

NMSU GRANTS CAMPUS
OEPS 150, OEPS 180, OEPS 250 & OEPS 280
Correctional Officer Training Academy
Spring 2007

Course Overview:

The Correctional Officer Training Academy (COTA) is a 8 week, 16 credit hour course designed to prepare the student for a career in Corrections. While attending, the student will receive approximately 400 hours of intense training in all aspects of Corrections from a number of qualified instructors.

Expected Outcome:

Students successfully completing the academy will be certified by the State of New Mexico as corrections officers and will be employed as such by the New Mexico Women's Correctional Facility.

Expectations of Students:

- To attend all scheduled classes
- To be well prepared and take part in class
- To complete all assignments
- To interact with all persons in a professional and respectful manner

Expectations of Instructors:

- To be on time and prepared for each class
- To promote student participation and understanding
- To be available to assist students
- To interact with students in a professional and ethical manner

Grading:

40 tests	60%
Physical Training (40 hours)	30%
Punctuality and Attendance	10%

- A = 92 to 100%
- B = 84 to 91%
- C = 74 to 80%
- D = 70 to 74%
- F = below 70%

Students are required to pass all aspects (Tests, P.T. and Attendance) in order to graduate and the State of New Mexico requires a minimum of 70% on each test. There will be no make up tests for the following classes:

- Defensive Driving
- Defensive Tactics
- Firearms Training
- First Aid/CPR

Office Hours:

The Academy Director will be available to the students during those days when they have class from 8am to 5pm and will make arrangements for them to meet with a specific instructor upon request.

Texts:

Any and all necessary texts will be furnished to the student at no cost in the form of handouts.

Americans with Disabilities Act (ADA):

If you have or think you have a disability that interferes with your performance as a student in this class, you are encouraged for academic reasons to discuss this on a confidential basis with your instructor and/or with the ADA coordinator, Mrs. Irene Lutz, Student Services, 287-7981

If you have a condition which may affect your ability to exit quickly from the premises in case of an emergency, you are urged for safety reasons to notify the ADA coordinator.

It should be noted that due to the nature of the profession, a minimum physical standard must be met to be certified by the State of New Mexico and to pass the academy.

Syllabus Addendum:

Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to the following actions: Cheating; plagiarism, unauthorized use of examinations, reserve library materials; unauthorized changing of grades or on examinations, instructor's grade book or grade report; non-disclosure or misrepresentation in filling out applications or other college records. The following disciplinary actions and sanctions may be imposed for any of the above infractions of regulations: Disciplinary Probation, Disciplinary Suspension, Dismissal, Expulsion.

A copy of the schedule shall be attached and made a part of this syllabus, however, it should be noted that the schedule may be changed to meet the needs & availability of instructors and staff.