Basic Course Information

Semester:	**Fall 2020**	Instructor Name:	**Pompeyo R. Tabarez**
Course Title & #:	**Control & Supervision of Inmates CSI 208**	Email:	**Pompeyo.tabarez@imperial.edu**
CRN #:	**11717**	Webpage (optional):	**N/A**
Classroom:	**Online**	Office #:	**N/A**
Class Dates:	**Aug 17 to Dec. 11, 2020**	Office Hours:	**Online**
Class Days:	**Wednesday**	Office Phone #:	**(760)355-6280**
Class Times:	Online	Emergency Contact:	**Dept. Secretary is an option: Rhonda Ruiz**
Units:	3.0		

Course Description

Understanding incarcerated inmates and issues in control and supervising them in a custodial setting. Course will cover inmate dynamics, subculture and issues affecting personnel's ability to control them. Class will study implications of overcrowding, discipline, lock-up, segregation and other facets of correctional administration including manipulation and history.

Student Learning Outcomes

Upon completion of this course students will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Identify the basic principles of inmate supervision (IL02, IL03, IL04)

2. Identify the concepts of inmate control in a correctional environment (IL02, IL03, IL04)

3. Identify the methods and purposes of institutional safety and how it relates to the structure and organization of inmate control and supervision (IL02, IL04, IL05.

Course Objectives

SCOPE OF COURSE:

The intent of the course is to provide the student with the overview of the supervision of incarcerated inmates. Issues covered will include control, overcrowding, violence, prison subculture and methods of dealing with them. Course will cover typical manipulative behavior of criminal offenders and methods to identify.

Textbooks & Other Resources or Links

- Correctional Officer Resource Guide 4th Edition
- Peria Duncan
- ISBN 978-1-56991-272-0

Course Requirements and Instructional Methods

Instructional Methods will include:

We will be using Canvas to conduct this online course

Logging into Canvas

1. Go to http://imperial.edu. (Links to an external site.)
2. On the IVC Website, go to "Student View." On the drop down, click on "Canvas." (Links to an external site.)Follow the login instructions to login.
3. Once logged in, click on the course box labeled "S19 - CSI 208 - Control & Supervision of Inmates."
4. Read the course syllabus.
5. Read the document under 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 & Objective's).
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

Class Discussion, Group Activities, Lectures, and Simulation/Case Studies presented through selected Audio and/or Visual aids. Student learning progress will be measured through three quizzes, one midterm, one investigative/presentation report, homework, and a final examination.

Students are expected to read and follow the schedule in the course syllabus. Students are expected to read assigned text chapters, lecture notes, and to seek and read additional suggested resources as provided by the textbook and Instructor. In addition, students are expected to be alert and attentive with note taking in class and have a demonstrated desire to participate in any discussion.

All assignments are due on the date stated by the instructor. Late assignments will be subject to reduction of points. Make every effort to turn in your assignments on time or you may receive a zero for that assignment. Failure to take a test will result in a zero for that test unless prior approval is given by the instructor. Tests will be 30 minutes long unless otherwise stated by the instructor.

If you are late to class, you will not be given extra time to take the test. Bring a No. 2 pencil on test days. You must communicate to your instructor any problems that you are having with the course.

All special instructions for the investigative report and/or writing assignment(s) are to be followed precisely. The Instructor will announce all deadlines and instructions as well as provide reminders about the pace or flow of the course.

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

POSSIBLE POINTS		FINAL GRADES
Three quizzes, 50 points each	150 points	A = 720-800 90 to 100 %
Midterm Exam	100 points	B = 645-719 80 to 89 %
Investigative /Presentation Report	100 points	C = 560-644 70 t0 79 %
Class participation/attendance	250 points	D = 480-599 60 to 69 %
Final Exam	200 points	F = 0-479 Less than 60%
Total	800 points	

Extra credit upon instructor's approval 0 to 50 points

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, showing up on time and not leaving early, 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. After the second unexcused absence, students may lose 20 points per every additional unexcused absent. To avoid the 20 point deduction, all request for excused absences must be submitted in writing and with the appropriate documentation via e-mail at pompeyo.tabarez@imperial.edu, no later than one day before the scheduled class.

- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

- Two unexcused absences before the drop deadline will suffice to drop a student without further notice.

- Do not assume you will be dropped for non-attendance. Missing more than half a class session will count as a full absence.

- (It remains your responsibility to drop yourself from all courses that you no longer attend, or you risk getting a failing grade on your transcript.) Refer to pages 15 –16 of your General Catalog for "ATTENDANCE AND AUTOMATIC WITHDRAWALS"; it is YOUR RESPONSIBLILIBY!

- What does it mean to "attend" an online class?
- Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are: • Student submission of an academic assignment • Student submission of an exam • Student participation in an instructor-led Zoom conference • Documented student interaction with class postings, such as an interactive tutorial or computerassisted instruction via modules • A posting by the student showing the student's participation in an assignment created by the instructor • A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters • An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.
- Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.
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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

- **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

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 School 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

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)

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

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 due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at
http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/

Anticipated Class Schedule/Calendar

Imperial Valley College Course Syllabus – Course Title and number

Anticipated Class Schedule/Calendar ***Tentative, subject to change without prior notice***
Date or Week
Activity, Assignment, and/or Topic Assignments

Week 1 Wed. Aug. 26
Introduction & Syllabus Review

Week 2 Wed. Sept. 2
Chapter 1:
Chapter 2:

 Week 3 Wed. Sep. 09
 Chapter 3:
 Chapter 4:
Review Chapters 1-4

 Week 4 Wed. Sep. 16
Quiz # 1 Chapters 1,2,3,4
Chapter 5
Chapter 6

Week 5 Wed. Sept. 23
Chapter 7
Chapter 8
Review Chapters 5, 6 & 7

Week 6 Wed. Sept. 30
Quiz # 2 Chapters 5,6,7,8
Chapter 9
Chapter 10

Week 7 Wed. Oct. 7
Chapter 11
Chapter 12
Review chapters 1-12

Week 8 Wed. Oct.14
Quiz # 3 Chapters 9,10,11,12.

Midterm review chapters 1-12

Week 9 Wed. Oct. 21
Midterm Exam chapters 1-12
Chapter 13
Chapter 14

Week 10 Wed. Oct 28
Chapter 15
Chapter 16

Week 11 Wed. Nov 4
Chapter 17
Chapter 18

Week 12 Wed. Nov. 11
Veteran Day

Week 13 Wed. Nov.18
Chapter 19
Chapter 20

Week 14   Wed. Nov. 25
Chapter 21
Chapter 22

Week 15 Wed. Dec. 02
Chapter 23
Final exam review

Week 16 Wed. Dec. 09
Final exam

Tentative, subject to change without prior notice