**Wayland Mission Statement**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Contact Information**

**Course**

: CRIJ 5308 VC01 – Correctional Leadership

**Campus**

: WBUonline

**Term/Session**

**:** Spring I, 2023

**Instructor**

**:** Jeffrey L. Hample, Ph.D.

**Office Phone Number**

**:** (907) 375 - 4522

**WBU Email Address**

**:** hamplej@wbu.edu

**Office Hours, Building, and Location**

**: 1**0:00 – 1:00 PM, M T W Th, Valley Campus

**Class Meeting Time and Location**

**:** Online

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TITLE** | **AUTHOR** | **PUBLISHER** | **ED** | **YEAR** | **ISBN#** |
| Correctional Administration | Seiter | Pearson | 3rd | 2017 | 9780133770766 |

*The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**Course Information**

**Catalog Description**

**:** Development and evaluation of policies and procedures in all parts of the correctional administration arena; examination of judicial decisions which impact the legal status of correctional institutions’ operations and offender confinement; practical and operational decisions relating to corrections administration.

**There is no prerequisite for this course.**

**Course Outcome Competencies**

**:** Upon successful completion of this course, students will be able to:

* To broaden the knowledge of and appreciation for the financial and economic issues faced by criminal justice managers
* To expose the student to important issues which are not adequately addressed in other courses
* To expose students to the framework for analyzing and understanding the wide variety of issues involved with planning, developing, tracking and implementing an agency or departmental budget
* To enable students to understand and apply assorted terms, methods, procedures and theories involved with budgeting and planning
* To enhance critical thinking, research and oral and written communication skills on issues connected with criminal justice budgeting and planning

**Attendance Requirements**

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

**Statement on Plagiarism and Academic Dishonesty**

**:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement**

**:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, trifilot@wbu.edu or call (806) 291-3745.

**Student Grade Appeals**

**:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

[WBU Catalog](http://catalog.wbu.edu/)

**Course Requirements and Grading Criteria**

|  |  |
| --- | --- |
| A | 450 – 500 |
| B | 400 – 499 |
| C | 350 – 300 |
| D | 300 – 349  |
| F | Below 299 |

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|  |  |
| --- | --- |
| Midterm Exam | 100 points possible |
| Final Exam | 100 points possible |
| Term Paper | 200 points possible |
| Weekly Discussion Topics |  50 points possible  |
| Weekly Assignments |  50 points possible |
| **Total Points** | **500 points possible** |

**Midterm Exam:** Midterm exam will consist of a fifty (50) question exam covering aspects of the course to that date. The midterm exam has a total of 100 possible points

**Final Exam:** Final exam will consist of a fifty (50) question exam covering all aspects of the course over the entire semester. The final exam has a total of 100 possible points

**Term Paper:** Student will write a concise 10-page research paper on a correctional topic of your choice. All papers will be double spaced, Times New Roman type, 12 font and strictly follow APA formatting. The term paper has a total of 200 possible points. **Grammar, style, and APA formatting count toward the grade on the writing assignment.**

**Discussion Topics:** Student will respond to the five discussion topics posted in BlackBoard. Each discussion topic must contain at least two peer-reviewed references and be written in third person. The student will also respond to the posts of at least two fellow learners each week and must contain at least one peer-reviewed reference per post. The five weekly discussion topics have a total of 50 possible points or 10 points per discussion question.

**Assignments:** The student will complete the written assignments posted on BlackBoard. They are designed to gauge your understanding and learning of a particular learning outcome for the course. You should spend some time with the essays to ensure they are free from excessive grammatical and spelling errors. They require a minimum of 250 words and must be submitted in MS Word format. The five assignments are worth 50 possible points or 10 points per assignment.

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Tentative Schedule**

|  |  |  |
| --- | --- | --- |
| **Week** | **Material Covered** | Activity |
| Week 1 | Correctional Administration: Past to PresentTheories of Leadership and ManagementLeadership and Management of Corrections | Discussion Question One |
| Week 2 | Setting the Tone: Vision, Mission, and Strategic PlanningThe Role of Staff in Corrections | Assignment One |
| Week Three | Human Resource Management for CorrectionsStaff Organization and FunctionsSupervising and Empowering Employees | Discussion Question Two |
| Week Four | Fiscal Management/Cost Containment | Assignment TwoMidterm Exam |
| Week Five | Managing Risk through Offender ClassificationManaging the External Environment | Discussion Question ThreeAssignment Three |
| Week Six | Managing Security in PrisonsManaging Programs in Prisons | Discussion Question FourAssignment Four |
| Week Seven | Managing Basic Services in PrisonsCritical Issues for Correctional Administrators | Discussion Question FiveAssignment Five |
| Week Eight | The Future of Correctional Administrators | Final Exam |

**Additional Information**

The Instructor reserves the right to change the tentative schedule as needed to enhance student learning.