

Basic Course Information

Semester	Fall 2014	Instructor's Name	Glenn Granish
Course Title & #	Corr. Interview/Counseling	Instructor's Email	Glenn.Granish@imperial.edu
CRN #	10131	Webpage (optional)	N/A
Room	3212	Office (PT Faculty:809)	No office hours, contact in class
Class Dates	8/18 – 12/13/2014	Office Hours (n/a for PT Faculty)	Make appointment in class to meet in the Part Time Office Room 809
Class Days	Monday	Office Phone # (PT may use dept. number)	760-355-6280
Class Times	830am – 1140pm	Who students should contact if emergency or other absence	Departmental Secretary is the best option in case you can have an emergency concerning class time or activities
Units	3 Units		

Course Description

An overview of the techniques available to practitioners in Corrections in counseling and interviewing. The student will learn the use of appropriate techniques and theories in confidence building which may be used by the correctional employee in client interviews and counseling. A basic course for students planning to enter or already employed within the Correctional Science field. (Formerly CSI 106)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Understand the difference between Interviewing and Interrogation. (ILO2, ILO3, ILO4, ILO5)
2. Identify skills necessary to effectively interview someone. (ILO1, ILO2, ILO3, ILO4)
3. Identify the concepts of counseling. (ILO2, ILO3, ILO4)

Course Objectives

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

1. Demonstrate the ability to conduct an interview. The student will recognize and identify the components of a good interview which will include but is not limited to: demonstration of successful listening skills, information gathering, establishing a rapport and overcoming communication barriers.
2. Take notes during an interview. The student will distinguish between visible and invisible recording methods. The student will demonstrate an understanding of the legal aspects of recording interview and counseling sessions and the confidentiality of those reports/notes.
3. Discuss various kinds of intervention/counseling techniques. The student will demonstrate knowledge of the distinctions between juvenile and adult interviews. The student will be aware of ethnic, gender and special population needs.
4. Demonstrate skills individual and group communication dynamics and be able to assess the counseling techniques most effective in a given interview situation. The student will learn basic theories of interviewing and counseling, treatment plans and file review, and the development of professional and ethical demeanor.
5. Identify obstacles that complicate the task of conducting objective interview and counseling. The student will recognize common reactions to counseling and identify disorders.
6. Demonstrate and explain the development of roles and responsibilities of clients and staff.
7. Demonstrate the ability to establish and maintain a safe and secure setting during the counseling and interview process.
8. Observe and record signs of change, provide feedback and critique during the counseling/interviewing processes.

Textbooks & Other Resources or Links

TEXTBOOKS:

Walsh, Anthony (2011). Correctional Assessment: Casework and Counseling (5th/e). Landham, MD American Correctional Association. ISBN: 978-1569913079

Course Requirements and Instructional Methods

Core content to be covered in all areas:

CORE CONTENT	APPROX. % OF COURSE
1. Interviewing	15.00%
2. Recording the Interview	10.00%
3. Special Interview Considerations	10.00%
4. Contemporary Theories and Modalities	15.00%
5. Identification of Client Problem Areas	15.00%
6. Role and Responsibility of Client and Staff	15.00%
7. Safe and Secure Setting	10.00%
8. Monitoring Methods	10.00%
TOTAL	100%

METHOD OF EVALUATION:

Essays, Quizzes, Tests, Problem Solving Exercises, Written Assignments, Group Projects, and a comprehensive Final Examination

INSTRUCTIONAL METHODOLOGY:

Audio Visual (PowerPoints Presentations), Discussions, Group Activity, Lecture, and Simulation/Case Study

Course Grading Based on Course Objectives

Total Points: 650 points

Tests: Five tests at 50 points each =	250 points
Term Paper: (Topic Approved by Instructor) =	50 Points
Group Project =	100 Points
Prison Tour =	50 Points
Final Exam =	200 Points

*Extra Credit Bonus (by Approval) = *up to 50 Points (35 Ride Along + 15 prison paper)

A = 650-585 B = 584-520 C = 519-455 D = 454-390 F = 389-0

PLEASE NOTE: Assignments are due on the date stated on the syllabus. Late assignments are subject to reduction of points. Make every effort to turn in assignments on time or you may receive a zero for that assignment.

TESTING: All tests will be on the date stated on the Syllabus and will be a 25 question test. All testing will be online with a 50 minute time limit. The dates will be posted for the date and time that each test will be open. You will need to be in class to get the password for entering into the test.

Failure to take an exam will result in a zero for that exam unless prior approval is given by the instructor.

