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| **SYLLABUS**  **CJ 130 Introduction to Corrections**  **Online** |

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| Course Description: | This course provides an introductory survey of the basic topics in corrections. |
| Orientation Meeting: | The Criminal Justice Department has discontinued orientation meetings for its online courses. If you have questions, contact the instructor or Moodle Technical Support. |
| Required Text: | Allen, Latessa, et al., *Corrections in America*, Prentice-Hall Publishing, 14th. Edition (2016) |
| Instructor: | Rod Carter, JD |
| Contact Information: | Office: F-114 Office Hours: Tuesdays and Thursdays, 1:00-3:00 pm E-mail: [rodney.carter@linnbenton.edu](mailto:rodney.carter@linnbenton.eduTelephone) Telephone:  541-917-4284 |
| Assignments: | There will be a test at the end of each reading assignment. The exams are taken online and will be timed. Once you begin an exam, you will be required to finish it. In other words, you may not begin a test, sign off, and resume taking the test later. You will have 15 minutes to complete each test. Tests must be completed and submitted prior to the expiration of the time permitted. **Answers submitted after the expiration of time will not be counted.**   ***There is no final exam in this course.***  **All work must be submitted before midnight on Wednesday, June 12, 2019.**  Tests may be taken anytime, day or night.  The only additional limitation on test-taking is that in order to receive credit for tests, all tests must be taken in order. In other words, you must complete the Unit 1 quiz before you take the quiz for Unit 2.  EXAMPLE: Mary completes Quiz #1 on Thursday night. The following Wednesday, she is prepared to take Quiz #2. Mary may take Quiz #2 anytime after completing Quiz #1.  Quizzes taken out of order will not count toward your final grade.  **IMPORTANT NOTICE: You are required to do your own work just as in a traditional course.  Naturally, studying with others is permitted and encouraged.  However, all submitted work must be completed by you without any assistance from others.    The following is specifically prohibited:**  **a**. Receiving copies of questions and/or answers from others who have taken or who are taking the course; b. Receiving any assistance whatsoever from others while taking a quiz or exam, and; c. Allowing anyone to take your tests, in whole or in part, for you.  Any violation of these rules will result in a failing grade for the course and the reporting of the matter to the college for the implementation of disciplinary proceedings.  **Be certain to read the Moodle Frequently Asked Questions document located on this course's homepage. It contains information you will need to successfully complete this course.** |
| Making-up Missed Assignments: | All coursework must be completed during the current term. Because of the structure of this course, no make-up opportunities are available. |
| Grading Scale: | 90%+ = A 80-89 = B  70-79 = C  60-69 = D  <60 = F |
| Points Possible: | Quizzes = 10 points each |

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| **IMPORTANT NOTICE:  As an anti-cheating feature of this course, any student may be chosen at random, or for cause, and requested to re-take a test or tests in the presence of the instructor or his/her designee. Students who fail to comply with such request shall receive zero credit for the test or tests that are the subject of the request.** |

**Equal Opportunity**

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**Discrimination/Harassment Complaints**  
If you feel you have been discriminated against in any interaction at Linn-Benton Community College or have been harassed by another person while at LBCC please contact us immediately based on the following:  
  
**A student complaint about another student**  
Contact: Sandra Shinkle (541) 917-4806  
[coxly@linnbenton.edu](mailto:coxly@linnbenton.edu)  
  
**A student complaint about an LBCC staff member**  
Contact: Kathy Withrow  
(541) 917-4420  
[withrok@linnbenton.edu](mailto:withrok@linnbenton.edu)  
  
**An LBCC staff member complaint about another staff member or student**  
Contact: Marsha Edwards  
(541) 917-4425  
[edwardm@linnbenton.edu](mailto:edwardm@linnbenton.edu)

**Affirmative Action Officer:** Kathy Withrow, CC-108, 541-917-4420   
**ADA Coordinator (Students):** Nancy Tanberg, RCH-105, 541-917-4690  
**ADA Coordinator (Employees/Applicants):** Kathy Withrow, CC-108, 541-917-4420  
**Title IX Coordinator:** Lynne Cox, T-107B, 541-917-4806

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