

**Basic Course Information**

Semester	<b>Fall 2016</b>	Instructor's Name	<b>Pompeyo R. Tabarez</b>
Course Title & #	<b>CSI 206 Correctional Interviewing &amp; Counseling</b>	Instructor's Email	<b>Pompeyo.tabarez@imperial.edu</b>
CRN #	<b>10707</b>	Webpage (optional)	<b>N/A</b>
Room	<b>3203</b>	Office (PT Faculty:809)	<b>N/A</b>
Class Dates	<b>Aug. 15 to Dec. 9, 2016</b>	Office Hours (n/a for PT Faculty)	<b>N/A</b>
Class Days	<b>Tuesday &amp; Thursday</b>	Office Phone # (PT may use dept. number)	<b>(780)355-6280</b>
Class Times	<b>11:20 to 12:45 P.M.</b>	Who students should contact if emergency or other absence	Dept Secretary is an option  <b>Rhonda Ruiz</b>
Units	<b>3.0</b>		

**Course Description**

This course introduces students to counseling and interviewing techniques and theories available to students planning to enter or already employed within the Correctional Science Field. It will cover the techniques applied in the collection, organization, and documentation of pertinent information as well as how to plan, design, and conduct interviews. This course is intended for current or prospective correctional officers.

**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. Understand the difference between Interviewing and Interrogation. (ILO2, ILO3, ILO4, ILO5)
2. Identify the skills necessary to effectively interview a given individual(s) for a number of reasons. (ILO1, ILO2, ILO3, ILO4)
3. Identify and understand the concepts of counseling. (ILO2, ILO3, ILO4)

**Course Objectives**

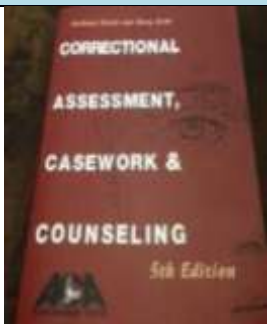
Upon satisfactory completion of the course, students will be able to:

1. Demonstrate the ability to conduct an interview by recognizing and identifying the components of an effective interview.
2. Recognize the importance of effective listening skills, information gathering, establishing a rapport and overcoming communication barriers.
3. Take notes during an interview and 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.
4. Discuss the various kinds of intervention/counseling techniques and demonstrate

knowledge of the distinctions between juvenile and adult interviews. Students will be aware of ethnic, gender and special population needs.

5. Demonstrate individual and group communication skills and be able to assess the Counseling techniques most effective in a given interview situation. Students will become familiar with basic interviewing theories, counseling, treatment plans, file review, and the development of professional and ethical demeanor
6. Identify obstacles and disorders that complicate the task of conducting objective interviews and counseling. Students will recognize common reactions to counseling.
7. Demonstrate and explain the development of roles and responsibilities of clients and staff.
8. Demonstrate the ability to establish and maintain a safe and secure setting during the counseling and interview process.
9. Observe and record signs of change, provide feedback and critique during the counseling/interviewing processes.

#### Textbooks & Other Resources or Links



**Correctional Assessment, Casework & Counseling 5<sup>th</sup> Edition**  
**Anthony Walsh and Mary Stohr**  
**American Correctional Association ISBN: 978-1-56991-307-9**

#### Course Requirements and Instructional Methods

Instructional Methods will include:

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, 100 points each	300 points	A = 675-750 90 to 100 % B = 600-674 80 to 89 % C = 525-599 70 to 79 % D = 450-524 60 to 69 % F = 0-449 Less than 60%
Midterm Exam	100 points	
Investigative Report/Presentation	100 points	
Class participation/attendance	50 points	
<u>Final Exam</u>	<u>200 points</u>	
<b>Total</b>	<b>750 points</b>	
Extra credit upon instructor's approval 0 to 50 points		

**Attendance**

- A student who fails to attend the first meeting of a 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 RESPONSIBILITY!**

#### Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. **Consider**: specifics for your class/program
- 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.
- 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, no one who is not enrolled in the class may attend, including children.