You must communicate to your instructor any problems that you are having trouble with the course.

AS THERE IS NO RETAKES IN REAL LIFE - THERE WILL BE “NO MAKE UP EXAMS” GIVEN FOR THIS COURSE! There is usually a three day window open to take the exam.

You must communicate to your instructor any problems that you are having with the course or anything affecting you in the performance of the course. That means, if you cannot complete the test in the prescribed time limit, you will communicate that to the instructor and why with paperwork of why you could not take the exam. (Doctor’s appointment, Jury Duty, Emergency Room, or Funeral).

Attendance

One of the institutional learning outcomes at IVC is personal responsibility. You will be expected to demonstrate personal responsibility by attending class, showing up on time, and not leaving early. You will be allowed two absences from class before the drop deadline. Do not assume you will be dropped for non-attendance. Missing more than half a class session will count as a full absence. ***(It remains your responsibility to drop yourself from all courses that you no longer attend, or you risk getting a failing grade on your transcript.)*** Refer to page 15 of your Fall Class Schedule 2012 catalogue for “ATTENDANCE AND AUTOMATIC WITHDRAWALS”; you are RESPONSIBLE!

As part of the attendance of this course, will be attending a tour of Centinela State Prison in the latter part of the semester. This tour will be part of the requirements for this course, attending this tour will be the same as if you were to attend class that day.

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. It is the student’s responsibility to drop or officially withdraw from the class. See General Catalog for details.

- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

Classroom Etiquette

Any conduct that disrupts the learning process cannot be tolerated. Anyone engaging in such conduct will be asked to leave the classroom. Talking, whispering, loud yawning, and cell phones ringing during class are examples of disruptive behavior because such actions are disrespectful and distracting to the instructor and to other students. Respect your fellow students and instructors at all times. **TAKE ADVANTAGE OF THE LEARNING ENVIRONMENT WHILE IN CLASS!**

- Electronic Devices:
Cell phones ringing during class are RUDE, to me as the instructor and the other students in the class. Phones WILL BE turned off or placed on vibrate. Emergencies, please go outside!
IF your phone rings during class, you’ll be asked to immediately give the class a two (2) minute presentation to the entire class, of the instructor’s choice.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

- Plagiarism is to take and present as one’s own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly ‘cite a source’, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

Additional Help – Discretionary Section and Language

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>

- **Learning Labs:** There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- **Library Services:** There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. If you feel you need to be evaluated for educational accommodations, the DSP&S office is located in Building 2100, telephone 760-355-6313.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule / Calendar

This is a tentative, provisional overview of the reading, assignments, tests, or other activity for the duration of the course.

CSI 206, Corr. Interview/Counseling, Monday, 830am – 1140am

Monday	08/18/14	Introduction / Syllabus/paperwork
Monday	08/25/14	Chapter 1- Understanding the need for Theory Chapter 2 – Sociological and Psychological Theories Chapter 3 – Biosocial Theories
Monday	09/01/14	Labor Day (No class)
Monday	09/08/14	Test #1 Guest Speaker
Monday	09/15/14	Chapter 4 – The self: Principal Tool of the Correctional Helper Chapter 5 – Interviewing and Interrogating
Monday	09/22/14	ALL GROUPS - TURN IN OUTLINES FOR CLASSROOM PROJECTS ALL STUDENTS – TURN IN OUTLINES FOR TERM PAPERS

Imperial Valley College Course Syllabus – Course Title and number

		Chapter 6 – The Presentence Investigation Report Test #2
Monday	9/29/14	Chapters 7/8 – Assessment/Classification in Institutional Corrections Chapter 9 – Nondirective Counseling: Theory and Practice Chapter 10 – Directive Counseling: Theory and Practice
Monday	10/06/14	Test #3 Guest Speaker
Monday	10/13/14	Chapter 11 – Cognitive – Behavioral Approaches Chapter 12 – Group Counseling in Institutional Settings Chapter 14 – Legal Aspects of Casework & Counseling
Monday	10/20/14	Test #4 Guest Speaker
Monday	10/27/14	Chapter 20 – The Juvenile Delinquent Chapter 21 – The Female Offender Chapter 22 – The Elder Offender
Monday	11/03/14	Test #5 Guest Speaker
Monday	11/10/14	Class Presentations
Monday	11/17/14	Class Presentations
Monday	11/24/14	Thanksgiving Holiday Research Methodology / Class Presentations
Monday	12/01/14	Prison Tour/Final Exam Review will be on Blackboard
Monday	12/08/14	Final Exam. Term Paper Due.