

Hello Class,

Welcome to Introduction to Corrections, CRJ136, section 99. This course is 100% online. That means you will attend classes via the Internet. My name is Tammy Sandoval and I am the instructor for this course. You will communicate with me via email (Tsandoval@henryford.ucompass.com). However, I have no problem whatsoever if you want or need to contact me via telephone. The best way to contact me is on my cell phone. My cell phone number is: **734-740-4547**, just please, no calls after 10:00pm. In addition, you may contact me on my work number at 734-240-7650 and I can be reached M-F between the hours of 7:30am – 4:00pm. I have an open door policy and welcome your questions and/or concerns. It is not necessary to visit HFCC's campus to complete this course. You may schedule on-campus office visits with me if there is a need, however this is not required.

An online course requires a certain level of commitment and self-discipline from you, the learner. To succeed you must participate in the course on a regular basis. Put time aside each week, just as you would if you were attending classes on campus, to attend your online course and complete the necessary work. It is very difficult to do well if you get behind.

If you're not sure you're ready for the commitment of an online course take the self-test on the HFCC Ucompass login page, <http://henryford.ucompass.com>. Click the **Student Resources** link and then click "**Is online for you?**" to learn if your learning style and self-discipline is suited for online learning.


There are certain technical requirements for success in this course. You are responsible for the necessary hardware and software, as well as the ability to competently use both. You must have access to a computer with a CD-ROM drive. You must be able to access the Internet. To ensure that your computer is ready for online learning click "**PC Requirements**" in the **Student Resources** section of the Ucompass login page, <http://henryford.ucompass.com>. The **Technology Analysis** at the bottom of the page will evaluate your computer to make sure you have the necessary software applications to access the course content. If you do not have the correct version of an application there is a link to a free upgrade page.

Should you need Technical Support with your Ucompass course click the Tech Support link on the Ucompass login page. Call the support numbers listed or submit your issue via e-mail and you will receive a timely response.

How your online course works:

The web address for your online course is: <http://henryford.ucompass.com> **You will not have access to your online course until the first day of regular classes for the semester.**

Log into Ucompass using your **WebAdvisor username** and the four-digit **mmdd of your birth** as your password (if your birthday is July 4, your password would be 0704). If you do not know your WebAdvisor username find it through the HFCC website <http://www.hfcc.edu>. Click the blue WebAdvisor box, then click the link for Students and follow the prompts to display your username.

 **If you have trouble with your username or password contact the HFCC Help Desk, either via email at helpdesk@hfcc.net or telephone: (313)845-6345.**

Each time you enter the course you will see the Announcements page. Review this page regularly for new course information.

Each week you will receive a new assignment in the form of a packet in the Course Materials section of your course. This packet will contain instructions for completing weekly assignments. Each weekly assignment will include: 1.) a Critical Thinking Essay, 2.) discussion board postings, and 3.) optional extra credit glossary assignment. You will have one week to complete the assignments. All assignments will be due at Midnight on Sunday. **However, this does not mean that you can wait until the last minute on Sunday to submit your assignment as some things are "discussion" type work.**

Discussion Board attendance and participation is not to be submitted at the end of the week. You need to submit early enough to give the class time to respond and communicate with each other. Failure to do this will result in a lower grade. Also, please proof read your critical thinking exercises prior to submitting. This can eliminate easy mistakes. If an exercise asks you to list certain things and you don't submit those things, you will be marked down. If you do what the exercise asks for you should have no reason not to receive 100%. It is that easy. Don't make it harder than it is. Lastly, there will be a final research project that consists of a "Movie Watch".

It is your responsibility to keep up with the readings and the course work. After the due date has passed and the new packet for the upcoming week is made available to you on Monday morning, you will no longer have access to the previous week's packet of information or be able to submit late work.

The text book for this course is Corrections in the 21st Century, 3rd Edition by Frank Schmalleger and John Ortiz Smykla. You may purchase this text through HFCC bookstore in person or online. To order online visit the College Store web site: <http://collegestore.hfcc.edu/>

You will get from the class exactly what you put into it. Contact me at any time with any questions or concerns you have (Tsandoval@henryford.ucompass.com). Communication is absolutely essential in an online course. **Email, post, or call...just communicate!** The only stupid question is the one you don't ask! So ask questions any time you have them!

Best Regards,

Tammy Sandoval