

Justice-Involved Education (JIE) Program Frequently Asked Questions (FAQs)

Q. What is the general Justice-Involved Education (JIE) Program overview?

A. The Justice-Involved Education (JIE) Program at Victor Valley College is a highly restrictive Associate's degree program offered to ONLY currently incarcerated students who have a GED, high school diploma, or other equivalency. Students have been selected based on their motivation and resiliency. Students have all been made aware of the limitations of this program, the VVC Honor Code, and the expectations to be selected for this program. All coursework will be offered through correspondence education (packet-based learning) with no access to resources other than what is provided.

Q. How will I get paid? Is this included in my faculty load?

A. JIE correspondence courses weigh into your faculty load the same as a traditional course. It is paid the same as an 8-week course. There is the same amount of work involved in preparing the course, however, the majority of the instruction should be planned well in advance compared to "teaching on the fly".

Q. What is the difference between online, hybrid, correspondence, and justice-involved correspondence?

A. Typical online, hybrid, and correspondence courses are taught with instructors keeping in mind that students typically will use libraries, the internet, or other resources at their disposal. Justice-involved correspondence courses are taught using packet-based learning with instructors understanding that some students will only have access to whatever is included in their learning packet or in the textbook. There is the same amount of work involved in preparing the course, however, the majority of the instruction should be planned well in advance of the start of the course, compared to "teaching on the fly".

Q. What do I need to begin teaching a JIE program?

A. Your course syllabus and the first half of the semester's modules and student work should be completed and submitted to the Justice-Involved Education office. For example, for the Fall, Spring, and Summer semesters, your syllabus and the first 4 weeks of the semester should be completed and ready. In the 6-week Winter semester, your syllabus and the first 3 weeks should be completed. The reasoning is that as you adjust to the new delivery and student grading, you will not want to also be struggling with course composition at the same time.

Q. What textbooks are available for JIE students?

A. The best textbooks to use for JIE students would be those found on OER or any other platform that can be accessed online if possible that allows JIE staff to download PDF versions of the book for printing.

Q. What is the best way to structure my class packet for JIE students?

A. Professors in the past have structured their packets to include a weekly lecture/message detailing what the student should expect that week, followed with weekly readings and assignments. Tests and quizzes have also been included in the packets depending on the week. Ultimately, as a professor you can structure your weekly packet however you see fit and the JIE staff will put it together for you.

Q. How do I get student work?

A. Initially and regularly throughout the semester, student work will be hand-delivered, scanned and emailed, or faculty can come by the Justice-Involved Education office in Building 10 (CFIE) to pick up student work. Courier delivery and pickup will be on Mondays and Fridays, so that faculty can grade during the week or on the weekend as they have time.

Q. What is the turnaround time for student's graded work?

A. We would like to receive the work within 3-5 days from a faculty member receiving student work. You want to avoid having the work build up and provide timely feedback for students as they work through assignments in your course.

Q. Should I track student work?

A. Yes, you will receive a roster at the beginning of each semester and you will still have a Canvas course set up which you can use as a roster or for grades (TIP: Use off-line assignments in canvas to use the gradebook option.) If you would like assistance setting up and using an Excel grade sheet, feel free to reach out to the Justice-Involved Education office.

Q. What is a Student-Faculty Correspondence form?

A. This form is used by students when they have additional questions for the instructor. You can use this form to communicate with the student. Please respond to these forms as soon as you get one or make an appropriate referral. Most likely, a student needs help. Forms will be screened when the mail is sorted, so tutoring requests, additional supports, administrative or student services will most likely be handled by JIE.

Q. What is the process for sending and receiving work from a student?

A. Once a student completes his work, work will be collected by facility staff and delivered via courier to the Justice-Involved Education Office. Once JIE receives the mail, it will be date stamped and placed in the instructor's inbox. For those who request it, student assignments can be scanned and emailed or prepared for mailing for off-campus instructors.

Q. When do Faculty post grades for JIE students?

A. Final grades should be posted by the semester deadline. However, we understand unforeseen circumstances with JIE students could make that difficult. Best practice would be to post what you have and if a grade needs to be changed due to an approved reason, please submit a grade change form.

Q. How do instructors ensure that the workload for JIE courses is the same as non-JIE courses?

A. The courses taught via JIE are three-unit or four-unit correspondence courses which must be taught for 48-54 hours. Further, for every hour a student spends "in class" or on assignments, they are expected to spend approximately 2 hours doing work outside of class (reading, homework assignments, etc.). Although your correspondence students may not be sitting in class with you, it is still your responsibility as a JIE instructor to replace the 48-54 hours of classroom time and 102 hours of outside time with an equal amount of time and work.

Q. What degrees or programs are offered through JIE?

A. VVC offers two justice-involved education degrees - AAT in Sociology and Psychology, and the Business A.S. degree. Additionally, students who successfully complete each program will also complete the California State University General Education Breadth Certificate and the IGETC Certificate.

Q. I am very strict on deadlines for student work. How does that work for the JIE courses?

A. JIE faculty should keep in mind that there are numerous situations that are out of a students' control – lockdowns, COVID isolation, and other restrictions based on the security level. Professors should be ready to make allowances for those, adjust assignments that do not require supplements, or provide alternatives for instruction. Flexibility to deliver a high-quality education will be a key to success for VVC and the students.

Q. How do we approach classroom census?

A. JIE works closely with A&R and the correctional facilities to monitor enrollment. Therefore, you do not have to drop students due to the census. Should you receive a request to drop a student, please forward it to JIE department.

Q. Who do we reach out to with questions or concerns?

A. If you have any questions or concerns, please reach out to JIE Program Manager Aubrey Berry at aubrey.berry@vvc.edu or x2134