



*Criminal Justice -
Corrections
Orientation*

2007-2008



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ORIENTATION OUTLINE

I. WELCOME

- A. Staff introductions*
- B. Introduction to the world of Corrections*

II. CURRICULUM DEVELOPMENT

- A. Advisory committee*
- B. Faculty*
- C. Methods of operation*
- D. Expect curriculum changes*

III. PROGRAM REQUIREMENTS

- A. General policies*
- B. Student success process*
- C. Grievance procedure*

IV. DEPARTMENT OF JUSTICE, BUREAU OF TRAINING AND STANDARDS

V. OTHER

- A. School year calendar*

VI. REGISTRATION

VII. ADJOURN



WELCOME

Welcome to Mid-State Technical College and the Criminal Justice – Corrections Associate Degree program! You are about to begin a very exciting and challenging program. This program prepares you for entry-level Corrections careers. Corrections employment prospects are varied and steady. There are many employment choices for well-educated and well-trained individuals.

Success comes with hard work and dedication. The academic challenges that await you are rigorous. A student should be determined and dedicated to reaching their career goals. This new adventure provides you with a fresh opportunity for personal and career-oriented growth. The Corrections field requires practitioners to have strong writing skills and dynamic interpersonal skills. Students will develop, refresh and refine those skills through interaction in and outside of the classroom. With commitment on your part you will find your education very enjoyable and rewarding. In return you can expect our complete commitment to you and your education. We want the best for you! If there is anything the staff or I can do to help achieve your success--please let us know.

From this day forward, you will always be a part of Mid-State Technical College. Be proud of what you do, be proud of your school and enjoy this time of personal growth.

Welcome! The challenge awaits you.

Clark D. Pagel
Associate Dean



STAFF AND FACULTY

Division Dean

Eldean Walling
715-422-5476
eldean.walling@mstc.edu

Associate Dean

Clark Pagel
715-422-5478
clark.pagel@mstc.edu

Faculty

Mike Bessette
715-422-5490
mike.bessette@mstc.edu

Barb Jascor
715-422-5523
barb.jascor@mstc.edu

Scott Lang
715-422-5310
scott.lang@mstc.edu

Support Staff

Ellen Jensen
715-422-5474

Offices - Education Building
Room E101

Mid-State Technical College
500 32nd Street North
Wisconsin Rapids, WI 54494-5599

IS CORRECTIONS A CAREER FOR YOU?

*Do **you** have what it takes for a career in Corrections?*

Consider the following educational and occupational requirements and expectations before you commit your time and money into a program, which might not be suitable for you. Mid-State Technical College is looking for students who are prepared to meet the academic rigors of the Corrections program and who know the time and effort it takes to be successful in the classroom. We are also looking for students who have made wise decisions in their life experiences and who have not had to suffer the consequences of poor decision making. Consider the following **before** making a **commitment** to this program and occupation.

- No criminal felony convictions.
- Clear criminal history.
- No domestic violence convictions.
- No misdemeanor convictions.
- Valid driver's license.
- No serious driving violations.
- Physically fit.
- No history of emotional problems.
- Good verbal communications skills.
- Good written communications skills.
- Ability to work through conflict rationally and calmly.
- No biases toward other genders, races, nationalities or religions.
- No use of illegal narcotics.
- No sexual orientation biases.

This list might include items that are not requirements of the occupation; however, they are very serious considerations for employability.



PROGRAM CONSIDERATIONS

- Letter grade in the C range for all core courses
- Good writing skills – the program is writing intensive
- No unexcused absences
- No tardiness
- Good study habits

Before you make a COMMITMENT to this program... ask yourself if you currently posses the good study habits and skills necessary to be a successful student in the Law Enforcement program.

ENTRY LEVEL REQUIREMENTS

Mid-State Technical College’s has identified entry-level requirements for all its associate degree programs. Requirements for the Criminal Justice-Corrections program are:

Reading – 79 Accuplacer score or equivalent

Sentence skills – 85 Accuplacer score or equivalent

Math – 64 Accuplacer score or equivalent

If a student does not meet the required scores in these academic areas, they must complete the identified structured remediation course(s) in the Academic Support Center.

