Basic Course Information

Semester:	Spring 2020	Instructor Name:	Glenn Granish
Course Title & #:	Corr. Assessment, Casework & Counseling	Email:	glenn.granish@imperial.edu
CRN #:	21338	Webpage (optional):	**n/a**
Classroom:	Online	Office #:	809
Class Dates:	February 18 – June 12, 2020	Office Hours:	Call to make appointment
Class Days:	Onilne	Office Phone #:	760-355-6280, Rhonda
Class Times:	Onilne	Emergency Contact:	Rhonda
Units:	3.0		

Course Description

An overview of the techniques available to practitioners in Corrections in counseling and interviewing. The student will learn the use of appropriate techniques and theories in confidence building which may be used by the correctional employee in client interviews and counseling. A basic course for students planning to enter or already employed within the Correctional Science Field. (Formerly CSI 106) (CSU)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Identify the differences between Interviewing and Interrogation. (ILO2, ILO3, ILO4, ILO5)
2. Recognize and identify the skills necessary to conduct an interview (ILO1, ILO2, ILO3, ILO4
3. Discuss the differences between adults and juveniles when conducting counseling and be able to identify the various kinds of interventions and techniques of both. (IL01, IL02, IL03, IL04, IL05).

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate the ability to conduct an interview. The student will recognize and identify the components of a good interview which will include but is not limited to: demonstration of successful listening skills, information gathering, establishing a rapport and overcoming communication barriers.
2. Take notes during an interview. The student will distinguish between visible and invisible recording methods. The student will demonstrate an understanding of the legal aspects of recording interview and counseling sessions and the confidentiality of those reports/notes.
3. Discuss various kinds of intervention/counseling techniques. The student will demonstrate knowledge of the distinctions between juvenile and adult interviews. The student will be aware of ethnic, gender and special population needs.
4. Demonstrate skills individual and group communication dynamics and be able to assess the counseling techniques most effective in a given interview situation. The student will learn basic theories of interviewing and counseling, treatment plans and file review, and the development of professional and ethnical demeanor.
5. Identify obstacles that complicate the task of conducting objective interview and counseling. The student will recognize common reactions to counseling and identify disorders.
6. Demonstrate and explain the development of roles and responsibilities of clients and staff.
7. Demonstrate the ability to establish and maintain a safe and secure setting during the counseling and interview process.
8. Observe and record signs of change, provide feedback and critique during the counseling/interviewing processes.

Textbooks & Other Resources or Links

ISBN: 978-1569913079, 5th Edition

Walsh, Anthony (2011). Correctional Assessment: Casework and Counseling (5th/e). Landham, MD American Correctional Association.

Course Requirements and Instructional Methods

[Required Information*: Provide detailed information related to types of class activities, assignments, tests, homework, etc. Online and Hybrid courses must demonstrate compliance with the IVC Regular and Effective Contact Policy for Distance Education.]*

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

We will be using Canvas to conduct this online course

Logging into Canvas:

1. Go to http://imperial.edu. (Links to an external site.)Links to an external site.
2. On the IVC Website, go to "Student View." On the drop down, click on "Canvas." F (Links to an external site.)Links to an external site.ollow the login instructions to login.
3. Once logged in, click on the course box labeled "F17 - CSI 206 - Correctional Assessment, Casework & Counseling."
4. Read the course syllabus.
5. Read the documents under Course Orientation & Week 1 entitled "Week 1 Overview and Objectives."
6. This outlines exactly what you have to do and by when you have to do it for Week 1.
7. Become familiar with the course

The online version of this course is not self-paced. There are strict deadlines that need to be met every week. You will be given a list of weekly deliverables that you will be responsible for. You can find these under the appropriate weekly heading (ie. Week 1 Overview & Objectives). Any questions you may have about the course can be posted in the 'Ask the Instructor' forum inside Canvas.

You must have access to a computer. The computer must have access to the Internet. You will also need access to a computer that has Microsoft Office for MS Word and PowerPoint.

DOCUMENT SUBMISSION POLICY:

All documents that are submitted for this course, whether they are the Worksheets, Chapter questions, or Discussions, will be graded within seven (7) days after submission to Canvas.

==Staying organized in an online class is very important! I promise to keep our course site tidy, but I need your help! When submitting Discussions and Class Projects, please upload your files as either .doc, .docx, or .pdf.==

I use Microsoft (Office) Word and this is the file format I can open and read. If you submit your work in another format, I simply can't read it and that includes "Gdoc's".

Discussion Forum:

- Every week you will participate in a discussion forum.
- Your discussion forum consists of two parts:
- **Part 1**: Your initial post – a minimum of 250 words.
- **Part 2**: Response to one of your peers – a minimum of 50 words each.
- Make sure to answer all questions asked in the prompt.
- In your initial response make sure to be aware of academic language, paragraph structure, sentence structure, and grammar

Quizzes:

- Quizzes are given on a weekly basis for each chapter.
- Be aware of the due dates.

Tests:

- There is a **total of four (4) tests** in this course and a comprehensive Final Examination.
- Each test will consist of a twenty-five (25) question test worth a total of fifty (50) points,
- The Final Examination will consist of 50 questions worth a total of one hundred (100) points.
- Each test must be completed by Sunday @ 11:59pm for the week in which the test is given. Each test will have a time limit of 40 minutes, which means that when you log into the test, you MUST finish the entire test in one sitting.

Practice Examination:

- For those of you have not taken a test or examination online before,
- I have placed a practice test for you to take in the "Week 1" module.
- Follow the instructions, and you should be fine, if not, don't hesitate to get hold of me.

Course Grading Based on Course Objectives

Quizzes = 10%	:	Grading Scale:
Discussions = 20%		A 90 to 100%
Worksheets & Chapter Questions = 20%		B 80 to 89%
Class Projects = 20%		C 70 to 79%
Tests = 15%		D 60 to 69%
Final Examination = 15%		F less than 60%

Attendance

A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.

- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms.   Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.

Online Netiquette

[Required Information for web-enhanced, hybrid and online courses: Describe your policies regarding netiquette. The below is suggested language and may be modified for your course.]

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and

(11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic Honesty

[Required language.]

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

[Suggested Language.]

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- CANVAS LMS. Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: Canvas Student Login. The Canvas Student Guides Site provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- Learning Services. There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.
- Library Services. There is more to our library than just books. You have access to tutors in the Study Skills Center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

[Required language.]

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

[Required language.]

Students have counseling and health services available, provided by the pre-paid Student Health Fee.
- **Student Health Center**. A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services**. Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

Veteran's Center

The mission of the IVC Military and Veteran Success Center is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

 To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC General Catalog.

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC Library Department provides numerous Information Literacy Tutorials to assist students in this endeavor.

Tentative, subject to change without prior notice