

**SYLLABUS**  
**CJUS 2410 Probation, Parole, and Community Corrections**  
**Summer 2021**

**Instructor: James. H. Gadberry, PhD**

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**Office Hours: I will answer emails within 24 hours. There is a Virtual Office located in Blackboard. You can post questions anytime, but I will real-time monitor this discussion area every Thursday from 2:00pm to 3:00pm (MST). I also encourage you to make an appointment with me if you need. Zoom meetings are also available by appointment.**

**Course Description**

This course is designed to provide an overview of the study of the probation, parole, and community corrections in New Mexico and America. This course will study the theoretical aspects of alternatives to incarceration. Probation, parole, and community corrections will be studied from a historic, contemporary, and future perspective.

**Student Learning Outcomes**

1. Identify and explain the sociological and criminological theories of probation, parole, and community corrections.
2. Describe and identify the social structural aspects of alternatives to incarceration.
3. Describe the structural aspects of alternatives to incarceration.
4. Identify important ethical and future concerns of probation, parole, and community corrections.

**Course Materials:** There is not a textbook requirement for this class. All assigned readings/videos are in the Blackboard for the course.

**Assessments**

UNM-conducts ongoing assessments of student learning so that we can continue to improve the curriculum to give students the best education possible. The data collected for this assessment will be selected by the instructor or the department and may come from exams, projects, or other assignments. The assessment will focus on the learning outcomes in this syllabus (listed above).

The data from this assessment will be collected and reported anonymously. Data summaries will be reported to the department, to the Office of Instruction, and posted on the web.

The information collected will be used to make improvements to curriculum and teaching. This assessment is not a reflection of your grade and is not a grading exercise; it is simply an evaluation of how well students are mastering certain skills.

**Instructional Methods**

Welcome to our class! Online classes are very fast paced. If you have completed online courses you already know this fact. If you are new to online classes you will soon learn what the others already know. The key is to not panic. Stay up with your readings, plan some time to study,

complete your work on time, and, add to the class discussion. These things will take you down the road to success.

Let me start with a discussion concerning what I expect from each of you in this class. Online classes can be a bit confusing. I hope this introduction helps clear up some of that confusion.

### **Discussion Assignments**

1. There will be two (2) discussion assignments in each Learning Module. Additionally, there will be one (1) introduction discussion in the “Start Here” area due the first week of class.
2. Each discussion will open on Sunday at 11:59pm. You must post your initial post answering the discussion question no later than Wednesday at 11:59pm. This will leave the remaining time for replies to classmates before closing on Sunday at 11:59pm.
2. You are required to reply to no less than 3 of your classmate’s posts. You must post your initial answer to each discussion question before you will be allowed to reply to classmates. Refer to the Discussion Grading Rubric located in the Rubrics folder in the “Start Here” area for more details.
3. You must cite any work in the discussion assignments that is not originally yours. Use in-text citations and a reference section if you use source material in your discussion posts.

### **Thought Papers**

1. There will be one (1) writing assignment in each Learning Module.
2. The Thought Papers can be turned in any time before the Learning Module closes.
3. The Thought Papers must be turned in using the submission area on the Blackboard platform.

### **Grades and Grading Policies**

Evaluation will be based on the following course activities and components:

Discussions: 9 @ 5 points each = 45 points (18%)

Thought Papers: 4 @ 50 points each = 200 points (82%)

See the "Rubrics" folder for details concerning grading of the assignments.

The grades will be based on the following scale:

A+ = 97 – 100%, A = 93 – 96%, A- = 90 – 92%

B+ = 87 – 89%, B = 83 – 86%, B- = 80 – 82%

C+ = 77 – 79%, C = 73 – 76%, C- = 70 – 72%

D+ = 67 – 69%, D = 63 – 66%, D- = 60 – 62%

Below 60% = F

### **Late Policy**

Late assignments will be handled on a case-by-case bases. There are times when life just gets in the way. Contact me if you feel you will be late on an assignment so that arrangements can be made to deal with your situation.

### **Additional Thoughts Concerning Discussions**

You may find it useful to respond as you read the posts and your thoughts are fresh. At times, you may want to think about a response for a day or two before adding your post. It is often best to compose your discussion and responses off line using a word processor. This allows you to take your time composing your work. An additional advantage to this method is that you will be able to check the work for spelling and grammar. If you complete your responses this way you will also have a saved record of all your submissions.

You may choose to answer a post directly from the discussion board. Be sure to review your work for clarity and spelling before you hit the submit button.

