



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**Legal Aspects of Corrections**

**CJCR\_2325\_O280**

**Dr. Shannon Hankhouse**

**NOTE: This is a 2nd 8-week Online course.**

## LEGAL ASPECTS OF CORRECTIONS

CJCR 2325

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### **Course Description:**

A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving the rights of the convicted, as well as civil liability of correctional agencies and staff. (This course will serve as the Capstone for the A.A.S. and Certificate in Corrections.) Semester Hours 3 (3 lec)

### **Prerequisites and/or Corequisites:**

*None*

### **Instructor Information:**

Instructor Name: Dr. Shannon Hankhouse

E-mail: hankhouse@tarleton.edu

Office Phone Number: 254-299-8316

Office Location: MAC 102

Office/Teacher Conference Hours: By Appointment Only

Other Instruction Information: Call 254-299-8322 to schedule an appointment

### **Required Text & Materials:**

Title: Correctional Law for the Correctional Officer

Author: William C. Collins

Edition: 5th

ISBN: 9781569913215

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

### **Methods of Teaching and Learning:**

Online course has weekly readings and PowerPoint presentations. Learning is assessed through discussion board groups and unit exams.

### **Course Objectives and/or Competencies:**

The student will develop competency by comprehending and analyzing the positions of those who are regarded as experts and well studies on correctional issues. It is important to consider every variety of opinion in an attempt to determine the truth. Opinions from the mainstream of society will be examined. Also considered are opinions that may be radical, reactionary or minority as well as those stigmatized by some other uncomplimentary label.

Students will approach this course with their own opinions on the issues. To have a good grasp of one's own viewpoint, it is necessary to understand the arguments of those with whom one disagrees. It can be said that those who do not completely understand their adversary's opinion do not fully understand their own. Through classroom debate students can develop critical thinking skills as a way to attain higher-level thinking and reading skills essential in a culture of diverse and contradictory opinions.

**Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Regular and punctual attendance is expected of all students. Any student failing to attend classes the first two weeks of the semester or failing to participate in online courses and activities the first two weeks will be subject to being dropped by the professor. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing. If the student is not passing, they will be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

**Course Outline or Schedule:**

Week 1 – Orientation, Unit 1

Week 2 - Unit 2 & 3

Week 3 - Unit 4 & 5

Week 4 - Unit 5 & 6

Week 5 - Unit 7 & 8

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Week 6 - Unit 9 & 10

Week 7 - Unit 11 & 12

Week 8 - Unit 13 & 14

*Schedule is subject to change. Any changes will be announced via Brightspace Announcements.*

### **Course Grading Information:**

#### **Information Quiz Grade:**

The information quiz will be the first test you will take. The quiz questions will come from information you have read in three links. The three links are the Faculty Information Link, the Syllabus Link, and the Course Information Link. "Read Each Carefully"

- I. The information quiz will consist of 25 questions worth 4 point each for a total of 100 points.
- II. The information quiz will count as a test grade.
- III. The information quiz will be taken within the first week of class.

#### **Chapter Exam Grades:**

All course evaluation requirements must be completed no later than the due date for each exam. All exams will be taken online by logging into the course. Each chapter exam will be posted in the Course Exam link. Each exam will be timed and can only be taken once (1). The deadline for submitting each exam will be found on the Assignment link, the Course Exam link, and in the Class Calendar link. If for any reason you are unable to complete the exam online and on time, you must contact the instructor via a message (email) before the exam time. Arrangements will be made for you to take the exam on campus or if a student is unable to come to the MCC campus, at another location.

- I. You will have fourteen (14) unit exams, one over each selected chapter(s) in the textbook. Each chapter exam will be worth up to a total of 100 points toward your final grade.
- II. Each exam will consist of essay questions. For essay questions, please be sure to write in complete, grammatically correct sentences. Essay questions will need to be answered in detail to receive full credit.

If a student gets locked out of an exam:

- I. The student must send the instructor a message in the communication link explaining why they were locked out of the exam.
- II. I will only unlock one exam or quiz for a student during the semester. (Please do not ask a second time).

#### **Discussion Board Posting Grades:**

All discussion board posting be completed no later than the due date for each assignment. All postings will be done online by logging into the course. Each chapter discussion board question will be found on the Discussion Board Link. If for any reason you are unable to complete a discussion board posting online and on time, you must contact the instructor as soon as possible.

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Arrangements will be made to help the student post to the board on campus or if the student is unable to come to MCC campus, at another location.

I. You will have one discussion board posting for each of the selected fourteen (14) chapters/units in the textbook. Each chapter posting will be worth six (6) points of the total discussion board grade. Each week students will need to post in the online discussion board. These posts will account for 100 points of the final grade. The initial post should be a comprehensive response to the question. Students will also be required to read and respond to two other students' responses each week. Remember to read the question closely and answer it completely.

### **Grading Chart:**

I. The maximum number of points that can be earned on the Information quiz is 100 points which will count as a test grade.

II. The maximum number of points that can be earned on the 14 chapter exams is 100 points for each chapter, for a total of 1400 points toward the student's final grade.

III. The maximum number of points that can be earned on the discussion board postings is 100 points. Points are awarded as follows: 6 points total for each Unit Discussion Board question (4 for the initial and 1 point each for the 2 responses = 6), 6 points for the Introduction posted in the Coffee House), and 10 points for the Course Wrap-up Posting.

The following grading guidelines will prevail.

I. The total number of points earned (1600 maximum) will be divided by 16. The total points earned will come from the fourteen chapter/unit assignment exams, the information quiz, and the discussion board postings.

90 to 100 = A 80 to 89 = B 70 to 79 = C 60 to 69 = D 0 to 59 = F

### **Late Work, Attendance, and Make Up Work Policies:**

*Late work will not be accepted without approval of the instructor.*

### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

**\* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**  
([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

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\* *You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

10/09/2023



## **ACADEMIC RESOURCES/POLICIES**

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability)

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) (254)299-8122  
Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [success@mclennan.edu](mailto:success@mclennan.edu).

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an



emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf)

**MCC Academic Integrity Statement:**

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.