

**INDIANA STATE UNIVERSITY
CRIMINAL JUSTICE PROGRAM
SYLLABUS**

FACULTY MEMBER: Edward B. Motley

COURSE NUMBER: CRIM 605

COURSE TITLE: Correctional Administration

TEXTBOOK: TITLE: Prison and Jail Administration: Practice and Theory
AUTHOR: Peter M. Carlson and Judith Simon Garrett
PUBLISHER: Aspen
ISBN: 0-8342-0867-9

OFFICE HOURS/METHOD OF CONTACT: Work: 317-232-5568
E-mail: emotley@doc.in.gov

- I. ATTENDANCE POLICY:** Regular and prompt class attendance is a vital part of education. I expect students to exercise good judgement regarding their attendance. You accept full responsibility for ensuring that work does not suffer from absences. You are expected to attend every scheduled class on time. There are exceptions, i.e., work, illness, or valid emergencies at my discretion.
- I. COURSE DESCRIPTION:** An analysis and evaluation of the administrative organization of contemporary state and federal correctional systems. The organization of business, custodial, industrial, and treatment of correctional agencies.
- III. RATIONALE:** This class should disclose information and situations which are real through field studies. It should stimulate discussions on ways to better the conditions in the prisons for inmates and staff so that inmates may utilize their time wisely. This class should prepare individuals for a higher level position of responsibility in the correctional system.
- IV. COURSE OBJECTIVES:**
- A:** Describe the major differences in the management of prisons and jails.
 - B:** Describe the role of the correctional administrator (warden, superintendent, deputy warden, sheriff, jail administrator).
 - C:** Identify the functions of correctional personnel.
 - D:** Understanding staff/inmate management issues.
 - E:** Emergency preparedness defined in the role of Warden/Superintendent
 - F:** Building better prisons.

V. METHODOLOGY:

A. TEACHING METHODS:

Lectures, discussions, presentations, videos, field trips, guest speakers

B. EVALUATION PROCEDURES:

Class Participation (10%)

Presentations (25%)

Final exam (50%)

Quiz (15%)

VI. EXTERNAL ASSIGNMENT/PRESENTATION

Presentation: Building and managing a prison

Field trips TBA

VII. OUTLINE AND ASSIGNMENT SCHEDULE:

Week 1 (1/11): Introductions/Overview/Video/Chapter 47

Week 2: (1/18) Read Chapters 4, 5 & 6

Week 3: (1/25) Read Chapters 10 & 53 (video)

Week 4: (2/1) Read Chapters 12, 13, 14

Week 5: (2/8) Read Chapters 11 & 36

Week 6: (2/15) Read Chapters 51 & 52 (video)

Week 7: (2/22) Read Chapters 15, 16, 17

Week 8: (3/1) Read Chapters 18, 19 & 41

Week 9: (3/8) Read Chapters 21, 22 & 25

Week 10:(3/15) No class (Spring break)

Week 11: (3/22) Read Chapters 24 & 27

Week 12:(3/29) Read Chapters 29 & 37

Week 13: (4/5) Read Chapters 34 (video)

Week 14: (4/12) Read Chapters 32 & 35 (video)

Week 15: (4/19) Read Chapters 54 & 55

Week 16: (4/26) Presentations

Week 17: (5/3) Final

VIII. RESOURCES:

Sources of Additional Information

Corrections Connection www.corrections.com

American Corrections Association
www.aca.org

Federal Bureau of Prisons
www.bop.gov

Office of Justice Programs
www.ojp.usdoj.gov

Indiana Department of Correction
www.in.gov/indcorrection