**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**

**:** Summer 2025

**Instructor**

**:** Dr. Jeffrey L. Hample

**Office Phone Number**

**:** (907) 375-4522

**Cell Phone Number:** (907) 854-4139

**WBU Email Address**

**:** hamplej@wbu.edu

**Office Hours, Building, and Location**

**: 1**1:00 – 2:00 PM, T, W, Th, JBER

**Class Meeting Time and Location**

**:** Online

**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.**

**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 Outcome Competencies**

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

* To understand current issues in the supervision and administration of modern corrections organizations
* To understand the legal, practical, political and operational nature of managing corrections organizations
* To understand the training and policy and the extent the two interact and relate to one another
* To critically analyze trends and issues in hiring, discipline, and supervision of corrections personnel

**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 Academic Integrity

Generative AI tools permitted in specific context and with proper citations.

* 1. Students are allowed to use, reference, or incorporate generative AI tools into specific assignments for this course. When used, students must properly cite the generative AI tool in their submitted work.
  2. While there is no true substitute for direct help and instruction for your instructor, students may be allowed to use generative AI tools to provide further explanations of course content, readings, and other assignments. Any use of generative AI tools to help further explain or translate to content must be properly referenced and cited.
  3. Specific parameters for generative AI usage are provided by the instructor.
  4. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

**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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests (office (806) 291-1057. 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. Rick Hammer, [hammerr@wbu.edu](mailto:hammerr@wbu.edu) or call (806) 292-9150.

**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.

**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.

**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.

**Tentative Schedule**

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| --- | --- | --- |
| **Week** | **Material Covered** | Activity |
| Week One | Correctional Administration: Past to Present  Theories of Leadership and Management  Leadership and Management of Corrections | Discussion Question One |
| Week Two | Setting the Tone: Vision, Mission, and Strategic Planning  The Role of Staff in Corrections | Assignment One |
| Week Three | Human Resource Management for Corrections  Staff Organization and Functions  Supervising and Empowering Employees | Discussion Question Two |
| Week Four | Fiscal Management/Cost Containment | Assignment Two  Midterm Exam |
| Week Five | Managing Risk through Offender Classification  Managing the External Environment | Discussion Question Three  Assignment Three |
| Week Six | Managing Security in Prisons  Managing Programs in Prisons | Discussion Question Four  Assignment Four |
| Week Seven | Managing Basic Services in Prisons  Critical Issues for Correctional Administrators | Discussion Question Five  Assignment 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.