

**COURSE SYLLABUS**  
**AJ 309 - CORRECTIONAL INTERVIEWING AND COUNSELING**  
**Fall 2015**

**INTRODUCTION**

PLEASE READ CAREFULLY!  
PLEASE NOTE ALL ASSIGNMENT DUE DATES!!  
PLEASE NOTE ALL EXAMINATION DATES!!!

WEST LOS ANGELES COLLEGE  
Fall Semester 2015  
AJ 309 – Correctional Interviewing and Counseling  
Section Number: 8015

***Instructor: George G. Yan***

The instructor is a tenured Professor with over thirteen (13) years of experience teaching in the Administration of Justice discipline with an emphasis on Corrections and Probation. He is also West Los Angeles College's representative to the Commission on Peace Officer Standards and Training (POST), and Coordinator for the PC 832 - Arrest and Control courses.

With over eight years of training and teaching experience in the Los Angeles County Probation Department's Staff Training Office, the instructor is also certified by the Board of State and Community Corrections (BSCC) - Standards and Training for Corrections Program (STC). He has extensive experience in developing, implementing, and monitoring training for all levels of Probation personnel assigned to the juvenile halls, probation camps, and specialized gang functions.

Professor Yan is currently the Training Director for the Los Angeles County Probation Department's Staff Training Office in the Professional Standards Bureau. With a 2.7 million dollar budget, he oversees and operates the training academy for newly hired officers. He is also responsible for ensuring that his staff provides the most current and highest quality in-service training to over 6,000 sworn officers annually throughout the Department.

Prior to his current assignment, he was a Probation Director assigned to Central Juvenile Hall, one of the largest juvenile halls in the nation. He was responsible for the overall operation of Division II (one of four divisions), which consists of eleven (11) living units that house juvenile offenders, both females and males, ranging from ages 13-18 who are detained pending the judicial process. Many of these juveniles are serious offenders with special needs as it relates to mental health issues, developmental disabilities, and dependency minors that are also criminal offenders (Dual Supervision - 241.1 WIC).

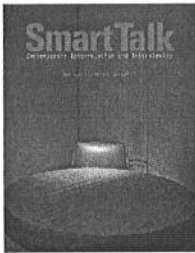
Formerly, the Lead Supervising Deputy Probation Officer in the Intake and Detention Control (IDC) Unit at the Eastlake Juvenile Court with supervisory responsibilities for twelve (12) Deputy Probation Officers. He ensured that his deputies performed thorough investigations, made proper assessments, prepared high quality reports to the courts and articulated a sound recommendation whether to detain or release the juvenile offender pending judicial review. The decision to detain or release was made in accordance with the California Penal Code under the Welfare and Institutions Code (WIC), while adhering to the policies and procedures of the Los Angeles Probation Department as it relates to public safety, and in the best interest of the minor. His deputies also advised and assisted law enforcement agencies in interpreting the complexities of juvenile law and to gain a better understanding the juvenile justice system.

The instructor has over 40 years of service with the Los Angeles County Probation Department. His knowledge and experience in Probation is extensive and diverse. He has worked directly with juvenile offenders in secured facilities such as juvenile halls and probation camps. He also supervised adult and juvenile Asian gang probationers in the community, worked closely with school officials in the Gang Alternative and Prevention Programs, community work service programs, recruitment and selection of probation personnel, staff training, and mentoring new probation employees. He also served on the oral interview panel, interviewing prospective candidates who are pursuing a career with the Probation Department.

His credentials include a Bachelor's degree in Sociology with a minor in Physical Education. He has completed over nineteen hundred (1900) hours of in-service training with Probation and other law enforcement agencies throughout the State of California. The instructor holds certificates in Peace Officer Standards and Training's (POST) PC 832-Arrest and control Course, Standards and Training for Corrections' (STC), Juvenile Corrections Officer Core (JCOC), Field Probation Officer Core (FPOC), Basic Supervisor Core (BSC), Managers/Administrators Core Course (MACC), Use of Chemical Agents, Basic Physical Restraints, and the Community Emergency Response Team (CERT).

Mr. Yan was awarded the academic rank of Assistant Professor in the Administration of Justice discipline at West Los Angeles College on November 27, 2001. His academic rank was elevated to Associate Professor on February 17, 2004, and on May 26, 2009, he was advanced to the rank of Professor.

### **REQUIRED TEXTBOOK**



Smart Talk: Contemporary Interviewing and Interrogation  
by Denise Kindschi Gosselin  
Prentice Hall, 2007  
ISBN - 10: 0131146963

The textbook may be purchased at the WLAC Bookstore or directly from the publisher at: <http://www.pearsonhighered.com/>

### **COURSE DESCRIPTION**

This course provides an overview of the techniques in counseling and interviewing available to practitioners in corrections. Students will learn the use of appropriate techniques and theories in confidence building, which may be used by correctional employees in interviews and counseling. This is a basic course for students planning to enter, or already employed within the Correctional Science field.

