COURSE INFORMATION FORM

DISCIPLINE  
Criminal Justice

COURSE TITLE  
Correctional Administration

CR.HR  3  LECT HR.  3  LAB HR.  CLIN/INTERN HR.  CLOCK HR.  

CATALOG DESCRIPTION

Current administrative and management patterns and functions in correctional agencies and institutions. Concepts of staffing classification, training, budgeting, record keeping and public relations.

PREREQUISITES

None

EXPECTED STUDENT OUTCOMES IN THE COURSE

Upon completion of this course, the student will be able to:

1. Develop a preliminary budget and staffing plan for a correctional facility.
2. Create policy statements addressing correctional issues, concerns and plans.
3. Identify leadership styles of correctional administrators and correctional officer typologies.
4. Chart and compare job satisfaction and motivational issues of staff, officers and administration for assessment purposes.
5. Identify and explain key issues in correctional administration.
CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

- Exams (1,3,5)
- Demonstration (1,2)
- Group project (4)
- Mock interviews (4)

PROGRAM-LEVEL OUTCOMES ADDRESSED

General Education Outcomes
Specify which general education outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes and assessment measures.

Occupational Program Outcomes
Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes to assessment measures.
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Correctional Leadership and Organizational Culture
   A. Defining Leadership and organizational culture
   B. Organizational and Management Theories
   C. Culture of the Correctional Officer

II. Hierarchy of Correctional Organizations
   A. Rank, Structure and Hierarchical Chain of Command
   B. Correctional workers and Union
   C. Orientation and Professional Relationships with Inmate
   D. Role Conflict and Ambiguity of assignments
   E. Job satisfaction, motivational issues and job stress

III. Institutional Operations
   A. Classification of Offenders
   B. Facilities Management
   C. Budget and Financing
   D. Personnel Assignments

IV. Strategies for Correctional Success
   A. Importance of Values and Vision
   B. Employee Empowerment
   C. Correctional Leadership
   D. Private Involvement and public concerns
   E. Governors, Legislators, Parole Board and Unions
   F. Policy and Research Considerations