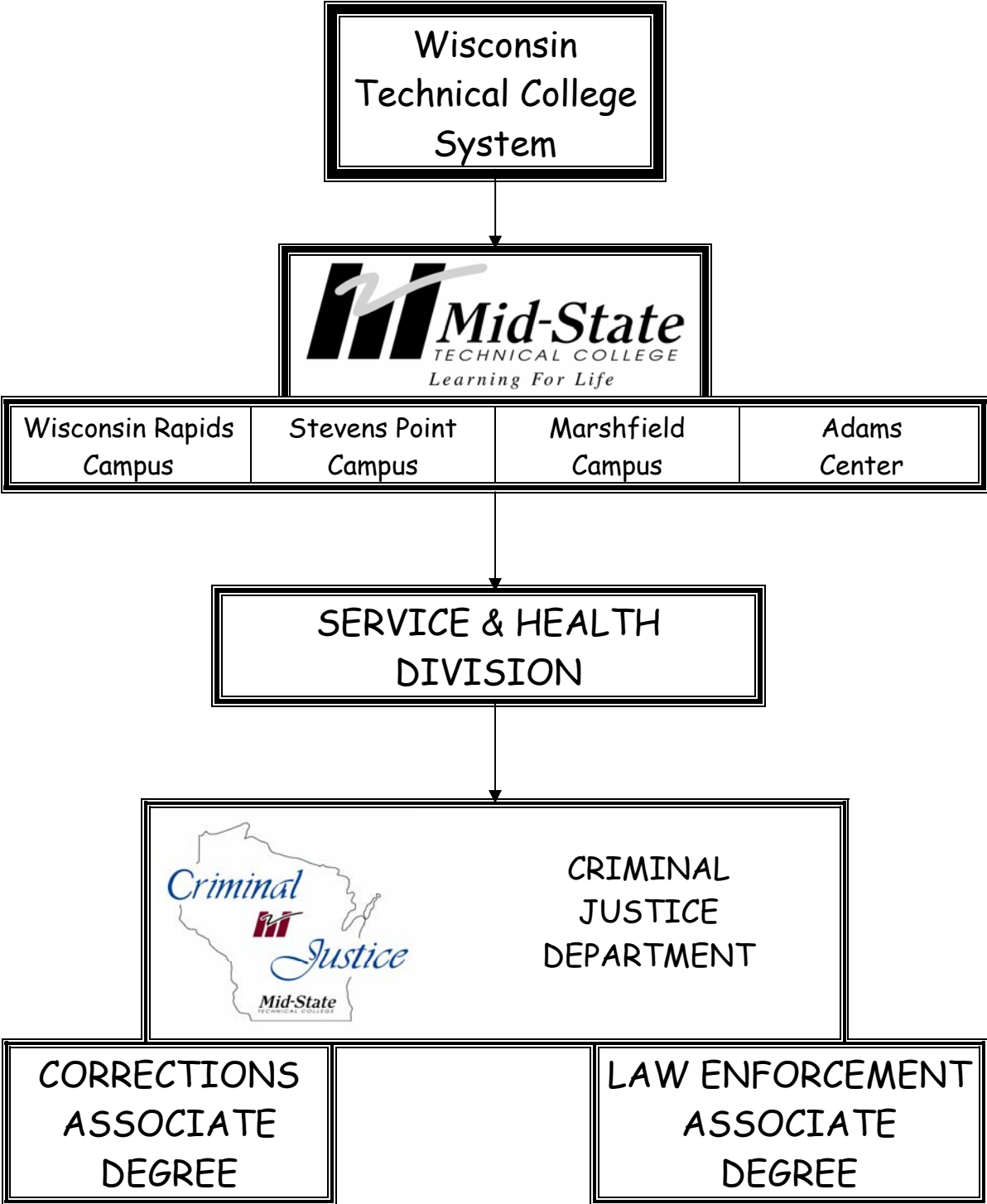
Note: A person with a felony conviction cannot become a corrections/law enforcement officer without a Governor’s Pardon. A lengthy criminal history may hinder opportunities for employment.

ADVANCED STANDING

MSTC’s Advanced Standing enables students to receive credit for their knowledge and skills gained from a variety of sources. Advanced standing credits may include: transfer of credits from approved, post-secondary institutions; credit by examination; high school, military or occupational experiences/training or from prerequisite courses upon successful completion of advanced level courses. If you wish to pursue advanced standing, contact the Student Affairs Office. Your request will be forwarded to the Associate Dean for evaluation. You will receive written notification whether or not you received the Advanced Standing.

Students are encouraged to discuss their pursuit of advanced standing with their program advisor, associate dean, or dean.

