



## PROGRAMS OUTCOMES

Employers will expect you, as a Criminal Justice-Corrections graduate, to be able to:

- Think critically
- Manage emergencies
- Communicate effectively
- Demonstrate professionalism
- Conduct investigations
- Interact with others
- Demonstrate tactical skills (applies to occupational certifications)

## CAREER OPTIONS

Correctional Officer  
Home Detention Specialist  
Juvenile Detention Officer  
Psychiatric Care Technician  
Shelter Care Worker

There are continual employment opportunities. Due to retirements and career changes, many agencies hire corrections personnel on a regular basis.

## POTENTIAL FOR ADVANCEMENT

Administrator  
Juvenile Caseworker  
Probation/Parole Agent  
Supervisor  
Training Officer

*Potential advancement generally requires further education.*

**Program Code 10-504-2**

**Expected Program Costs: \$10,000**

**Median Annual Salary: \$30,000**

## OVERVIEW

From correctional institutions to community corrections agencies, trained Corrections graduates are in demand in the state and across the country. As a student in the Criminal Justice-Corrections program, you will learn the operations and management of correctional institutions, probation/parole, correctional law and emergency response. Sociology, psychology, communications, mathematics and economics combine to provide a solid academic foundation.

You may be eligible to enter the jail officer "Certification Track." Successful completion of the Certification Track provides the education and hands-on training required by the Wisconsin Law Enforcement Standards Board to become certifiable as a jail/co-located officer.

Anyone with a felony conviction cannot become a corrections/law enforcement officer without a governor's pardon. A lengthy criminal history or numerous moving traffic violations may hinder opportunities for employment.

The program includes theory, simulated experience and occupational observation which are combined to help develop knowledgeable, competent, effective and efficient graduates. Additional emphasis is placed on professionalism, integrity and quality work performance. A simulated training facility is at the Wisconsin Rapids campus.

Successful graduates will have completed Department of Justice Law Enforcement Standards Board requirements for both Jail Officer and Juvenile Detention Officer.

The Criminal Justice-Corrections program is offered at the Wisconsin Rapids campus.

**Mission:** The purpose of the Criminal Justice-Corrections program is to provide education, training and retraining in the field of Corrections. The program is designed to enhance opportunities for securing employment; ensure that labor force skills remain abreast of rapidly changing advancements; and encourage the pursuit of further education.

## ADMISSIONS PROCEDURES

To apply to the Criminal Justice-Corrections program, please submit the following documents to the MSTC Admissions Office:

1. Complete an MSTC application form and return it with the \$30 non-refundable application fee.
2. Complete the Accuplacer or ACT test. Minimum scores required:
  - Reading-Accuplacer score of 79
  - Sentence Skills-Accuplacer score of 85
  - Math-Accuplacer score of 64
  - ACT equivalents for above scores are acceptable.
3. Submit an official copy of all academic transcripts, including high school, college or university and HSED/GED.

If a student does not meet the required test scores, they may retest or complete an identified structured course(s) in the Academic Support Center.

- Written Communication, courses in mathematics and some science courses have placement requirements. Please refer to the course description section in the back of the catalog, listed under General Education, for course specific information.

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**Mid-State Technical College  
Admissions  
500 32nd Street North  
Wisconsin Rapids, WI 54494**

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**PROGRAM COURSE DESCRIPTIONS**

**10504110 // 2 credits**

**Criminal Justice Service Readiness**

This course is intended to assist students in their efforts to secure employment upon graduation. Students will complete a basic resume, cover letter, interview thank-you letter, and a standard law enforcement or corrections application. Students will also prepare for a criminal justice career interview and will participate in a mock interview with current practitioners from law enforcement or corrections agencies. *Prerequisite: Admission to Criminal Justice - Law Enforcement 105041 or Criminal Justice-Corrections 105042 Program*

**10504112 // 3 credits**

**Court Procedures**

This course will examine the court system including procedures from incident of arrest to final disposition. The stages of a criminal trial will be examined in depth. The authority of law enforcement officials to arrest and/or detain a subject will be reviewed. Constitutional, Federal, State, and Civil laws as they apply to this criminal process will be presented. Victims' rights will be examined. *Prerequisite: Admission to Criminal Justice-Corrections Program 105042*