#### Academic Honesty

- Plagiarism is to take and present 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 correctly 'cite a source', 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, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or 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) use of a commercial term paper service

### **Additional Help – Discretionary Section and Language**

Blackboard support center:

<http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>

- Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning 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. If you feel you need to be evaluated for educational accommodations, the DSP&S office is located in Building 2100, telephone 760-355-6313.

### **Student Counseling and Health Services**

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

### **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](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**

**\*\*\*Tentative, subject to change without prior notice\*\*\***

<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Assignments</b>
<b>Week 1</b> Aug. 16/18	Introduction & Syllabus Review Chapter 1: Understanding the need for Theory Chapter 2: Sociological and Psychological Theories	Read Chapter 1 & 2
<b>Week 2</b> Aug. 23 & 25	Chapter 3: Biosocial theories Chapter 4: The self: Principal Tool of the Correctional Helper	<b>Read Chapters 3 &amp; 4</b>
<b>Week 3</b> Aug.30 & Sept. 1	Chapter 5: Interviewing and interrogating Chapter 6: The pre-sentence Investigation Report (PSI)	<b>Read Chapters 5 &amp; 6</b>
<b>Week 4</b> Sept. 6 & 8	<b>Quiz # 1 (Ch. 1,2,3,4 &amp; 5)</b> Chapter 7: Assessment Tools and Guidelines in Community	<b>Quiz #1</b> <b>Read Chapter 7</b>
<b>Week 5</b> Sept. 13 & 15	Chapter 8: Assessment and Classification in Institutional Corrections  Chapter 9: Nondirective Counseling: Theory and Practice	<b>Read Chapters 8 &amp; 9</b>
<b>Week 6</b> Sept. 20 & 22	<b>Chapter 10: Directive Counseling: Theory and Practice</b> <b>Chapter 11 Cognitive – Behavioral Approaches</b>	<b>Read Chapters 10 &amp; 11</b>
<b>Week 7</b> Sept. 27 & 29	<b>Midterm Exam</b> <b>(Chapters 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 &amp; 11)</b>	
<b>Week 8</b> Oct. 4 & 6	Chapter 12 : Group Counseling in Institutional Settings  Chapter 13 Using Community Agencies and Volunteers in Case Management	Read Chapters 12 & 13
<b>Week 9</b> Oct. 11 & 13	<b>Chapter 14 Legal Aspects of Casework &amp; Counseling</b> <b>Chapter 15 Alcohol and The Criminal Offender</b>	<b>Read Chapters 14 &amp; 15</b>
<b>Week 10</b> Oct. 18 & 20	Chapter 16: Illegal Drugs and The Criminal Offender  Chapter 17: Therapeutic Communities in Correctional Institutions: Something Works	<b>Read Chapters 16 &amp; 17</b>
<b>Week 11</b> Oct. 25 & 27	<b>Quiz # 2 (Ch. 12, 13, 14, 15,16, &amp; 17)</b>	<b>Quiz # 2</b>
<b>Week 12</b> Nov. 1 & 3	Chapter 18 <b>The Sex Offender</b>  <b>Chapter 19 Mentally Ill and Mentally Deficient Offenders</b>	<b>Read Chapters 18 &amp; 19</b>
<b>Week 13</b> Nov. 8 & 10	<b>Chapter 20 The Juvenile Delinquent</b> <b>Chapter 21 – The Female Offender</b>	<b>Read Chapters 20 &amp; 21</b>
<b>Week 14</b> Nov. 15 & 17	<b>Chapter 22: The Elder Offender</b>	<b>Read Chapters 22</b>

Imperial Valley College Course Syllabus – Course Title and number

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<b>Week 15</b> Nov. 22 & 24	Quiz 3 ( <b>Ch. 18, 19, 20, 21, 22</b> )	<b>Quiz 3</b>
<b>Week 16</b> Nov. 29 & Dec. 1	Review Chapters 1 – 22 in preparation for Final Exam	<b>Review Chapters 1 - 22</b>
Week 17 Dec. 6 & 8	Investigative Reports Presentations Final Exam <b>(Chapters 1 to 22)</b>	
	<b>***Subject to change without prior notice***</b>	