TECHNICAL COLLEGE SYSTEM HIERARCHY



VISION AND MISSION STATEMENTS

MSTC VISION STATEMENT

MSTC is recognized as an educational leader and viewed as an essential technical resource by its communities.

MSTC MISSION STATEMENT

Mid-State Technical College serves its communities by providing lifelong learning opportunities, which enhance the personal and economic well being of individuals and businesses.

PROGRAM MISSION STATEMENT

Mid-State Technical College's Corrections program serves its communities by providing education, training, and retraining in the field of Corrections. The program is designed to enhance opportunities to secure employment, ensure that the labor force skills remain abreast of rapidly changing advancements and encourage the pursuit of further education.



CRIMINAL JUSTICE-CORRECTIONS CURRICULUM

FIRST SEMESTER

504-112	Court Procedures	3
504-189	Principles of Direct Supervision	3
504-161	Multicultural Dimensions in Corrections	3
504-192	Introduction to Corrections	3
801-195	Written Communication	3
801-198	Speech	3
	Total credits	18

SECOND SEMESTER

504-135	Juvenile Law	3
504-140	Report Writing *	3
504-191	Correctional Law	3
504-193	Correctional Facilities Emergency Response	3
504-186	Contemporary Issues in Corrections	3
809-198	Intro. To Psychology	3
	Total credits	18

THIRD SEMESTER

504-113	Criminal Law	3
504-116	Probation and Parole	3
504-128	Telecommunications for Corrections	3
504-110	Criminal Justice Service Readiness	2
809-195	Economics	3
809-159	Abnormal Psychology	3
	Total credits	17

FOURTH SEMESTER

504-188	Adolescent Supervision	3
504-194	Corrections Officer Certification Summary	4
	Elective	2
804-106	Introduction to College Mathematics	3
809-196	Introduction to Sociology	3
	Total credits	15
	Basic first aid	24 hours

Total program credits required for graduation 68

5-04-06

All 504 courses need to be completed with a C grade or better, for certification track. Prerequisites MUST be successfully completed prior to advancing to the subsequent course.

* = Prerequisite required



PROGRAM OUTCOMES

1. Demonstrate the proper use of the force option continuum to ensure the safety and security of staff, offenders, and the community.
2. Communicate effectively, both orally and in writing, in all aspects of the corrections function.
3. Management and maintenance of jail operations.
4. Distinguish and appreciate the special need offender.
5. Prepare offender for the successful reintegration into society.
6. Demonstrate knowledge of and compliance with the legal requirements for maintaining control and custody of both the juvenile and adult offender.
7. Develop and implement a professional development plan.



MSTC Core Abilities

1. **Act with Integrity** – Applies a collection of commonly accepted ethical standards for appropriate conduct in professional areas.
2. **Apply technology to Specific Occupational Tasks** – Recognizes the impact of technology and understands appropriate uses of technology.
3. **Assure Quality** – Demonstrates a desire to produce the best possible product, process, and performance to meet a need.
4. **Communicate Clearly** – Applies appropriate writing, speaking, and listening skills in order to precisely convey information, ideas, and opinions.
5. **Demonstrates effective critical and creative thinking** – applies the principles and strategies of purposeful, active, organized thinking.
6. **Demonstrate Global awareness** – Demonstrates awareness and a sensitivity to the impact that activities in one part of the world have on the rest of the world.
7. **Learn Effectively** – Demonstrates ability to assess what needs to be learned, apply learning techniques, and use new learning on the job.
8. **Manage Self Responsibly** – Demonstrates self-sufficiency and responsibility for effectiveness on personal and occupational life.
9. **Work Cooperatively** – Demonstrates the ability to work with others to complete a task, solve problems, and offer support.



CERTIFICATION TRACK

WHAT IS IT?

To become a corrections officer or juvenile detention officer in the State of Wisconsin you must receive certification from the Wisconsin Department of Justice. By statute, the Law Enforcement Standards Board establishes minimum curriculum requirements for preparatory courses. The certifications and current standards are as follows:

Corrections officer = 160 hours
Secure detention officer = 120 hours

There are two ways in which to receive certification.

1. The first way is to be hired by an agency as an employee. The agency then sends you to a recruit academy to obtain certification.