**10504116 // 3 credits**

**Probation & Parole**

Analyzes modern probation and parole practices and services, examines current probation procedures and the case law affecting those decisions; and review the advantages of community-based treatment, special programs and the use of non-professionals. Through learning activities, students will be exposed to a portion of the "daily life" of a probation & parole agent. *Prerequisite: Admission to Criminal Justice-Corrections Program 105042*

**10504128 // 3 credits**

**Telecommunications for Corrections**

Prepares learners to embrace emergency communications as a profession; describe legal and ethical issues regarding telecommunicator responsibility and accountability; apply enhanced 9-1-1, computer-aided dispatch and map reading techniques; apply proper call receiving guidelines; demonstrate effective emergency radio communications techniques; interpret police computer information system data; perform telecommunications record-keeping functions; demonstrate effective crisis management skills in techniques to alleviate stress in emergency communications; and perform simulated dispatch functions. *Prerequisite: Admission to Criminal Justice-Corrections Program 105042*

**10504139 // 3 credits**

**Report Writing for CJC**

In this course, students will learn how to write a variety of corrections reports to accurately and fairly convey necessary information, in a format appropriate for the criminal justice field. Students will also participate in criminal justice situational analysis leading to scenario construction, role playing and video capture to formulate a broad base of available scenarios to be used in their report writing exercises. *Prerequisite: Admission to Criminal Justice-Corrections Program 105042*

**10504144 // 3 credits**

**Wellness in Corrections**

Learners develop and apply the skills and abilities needed to deal constructively with stressors in the correctional field. Focus is on assessing individual stressors, analyzing the impact of stress, reducing stressors and developing stress-coping mechanisms. Coping mechanisms include assertion, anger management, conflict resolution, time management, relaxation activities, and exercise and diet planning. *Prerequisite: Admission to Criminal Justice-Corrections Program 105042*

**CURRICULUM**

Term		(18 credits)
10504139	Report Writing for CJC	3
10504144	Wellness in Corrections	3
10504189	Adult Direct Supervision	3
10504192	Intro to Corrections	3
10801195	Written Communication	3
10801198	Speech	3

Term		(18 credits)
10504112	Court Procedures	3
10504145	Emergency Procedures	3
10504191	Correctional Law and Code	3
10504904	Juvenile Law	3
10809143	Microeconomics -or-	
10809144	Macroeconomics	3
10809198	Intro to Psychology	3

Term		(17 credits)
10504110	Criminal Justice Service Readiness	2
10504116	Probation & Parole	3
10504128	Telecommunications for Corrections	3
10504146	Security Procedures	3
10806112	Principles of Sustainability	3
10809159	Abnormal Psychology	3

Term		(15 credits)
10504147	Correctional Counseling	3
10504148	Corrections Summary Assessment	1
10504161	Multicultural Dimensions in Corrections	3
10504188	Adolescent/Juvenile Supervision	3
10809196	Intro to Sociology	3
	Elective	2

**Total Credits 68**

Please Note:

- The Criminal Justice-Corrections program has August and January start dates. We advise you to meet with an academic advisor or counselor to successfully plan your academic schedule.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Degree completion time may vary based on student scheduling and course availability.
- For General Education course descriptions (800 level), see section marked under Course Descriptions.

# CRIMINAL JUSTICE-CORRECTIONS

## **10504145 // 3 credits**

### **Emergency Procedures**

Learners will demonstrate the Principles of Subject Control (POSC) in a correctional environment with an emphasis on team tactics, and will develop the skills needed for mitigation of hostage-type situations. Learners will apply current fire science concepts to jail fire prevention and response, including search and rescue, fire suppression, and use of safety equipment.

*Prerequisite: Admission to Criminal Justice-Corrections Program 105042*

## **10504146 // 3 credits**

### **Security Procedures**

Learners will demonstrate the steps involved in receiving and releasing inmates, maintaining security, and practicing the basic principles of supervision and behavior control. Topics include: admission, release, and search procedures; use of jail locking and surveillance equipment; principles of supervision; and inmate health management procedures.

