

CRIJ 2313 Syllabus & Course Guide

INSTRUCTOR: Katie Ferris

PREFERRED CONTACT: CANVAS MESSAGING

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OFFICE HOURS: By appointment only

How to Use This Document: This syllabus and course guide is your primary reference for CRIJ 2313 and contains important information about course expectations, assignments, policies, and deadlines. You are expected to review it carefully at the start of the semester and refer back to it as needed throughout the course. I strongly recommend saving or printing a copy for easy access during the semester.

COURSE NUMBER: CRIJ2313.401

CLASS MEETING TIME: ONLINE – 7-14 (1-2 per day) OF HOURS OF STUDY REQUIRED PER WEEK
(Recommended)

COURSE NAME: CORRECTIONAL SYSTEMS & PRACTICES

CATALOG DESCRIPTION: This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

INSTRUCTIONAL GOALS AND PURPOSES: The purpose of this course is to:

1. Provide students with an understanding of the role of corrections of offenders in society.
2. To give students a historical and philosophical view of the development of corrections (post-adjudication processing of criminal offenders) focusing on adult offenders.
3. Teach students topics including administrative and operational components of corrections, criminals in confinement, post-adjudication procedures, problems, and community corrections.

LEARNING OUTCOMES: Upon successful completion of this course, students will:

1. Describe the organization an operation of correctional systems and alternatives to institutionalization.
2. Describe treatment and rehabilitative programs.
3. Differentiate between short-term incarceration and long-tern institutional environments.
4. Evaluate current and future correctional issues.
5. Identify the Constitutional rights applicable to the correctional setting.

OER Textbook: Fundamentals of Corrections, by: Jennifer M. Miller & Dr. Adam J. McKee – Link to the textbook is in the Start Here module of the course, and links to each section will be in the modules as assigned.

COURSE CONTENT: A general description of lecture/discussion topics included in this course are listed in the Learning Objectives section of this syllabus.

Students in all sections of this course will learn the following content:

1. The Correctional System
2. Incarceration
3. Probation and Parole
4. Rehabilitation and Treatment
5. Special Topics in Corrections
6. Corrections Law

Greetings and Welcome to CRIJ2313!

My name is Katie Ferris, and I'll be your instructor this semester. My passion for Criminal Justice began when I took my first CJ courses at the University of Arkansas – Community College at Hope right after high school. I hope that your experience in this course at Panola College will help ignite—or deepen—your own interest in this important field.

I also serve as an Academic Advisor here at Panola, and my office is located on the second floor of the Student Center on the Carthage campus. The best way to reach me is through Canvas messaging, but you're also welcome to email me. I do my best to respond within 24 hours during the week (**please see the "Communicating with Instructor" section below for details**).

I'm looking forward to working with you and supporting your success this semester!

MY EXPECTATIONS OF YOU IN THIS COURSE:

- Be respectful of your course mates
- Be professional
- Be responsible
- Submit your work on time
- Follow assignment directions

CLASSROOM ETIQUETTE: Respectful communication is required at all times. When participating in discussions or corresponding via email, students are expected to express their viewpoints in a professional, constructive manner. All language used in this course should reflect the standards of a college learning environment.

Inappropriate, offensive, or disruptive comments may be edited or removed by the instructor. Repeated violations may result in disciplinary action in accordance with Panola College policies.

ONLINE COURSES: Online classes are very different from traditional face-to-face classes in terms of how the material is presented, the nature of the interaction among class members, and the overall learning experience. Canvas is used as the Learning Management System (LMS) for this online course. This course is organized by Modules to assist in facilitating your learning.

SUBMITTING COURSEWORK: Course work will be submitted via the assignments links in your Canvas system, unless otherwise instructed.

CLASS ANNOUNCEMENTS: Important announcements will be posted weekly—typically on Mondays by 8:00 AM—and as needed throughout the course. You are expected to check the **Canvas Announcement section and your Canvas Inbox every time you log in**. Failure to do so is not an excuse for missed assignments or instructions.

Additional announcements may be posted when a new module opens, including clarifications or guidance for specific assignments. You are also responsible for checking your **Panola College student email** regularly for important updates from other departments.

NOTE: Students are fully responsible for all information communicated through Canvas Announcements, Messages, and Panola email.

SYLLABUS AND ASSIGNMENTS: You are responsible for reviewing the course syllabus, assignment instructions, and student expectations at the beginning of the semester and as needed throughout the course. All assignments, readings, and deadlines are posted in the **Course Content section (organized by module)**. Be sure to check this area regularly to stay on track and avoid missing important tasks

COURSE WEIGHTS: *This is the breakdown of how your final grade will be calculated for this course.*

Weekly Class Participation/Assignments: 25% Includes weekly quizzes, discussions, lecture-based activities, and other module tasks. Work submitted after the deadline will not be accepted.

Chapter Assignments: 10% Seven-chapter quizzes, all remotely proctored.