### **IMPORTANT DATES**

Last day to add (Online): 08/30/15  
Last day to add (In-person): 09/11/15  
Last day to drop with a refund/No fee owed: 09/11/15  
Last day to file pass/no pass (Formerly "Credit/No Credit"): 09/11/15  
Last day to drop without a "W": 09/11/15  
Last day to drop with a "W": 11/20/15

### **INSTITUTIONAL STUDENT LEARNING OUTCOMES**

#### **Critical Thinking:**

Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.

#### **Communication:**

Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.

#### **Civic Responsibility:**

Apply the principles of civility to situations in the contexts of work, family, community and the global world.

#### **Cultural Diversity:**

Respectfully engage with other cultures in an effort to understand them.

#### **Ethics:**

Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

### **PROGRAM STUDENT LEARNING OUTCOMES**

Describe the three branches of government: Identify the three branches of government and their application to the criminal justice process.

Describe the three components of the criminal justice system: Explain the relationship between the police, courts and corrections.

Compare and contrast the difference between how adults, juveniles, gays, homosexuals, lesbians, and cross-gender persons are handled by the criminal justice system: Explain why this is important.

Identify the federal, state and municipal law enforcement agencies: Explain their duties and responsibilities.

Demonstrate an awareness of cultural diversity: Explain race riots and police intervention tactics.

Identify the minimum standards of qualifications for employment in a criminal justice agency: Explain the hiring process and demonstrate an awareness of the different requirements of the police, courts, and corrections.

### **COURSE OBJECTIVES (AS STATED IN THE COURSE OUTLINE OF RECORD)**

1. Compare and contrast an interview with an interrogation. Explain how rapport affects the quality of the interview or interrogation process.
2. Describe the three phases of the interview process. Explain the difference between open and closed questioning.
3. Explain the problem of misinformation and contamination.
4. Explain the primary objectives of purposeful interviewing. Describe the characteristics of active listening. List ways of developing rapport.
5. Identify the sources of information.
6. Compare and contrast traditional interviewing and structural interviewing.
7. List the four parts of statement analysis.
8. Explain the difference between cognitive interviewing and hypnosis. Describe practical techniques for facilitating memory retrieval. Explain the limitations of cognitive interviewing.
9. Describe the visual person and his or her methods of verbal communication.
10. Discuss how eye movements reflect learning processes. List clues of possible deception.
11. Describe the methods for risk assessment. Explain problems associated with child interviewing. List the stages of child development and their characteristics.
12. Explain the changing demographics of the elderly population. Compare and contrast the interviewing techniques involving older persons. List categories of crimes targeting the elderly. Describe the characteristics of the most common perpetrators against the elderly.
13. Define how the Americans with Disabilities Act (ADA) OF 1994.
14. Compare and contrast mental retardation with mental illness. List the steps involved in interviewing persons with disabilities. Describe how to prepare for the interview of a person with a disability.

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Students Programs and Services located in SSB 320, phone number (310) 287-4450 as soon as possible to better ensure such accommodations are implemented in a timely fashion.

### **DOING ONLINE COURSEWORK**

PLEASE READ CAREFULLY!

Each week you will be asked to complete one lesson of the ONLINE course.

Pay close attention to the vocabulary at the beginning of each lesson (hint: the vocabulary may appear on an exam).

Read the accompanying material regarding the lessons.

Read the appropriate chapter in the textbook.

At the end of each lesson you will be asked to respond to several questions regarding the material from the chapter in the Assignments, Tests and Surveys (AT&S) section.

### **GRADING OF ASSIGNMENTS**

Since your postings are the only written requirements for the course, they should be a college-level work product. Your submissions will be graded not only for content, but also for critical thinking skills, correctness, presentation, spelling, and grammar. You should write your responses assuming that the reader (me) has little or no knowledge of the subject. Answers that are too brief or incomplete will not receive high marks.

Please do not copy word for word from the textbook.

Remember, these assignments are a significant part of your grade.

LATE ASSIGNMENTS-An assignment may be turned in late with a one-point deduction within two (2) days after the specified due date noted in the Assignment Section. After the two days, the assignment will be closed.

### **GRADE SCALE**

A = 525-472

B = 471-420

C = 419-367

D = 366-315

F = 314 and below

### **ATTEDANCE POLICY**

Students are expected to attend every class meeting, to arrive on time and stay throughout the class period. Students may be dropped from class for excessive tardiness, for failure to attend the first day class or during the entire first week of the semester, or if the total number of absences exceed two times the number of hours the class meets per week.

Make-up of a missed exam or acceptance of a late assignment is at the discretion of the instructor.

### **ACADEMIC HONESTY**

I will enforce strict rules of academic behavior. Any student found cheating on an examination or submitting work to the instructor that is not his/her own will receive an "F" for the work or exam, and may receive an "F" for the entire course at the discretion of the instructor.