*Prerequisite: Admission to Criminal Justice-Corrections Program 105042*

## **10504147 // 3 credits**

### **Correctional Counseling**

Learners develop paraprofessional counseling skills needed in a variety of correctional environments. Focus is on determining the best conditions under which effective counseling can occur, and includes approaches for individual and group counseling. Counseling topics include techniques for supervising "special inmates," including those who may be suffering from stress, a suicide risk, mental illness, developmentally disabled, and alcohol or other drug dependent.

*Prerequisite: Admission to Criminal Justice-Corrections Program 105042*

## **10504148 // 1 credit**

### **Corrections Summary Assessment**

Learners will refine previously learned skills and abilities as they are assessed on how they apply and those skills and abilities to various case studies and simulated situations in correctional settings.

*Prerequisite: Admission to Criminal Justice-Corrections Program 105042*

## **10504161 // 3 credits**

### **Multicultural Dimensions in Corrections**

Course content includes analysis of what minority groups are, how they are formed, how they persist and how they are changed. A variety of ethnic, racial, and groups selected by society, as having minority status will be analyzed, including an analysis of the interaction within the criminal justice system. This course will include learning activities and discussions intended to look at one's own diversity conscious.

*Prerequisite: Admission to Criminal Justice-Corrections Program 105042*

## **10504188 // 3 credits**

### **Adolescent/Juvenile Supervision**

Learners will review theories of adolescent development, history of juvenile court, and the WI Juvenile Code and the WI Administrative Code as it applies to juvenile offenders. Learners will become familiar with procedures to admit/release adolescents in secure detention. Additionally, learners will apply strategies for effective supervision, protection, and disciplining of juveniles and adolescents, including those classified as special needs offenders, in secure detention settings.

*Prerequisite: Admission to Criminal Justice-Corrections Program 105042*

## **10504189 // 3 credits**

### **Adult Direct Supervision**

Learners will apply Correctional Professional Communication Skills and Direct Supervision Principles including mediation, arbitration, and crisis intervention in a correctional setting. Learners will demonstrate supervision skills including: positive behavior control; dispute resolution; and incident debriefing.

*Prerequisite: Admission to Criminal Justice-Corrections Program 105042*

## **10504191 // 3 credits**

### **Correctional Law and Code**

Learners will demonstrate key concepts and principles underlying legal requirements for correctional institution operations, and guidelines for protecting the legal rights of inmates. Key topics include: rules and standards governing correctional operations; structure of the court system; overview of civil liability; and key constitutional rights of inmates. Learners will also explore how applicable Wisconsin Statutes and Administrative Code requirements reflect or expand upon the broader constitutional

protections for both inmates and staff. Additionally, learners will apply current law to contemporary correctional issues including facility operation, inmate discipline, and inmate health care.

*Prerequisite: Admission to Criminal Justice-Corrections Program 105042*

## **10504192 // 3 credits**

### **Intro to Corrections**

This course will examine the history and current trends of the correctional system in the United States. Students will analyze the changing philosophies of corrections; and review the programs available to offenders at various stages of their involvement in the criminal justice system. Chain of command, management practices, personnel needs, types of offenders, organizational theories, policymaking, and the role of correctional personnel are addressed. Additional emphasis will be placed on the role of the correctional employee and on effective management techniques to be utilized when working with offenders, including how to "avoid manipulation."

*Prerequisite: Admission to Criminal Justice-Corrections Program 105042*

## **10504904 // 3 credits**

### **Juvenile Law**

In this course, the learner will describe the juvenile justice system, describe the handling of cases of children in need of protection or services, describe the handling of cases of juveniles in need of protection or services or alleged to be delinquent, identify constitutional law issues that are relevant to juveniles, analyze the role of law enforcement in responding to child maltreatment, explain the issues involved in investigating incidents of child victimization, intervene and apply appropriate investigative strategies, describe the roles of other agencies in child maltreatment cases, and recognize the unique investigative issues for missing children. This course consists of competencies and learning objectives from the following blocks of instruction from the Law Enforcement Standards Board 520 hour Law Enforcement Basic Training Curriculum. Juvenile Law - 8 hours and Child Maltreatment - 8 hours.

*Prerequisite: Admission to Criminal Justice-Law Enforcement Program 105041 or Criminal Justice-Corrections Program 105042*