

Mohawk Valley Community College (MVCC)

College in Prison Program (CIPP)

Faculty Handbook

Version: November 2025

Effective for Faculty Teaching in the CIPP at Marcy Correctional Facility

1. Program Overview & Mission

The CIPP at MVCC provides tuition-free education to incarcerated students at Marcy Correctional Facility,

offering courses toward Liberal Arts/Sciences – General Studies or Business Administration/Entrepreneurship degrees and Certificates.

The goal is to remove the stigma of incarceration and support students in realizing their potential, fostering intellectual curiosity, personal growth, critical thinking, and re-entry preparation.

2. The Faculty Role & Expectations

Faculty are partners in delivering a high-quality education inside a correctional facility. They must:

- Prepare and deliver courses consistent with MVCC academic standards.
- Maintain professionalism and follow all facility security protocols.
- Treat students as learners first, with respect and fairness.

3. Recruitment, Appointment & Compensation

Faculty are selected based on qualifications and willingness to work in correctional settings. Courses taught in the CIPP are compensated under MVCC's faculty contract. Faculty must complete a full background check including fingerprinting, facility orientation and adhere to all contractual and institutional and Department of Corrections and Community Support (DOCCS) facility obligations.

4. Course Planning, Delivery & Assessment

Faculty should design syllabi aligned with MVCC standards, adapting materials to the correctional setting. Instruction is in-person with limited technology. Plan for interruptions (lockdowns, transfers) and ensure equitable assessment.

5. Policies, Procedures & Safety in Correctional Setting

All faculty must comply with MVCC and facility-specific policies. Attend orientation, follow security rules, and report incidents appropriately. Academic freedom is respected within facility boundaries.

6. Student Eligibility, Advising & Support

Students must have a high school diploma or equivalent and meet eligibility criteria. Faculty collaborate with advisors and support staff to ensure academic progress.

7. Academic Integrity & Student Conduct

Uphold academic integrity and report violations through MVCC channels. Address misconduct in coordination with program and facility staff.

8. Faculty Professional Development & Support

Faculty are encouraged to participate in professional development, mentorship, and peer discussion to enhance teaching effectiveness in correctional environments.

9. Collaboration with Corrections & Institutional Partners

Maintain communication with facility staff, MVCC leadership, and advisors. Schedule coordination and class continuity depend on collaboration with correctional partners.

10. Resources, Contacts & Appendices

Key Contacts:

- Program Coordinator: Tabitha Carter – tcarter@mvcc.edu
- Assistant Vice President Academics: Jim Lynch – jlynch@mvcc.edu
- Facility Liaison: Please contact the Program Coordinator for assistance

Appendices include:

- A. Sample Syllabus Template
- B. Orientation Checklist
- C. Emergency Procedures

Appendix A. Sample Syllabus

Mohawk Valley Community College (MVCC) College in Prison Program (CIPP) Sample Course Syllabus

Course Information

Course Title: Introduction to Sociology

Course Code: SO101

Credits: 3

Semester: Spring 2026

Location: Marcy Correctional Facility – Education Wing

Meeting Times: Tuesdays & Thursdays, 9:00 AM – 10:30 AM

Instructor: Dr. [Instructor Name]

Email: [Instructor Email]

Office Hours: Available before/after class or by written request through program coordinator

Course Description

This course introduces students to the study of human society, social institutions, and group behavior. Through readings, discussions, and written assignments, students will explore how culture, socialization, class, race, and gender shape the human experience. The course emphasizes critical thinking and self-reflection to understand how social forces influence personal and collective life.

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Explain core sociological theories and concepts.
2. Analyze social structures and their influence on individual behavior.
3. Evaluate issues of inequality related to race, class, and gender.
4. Apply sociological perspectives to everyday situations.
5. Demonstrate effective written and oral communication skills.

Required Materials

Textbook: Giddens, A., Duneier, M., Appelbaum, R., & Carr, D. (2023). *Introduction to

Sociology* (12th ed.).

W.W. Norton & Company.

Note: Texts and handouts will be distributed by program staff and remain inside the facility.