2. The third way is to successfully complete a Corrections program, which has been approved for “Advanced Standing”. This means that the school has been approved to include certification requirements into the Associate degree curriculum. At Mid-State Technical College, the Corrections associate degree incorporates **all** of the Corrections Officer certification and Juvenile Detention certification requirements. To be qualified for the certification component students must meet the following conditions:



CERTIFICATION TRACK, WHAT IS IT? - CONTINUED

1. Successfully complete the Corrections associate degree.
2. Successfully complete the certification track requirements within the corrections associate degree. They include:
 - a. C grade or better in each of the core courses.
 - b. meet the program attendance requirements.
 - c. submit to a criminal background check - no felony felony convictions or domestic violence record.
 - d. meet physical fitness requirements
 - e. complete and sign a release of information authorization.

VERY IMPORTANT - upon successful completion of the Associate degree and the certification track requirements, the student has earned Department of Justice “**Certifiable**” status. Full-certified status is not obtained until employment is achieved. Certifiable status is **valid** for **two years** from the completion of the certification requirements.

Functional Ability Categories and Representative Activities/Attributes for the Criminal Justice – Corrections Program

Gross Motor Skills:	<p>Move within confined spaces. Maintain balance in multiple positions. Reach above shoulders. Reach below waist. Reach out front. Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.</p>
Fine Motor Skills:	<p>Pick up objects with hands. Grasp small objects with hands. Write with pen or pencil. Key/type. Pinch/pick or otherwise work with fingers. Twist. Squeeze with finger. Lock and unlock locks. Computer mouse maneuvers.</p>
Physical Endurance:	<p>Stand for long periods of time. Sustain repetitive movements. Maintain physical tolerance. Running.</p>
Physical Strength:	<p>The ability to carry, lift or drag a human body. Carry equipment/supplies. Use upper body strength. Squeeze with hands. Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. Be free from any impediment of the senses, physically sound and in possession of extremities. The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object. Carry self-contained breathing apparatus.</p>



Mobility:

Twist.
Bend.
Stoop/squat.
Move quickly.
Climb stairs.
Walk.
Climb.
Stooping.
Kneeling.
Crouching.
Crawling.
Climb stairs.
Lifting.

Hearing:

Hear normal speaking-level sounds.
Hear faint voices.
Hear faint body sounds.
Hear in situations when not able to see lips.
Hear auditory alarms.
The ability to listen to and understand information and ideas presented through spoken words and sentences.

Visual:

See (uncorrected) objects up to 20 inches away.
See (uncorrected) objects up to 20 feet away.
Use depth perception.
Use peripheral vision.
Distinguish color and color intensity.
The ability to see details at a distance.
Possess normal color vision.
Possess 20/20 corrected vision in each eye.
Possess normal visual functions in each eye. Includes peripheral vision, depth perception, etc.
The ability to see objects or movement of objects to one's side when the eyes are looking ahead.

Tactile:

Feel vibrations.
Feel differences in sizes, shapes.



Detect environmental temperature.
The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

Smell: Detect odors (e.g., foul smelling drainage, alcohol breath, smoke, gasses or noxious smells).

Environment: Tolerate exposure to allergens (e.g., latex gloves, chemical substances).
Tolerate strong odors.
Confined space.
Integration into inmate populations.
Exposure to weather.

Reading: Read and understand written documents (e.g., flow sheets, charts, graphs).
Read digital displays.
The ability to read and understand information and ideas presented in writing.

Math: Comprehend and interpret graphic trends.
Calibrate equipment.
Tell time.
Measure time
Read and interpret measurement marks.
Add, subtract, multiply, and/or divide whole numbers.
Compute fractions and decimals.
Document numbers in records.

Emotional Stability: Establish professional relationships.
Provide client with emotional support.
Adapt to changing environment/stress.
Deal with the unexpected.
Focus attention on task.
Cope with own emotions.



Perform multiple responsibilities concurrently.
Cope with strong emotions in others.
Exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill, and integrity.
History of mental or physical disability may be grounds for denying employment; or, these factors might be a consideration in the hiring process.
Be free from mental or emotional instabilities which may tend to impair the efficient performance of a correction officer's duties or which might endanger the lives of others or the law enforcement officer.
Capacity to remain calm during stressful situations.

**Analytical
Thinking:**

Transfer knowledge from one situation to another.
Process and interpret information from multiple sources.
Analyze and interpret abstract and concrete data.
Evaluate outcomes.
Problem solve.
Prioritize tasks.
Use long-term memory.
Use short-term memory.
The ability to listen to and understand information and ideas presented through spoken words and sentences.
The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Considering the relative costs and benefits of potential actions to choose the most appropriate one.
Understanding the implications of new information for both current and future problem solving and decision-making.
Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
Understanding the implications of new information for both current and future problem solving and decision-making.
The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).



