

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



MASTER SYLLABUS

JUST 341 – CORRECTIONS ADMINISTRATION AND MANAGEMENT

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SPRING 2019

A. **TITLE:** Corrections Administration and Management

B. **COURSE NUMBER:** JUST 341

C. **CREDIT HOURS:** 3

D. **WRITING INTENSIVE COURSE:** No

E. **GER CATEGORY:** n/a

F. **SEMESTER(S) OFFERED:** Fall and spring

G. **COURSE DESCRIPTION:** This course examines the concepts, practices and theoretical bases of the management and administration of correctional facilities. Students will examine the issues of facility management, inmate management, leadership and governance of correctional facilities, personnel management and policy formation, and the challenges facing the future of American correctional systems.

H. **PRE-REQUISITES/CO-REQUISITES:**

a. Pre-requisite(s): 45 credit hours or permission of instructor

I. **STUDENT LEARNING OUTCOMES:**

<i><u>Course Student Learning Outcome [SLO]</u></i>	<i><u>PSLO</u></i>	<i><u>GER</u></i>	<i><u>ISLO</u></i>
a. Describe current and emerging trends in the contemporary American correctional environment.	1. Students will be able to demonstrate effective written and verbal communication skills.		1. Communication [W]
b. Evaluate the ways administrators and correctional units contribute to inmate management practices.	2. Students will be able to demonstrate a working knowledge of core law enforcement principles.		2. Critical Thinking [CA]
c. Apply correctional leadership principles to case study training scenarios.	2. Students will be able to demonstrate a working knowledge of core law enforcement principles.		2. Critical Thinking [CA]

KEY	<u>Institutional Student Learning Outcomes [ISLO 1 – 5]</u>
ISLO #	ISLO & Subsets

1	Communication Skills Oral [O], Written [W]
2	Critical Thinking <i>Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS]</i>
3	Foundational Skills <i>Information Management [IM], Quantitative Lit./Reasoning [QTR]</i>
4	Social Responsibility <i>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</i>
5	Industry, Professional, Discipline Specific Knowledge and Skills

J. **APPLIED LEARNING COMPONENT:** Yes _____ No X

K. **TEXTS:**

Hayes, D.M. (2014). Inmate behavior management: Guidance and tools. New York: Nova Science Publishers. [free library e-text].

Hurley, M.H. & Hanley, D. (2010). Correctional administration and change management. Boca Raton: CRC Press.

L. **REFERENCES:** n/a

M. **EQUIPMENT:** FLEX delivery technology

N. **GRADING METHOD:** A-F

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**

- Written exams
- Discussion and participation
- Quizzes

P. **DETAILED COURSE OUTLINE:**

- I. Correctional Environment
 - A. Correctional leaders of tomorrow
 - B. The changing environment of corrections
 - C. Introduction to change management in corrections
- II. Inmate Management
 - A. Meeting Basic Needs
 - B. Units that Support Inmate Productivity
 - C. Administrator's role in supporting facility programming and activities
 - D. Training scenarios
- III. Personnel Management
 - A. Security and Non-Security Personnel Management
 - B. Training and Supervision
 - C. Leading teams
- IV. Correctional Policies and Procedures
 - A. Legal and administrative regulations
 - B. Ethics in correctional supervision
- V. Evaluation and Data

- A. Facility accreditation and inspections
- B. Data collection and evidence-based evaluation

Q. LABORATORY OUTLINE: