



# FLORIDA GATEWAY COLLEGE

## Correctional Basic Recruit Programmatic Syllabus

### Program Coordinator Information

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**Office Hours:** Monday-Friday 8a-4:30pm

### Program Courses

#### **CJK 0335 – Responding to Incidents and Emergencies**

This course is 16 clock hours and earns .53 occupational credits.

#### **CJK 0352 – Supervising in a Correctional Facility**

This course is 40 clock hours and earns 1.33 occupational credits.

#### **CJK 305 – Communications**

This course is 40 clock hours and earns 1.33 occupational credits.

#### **CJK 0031C – First Aid for Criminal Justice Officers**

This course is 40 clock hours and earns 1.33 occupational credits.

#### **CJK 0040C – Criminal Justice Firearms**

This course is 80 clock hours and earns 2.67 occupational credits.

#### **CJK 0051C – Defensive Tactics**

This course is 80 clock hours and earns 2.67 occupational credits.

#### **CJK 0300 – Introduction to Corrections**

This course is 8 clock hours and earns 0.27 occupational credits.

#### **CJK 0310 – Officer Safety**

This course is 16 clock hours and earns 0.53 occupational credits.

#### **CJK 0340 – Officer Wellness and Physical Abilities**

This course is 30 clock hours and earns 1 occupational credit.

### **CJK 0320 – Intake and Release**

This course is 18 clock hours and earns 0.6 occupational credits.

### **CJK 0330 – Supervising Special Populations**

This course is 20 clock hours and earns 0.67 occupational credits.

### **Program Learning Outcomes**

After completing the Corrections program, you will be able to:

- Exhibit a basic knowledge of the Florida criminal and civil laws, as well as the federal guidelines concerning care, custody, and control of pretrial detainees and sentenced inmates.
- Apply a basic knowledge of the communication skills necessary for correctional officers.
- Demonstrate basic firearm skills for correctional officers.
- Perform defensive tactic skills necessary for correctional officers.
- Perform basic First Aid/First Responder skills necessary for correctional officers.

### **Required Texts/Learning Resources**

Florida CMS Corrections Basic Recruit Training Program: Volume 1

Florida Basic Recruit High Liability Curriculum: Volume 2

CJS Academy Corrections Testing Access Code

### **Delivery Method**

Classroom

Activities and Examinations

Scenarios

Performance Demonstration of Proficiency

### **Attendance Policy**

Students must attend all sessions of any training course in which they are enrolled, with the exception of absences approved by the Academy Director. No student shall be considered to successfully complete a training course if he/she has any unexcused absences. No student shall continue in the program once he/she has missed more than **ten (10) percent of the scheduled hours of the program**. In the event of an excused absence during a general topic block of instruction, written make-up work will be required to be completed. Any time missed in a high liability topic area will be physically made-up in the classroom to equal the amount of time missed.

### **Grading Scale**

**SATISFACTORY** – 80% - 100%

**UNSATISFACTORY** – 79% and below

**\*DISCLAIMER** – This is a living syllabus. The instructor reserves the right to change the syllabus content and/or requirements to ensure better student learning. Students will be notified promptly of any changes.

## **Florida Gateway College Policies and Statements**

### **Student Success Center (SSC)**

The Student Success Center is located in Building 059. SSC offers a variety of resources for students and faculty. The Success Center has over 60 computers with internet and limited free printing for students. Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the Success Center. Students may submit academic papers to be reviewed by an in-house tutor by emailing to [college.success@fgc.edu](mailto:college.success@fgc.edu). Tutoring for other subjects such as Chemistry, Accounting, Anatomy and Physiology, Physics, Spanish, and Public Speaking is available. Please stop by Building 059 for the current tutor schedule. The center also provides space for students to study in subject specific Learning Groups, which provide opportunities for students to work with a Tutor on particular competencies and to focus on strengthening their foundational skills. Proctored tests are available in the SSC by instructor approval only. SSC offers a PERT preparation Boot Camp for students to strengthen their skills with a personalized study plan. If you have any questions please call (386)754-4479 or 754-4413, or email [sandi.tomlinson@fgc.edu](mailto:sandi.tomlinson@fgc.edu).

SSC also provides 24 hour online tutor services through Tutor.com. This service is accessed directly through students' Canvas courses. Online tutoring is limited to five hours per student per semester. If additional online tutoring time is needed, you must contact Robert Dawson in the Student Success Center by email: [robert.dawsonjr@fgc.edu](mailto:robert.dawsonjr@fgc.edu). Extensions will be granted on a case-by-case review of online tutoring sessions.

The TRiO program is also housed in the Student Success Center offering coaching to enhance, navigate, and simplify the college experience. Qualified students may participate in workshops, travel, individualized tutoring sessions and other educational experiences.

The SSC is open during the following hours:

- Monday – Thursday 8:00a – 6:00p (All year)
- Friday 9:00a – 4:30p (Fall/Spring)
- Saturday 10:00a – 2:00p (Fall/Spring)

If you have any questions, you may contact the center by phone at (386)754-4437, 754-4305, or 754-4307, or by email at [robert.dawsonjr@fgc.edu](mailto:robert.dawsonjr@fgc.edu).

### **GradesFirst**

The Student Success Center, located in Bldg. 59, offers early alert to the entire campus through GradesFirst/EAB. Twice during the semester we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your Academic Advisor, and the Student Success Center. Your instructor's information is provided in the email.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the Student Success Center is to help encourage and promote your educational journey here at FGC and beyond.

### **Resource Information**

If you think you might benefit from the guidance of a professional counselor for any school, work, or life issue, take advantage of the **free, confidential resources of BayCare Behavioral Health**. If you would like to speak to a Counselor over the phone, please call **(800) 878-5470**. It is a safe and secure

way to get short-term counseling (up to 3 sessions) on issues including: managing stress/ school, work or life issues/ relationship issues/ family concerns/ anxiety, depression/ grief, trauma, loss/ self-esteem/ substance abuse. **Counseling sessions are completely confidential.** If you are in the need of additional resources please contact the Director of Student Life, Building 7.

### **Academic Appeal; Grievances; General Complaint**

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the [College's website](#) for more information. Under Student Resources and Student Complaints/Appeals, information regarding policy, procedure, and forms related to these topics is provided.

### **College Course Withdrawal and Drop Process**

Students who register for classes are responsible for all fees associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from class by the appropriate published date (see [Academic Calendar](#)). Students, who have not been identified by their instructor as never attending, will not be automatically dropped or withdrawn. Any student not dropped or withdrawn by the published dates will remain officially registered, liable for all fees, and assigned an earned grade at the end of the semester.

A course may be dropped only during the published add/drop period. The student may drop the course online through MyFGC or by submitting a form through the office of Enrollment Services. Dual Enrollment students should follow the established dual enrollment drop process.

To withdraw from a course, the student must complete the following before the published withdrawal deadline:

1. Complete the Withdrawal form and submit it to your instructor. The instructor should sign the form and fill in the last date of attendance.
2. The student must then meet with an academic advisor, who will sign the form. (Advising Services, Building 014).
3. Submit the form to the Director of Financial Aid or one of the Director's designees for signature.
4. Take the signed Withdrawal form to the Office of Enrollment Services for processing before the deadline for withdrawal.

A student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course. Students, who take courses off campus or have extenuating circumstances that prevent submission of Withdrawal form in person, must:

1. Obtain the instructor's authorization and last date of attendance via email
2. Email the advisor a statement requesting a withdrawal from the course and include the instructor's email with the last date of attendance.
3. The advisor will complete a withdrawal form, attach the emails from the student and instructor in lieu of signatures and forward the form to Financial Aid.
4. A Financial Aid representative will complete and sign the form and forward the form to Enrollment Services to be processed.

It is the student's responsibility to ensure that the required documents are submitted to the advisor prior to the designated withdrawal deadline and to understand all financial and academic implications of the

withdrawal. Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from his/her instructor.

### **Academic Honesty**

Cheating, plagiarism, bribery, misrepresentation, and fabrication are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook.

### **Equity and Diversity**

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Sharon Best, Executive Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at [sharon.best@fgc.edu](mailto:sharon.best@fgc.edu) or (386) 754-4313.

### **Disability Statement**

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the Accessibility Services Office to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent each semester to their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course. Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

In person: Building 14, Room 102  
Phone: (386) 754-4393  
Email: [disability.services@fgc.edu](mailto:disability.services@fgc.edu)

### **FERPA Statement**

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Office of Enrollment Services in Building 015 or on the College Web site.

### **SACSCOC Statement**

Florida Gateway College is accredited by the Southern Association of Colleges and School Commission on Colleges to award the baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College.