

## **COR420 Agency Management (3 credit hours) Course Syllabus**

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### **Course Description**

This course analyzes some of the distinct differences between public and private management. The theory of controlling, organizing, planning, directing, and assembling resources is covered. Students will develop a course project designed to cover the concepts explored in this course.

### **Course Learning Outcomes**

By the end of this course, you will be able to:

1. Evaluate the key aspects of corrections past and present as it relates to management of correctional agencies.
2. Differentiate the various institutional and department responsibilities of correctional agency managers.
3. Know the legal constraints placed on the managers of correctional agencies and the potential application of correction officer misconduct to include appraising prevention strategies.
4. Evaluate and provide a plan for inmate management and programming.
5. Examine correctional agency emergency preparedness.

### **Required Textbook(s) and Resources**

Carlson, P. M. (2015). *Prison and Jail Administration (3rd ed.)*. Burlington, MA: Jones & Bartlett Learning.

Be sure to also review the weekly **Explore** sections for additional library or web resources. For access to databases, research help, and writing tips, visit the [Tiffin University Library](#).

### **Time Commitment**

Effective time management is possibly the single most critical element to your academic success. To do well in this online class you should plan your time wisely to maximize your learning through the completion of readings, discussions, and assignments. Because of our

accelerated, seven-week term, TU online courses are designed with the expectation that you dedicate a little over **six (6)** hours per credit hour to course activities and preparation **each week**. For example, for successful completion of a three-credit, seven-week online course you should reserve roughly **twenty (20) hours per week**.

To help plan your time and keep on track toward successful course completion, note the distinctive rhythm of assignment due dates:

1. All times assume Eastern Time (GMT-4).
2. Weeks begin at 12:00 a.m. ET on Monday and end at 11:55 p.m. ET on Sunday.
3. Unless otherwise noted, initial assignments or discussion posts are due by **11:55 p.m. ET on Wednesdays**.
4. Additional assignments or follow-up discussion posts are due by **11:55 p.m. ET on Saturdays, and**
5. Major assignments and reflections are typically due by **11:55 p.m. ET on Sundays**.

## Learning Activities

Learning activities for this course include discussion posts and replies, one essay, one PowerPoint slide presentation, and a project paper. The purpose of this term-long project paper is to understand, analyze, apply, and evaluate key correctional topics through the creation of a correctional facility/program to implement at the federal, state, or local level. The project is broken down over the seven weeks of the course. There are four deliverables for this project. Each deliverable will reflect and incorporate lessons learned up to that week. The weeks that you do not have to submit, you should be conducting research and planning for the next deliverable.

## Grading

The chart below identifies the individual contributions from each type of activity, per week.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
<b>Forums</b> Activity 1.1 (n/a) Activity 1.2 (50)	<b>Forums</b> Activity 2.1 (50)	<b>Forums</b> Activity 3.1 (50)	<b>Forums</b> Activity 4.1 (50)	<b>Forums</b> Activity 5.1 (50)	<b>Forums</b> Activity 6.1 (50)	<b>Forums</b> Activity 7.1 (50)	<b>350</b>
<b>Assignments</b> Activity 1.3 (50) Activity 1.4 (50)	<b>Assignments</b> Activity 2.3 (70)	Activity 3.2 (70)	<b>Assignments</b> Activity 4.2 (70)	<b>Assignments</b> Activity 5.2 (50) Activity 5.3 (70)	<b>Assignments</b> Activity 6.2 (70)	<b>Assignments</b> Activity 7.2 (50) Activity 7.3 (100)	<b>650</b>
<b>150</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>170</b>	<b>120</b>	<b>200</b>	<b>1000</b>

## Undergraduate Grading Scale

A: 90-100%

B: 80-89%

C: 70-79%

D: 60-69%

F: <60%

## Course Schedule and Weekly Checklist

### Start Here

- MON: Activity 1.1: Course Anticipation

### Week 1

- WED: Activity 1.2: Classification Considerations
- SAT: Activity 1.3: Corrections Timeline
- SUN: Activity 1.4: Introduction to Course Project

### Week 2

- WED: Activity 2.1: Facility Support Services - Initial Post
- SAT: Activity 2.1: Facility Support Services - Follow-Up Post
- SUN: Activity 2.2: Project - Services and Finances

## Week 3

- WED: Activity 3.1: Assessing Special Needs - Initial Post
- SAT: Activity 3.1: Assessing Special Needs - Follow-Up Post
- SUN: Activity 3.2: Project - Visit Institution

## Week 4

- WED: Activity 4.1: Emergency Response and Management Skills - Initial Post
- SAT: Activity 4.1: Emergency Response and Management Skills - Follow-Up Post
- SUN: Activity 4.2: Project - Org Chart and Environment

## Week 5

- WED: Activity 5.1: Inmate Labor - Initial Post
- SAT: Activity 5.1: Inmate Labor - Follow-Up Post
- SUN: Activity 5.2: Case Study Analysis and Reflection
- SUN: Activity 5.3: Project - Security and Services

## Week 6

- WED: Activity 6.1: State Prison Riots Analysis - Initial Post
- SAT: Activity 6.1: State Prison Riots Analysis - Follow-Up Post
- SUN: Activity 6.2: Project - Final Submission

## Week 7

- WED: Activity 7.1: Exploring Technologies
- SAT: Activity 7.2: The Future of Corrections
- SUN: Activity 7.3: Course Reflection

## Tips for Success

Online learning requires self-discipline and self-direction. As seekers of the truth, we should be willing to challenge one another's academic work in a spirit of respectful comradery. Your course is a place for you to grow as you benefit from the expertise, experience, and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge and understanding.

To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

## For More Information:

Be sure to review the [Support, Policies, and Procedures](#) addendum.