> <li>• <b>Writing Assignment(s): 1 and 2</b></li> <li>• <b>Quiz: 1</b></li> </ul>

<p><b>4. State and federal prisons</b></p>	<ul style="list-style-type: none"> <li>• Read             <ul style="list-style-type: none"> <li>○ Chapter 6: State and Federal Prisons-Pages 120-147</li> </ul> </li> <li>• Writing Assignment(s): 1 and 2</li> </ul>
<p><b>5. Management and custody</b></p>	<ul style="list-style-type: none"> <li>• Read             <ul style="list-style-type: none"> <li>○ Chapter 7: Management and Custody-Pages 148-175</li> </ul> </li> <li>• Writing Assignment(s): 1</li> </ul>
<p><b>6. Correction policies and issues</b></p>	<ul style="list-style-type: none"> <li>• Read             <ul style="list-style-type: none"> <li>○ Chapter 8: Correction Policies and Issues-Pages 176-206</li> </ul> </li> <li>• Writing Assignment(s): 1 and 2</li> <li>• Quiz: 1</li> </ul>
<p><b>7. Male and female prisoners</b></p>	<ul style="list-style-type: none"> <li>• Read             <ul style="list-style-type: none"> <li>○ Chapter 9: Male and Female Prisoners-Pages 207-235</li> </ul> </li> <li>• Writing Assignment(s): 1 and 2</li> </ul>
<p><b>8. Prison life</b></p>	<ul style="list-style-type: none"> <li>• Read             <ul style="list-style-type: none"> <li>○ Chapter 10: Prison Life-Pages 236-281</li> </ul> </li> <li>• Writing Assignment(s): 1 and 2</li> </ul>
<p><b>9. Special needs prisoners</b></p>	<ul style="list-style-type: none"> <li>• Read             <ul style="list-style-type: none"> <li>○ Chapter 11: Special Needs Prisoners-Pages 282-322</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>• <b>Writing Assignment(s): 1 and 2</b></li><li>• <b>Quiz: 1</b></li></ul>
<b>10. Prisoners' rights</b>	<ul style="list-style-type: none"><li>• <b>Read</b><ul style="list-style-type: none"><li>○ <b>Chapter 12: Prisoners' Rights-Pages 323-370</b></li></ul></li><li>• <b>Writing Assignment(s): 1 and 2</b></li><li>• <b>Project</b></li></ul>
<b>11</b>	<ul style="list-style-type: none"><li>• <b>Review and Final Exam</b></li></ul>