



CJA 612 Correctional Management & Administration  
Tuesdays  
01/08/13 to 03/20/13

**Instructor:** Nova C. Akau, MSCJA, Parole Officer  
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**Textbook:** The Dilemmas of Corrections, Hass & Albert, Fifth Edition

**Objective:** Examines some of the basic elements of correctional administration, management, and treatment of corrections and proceeds to an in-depth examination of correctional management, its many components and the day-to-day operations. (Catalog Description)

**Grading:** Grades will be based on the following:

Attendance (10%)	A = 90 - 100
Class Participation (10%)	B = 89 - 90
Assignments (20%)	C = 79 - 60
Research Paper & Presentation (30%)	F = 59 - 0
Exams/Quizzes (30%)	

**Attendance:** Attendance is mandatory, essential, and will fall within school guidelines -- meaning it will and can affect your final grade. If you do not attend for a two week period, which means you missed 20% of class, you will likely fail the class or be asked to withdraw. Repeated tardies will also result in a reduced grade or overall failure (two tardies equals one absence). It is your responsibility to contact the instructor if you will not be attending class prior to class at which time assignments due and future assignments will be discussed.

**ADA Accommodations:** Any accommodations requested under the American Disability Act must be conducted through the Counseling Center prior to the start of the course.

**Class Participation:** Each student is expected to participate during class/group discussions and be respectful of opinions that others may have.

**Assignments:** Application is key to comprehension. Be prepared. The purpose of the assignments, and the basis of grading, is to demonstrate understanding, writing skills, and provoke thought. All assignments are to be typed, using 12 point font, one inch margins, and be double spaced. Please have your name in the upper left hand corner along with the date the assignment was due, and staple all pages. Late assignments are accepted on a case by case basis.

**Articles:** Each week, you will submit two articles reaction papers. There are two parts to the paper: summary and your reaction. The articles must relate to the topics/chapters of the week, demonstrate the class objective, and must be within the past two years. The length of your reaction paper varies with emphasis being on the content. The source of your article must be provided and it's degree of reliability will be evaluated. Late assignments are accepted on a case-by-case basis.

**Research Paper:** The topic of your paper will reflect the topics of the class and must be approved by the instructor prior to the start of your research. The format of your paper must be APA. The minimum amount of pages is 15. There is no maximum. You must use a minimum of five resources. You will be graded on knowledge of the topic, analysis, reliability and credibility of resources, presentation, and the ability to abide by the stated structure.

You will present your findings to your peers. The preference for the presentations is power point and the like. However, if you feel a different method would be more appropriate or effective, please feel free to discuss it with the instructor prior.

Any paper that is plagiarized will result in an automatic failure for the class.

**Exams:** There will be two exams of essay format.

**Academic Policies:** Students are expected to comply with the standards related to academic honesty and plagiarism that are stated in the Chaminade General Catalog. Failure to adhere to these policies can result in a failing grade.

**Classroom Decorum:** No cell phone use or texting during class. Unless it's an emergency, do not answer your phone or respond to a text. Any electronic devices used during class must be for course work only and discussed with the instructor prior to its use.

**General Chaminade Matters:** The five characteristics of a Marianist Education are:

1. Educate for Formation in Faith.
2. Provide an Excellent Education.
3. Educate in Family Spirit.
4. Educate for Service, Justice, and Peace.
5. Educate for Adaptation to Change.

Selected from Characteristics of Marianist Universities: A Resource Paper, Published in 1999 by Chaminade University of Honolulu, St. Mary's University and University of Dayton. Each of these characteristics is integrated, to varying degrees, in this course.

**Course Outline:** The Syllabus and Course Outline may change at instructor's discretion.

- Week One 01/08/13: Introduction of Student  
Overview of Class  
Class Exercise
- Week Two 01/15/13: Reaction Essay One Due: Punishment (Part I and II)  
Article Reactions 1 & 2 Due  
Class Discussion/Exercise  
Research Paper Topics Due
- Week Three 01/22/13: Reaction Essay Two Due: Who Goes to Prison and Why (Part III)  
Article Reactions 3 & 4 Due  
Class Discussion/Exercise
- Week Four 01/29/13: Reaction Essay Three Due: Prison Life (Part IV)  
Article Reactions 5 & 6 Due  
Class Discussion/Exercise
- Week Five 02/05/13: Midterm Project (Punishment & Imprisonment)
- Week Six 02/12/13: Reaction Essay Four Due: Key Cases (Part V)  
Article Reactions 7 & 8 Due  
Class Discussion/Exercise
- Week Seven 02/19/13: Reaction Essay Five Due: Rehabilitation (Part VI)  
Article Reactions 9 & 10 Due  
Class Discussion/Exercise
- Week Eight 02/26/13: Reaction Essay Six Due: Critical Problems (Part VII)  
Article Reactions 11 & 12 Due  
Class Discussion/Exercise
- Week Nine 03/05/13: Research Paper Presentation -- all papers due
- Week Ten 03/12/13: Final (Rehabilitation & Recidivism Reduction)