

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Criminal Justice</u>
COURSE RUBRIC AND NUMBER	<u>CJCR 2381</u>
COURSE TITLE	<u>Cooperative Education-Corrections II</u>
COURSE CREDIT HOURS	<u>3 1 : 15</u>
	Credits Lec Lab

I. Catalog Description

Provides career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1:15).

II. Course Objectives

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

- A. Master the theory, concepts, and skills associated with the particular occupation.
- B. Master the tools, materials, equipment, procedures, regulations, and laws associated with the particular occupation.
- C. Master the interactions among political, economic, environmental, and legal systems associated with the particular occupation.
- D. Demonstrate ethical behavior associated with the particular occupation.
- E. Demonstrate safety practices associated with the particular occupation.
- F. Demonstrate interpersonal and teamwork skills associated with the particular occupation.
- G. Communicate in the applicable language associated with the particular occupation. A journal will be developed and reviewed. A total of 240 hours (15 hours/week) performing those tasks listed on the Cooperative Education Training Plan.

III. THECB Learning Outcomes (WECM)

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

IV. Evaluation

- A. Evaluation Methods
 1. Students will be given a grade based on the following:

Agency – Site Appraisal of Student Performance:	40%
Student Portfolios:	30%
Student Documentation Notebook:	20%
Classroom Participation and Discussion:	5%
Two Written Tests:	<u>5%</u>
Total	100%

2. The Agency-Site Appraisal of Student Performance form will be completed by the agency supervisor at the end of the learning experience and will be submitted to the instructor. This appraisal will cover the student's attitude, punctuality, and professionalism.
3. Students will submit a portfolio about the agency. The portfolio will be submitted two weeks prior to the end of the course.
4. Students will maintain a written notebook of their daily agency experiences and observations. They will discuss these observations with the instructor during the classroom sessions. The instructor will review this notebook on a weekly basis.
5. Students will attend all assigned classes and maintain a passing grade in all classes. They will not skip class and report to their training site. If they are too sick to attend class, they are too sick to work. If they are unable to report to work at their training site, they are to **notify both the employer and the instructor immediately.**
6. Students are placed on the job to train and are under the supervision of both the instructor and the supervisor where they are employed. A disciplinary matter at work is also a disciplinary matter at college. Student standards of conduct apply as well as the rules on the job.
7. A student must maintain employment at assigned agency to remain in this program. Approval for the program is based on the following:
 - a. Not currently on probation
 - b. Not convicted of a Class B misdemeanor in the past 6 months.
 - c. Not convicted of a Class A misdemeanor in the past 12 months.
 - d. Not convicted of a DWI or a DWD in the past 2 years.
 - e. Never been convicted of a felony.
 - f. Must pass a background investigation, psychological exam, drug test, and physical exam.
8. A student will be dismissed from the program when he/she cannot meet these requirements.
9. Students laid off for any reason are to report to their instructor immediately.
10. Students automatically fail the course if they are terminated from their job.

B. Grading Scale

The grading scale is shown below:

<u>Points</u>	<u>Percentages</u>	<u>Letter Grade</u>
360 – 400	90 – 100	A
320 – 359	80 – 89	B
280 – 319	70 – 79	C
240 – 279	60 – 69	D
0 – 239	59 or below	F

C. Tests

Two (2) written tests will measure a student's understanding of the course content and will account for 5% toward the final grade.

1. Written tests will be given covering the worksite performance and expectations as well as lecture material presented. The second (final exam) will cover all of the material and lectures contained in the course. Each written test will be graded according to the number of test items. **No retakes will be given.**
2. It is the student's responsibility to make prior arrangements with the instructor if he/she is unable to attend class the day of any exam. **A grade of zero (0) will be given if an exam is not taken and no prior arrangements to take the exam have been made.** If prior arrangements have been made, the test may be administered at the instructor's convenience at the testing center.
3. Other in-class work may also be given at the instructor's prerogative.
4. The instructor may assign extra credit assignments. Extra credit points will be added in to the overall assignment score and will carry a point value of no more than 5 points for each assignment.

V. Disability Statement (Americans with/Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024)

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.