Critical Thinking:

Identify cause-effect relationships.
Plan/control activities for others.
Synthesize knowledge and skills
Sequence information.
Make decisions independently.
Adapt decisions based on new information.
The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Adjusting actions in relation to others' actions.
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Interpersonal Skills:

Establish rapport with individuals, families, and groups.
Respect/value cultural differences in others.
Respect for opposite gender.
Tolerant of alternative life styles.
Negotiate interpersonal conflict.
Providing personal assistance, medical attention, emotional support, or other personal care to others.
Developing constructive and cooperative working relationships with others, and maintaining them over time.
Being aware of others' reactions and understanding why they react as they do.
Actively looking for ways to help people.
Ability to interact with inmates and co-workers to establish and maintain an effective working relationship.

Communication Skills:

Influence people.
Direct/manage/delegate activities of others.
Speak English.



Write English.

The ability to speak clearly so others can understand you.

Listen/comprehend spoken/written word.

Collaborate with others.

Manage information.

The ability to communicate information and ideas in speaking so others will understand.

The ability to communicate information and ideas in writing so others will understand.

Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources.

Talking to others to convey information effectively.

Specific Job Tasks:

Using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.

Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.

Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.

Communicate effectively and coherently over radio channels while initiating and responding to radio communications.

Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.

Perform rescue operations which may involve lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, crawling in confined area; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

Perform searches of people, which may involve feeling and detecting objects.



Walking for long periods of time.

Conduct visual and audio surveillance for extended periods of time.

Working rotating shifts and holidays, walking on foot patrol and physically checking doors and windows of buildings to ensure they are secure.

Effectively communicate with people, including juveniles and senior citizens, by giving information and directions, mediating disputes and advising of rights and processes.

Demonstrate communication skills in court and other formal settings. Must be able to convey cogent facts and details and appropriately handle scrutiny and confrontation.

Detect and collect evidence and substances that provide the basis of criminal offenses and infractions that indicate the presence of dangerous conditions.

Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

Perform rescue functions, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.

Evacuate inmates and search and rescue operations in a fire while carrying a self-contained breathing apparatus and breathing through a full-face mask.

Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.

Put on and operate a gas mask in situations where chemical munitions are being deployed.

Extinguish small fires by using a fire extinguisher and other appropriate means.

Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.

Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

Enforces all laws, rules and regulations, department policies and unit orders pertaining to operation of the department.

Patrols or corrections officers assigned area, either by moving patrol or assigned location, to assure security of that part of a corrections facility. Observes and reports special hazards.



Escorts inmates to work assignments, recreation and elsewhere as directed. Maintains order as assigned during work, bathing, meals and other activities. Keeps count on inmates assigned; correct and advises inmates in daily routines.

Participates in shakedowns as directed. Routinely searches persons and property for contraband in accordance with established procedures.

Responds to emergency calls; assists as directed in riot control and inmate movement; participates in search and capture of fugitives.

Monitors conduct of prisoners, according to established policies, regulations, and procedures, to prevent escape or violence.

Takes prisoner into custody and escorts to locations within and outside of facility, such as visiting room, courtroom, or airport.

Inspects locks, window bars, grills, doors, and gates at correctional facility, to prevent escape.

Uses weapons, handcuffs, and physical force to maintain discipline and order among prisoners.

Searches prisoners, cells, and vehicles for weapons, valuables, or drugs.

Guards facility entrance to screen visitors.

Records information, such as prisoner identification, charges, and incidences of inmate disturbance.

Serves meals and distributes commissary items to prisoners.

Discharge firearms, utilize chemical irritants, and utilize electronic control devices.

The ability to use force up to and including the use of deadly force.

Perform ALL of the above essential job functions of a corrections officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

Confirmed – February 2007 CJC Advisory Committee



GENERAL PROGRAM POLICY

PROGRAM GRADE POLICY: Program students are required to earn a letter grade of “C” or better for each Criminal Justice (Corrections or Law Enforcement) core course in order to retain eligibility for the certification track. Students who do not achieve a numerical average of at least 70% must repeat the course and achieve the minimum grade requirement to retain certification track eligibility. All students must receive a grade above an “F” in order to graduate with an associate degree in Criminal Justice (Corrections or Law Enforcement). No courses may be taken more than two times to retain eligibility for certification track.