### **AJ 309 – FALL 2015 COURSE OUTLINE**

#### ***08/31/15: Semester Begins***

Read Announcements, Syllabus, and answer questions in AT&S (Due 09/04)

Chapter 1 - Interviewing and Interrogation (Due 09/11)

Chapter 2 - The Interview Process (Due 09/18)

Chapter 3 - Purposeful Interviewing Process (Due 09/25)

***09/30/15: Exam #1: Chapters 1 - 3 [50 Questions] (Due Wednesday, 09/30/15 @ 11:59 pm) - Exam has a time limit and can only be accessed once. Begin and finish the exam once you enter the exam. DO NOT pause and return at a later time!***

Chapter 4 - Traditional, Structural, and Inferential Interviewing with Statement Analysis Techniques (Due 10/02)

Chapter 5 - Forensic Hypnosis and Cognitive Interviewing (Due 10/09)

Chapter 6 - Behavioral Interviewing Techniques (Due 10/16)

**10/21/15: Exam #2 (MIDTERM): Chapters 1 - 6 [100 Questions] (Due Wednesday, 10/21/15 @ 11:59 pm) - Exam has a time limit and can only be accessed once. Begin and finish the exam once you enter the exam. DO NOT pause and return at a later time!**

Chapter 7 - Interviewing Children (Due 10/23)

Chapter 8 - Interviewing the Elderly (Due 10/30)

Chapter 9 - Interviewing Persons with Disabilities or Mental Illness (Due 11/06)

**11/11/15: Exam #3: Chapters 7 - 9 [50 Questions] (Due Wednesday, 11/11/15 @ 11:59 pm) - Exam has a time limit and can only be accessed once. Begin and finish the exam once you enter the exam. DO NOT pause and return at a later time!**

Chapter 10 - The Interrogation Process (Due 11/13)

Chapter 11 - Confessions (Due 11/20)

**11/26/15-11/29/15: Thanksgiving Holiday (College is closed)**

Chapter 12 - Techniques for Interrogation (Due 12/04)

Chapter 13 - Juvenile Rights and Police Responsibilities (Due 12/11)

**12/11/15 to 12/14/15: Review for Final Exam**

**12/11/15: Assignments will not be accepted after this date!**

**12/14/15 to 12/20/15: Finals Week**

**FINAL EXAM: Chapters 7 - 13 [100 Questions] may be taken anytime between 12/14/15 to 12/20/15 (Due on or before 12/20/15 @ 11:59 pm) – The Exam has a time limit and can only be accessed once. Begin and finish the exam once you enter the exam. DO NOT pause and return at a later time!**

**12/20/15: Semester Ends**

### **OUTSIDE CLASSROOM ASSIGNMENT**

See "Outside Classroom Assignment" in the Assignments, Tests and Surveys (AT&S) section and follow the instructions carefully.

#### **GRADING OUTSIDE CLASSROOM WORK:**

Your submissions will be graded not only for content, but also for correctness, presentation, spelling, and grammar. You should write your paper assuming that the reader (me) has little or no knowledge of the subject. Treat the report as a mini-research project.

### **EXTRA CREDIT**

Extra credit is available. See "Extra Credit Assignment" in the Assignments, Tests and Surveys (AT&S) section and follow the instructions carefully.

#### **GRADING EXTRA CREDIT WORK:**

Your submissions will be graded not only for content, but also for correctness, presentation, spelling, and grammar. You should write your paper assuming that the reader (me) has little or no knowledge of the subject. Treat the report as a mini-research project.

### **STUDENT PROGRESS**

College can be demanding, and life is not always as predictable as we would like it to be. Students are encouraged to speak with me as soon as possible should they fall behind in their studies and/or coursework due to unforeseen personal issues or emergencies.

I would rather work with you to either reorganize/catch-up, or make the decision to withdraw from the course than to be forced to give you a failing grade at the end of the semester.

It is your responsibility to drop or withdraw from the course. If your name is still on my roster at the end of the semester, you will receive whatever grade appears on the grade roster at that time.

I am available by e-mail or by appointment for consultation. Please note my office hours.

**OFFICE HOURS / LOCATION / EMAIL / PHONE NUMBER**

- **For non-emergencies (Questions related to the class):** Use the "Personal Message" from the "Discussion and Private Message" Section of ETUDES.
- **For emergencies (Family deaths, serious illnesses/injuries, etc.):** Use the college email YanG@wlac.edu
- **Office Hours**

Mondays:	10:00 am - 11:00 am
Tuesdays:	08:00 pm - 09:30 pm (Online)
Wednesday:	11:00 am - 12:00 pm
Thursday:	08:00 pm - 09:30 pm (Online)
Friday:	By Appointment Only
- **Office Location**

Building: General Classrooms (GC)  
Room Number: 380C
- **E-mail:** YanG@wlac.edu