Course Requirements & Evaluation

Grades will be based on the following:

- Class Participation and Attendance – 20%
- Weekly Reflection Papers – 25%
- Midterm Exam – 25%
- Final Paper (5–7 pages) – 30%

All assignments must be handwritten unless otherwise approved. Late work is accepted only with valid reason (e.g., facility lockdown, illness, transfer) and at the instructor's discretion.

Attendance & Engagement

Regular attendance is required to meet course objectives. Because access to classroom sessions is limited, students must notify the instructor or program coordinator if absent due to facility operations or health reasons. Repeated unexcused absences may result in grade reduction.

Academic Integrity

All MVCC students are expected to adhere to the MVCC Student Code of Conduct. Academic dishonesty—including plagiarism, unauthorized collaboration, or falsification of work—will result in disciplinary action in accordance with college policy.

Classroom Conduct

Students are expected to maintain a respectful learning environment. Discussions should reflect mutual respect, academic curiosity, and professionalism. Personal items, communication, and movement are subject to correctional facility rules and instructor guidance.

Academic Support & Resources

Students have access to tutoring, advising, and reentry planning support through the MVCC College in Prison Program staff. Faculty and program coordinators collaborate to ensure students receive the resources needed for academic success.

Facility Procedures & Contingency Plan

In the event of facility lockdowns, movement restrictions, or other interruptions, the instructor will adjust deadlines and activities as needed. Students should continue assigned readings and written reflections during any class cancellations.

Course Schedule (Sample – 15 Weeks)

Week 1 – Introduction to Sociology: The Sociological Perspective

Week 2 – Research Methods in Sociology

Week 3 – Culture and Society

Week 4 – Socialization and the Life Course

Week 5 – Social Interaction and Groups

Week 6 – Deviance and Social Control

Week 7 – Midterm Exam and Review

Week 8 – Stratification and Social Class

Week 9 – Race and Ethnicity

Week 10 – Gender and Sexuality

Week 11 – Education and Work

Week 12 – Family and Relationships

Week 13 – Social Change and the Environment

Week 14 – Final Paper Preparation

Week 15 – Final Presentations and Course Reflection

This syllabus is subject to adjustment as needed to accommodate facility schedules, student needs, or college policy updates. Any changes will be communicated promptly through the program coordinator.

Appendix B. Orientation checklist

Mohawk Valley Community College (MVCC) College in Prison Program (CIPP) Faculty Orientation Guide

Effective Date: November 2025

Location: Marcy Correctional Facility

I. Welcome and Program Overview

This orientation prepares faculty to teach effectively and safely inside a correctional facility while maintaining the academic standards of Mohawk Valley Community College (MVCC) and adhering to New York State Department of Corrections and Community Supervision (DOCCS) policies.

The College in Prison Program (CIPP) provides high-quality, credit-bearing education to incarcerated individuals at Marcy Correctional Facility. The program promotes intellectual growth, critical thinking, and reentry success.

II. Institutional Expectations

A. MVCC Faculty Expectations

Faculty teaching in the College in Prison Program represent MVCC and are expected to:

1. Uphold academic standards and integrity.
2. Maintain professionalism and respect for all participants.
3. Treat incarcerated students as full members of the academic community.
4. Adapt instructional methods to the correctional environment.
5. Follow MVCC's faculty policies and contractual obligations.
6. Collaborate with program staff and report issues promptly.
7. Participate in reflection and assessment activities.

III. DOCCS Expectations and Security Orientation

Faculty must comply with DOCCS facility regulations at all times.

1. Identification & Clearance:
 - Complete background clearance and carry DOCCS/MVCC identification.
 - Sign in/out at facility entrance.
2. Dress Code:
 - Professional attire only. Avoid khaki, green or clothing resembling inmate uniforms.
 - No revealing clothing or excessive accessories.

3. Prohibited Items:

- No phones, electronics, smartwatches, or personal bags.
- Only approved materials may enter the facility.

4. Conduct:

- Maintain professional boundaries. No personal exchanges or correspondence with students.
- Follow correctional staff directions at all times.

5. Communication & Movement:

- Remain in approved areas and await staff escort when required.

6. Emergencies:

- In lockdown or emergency, follow all staff instructions and remain with students until directed.