GRADE: Your grade will be based on a cumulative percentage as follows:

A	=	94 – 100%	C	=	74 – 76%
A-	=	90 – 93%	C-	=	70 -73%
B+	=	87 – 89%	D+	=	67 - 69%
B	=	84 – 86%	D	=	64 - 66%
B-	=	80 – 83%	D-	=	60 - 63%
C+	=	77 – 79%	F	=	Below 60%

NOTE: It is the student's responsibility to maintain a record of all graded assignments and to periodically compute his/her grade. Students are encouraged to contact their instructor(s) if they drop below 70% in a course or courses in order to determine appropriate redemption that could improve their success in the course.

SPECIAL NEEDS -- If you know you have a recognized disability, or suspect that you might have one, it is your responsibility to identify yourself as soon as possible to the Disability Services staff in Student Affairs. Course standards will not be lowered but various kinds of accommodations are available to you. Adequate and reasonable time will be required to develop and provide appropriate accommodations, so contact Disability Services as soon as possible. It is MSTC’s goal to assist you in your individual educational plan.



GENERAL PROGRAM POLICY-CONTINUED

The following resources are available to you if you are experiencing difficulty achieving course performance standards:

- * ASC (Academic Support Center);
- * Academic tutor;
- * Peer study groups;
- * Academic counseling.

ATTENDANCE POLICY:

I. POLICY PURPOSE: The purpose of this policy is to ensure that the students comply with course requirements and the expectation is that students attend all scheduled class periods. Students are expected to demonstrate commitment to the learning process and accept responsibility for failure and/or inability to meet some or all course expectations. This policy attempts to treat all students fairly while simultaneously holding them accountable for their actions and/or lack thereof.

II. ATTENDANCE: Students may not miss more than 10 percent of the scheduled classes in order to retain eligibility for the certification track. Students with absences in excess of 10 percent must secure advanced approval from the course instructor and/or department Associate Dean to retain that eligibility. It is the student's responsibility to maintain his/her own attendance record. A maximum of six (6) hours of absence is allowed if the course is offered in a three-hour block.

III. UNEXCUSED ABSENCES: Absence from class will be unexcused if the student does not seek and/or gain permission for the absence. The request for absence must be made prior to the absence in person or through a voice mail message to the course instructor or Associate Dean. The unexcused absence will result in the loss of hours required for the certification track. Any graded learning activities; quizzes or tests administered during the unexcused absence will result in zero points. The consequences of an unexcused absence may be waived if the instructor or Associate Dean determines that the reason for missing the activity involves a case of **extreme** hardship.



GENERAL PROGRAM POLICY-CONTINUED

IV. EXCUSED ABSENCES: Absences must be reported in advance to the instructor and will be excused if the instructor deems that the absence was due to an unavoidable emergency. Examples of excused absences are funerals, court obligations, and serious illness.

V. LEARNING ACTIVITIES AND EXCUSED ABSENCES: If a graded learning activity is due on the date of the excused absence the work must be turned into the instructor (through e-mail or fax) on or before the date it is due. Learning activities turned into the course instructor after the due date will receive reduced credit at a rate of 10% each day the activity is late.

VI. MISSED TESTS/QUIZZES DUE TO EXCUSED ABSENCE: Tests and quizzes can only be made up if the instructor or Associate Dean has granted an excused absence. The test or quiz **MUST** be taken on the first day the student returns to school for ANY class. It is the student's responsibility to contact the instructor to make up tests and quizzes that are missed due to an excused absence.

In cases where the student is aware in advance of an absence on the date of the test or quiz, the student **WILL** take the test or quiz **PRIOR** to that date. If the instructor agrees that this is not practical or possible, the test or quiz policy must be made up on the **FIRST** day the students returns to ANY MSTC class.

VII. TARDINESS: Attendance will be taken at the beginning of the class period. Students who are not present when attendance is taken will be marked absent for the entire class period. Exceptions may be considered for reasonable cause when approved by the instructor. If the class extends beyond one hour, the tardy student will only be marked absent for the first hour. Students who return late from breaks are also subject to this policy and will be marked absent for the entire hour if he/she returns late from a mid-class break.



