

# Course Syllabus

<b>Semester</b>	Fall 2018	<b>Instructor Name</b>	Glenn Granish
<b>Course Title</b>	Corr. Assessment, Casework & Counseling	<b>Email</b>	glenn.granish@imperial.edu
<b>CRN#</b>		<b>Webpage</b>	
<b>Room</b>	Online	<b>Office</b>	809
<b>Class Dates</b>	August 13, 2018 – December 08, 2018	<b>Office Hours</b>	Call to make appointment
<b>Class Days</b>	Onilne	<b>Office Phone</b>	760-355-6280, Rhonda
<b>Class Times</b>	Onilne	<b>Office Contact (Emergency Only)</b>	Rhonda
<b>Units</b>	3.0	<b>Contact Phone</b>	760-355=6280

## Course Description

This course is an overview of the techniques available to practitioners in Corrections in counseling and interviewing. The students will learn of appropriate techniques and theories in confidence building which may be used by the correctional employee in client (inmate) interview and counseling. This is a basic course for students planning to enter or already employed within the Correctional Science Field.

## 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. Understand the difference between Interviewing and Interrogation. (ILO2, ILO3, ILO4, ILO5)
2. Identify skills necessary to effectively interview someone. (ILO1, ILO2, ILO3, ILO4)
3. Identify 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. The student will recognize and identify the components of a good interview which 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 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 any interview situation. The student will learn basic theories of interviewing and counseling, treatment plans and file review, and the development of a professional and ethical demeanor.
5. Identify obstacles that complicate the task of conducting objective interview and counseling. The student will recognize common reasons for 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.

## Textbook & 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

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.](#) [site.](#) follow 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 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 (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 assignments 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 open it. The file format 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.
- Be aware of the due dates.

### **Tests:**

- There are a **total of five (5) tests** in this course and a comprehensive Final Examination.
- Each tests 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 1 hour 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 an incoming student who desires to add a class. It is the student’s responsibility to drop or officially withdraw from the class. See [General Catalog external site](#), for details.

- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of meetings the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for three 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 considered as ‘excused’ absences

**Online Classroom 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**

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.
- Recycling Essays or Self-Plagiarism is reusing one’s own work. This is not actually “plagiarism” since the ideas are not taken from someone else, but reusing previously written essays is not acceptable. ALL ESSAYS MUST BE ORIGINAL.

- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting 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 Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or suspension. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Cheating includes, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment on your behalf; (e) using a commercial term paper service.

### Additional Help

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.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#), [Writing Lab](#), and the [Study Skills Center](#).
- [Library Services](#). There is more to our library than just books. You have tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

### Disabled Students Programs and Services

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Students Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Room 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 and El Centro Regional Center provide health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

### 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 [Information Literacy Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.