

ARIZONA WESTERN COLLEGE  
SYLLABUS

AJS 245 CORRECTIONAL MANAGEMENT AND SUPERVISION

Credit Hours: 3 Lec 3

PREREQUISITE: None

COURSE DESCRIPTION

This course develops correctional supervisors and managers in their field. The class includes personnel practices, employee discipline and motivation, management theory, budget, and problem solving.

1. COURSE GOAL

- 1.1 Comprehend and describe the concepts of management and supervision.
- 1.2 Identify personnel practices and problems
- 1.3 Recognize and describe the need for partnerships in leadership.
- 1.4 Understanding and identifying the concept of tactical and strategic planning.

2. COMPETENCIES

Upon satisfactory completion of this course, students will be able to:

- 2.1 identify effective supervision and management theories.
- 2.2 define effective policies and procedures as goals and objectives.
- 2.3 identify the section of law that affect prison operations and management.
- 2.4 demonstrate the ability to make hiring decisions based on job descriptions.
- 2.5 analyze the differences between types of management styles.
- 2.6 make tactical decisions based on leadership theories.
- 2.7 distinguish between tactical and strategic planning.
- 2.8 demonstrate the techniques of brainstorming to problem solving.
- 2.9 distinguish between *authority* and *power*.

### 3. STUDENT RESPONSIBILITIES

- 3.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 3.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. The instructor will not drop him or her from the course. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 3.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through the Office of Services for Students with Disabilities (SSD). SSD provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the Coordinator of SSD aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. Please contact the Coordinator of SSD at (928) 344-7629, (928) 317-6007 (TTY), in the Student Services Building, Counseling area.
- 3.4 Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature - will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 3.5 Texts and Notebooks: Students are required to obtain the class materials for the course.

### 4. METHODS OF INSTRUCTION

- 4.1 Lecture
- 4.2 Discussion groups
- 4.3 Discussion of examples
- 4.4 Review of quizzes and questions
- 4.5 Open forum discussion and debate

### 5. LEARNING ACTIVITIES

- 5.1 Read text and work through exercises
- 5.2 Read management theory and apply to corrections operations
- 5.3 Research specific theory and national standards
- 5.4 Answer questions on quizzes and exams
- 5.5 Ask questions about concerns not understood
- 5.6 Participate in discussions

### STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 Classroom Assignments: Students are responsible for work missed and for completing all work before the next class meeting. Students are responsible for participating in all oral drills and for taking all exams.
- 6.3 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.4 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.5 Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.6 Textbooks and materials: Students are required to bring notebook or loose-leaf book, pens, pencils, dictionaries, and purchase textbook required for class.
- 6.7 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.  
Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS”

on their official academic record. An NS grade may result in a student losing their federal financial aid.

For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):

- Submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the

academic

subject studied in the course