GENERAL PROGRAM POLICY-CONTINUED

MISCELLANEOUS POLICIES AND INFORMATION:

- Computers and typewriters are located in the ASC (Academic Support Center), the library and computer labs in the A-building, subject to their availability.
- The schedule and grading assignments are subject to change depending upon the progress of the class.
- Scantron exams are machine scored. Make all erasures complete. Credit will **NOT** be given for incorrect machine scoring due to incomplete erasures.
- All written assignments completed outside the class must be typed and in the following standardized format:
 1. Double spaced;
 2. Font size no larger than 12; and
 3. All margins must be 1 inch.
- Students who are absent from class must arrange to receive notes, assignments and missed materials from another student. Any questions regarding the notes, assignments and missed materials that cannot be answered by a student shall be directed to the respective instructor.
- All graded learning activities must be turned into the course instructor at the beginning of the course in which they are due. Any graded learning activities turned in after that time will result in **zero** points.
- Students should be familiar with Mid-State Technical College policies and procedures that are identified in the MSTC student handbook.
- If there is anything the MSTC staff can do to enhance your learning experience please let us know.



GENERAL PROGRAM POLICY-CONTINUED

ACADEMIC DISHONESTY: Academic dishonesty will NOT be tolerated. Any student found to be involved in any verifiable incident of academic dishonesty (copying, cheating, plagiarizing, etc.) will receive a grade of “F” for the class and will result in immediate suspension from the program.

DISMISSAL/SUSPENSION – Program courses are designed to be conducted informally and in a relaxed, learning environment. The MSTC Student handbook states, in part, that “if there is reasonable cause to believe a student has pursued a course of conduct requiring suspension or dismissal the student may be suspended or dismissed by the class instructor or Division Dean.” A student may be withdrawn from a course or program under any of the following circumstances:

- failure to succeed or to progress in a course or program;
- excessive or continuous absences;
- disciplinary reasons;
- past-due financial obligations; and/or
- failure or refusal to obtain professional help and/or to accept professional advice.

COMMITMENT... COMMITMENT...COMMITMENT – You **should** expect 100% commitment from the Corrections Science program and you **will** receive it. We in turn expect 100% commitment from you. You need to be prepared to be a diligent, hardworking, caring, and conscientious student who will accept nothing but the best of themselves and for themselves.



**CORRECTIONS/LAW ENFORCEMENT
PRESCRIBED STUDENT SUCCESS PROCESS**

When a program student experiences difficulty with fulfilling course/program requirements, those difficulties will prohibit the student from successfully completing the requirements for their degree and will be detrimental to their career goals. The corrections and law enforcement staff want to assist the student and help them to become successful and meet their goals. Therefore, we have prescribed a process to initiate the requirements needed for success. A student does not need to wait to follow this process if they have recognized some difficulty(ies). The process is identified through the following steps.

1. Students who experience difficulties in or outside the classroom can contact their instructor. The instructor will work with the student to develop a plan to help the student.
2. If a faculty member recognizes a student is experiencing or engaging in activities which will be detrimental to success, the program prescribed process will be initiated. Difficulties or activities detrimental to success may include, but are not limited to, distressed grades, test anxiety, tardiness, absence, lack of classroom participation, tardy or unfinished assignments, failure to do the assigned readings, and/or conduct unbecoming a potential future corrections/ law enforcement officer.
3. The faculty person will document their observations and make an appointment with the student to discuss the observations and the negative impact it has on their success.
4. If the faculty person continues to make these observations they will document those observations and complete a referral form to the program counselor.
5. The counselor will coordinate a time where the counselor, student, faculty person and associate dean may meet to discuss the referral. An action plan will be developed and unanimously approved. The student and other supportive individuals will then carry out the plan.



CORRECTIONS /LAW ENFORCEMENT
PRESCRIBED STUDENT SUCCESS PROCESS-CONTINUED

6. The faculty person should frequently check with the student as to the progress and workability of the plan.

7. If the student continues to experience difficulties, the faculty person shall initiate another referral to Student Affairs. The counselor will then coordinate a meeting with the counselor, student and associate dean. The results of the meeting will determine the course of action or inaction.



CORRECTIONS /LAW ENFORCEMENT
GRIEVANCE PROCEDURE

If a student wishes to register a grievance relevant to the corrections/law enforcement program the following process shall be followed.

1. The grievance shall be presented to a faculty person, in written format. If the student does not feel comfortable presenting that written grievance to faculty, it may be presented to the associate dean.
2. The student shall be interviewed by faculty/associate dean to clarify all of the issues.
3. If necessary, all stakeholders shall meet to discuss the grievance. An action plan will be developed and agreed upon by all stakeholders.
4. If the complainant does not feel the action plan is working, then they shall document their rationale in writing and forward that to the program associate dean, if a faculty person helped to develop the plan, or to the division dean, if the associate dean help to develop the plan.
5. The associate dean or division dean will interview the stakeholders and determine what course of action to take.
6. If the complainant does not feel the associate dean or division dean satisfied their grievance, then they need to refer to the “Appeal Processes” portion of the MSTC Student Handbook.