You are expected to be the sole author of your work. If you use the work of someone else you must properly cite and reference that contribution. This requirement includes Internet materials. Be especially careful when you use the Internet as a source. Be sure to recognize all copyrights. Penalties for plagiarism are extensive. They can range from non-acceptance of the work to expulsion.

Be courteous in your discussions. Do not post anything illegal, erotic, harassing, threatening, embarrassing, racially or ethnically offensive or insensitive.

I will not respond to every post. I want to let the class develop its own paths. When necessary, I will join in. This may be to add material, provide guidance, encourage, or to redirect. I will read each and every post.

### **There will be four (4) Learning Modules in this course:**

Learning Module 1: Definition & History of Probation, Parole, and Community Corrections (7 June - 20 June)

Learning Module 2: Probation (21 June - 4 July)

Learning Module 3: Parole (5 July - 18 July)

Learning Module 4: Community Corrections (19 July - 31 July)

### **Assignment Due Dates:**

#### **Module 1:**

Discussion B due 9 June

Discussion C due 16 June

Thought Paper 1 due 20 June

#### **Module 2:**

Discussion D due 23 June

Discussion E due 30 June

Thought Paper 2 due 4 July

**Module 3:**

Discussion F due 7 July  
Discussion G due 14 July  
Thought Paper 3 due 18 July

**Module 4:**

Discussion H due 21 July  
Discussion I due 28 July  
Thought Paper 4 due 31 July

**Academic Honesty Policy**

You are expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty on quizzes, tests, or assignments; claiming credit for work not done or done by others (plagiarism); and hindering the academic work of other students. A brief guide to what constitutes plagiarism and how to avoid it can be found here: <http://losalamos.unm.edu/library/docs/avoiding-plagiarism.pdf>.

**Email Etiquette**

When emailing a professor:

1. Include your class and what the email is regarding in the subject line.
2. Address your professor appropriately using their professional title (Hi Dr. Gadberry). And don't misspell their name.
3. Try to keep the email brief and to the point.
4. Write in a positive tone.
5. Be clear about what you are asking. Do not ask for extra credit or for me to change your grade at the end of the semester.
6. Check for spelling, punctuation, and grammar errors before clicking Send.
7. Use a professional font, not decorative.
8. Use sentence case. DO NOT USE ALL CAPITAL LETTERS, all lower case letters, or lots of colors.
9. Do not use "text speak" in an email. In other words, use complete and grammatically correct sentences.
10. Keep graphic symbols/emojis to a minimum and use only when appropriate.
11. Use a signature (identify yourself) that includes contact information.
12. Re-read your message before sending it.

You should check Announcements each time you log in to the online classroom. You will receive information about campus emergencies via LoboAlerts. Confirm that you are signed up to receive notifications on <http://loboalerts.unm.edu>.

## **Computer Requirements**

Since this course is taught entirely online, frequent use of a computer is required. You must have access to a computer and to the internet, and you will need to be familiar with the use of a browser such as Internet Explorer, Chrome, Safari, or Firefox. Access at least part time, to a broadband (high speed) internet network, such as DSL, cable, wireless, or satellite, is strongly recommended since some of the assignments may involve audio and video clips. You can access a broadband network at many libraries and on campus. From the University of New Mexico - Valencia campus, you can access Blackboard Learn and MyUNM from public computers, from computers in computer labs, and from computers in the library. If you wish to use your own computer on campus, you can connect to one of the UNM-Valencia Wireless networks. Since this is an online course, some minimum hardware and software are required in order to complete the course. For recommended operating system requirements and web browser compatibility, see Learn Help for Students, Service Pack Q4 2015, here: <http://online.unm.edu/help/learn/support/browsers>

Note that Learn works with a limited number of browsers and versions, so you should make sure you are using one of these. For all browsers, JavaScript and cookies must be enabled.

A list of software that is required for Learn is found in Appendix B of the Online Learning at UNM-Valencia Student Guide (see below) and in the online classroom. At present, Learn is not officially supported while running in a browser on mobile devices (tablets or smart phones) and some functions run poorly on these, if at all. You can try using them, but if you run into difficulties, UNM personnel will NOT be able to help. You should NOT ATTEMPT to use one of these devices to submit critical work such as assignments, exams, or discussion posts.

Blackboard supplies a mobile version of Learn, which also is not officially supported by UNM and should be used only for viewing, not creating or submitting materials. You can find more information about the mobile version of Learn

here: <http://online.unm.edu/help/learn/mobile/students/>

## **UNM-Valencia Computer Account Policy**

You are required to have a UNM campus account (NetID). You will use this account to access this course via Blackboard Learn. You will also use this account to register for classes through MyUNM, <http://my.unm.edu>. This account is also used to read and send e-mail (the UNM email address looks like NetID@unm.edu), print transcripts, check financial status, and check degree progress. The NetID and password for Learn are the same as your login for your UNM Main Campus account.