Midterm Exam: 25% Covers Chapters 1-4. This is a remotely proctored, closed-note exam. No early testing or make-up exams are allowed.

Semester Paper/Project: 15% The Semester Project is a scaffolded assignment completed in structured stages throughout the semester, with each milestone building toward a final recorded presentation. Students will research an approved corrections topic and create a slide-based presentation with speaker notes, a 5 to 7-minute recording, and an APA-formatted references slide. All milestone assignments are graded separately and provide feedback to support development of the final submission.

Comprehensive Final Exam: 25% Covers the entire semester. This is also remotely proctored and closed-note. If a student displays suspicious activity during the midterm, they will be required to take the final in person at an approved testing center.

ASSIGNMENT INSTRUCTIONS: You will have weekly knowledge checks (these are practice quizzes), discussion questions, a semester paper/project, 7 proctored chapter exams, a proctored midterm exam, and a proctored final exam. Thus, it is imperative that you not only look for your assignments within the to-do list but check the assignment thread as well.

BI-WEEKLY SCHEDULE & EXPECTATIONS: Every 2 weeks, a new module will open on Monday at 8:00 AM and close the next Sunday at 11:59 PM. Bi-Weekly tasks typically include:

1. Assigned reading
2. Reviewing provided study materials
3. Knowledge Check (practice quiz)
4. Instructor lecture (video or presentation)
5. A discussion post: initial reply and reply to a peer
6. Chapter Quiz (Lockdown Browser required)
7. Scaffolded Semester Project assignment (as assigned)

Additional assignments may be included as needed.

JAIL/PRISON TOUR REQUIREMENT: Eligible students will have the opportunity to participate in an approved jail or prison tour as part of this course. Students who attend the tour will be required to complete an associated written assignment reflecting on the experience. Students who are not eligible to participate, or who are unable to attend, will be provided with an approved alternative assignment. Eligibility requirements, scheduling details, and assignment instructions will be provided during the semester.

EXAMS & QUIZZES: You will have bi-weekly timed chapter quizzes covering each chapter. These quizzes are open-note, using your lecture notes and/or textbook. In addition, there will be a midterm, and a final exam—both of which are remotely proctored and closed-note.

Important:

- You may not take the midterm or final exams early, per Panola College policy.
- Prior to each proctored exam, you must **view the Preparing for a Proctored Exam page and mark the Required Testing Acknowledgement as complete**. By doing so, you confirm that you have:
 - Reviewed the updated Proctored Exam Policy Enforcement
 - Watched the example videos of proper and improper environment scans
 - Read and understood all expectations for ID verification, room scans, and exam behavior
 - Acknowledged that failure to follow these guidelines will result in a 0% with no retake allowed, and may lead to require in-person testing for all online courses

Remote Testing Expectations:

- You must be dressed appropriately, alone, and seated at a desk or table in a quiet, distraction-free environment.
- Any instance of cheating or testing irregularity will result in:
 - A temporary grade of 0% on the affected exam pending review.
 - The opportunity to complete an in-person retake of the exam at the Carthage Academic Testing Center within one to two days.
 - If the in-person retake is not completed, the 0% will remain as the final exam grade.
 - Possible loss of online testing privileges for the remainder of the semester.
 - Requirement to complete all remaining exams in person at the Carthage Academic Testing Center.
 - Documentation of the incident and notification to the appropriate administrative offices, including the Dean.
- If you are unable to meet testing conditions at home, contact your instructor before the exam or arrange to test at a Panola College Testing Center.

Academic Integrity:

- Any form of cheating or suspicious behavior during remote testing will result in an immediate zero with no retake, and the loss of online testing privileges in all courses for the rest of the semester.
- The student will be required to test in person at the Carthage Testing Center and will be reported to the Online Learning department and the Dean for academic irregularities.
- Academic integrity is taken seriously. If you do not have access to a suitable space or setup for remote testing, please contact me before your scheduled exam.

Reading exam questions aloud is strictly prohibited unless you have an approved accommodation on file through Panola College's Disability Support Services (DSS). Claiming dyslexia or another condition without documented DSS approval is not acceptable. DSS informs instructors of student accommodations at the beginning of the semester or as students complete the process. **Reading aloud without documentation is considered cheating.**

Online Testing Rules & Expectations

1. **Clear Workspace**
 - **Only one monitor allowed.** No phones, tablets, textbooks, or notes unless explicitly permitted.
 - Desk must be clear of all materials not required for the exam.
2. **No Headwear**
 - Hats, hoods, or other head coverings are not allowed (except for religious or medical reasons).
3. **No Earbuds, Headphones, or Smart Devices**
 - Remove all Bluetooth or wired audio devices.
 - Smartwatches and fitness bands must be taken off and out of reach.

4. Camera & Microphone Must Be On

- Students must be visible on camera for the entire duration of the test.
- Face must remain clearly visible: no filters, angles, or poor lighting.

