

**CENTRAL TEXAS COLLEGE
SYLLABUS FOR CJCR 1304
PROBATION AND PAROLE**

Semester Hours Credit: 3

INSTRUCTOR: _____

OFFICE HOURS: _____

I. INTRODUCTION

- A. This course will provide a real-world view of the work of probation and parole officers, as well as, an overview of the history and philosophical foundations of probation and parole in the Chaptered States.
- B. Organization and operation of probation and parole agencies as particular segments of the criminal justice system: probation as part of the judicial process, and parole as part of the correctional system.
- C. The theoretical and practical concerns exemplified in probation and parole supervision.
- D. Presentation of legal issues and problems in probation and parole, an examinations of determinate and indeterminate sentencing, and the issues that surround each, the various roles of probation and parole officers and a review of special programs, as well as relevant research in probation and parole.
- E. Trends and direction of probation and parole in the second decade of the twentieth century.

II. LEARNING OUTCOMES

Upon successful completion of this course, Probation and Parole, the student will:

- A. Describe the professional qualifications for employment as a probation or parole practitioner. (C5-C7, C9, C14, F1, F2, F5, F6)
- B. Demonstrate skills in management and treatment practices. (C5-C7, C9-C17, F1, F2, F5-F17)
- C. Create and develop community relations strategies. (C5-C17, F1, F2, F5-F17)
- D. Prerequisite(s): None

III. INSTRUCTIONAL MATERIALS

- A. The instructional materials identified for this course are viewable through www.ctcd.edu/books
- B. Supplementary Reading: (None)
- C. References:
 - 1. *Texas Criminal and Traffic Law Manual*, LexisNexis, current edition
 - 2. As assigned by individual instructor assigned to course.
- D. Audio-Visual Aids: Power point presentations and videos at instructors discretion.
- E. Other Instructional Materials: (None)

IV. COURSE REQUIREMENTS

- A. Your first responsibility is scholarship. The grade you receive for this course will not be the grade of the instructor, but rather the grade you and you alone make.
- B. You should attend class regularly and be prepared to participate in classroom discussions and to take unannounced quizzes relating to text assignments and lecture material presented from the beginning of the course.
- C. You are encouraged to give your best effort throughout the semester. From the beginning, you should plan for a steady, organized, and continuous effort, which in the long run will prove more effective for your final grade than a last minute crash-cram policy. Your course grade is not determined solely by exam grade. Such factors as class participation, initiative, attendance, and individual research papers will be considered in grade computation.
- D. From time to time, special library and/or outside assignments will be made to members of the class individually and/or in groups. You are expected to read all assignments and fulfill your responsibilities to any group assignment.
- E. You are expected to read all assigned material and bring your textbook to class. Keep informed on all assignments, especially after an absence.
- F. Good class notes are indispensable for earning a good grade, since both the material assigned and that discussed in class will be the basis for examination material.
- G. Special Work: A term paper or other research project, per requirements of the instructor, will be required. The subject must be appropriate for the course material. Check with the instructor when you have made a selection. The value is indicated in the semester grade computation and has considerable weight on your final average.

V. EXAMINATIONS

- A. There will be a minimum of three major examinations, as follows:
 - 1. Three -week exam
 - 2. Mid-term exam
 - 3. Twelve -week exam (optional)
 - 4. Final exam
- B. A student must be present for all examinations. Make-up examinations will be given at the Instructor's discretion. Students who know in advance that they will be absent from an examination due to valid reasons must arrange to take an early examination. Unexpected absences due to illness or extenuating circumstances will require the student to see the instructor about individual make-up work.
- C. Students without excused absences will be given a zero for the missed examination.
- D. Per CTC Guidance: Instructor's may lower a student's grade due to tardiness.
- F. Examinations may consist of objective (true/false, multiple choice, fill-in-the-blank, and matching) or subjective (short answer and essay) questions, or a combination of both types. Students majoring in Criminal Justice and Law Enforcement must be able to communicate both orally and in written form, thus some questions requiring the composition and writing of an essay answer will be required.

VI. SEMESTER GRADE COMPUTATIONS

<u>POINTS</u>	<u>GRADES</u>
900-1000	=A
800- 899	=B
700- 799	=C
600- 699	=D
0- 599	=F

*Incentive points, if given are earned by doing special work on your own initiative, participating in class discussions, completing outside assignments, and having a good attendance record. Points will be deducted for each unexcused absence. Military assignments or unavoidable circumstances will be evaluated upon notification of the instructor.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

- A. **Withdrawal from Course:** It is the student's responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Fm 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is as follows:

10-week session	Friday of the 8th week
8-week session	Friday of the 6th week
5-week session	Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of "W," provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the college before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

- B. **Administrative Withdrawal:** An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.
- C. **Incomplete Grade:** The College *Catalog* states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work, but because of personal illness, death in the immediate family, or military orders, is unable to complete all the requirements for a course." Prior approval from the instructor is required before the grade of "I" is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.
- D. **Cellular Phones and Beepers:** Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.
- E. **American's With Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.
- F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

- G. **Civility**: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

VIII. COURSE OUTLINE

Topics covered in this course during the semester will come from chapters of the appropriate text. The order and the specific topics covered will be at the discretion of the individual instructor assigned to teach the course.

- A. Chapter One: Probation and Parole in Criminal Justice
- B. Chapter Two and Three: Probation History and Administration; Pre-trial Services, Sentencing, and the Presentence Report
- C. Chapter Four: Parole and the Indeterminate Sentence
- D. Chapter Five: Parole Administration and Services
- E. Chapter Six: Treatment Theory and Practice
- F. Chapter Seven: Probation and Parole Officers
- G. Chapter Eight: Probation and Parole Supervision
- H. Chapter Nine and Ten: Intermediate Punishments; Special Issues and Programs in Probation and Parole
- I. Chapter Eleven: Probation and Parole in Juvenile Justice
- J. Chapter Twelve: Probation and Parole in Juvenile Justice
- K. Review for final examination and Final Examination