

Loyola University New Orleans
CRJU-C720 - Seminar in Criminal Justice Administration II
Spring 2007

Instructor: Robert L. English, Criminal Justice Consultant, Federal Bureau of Prisons Retired, M.A.
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Class Room: To be determined (Check LORA)
Class Day/Time: Friday: 6:00 PM- 10:00PM; Saturday: 9:00 AM-5:00 PM
February 2nd & 3rd, March 9 & 10th and Apr. 20th & 21st.

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, Tenth Edition, Allen, Simonsen, Latessa. 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 after 1st weekend meeting.

Getting To Yes: Negotiating agreement without
giving in. Fisher, Roger 1922
Penguin Books
ISBN: 0140157352
Introduction and Chapters 2&3
(We will also view the movie in class)
Publisher: Conflict Management, Inc.
MV-001030 2 Book, Media 1st Floor

Oversight of the Federal Bureau of Prisons: hearing
before the Subcommittee on Criminal Justice
Oversight of the committee on the judiciary, United
States Senate, One Hundred Sixth Congress, 1 copy
available in GOVDOC

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.

<u>Grading:</u>	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 consider 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 use 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 April 21, 2007.
- 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 April 21st and must be submitted by May 1, 2007

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. The tour will coincide with one of our Saturday Classes and will be approximately two hours in length. After the tour we will return to Loyola for the continuance of the seminar.

NOTE: The Volunteers of America Comprehensive Sanction Center was destroyed by Hurricane Katrina and therefore we will not visit this facility until it has opened in approximately one year.

Course Outline:

(February 2, 2007)

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

Note: Please ensure that you read Quade E.S. prior to February 2, 2007 so you can participate in discussions.

Note: Please ensure that you read Correctional Administration Integrating Theory and Practice, Richard P. Seiter Chapters 1-8 prior to February 2nd and 3rd, 2007. (February 3rd, 2007)

- Correctional Administration Integrating Theory and Practice/Organizational Theory and Practice
- Films concerning training, human resources etc.

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 weekend seminar class meeting. Therefore, please be ready for participation in class prior to the second weekend 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, Simonsen and Latessa and Correctional Administration Integrating Theory and Practice, Richard P. Seiter. 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 Second Weekend of the seminar 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 Friday evening February 2nd, 2007

(March 9th & 10th 2007)

- Getting To Yes: Negotiating agreement without giving in. (please read the Introduction and Chapters 2&3 prior to class).
- Policy Issue paper due.
- Student Presentations for Corrections in America and Correctional Administration. Break- out Groups for evaluations of correctional practical situations. We will break down into groups of four or five students per group and evaluate and critique examples of situations that take place in correctional settings.
- Videos concerning careers in corrections, leadership in the criminal justice system.

(April 20th & 21st, 2007)

- Review of Organizational Structure of Federal Bureau of Prisons
- Review of Careers in corrections, human resource issues, supervisory issues, communication, and leadership, budgeting in the federal government, work place ethics, audits/contract performance oversight, prison unions, and office politics.
- Film on management and supervision in criminal justice.
- Review of Oversight of the Federal Bureau of Prisons: hearing before the Subcommittee on Criminal Justice Oversight.
- **Term Papers Due**
- **Hand out Final Exam Due Date May 1st, 2007 via E-Mail.**