5. No Leaving the Room

- You must stay in view of the camera at all times.
- Use the restroom before the exam begins.

6. Solo Testing Environment

- No one else should be in the room.
- No communicating with others (in-person or electronically) during the test.

7. No Unauthorized Websites or Tabs

- Do not open new browser tabs or windows unless the test allows it.
- No use of online translators, AI tools (like ChatGPT), or search engines.

8. One Attempt Only

- Tests must be completed in one sitting unless otherwise noted.
- Timers will not be paused for technical issues without prior approval.

9. Screen Sharing or Lockdown Browser

- If required, you must share your screen or use the designated secure browser.
- Disable pop-up blockers and other software that interferes with proctoring tools.

10. Academic Integrity Statement

- By starting the exam, you affirm that you will complete it without unauthorized help and understand that violations may result in a zero.

LATE ASSIGNMENT POLICY: All assignments are expected to be submitted on or before the posted due date. **Late work will not be accepted under normal circumstances.** Extensions will only be considered in truly exceptional situations and must be requested in advance. It is your responsibility to communicate with me as early as possible (preferably before the assignment is due) if an unavoidable conflict arises. Last-minute requests or repeated extension requests will not be granted.

ARTIFICIAL INTELLIGENCE (AI) POLICY: The use of artificial intelligence tools, including ChatGPT, is permitted in this course for **chapter discussion assignments (for brainstorming only)**. No more than **20% of any discussion post may be AI-generated**, and all AI-generated content must be clearly cited within the assignment. Failure to cite AI use appropriately is considered academic dishonesty.

AI use is strictly prohibited on the final semester writing assignment and any related components. Submitting AI-generated work without permission or proper citation will result in a grade of zero and may be reported as a violation of the academic integrity policy.

Use of AI is allowed only under specific classroom circumstances and with explicit permission. **Proper citation is required at all times.**

What I look for when evaluating AI overuse includes: sudden changes in writing style, unrealistic submission speeds (discussions), and inconsistencies between how a student writes in Canvas vs. how they email or message me. For example, if a student's emails are unpolished or informal but their Canvas discussions are perfectly academic, this will be a red flag for further review.

Improper or excessive AI use will result in a **zero on the assignment** and may be treated as **academic dishonesty**.

ACADEMIC DISHONESTY: Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or

materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

(i) “Cheating” includes, but is not limited to:

- copying from another student’s test paper;
 - using during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an un-administered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an un-administered test, test key, homework solution, or computer program, or information about an un-administered test, test key, homework solution or computer program;
 - taking, keeping, misplacing, or damaging the property of Panola College, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and,
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- **(ii) “Plagiarism” includes, but is not limited to**, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
 - **(iii) “Collusion” includes, but is not limited to**, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

TECHNICAL SKILL REQUIREMENTS: *To be successful in this course you will have to:*

- Use a web browser
 - *(FYI: Canvas runs most smoothly with Google Chrome; Edge/Safari is not supported by Canvas)*
- Use MS Word (available in Panola College Computer Labs) or Google Docs
- Access and use the Canvas Learning Management System
- Use messaging within Canvas to communicate with your instructor
- Send an email attachment
- Download appropriate files
- Upload files to Canvas
- Use MS PowerPoint or Google Slides

COMMUNICATING WITH INSTRUCTOR: Students must use Canvas messaging as the primary method of communication with the instructor. Email should only be used if Canvas is unavailable or in case of emergency.

If you must contact me via Panola College email (kferris@panola.edu), the subject line must include “**CRIJ2313**” and your full name. Messages that do not follow this format may not receive a response.

I will respond to messages within **24 hours, Monday through Friday**. Please note that I have set work hours and may not be available outside of those times. Consistent, professional communication is expected and essential in this online course.

ACCOMMODATIONS AND DISABILITY SUPPORT: If you have a disability, including a learning disability, for which you request disability support services/accommodation(s), please contact Stacy Gee with Disability Support Services office in Student Services so that the appropriate arrangements may be made. She can be reached via email at sgee@panola.edu or via phone at 903-693-2046. In accordance with federal law, a student requesting disability support services/accommodation(s) must provide appropriate documentation of his/her disability to the Disability Support Services counselor. In order to assure approved services, the first week of class, diagnostic, prognostic, and prescriptive information should be received 30 days prior to the beginning of the semester that services are requested.

PREGNANT/PARENTING POLICY: Panola College welcomes pregnant and parenting students as a part of the student body. This institution is committed to providing support and adaptations for a successful educational experience for pregnant and parenting students. Students experiencing a need for accommodations related to pregnancy or parenting will find a Pregnancy and Parenting Accommodations Request form in the Student Handbook or may request the form from the course instructor.

STUDENT ABSENCE DUE TO RELIGIOUS OBSERVANCE: Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second-class meeting of the semester.

STUDENT ABSENCE FOR SCHOOL-SPONSORED EVENTS AND ACTIVITIES: If you intend to be absent for a school-sponsored event or activity, you must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.