You are required to check your UNM email (LoboMail) periodically, as this is the main communication method used by the university. You may forward your LoboMail to another email address; however, this is not encouraged by UNM and not supported by UNM IT personnel. [https://unm.custhelp.com/app/answers/detail/a\\_id/6701/kw/forward%20lobomail](https://unm.custhelp.com/app/answers/detail/a_id/6701/kw/forward%20lobomail).

You can access your email via MyUNM by clicking on the “MyUNM” link on either the Main Campus web page (<http://www.unm.edu>), or by typing in the web address <http://my.unm.edu>. You must then log in using your NetID and password. Email is available on the UNM Email tab.

## **Training and Help for Learn**

You can find video training on how to use Blackboard Learn at <http://ondemand.blackboard.com/students.htm>. UNM has provided additional help and quick-start training materials for Learn at <http://online.unm.edu/help/learn/> and under the Support button inside the Learn classroom.

## **Technical Support**

If you are having technical problems with Learn, you can contact free technical support in one of the following ways:

- UNM-Valencia IT Support: call 505-925-8911 or visit <http://valencia.unm.edu/campus-resources/technology-support/index.html>

## **Academic Support/Tutoring**

The Academic Support Center at UNM-Valencia offers tutoring and academic help. For more information, go to <https://valencia.unm.edu/academics/academic-support.html> or check out the Learning Center at <https://valencia.unm.edu/campus-resources/the-learning-center/learning-center.html>

You will also find student resources at <http://valencia.unm.edu/campus-resources/index.html>. For information from the Office of Equal Access, call 505-925-8560 or go to <http://valencia.unm.edu/about/accessibility.html>.

Questions related to course organization or setup should be directed to me.

The Library at UNM-Valencia has many electronic databases that you may find useful. You can link to the UNM-Valencia Library web site here: <http://valencia.unm.edu/library/index.html>

**Writing Center Tutors Online:** Tutors are available through the Writing Center live in videoconference or phone, or through email (you email a paper and the tutor responds) to support you as you navigate Blackboard Learn and other platforms, make sense of writing assignments, brainstorm approaches and topics, structure appropriate to your genre, revise, edit, and figure out MLA. Tutors will support your choices and will not make them for you.

To make an appointment, email [tutor@unm.edu](mailto:tutor@unm.edu). You can also email the Writing Center Director, Patricia Gillikin, with questions or help getting connected to a tutor. This link has full information on UNM-Valencia tutoring, including math and other subjects: <https://valencia.unm.edu/campus-resources/the-learning-center/learning-center.html>

## **Course Drop Policy:**

If you decide to drop the class, it is your responsibility to do so; you should be aware of University-wide posted deadlines for tuition refunds and mandatory assignment of grades. You should not assume that I will drop you before a deadline if you simply stop attending a face-to-face class or stop logging in to an online class.

Dropping a course may affect your financial aid status and/or tuition refund. A drop will result in a grade of "W." If you do not officially drop the class, you will receive the grade earned based on the syllabus grading criteria, which may be an "F."

Students' online classroom participation may be monitored. The online classroom provides tools for the instructor to monitor students' participation in online classes. In addition to seeing all of the posts and comments that are made in discussions and blogs, I have access to records of when you logged in, what course materials you opened during each session, and when you submitted exams and assigned coursework. This data is made available to me to enable evaluation of class participation and to help me identify students having difficulties using online classroom features.

### **American Disabilities Act (ADA)**

In accordance with University Policy 2310 and the American Disabilities Act (ADA), reasonable academic accommodations may be made for any qualified student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor's attention, as the instructor is not legally permitted to inquire. The student is responsible for demonstrating the need for an academic adjustment by providing Student Services with complete and appropriate current documentation that establishes the disability, and the need for and appropriateness of the requested adjustment(s). However, students with disabilities are still required to adhere to all University policies, including policies concerning conduct and performance. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.

Contact Accessibility Services at 505-925-8560 for additional information or visit <http://valencia.unm.edu/about/accessibility.html>.

The UNM Online Accessibility Support policy statement is available here: <http://online.unm.edu/help/learn/students/accessibility-support.html>

Blackboard's Commitment to Accessibility statement is available here: <http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx>

### **Sexual Misconduct Policy**

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see pg 15 - <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity ([oeo.unm.edu](http://oeo.unm.edu)). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

UNM follows the UNM policies as stated in the Pathfinder – Student Handbook, which can be found at this link: <https://pathfinder.unm.edu/>