

Loyola University New Orleans
CRJU-C720-051: Seminar in Criminal Justice Administration II
Spring 2008

Instructor: Robert L. English, Criminal Justice Consultant, Federal Bureau of Prisons Retired, M.A.

Office: Room 107, Stallings Hall

Dept. Phone: (504) 865-3323

Office Hours: Tuesdays 2:30-6:00 p.m.

Fridays: 2:30- 6:00 p.m.

Home Phone: (985) 370-9530

E-Mail: rlenglis@loyno.edu

Class Room: TBD (Check LORA's Schedule of Classes two weeks prior to class start date)

Class Day/Time: **Tuesday 6:20 -9:00PM**

Course Overview: This seminar will focus on correctional systems and the various administrative functions associated with corrections in the criminal justice system. Both historical and contemporary aspects will be reviewed. Because corrections is not only a large but extensive segment of our criminal justice system various techniques, systems and routines within the corrections workplace will be provided to the student. Subject matter in the areas of human resources, financial budgeting, training, contract oversight/program/operational reviews, organizational theory and policy analysis are just a few areas that will be explored during the intensive seminar.

The Course is divided into two main sections:

Part 1. Review of the field of corrections philosophies, practices and procedures of correctional institutions prior to the twentieth, during the twentieth and into the Twenty-first centuries. This includes punishment practices and procedures, sentencing, individual sanctions, corporal and capital punishment, intermediate sanctions such as probation, community service and confinement sanctions including jail and intensive confinement/boot camp programs. Additionally, long-term confinement in state and federal institutions will be explored.

Part 2. Review of the various organizational structures within federal and state correctional systems. Analysis of the various departments in the Federal Bureau of Prisons along with how the organizational structure works from the central office to field offices in the community. Review of the social, political, and economic environment and process of public policy formulation. Cost benefit analysis as it relates to policy formulation.

Course Objectives:

- To understand the philosophies behind the application of penal sanctions in the United States
- To understand the practices and procedures to achieve social control in the United States.
- To understand how large organizations and/or bureaucracies in the criminal justice field conduct business, define problems, develop policy and programs and disseminate policy and procedures to institutions and field offices.

Required Text:

1. Corrections in America, an Introduction, Eleventh Edition, Allen, Latessa Ponder and Simonsen, Prentice Hall Publishing.
2. Correctional Administration: Integrating Theory and Practice, Richard P. Seiter, Prentice Hall Publishing.

Reserved Reading Assignments-

Analysis for Public Decisions,
Quade, E.S. (Edward S.)
Publisher: American Elsevier Pub. Co.
ISBN: 0444001530
Chapter 5, p-67-82
Read prior to 1st Class Meeting

Films: A variety of films focusing on management development, management systems and careers in corrections will be utilized to help assist the student in this seminar.

Grading:

Percentage of Grade

Policy Issue Paper	20%
Research/Issue Paper	20%
Final Examination	20%
Class Participation/Oral Presentations	40%

Grading Scale

90% - 100%	= A
80% - 89%	= B
70% - 79%	= C
60% - 69%	= D
Below 60%	= F

Attendance Policy: The faculty considers interaction with students crucial to the teaching and the learning process. To better ensure a quality educational experience, the following policies govern class attendance:

- If a student misses 20% or more of class meeting time, a one full letter grade reduction will normally be applied to the final course grade.

Twenty percent of classes amount to:

- (3) classes in a semester in the once a week format,
 - six (6) classes in a twice a week format, and
 - two (2) partial sessions in an intensive weekend format (Friday evening and/or Saturday morning and /or Saturday afternoon, in a semester, or
 - One and one-half (1 ½) classes in an eight week format.
- If a student misses the first weekend of an Intensive weekend class, the student must withdraw from the class. Contact the office **IMMEDIATELY!**

Disability Statement: Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Office of Disability Services at 865-2990 as soon as possible to ensure that such accommodations are implemented in a timely fashion.

Policy Regarding Return of Student Work: All students have the right to receive copies of their graded work and are encouraged to do so in order to benefit from faculty feedback on the work. Graded assignments, projects, and papers not returned directly to students while the class is in session will be made available for students to pick up for at least six weeks after the beginning of the subsequent semester, excluding summers. Following this time period, graded work being held for pick up may be destroyed. Students who wish to receive copies of graded work should communicate directly with the course faculty to arrange to receive the desired materials. Students should be aware that faculty who do not teach summer classes may not be available to return papers until the beginning of the subsequent fall term.

Statement on Incomplete Grades: Grades of “I” (incomplete) change to “F” automatically if the course is not completed and the grade changed by the sixth week of the subsequent term, excluding summer terms. The resulting F grade remains the permanent grade for the course.