DISTRICT ACADEMIC HONESTY STANDARDS

The Mid-State Technical College Board, administration, faculty, and staff believe that academic honesty and integrity are fundamental to the mission of higher education. All students are expected to maintain and promote the highest standards of personal honesty and professional integrity. These standards apply to all examinations, assigned work, and projects. Therefore, a student who is found to have been dishonest, fraudulent, or deceptive in the completion of work or willing to help others to be so or who is found to have plagiarized (presented the work of others as his or her own) is subject to disciplinary action up to and including suspension.

STUDENTS WITH DISABILITIES PROCEDURES

If you know you have a recognized disability, or suspect that you might have one, it is your responsibility to identify yourself as soon as possible to the Disability Services staff in Student Affairs. Course standards will not be lowered but various kinds of accommodations are available to you. Adequate and reasonable time will be required to develop and provide appropriate accommodations, so contact Disability Services as soon as possible. It is MSTC's goal to assist you in your individual educational plan.



AMERICAN DISABILITIES ACT (ADA) STATEMENT

If you know that you have a recognized disability, or suspect that you might have one, it is your responsibility to identify yourself as soon as possible to the Disability Staff in Student Affairs. Course standards will not be lowered but various kinds of accommodations are available to you. In order to qualify for these accommodations, there must be written documentation from a medical disability specialist describing your disabilities. Adequate and reasonable time will be required to develop and provide appropriate accommodations, so contact Disability Services as soon as possible. It is MSTC's goal to assist you in your individual educational plan.

PERSONAL SAFETY

In order to maintain student and staff safety, students are requested to inform faculty if there are any domestic or other situations that college staff should be aware of which would jeopardize anyone's well-being. If any student has a current restraining order which identifies MSTC facility locations as being protected areas (including off-campus course-related sites), it is imperative that the requirements as outlined under "Restraining Orders" in the Student Handbook be followed.

Please note that, in compliance with the Family Educational Rights and Privacy Act (FERPA), MSTC may release directory information without student consent: student name, address, email address, telephone number, date and place of birth, major fields of study, dates of enrollment, degrees and awards received, educational institutions attended, and other similar information as defined by the institution. Anyone NOT wanting disclosure of directory information must complete and sign a form available in any MSTC Student Affairs Office or in the office of the MSTC Student Records Manager on the Wisconsin Rapids campus.

w/faculty and support/program orientation handbooks/personal safety 9-04



MSTC Corrections Program

Orientation Handbook

OATH OF CONFIDENTIALITY

Criminal Justice - Corrections

I, _____ recognize the importance of absolute confidentiality in the _____ career I have chosen. I pledge my oath that I will never discuss, photocopy, duplicate or disclose matters pertaining to the patients, clients, citizens, children, cooperating program providers, and other persons with whom I work in the course of my academic program at Mid-State Technical College. I further pledge my oath of confidentiality to the families of those persons and to any issues connected with them. This oath is binding with the exception that I may use such confidential information for the express purpose of facilitating learning and taking extreme care to remain as discreet as possible while diligently protecting the identity of persons involved. (Additionally, I will have signed parent permission forms for any photographs I take as part of assigned course work.)

I pledge to abide by the confidentiality policies of the facility in which I am placed for off-campus educational experiences.

I realize that any breach of confidentiality is very serious and will result in immediate disciplinary action, including the possibility of program dismissal. Since disclosure of confidential information is a legal infraction, that breach will be reported to the management authority where the infraction occurred. That authority may elect to pursue further legal action.

_____ STUDENT	_____ DATE
_____ WITNESS	_____ DATE

w/faculty and support/program orientation handbooks/oath of confidentiality/9-04



MSTC Corrections Program

Orientation Handbook

COURSE NUMBERING INFORMATION

Corrections/Law Enforcement CORE courses all begin with a 504 number. Core courses require a grade in the C range or better for certification track.

504 -00

General Education courses begin with an 800 number. There are seven General Education courses required in your program.

801 -00

804 -00

809 -00



MSTC Corrections Program

Orientation Handbook

Welcome!

If there is anything the staff of the Criminal Justice Department can do to improve your educational experience just let us know. We are pleased to have this opportunity.