Statement on Intellectual Honesty: Intellectual honesty is simply acknowledging, through documentation, all those sources that the writer has used in preparing any written work. Plagiarism, the obverse of intellectual honesty, is the use of any form of material, whether written or verbal, without formal indebtedness through documentation. The paraphrasing of any work, either written by other students or found in print or in electronic form, without acknowledgement, is plagiarism. Not

properly identifying the source of a quotation, even through the quotation is enclosed in quotation marks, is also plagiarism. Not only the exact language of a sentence or phrase, but any material falsely presented as one's own- an idea, a concept, data graphs, or a line of argument constitutes plagiarism. Any material that neither originates with the student nor is common knowledge among educated persons must be formally acknowledged.

It must be remembered that written work stands on its own, not on the intention of the writer. The burden of academic honesty rests on the student, not on the instructor. If students have any doubts about what constitutes plagiarism or what is required, they should inquire before the work is submitted. Otherwise, they open themselves to charges of plagiarism.

Attendance and Participation:

To participate in the academic process and procedure, the student must attend class. Attendance will be taken each class. Because this seminar is intensive in its scope and meets only for six days it is necessary for the student to attend classes. . 40% of your final grade is based on your participation/oral presentations and ability to analyze and interpret the data, which is crucial in law enforcement administration. You must realize that the decisions that you make on a day-to-day basis in law enforcement will affect thousands based on policy decisions that you are implementing.

Because corrections is an interesting and at time controversial field to all of us, it is anticipated that there will be questions based on personal and professional experiences. All opinions are valid.

Remember, as a student and citizen you must vote your opinions and conscience in order for a free exchange of ideas to exist in our society.

Late Assignments and Make-up Exams: Late assignments and make-up exams are not permitted based on the intensive nature and scope of this seminar. If for some extraordinary reason or emergency you cannot turn in your assignments/exams you must contact the instructor immediately to make suitable arrangements.

ASSIGNMENTS

- 1. Policy Issues Paper:** A policy issue memo, directed to a department head, Regional Office, Central Office, which defines a problem amenable to policy analysis and establishes the political, social and economic context of the problem. Quade's Chapter 5 should prove useful in undertaking this task. Due March 10th, 2007
- 2. Term Paper:** The paper should specifically deal with Correctional Administration. Any topic relating to correctional administrations is appropriate. If you have questions concerning the subject, please do not hesitate to contact me.

Due on the last day of class on March 4, 2008.

- 3. Final Exam:** The final examination will consist of two questions relating to situations in the field of corrections based on your readings, i.e., text, lectures, etc. This will be passed out on the final class session. April 22, 2008 via E-Mail.

Field Trip to Volunteers of America Community Corrections Center, New Orleans:
In conjunction with the undergraduate course titled Correctional Institutions and Probation and Parole (when offered), we will tour the Volunteers of America Community Corrections Center located in New Orleans. The date and time of the tour will be provided to the class on the first day of the seminar. Tours are scheduled for Saturdays...

Course Outline:

Week One, (January 8, 2008)

- Instructor/Student introductions, Discussion of class expectations, including review of syllabus, reading assignment listing, course outline
- Film: History of Corrections in America
- Chapters 1-3 Corrections in America
- Review of Policy Analysis, Quade E.S. Review procedures for policy analysis Issue Paper.

Week Two, (January 15, 2008)

- Correctional Administration, Integrating theory and Practice, Chapters 1-3
- Films concerning training, human resources etc.

**Policy Analysis
Breakout Groups**

Week Three, (January 22, 2008)

Chapters 4-6, Corrections in America

Breakout Groups

Film

Week Four, (January 29, 2008)

Chapters 4-6, Correctional Administration

Policy Analysis Issue Paper Due

Breakout Groups

Week Five, (February 5, 2008) Mardi Gras

Chapters 7-9, Corrections in America

Chapters 7-9, Correctional Administration

Breakout Groups

Week Six, (February 12, 2008)

Chapters 10-13, Corrections in America
Chapters 10-13, Correctional Administration
Breakout Groups
Film

Week Seven, (February 19, 2008)

Chapters 14-18, Corrections in America
Chapters 14-15, Correctional Administration
Breakout Groups
Film

Week Eight, (February 26, 2008)

Chapters 19-20. Corrections in America
Chapter 16, Correctional Administration
Breakout Groups
Film

Week Nine, (March 4, 2008)

Chapters 21-22, Corrections in America
Breakout Groups
Pass Out Final Exam

Important Notice

Because of the fact that this graduate seminar is on an intensive schedule the students will be responsible for assignments prior to the second seminar class meeting. Therefore, please be ready for participation in class prior to the second class meeting.

Analysis of Corrections in America

For the purpose of this intensive seminar we will review, analyze and critique the parts and chapters of the required text Corrections in America, An Introduction, Allen, Latessa, Ponder and Simonsen. Since this is a seminar concerning criminal justice administration in the field of corrections it is important for the student to have a broad-brush approach to the field based on the subject matter. All students are responsible for reading the text prior to the class so that we can participate in the academic process. Therefore, each student will be responsible for a specific part of each text, which will be assigned to the students on the first class. The professor will be responsible for all reading assignments for the first class and he will assign the chapters for the students for the following classes that evening.