IV. Teaching in the Correctional Environment

- Use printed materials and plan flexible lessons for potential disruptions.
- Avoid personal topics; focus discussions on academic themes.
- Encourage respectful dialogue and critical thinking.
- Seek program support if boundary concerns arise.

V. Administrative Responsibilities

- Maintain attendance and submit grades according to MVCC deadlines.
- Notify the Program Coordinator of absences, lockdowns, or student transfers.
- Report incidents promptly to correctional staff and MVCC administration.

VI. Professional Support and Development

Faculty are encouraged to participate in professional development and semester debriefs. These sessions help identify challenges, share best practices, and improve future program delivery.

VII. Key Contacts

Program Coordinator – Tabitha Carter
Email: tcarter@mvcc.edu | Phone: 315-792-5551

Assistant Vice President for Academics – Jim Lynch
Email: jlynch@mvcc.edu | Phone: 315-792-5316

Human Resources – Faculty Affairs (MVCC)
Email: hr@mvcc.edu | Phone: 315-792-5550

VIII. Faculty Acknowledgment

I have read and understand the expectations outlined in the MVCC College in Prison Program Faculty Orientation Guide. I agree to uphold the professional, ethical, and safety standards of both MVCC and DOCCS while teaching inside correctional facilities.

Faculty Signature: _____

Date: _____

Appendix C Emergency procedures

Mohawk Valley Community College (MVCC) College in Prison Program (CIPP) Emergency Procedures Manual for Faculty

Effective Date: November 2025

Location: Marcy Correctional Facility

I. Purpose and Scope

This manual provides emergency and safety procedures for MVCC faculty teaching in correctional facilities operated by the New York State Department of Corrections and Community Supervision (DOCCS). It supplements DOCCS institutional policies and outlines appropriate faculty responses during emergency events to ensure the safety of students, staff, and faculty members.

II. Guiding Principles

1. Follow DOCCS Staff Instructions at all times:

- Correctional officers make all emergency decisions within the facility.
- Faculty must defer to DOCCS directives immediately and without debate.

2. Stay Calm, Observant, and Cooperative:

- Remain composed and attentive; your demeanor affects student behavior and safety.
- Encourage compliance and reassure students while maintaining order.

3. Report and Debrief with MVCC After the Event:

- All emergencies or unusual events must be reported to the Program Coordinator within 24 hours.

III. Types of Emergencies and Faculty Procedures

A. Lockdown or Institutional Disturbance

1. Stop instruction immediately and secure materials.
2. Follow correctional officer instructions; remain in the classroom unless otherwise directed.
3. Account for all students and maintain calm.
4. Do not leave or attempt communication until cleared.
5. Report incident details to MVCC Program Coordinator.

B. Evacuation (Fire, Chemical Spill, or Structural Hazard)

1. Await DOCCS officer direction; do not self-initiate evacuation.
2. Leave materials behind and move calmly with students.
3. Follow officer supervision to designated areas.
4. Stay with your class group until cleared.
5. Notify MVCC after evacuation.

C. Medical Emergency

1. Notify nearest correctional officer or medical staff immediately.
2. Do not administer medical aid yourself.
3. Keep other students calm.
4. Submit a written incident report to MVCC within 24 hours.

D. Fire Alarm or Smoke Detection

1. Stop class immediately and await officer direction.
2. Evacuate if instructed; do not use personal devices.

3. Remain calm and follow evacuation routes under supervision.

E. Contraband Discovery or Security Breach

1. Do not touch or move any suspicious object or material.
2. Notify a correctional officer immediately.
3. Stay with your class until the area is secure.
4. File written incident reports with MVCC and DOCCS staff.

F. Hostage or Violent Incident

1. Remain calm and comply with all directions.
2. Avoid sudden movements or confrontation.
3. Prioritize personal safety and de-escalation.
4. Follow all post-incident debriefing instructions.

G. Mental Health Crisis or Disruptive Behavior

1. Stop class and contact correctional or mental health staff.
2. Avoid physical or verbal intervention.
3. Document and report to MVCC Program Coordinator.

IV. Post-Emergency Reporting Protocol

1. Notify the Program Coordinator (MVCC) as soon as possible.
2. Complete a CIPP Incident Report Form within 24 hours.
3. Participate in any DOCCS or MVCC debriefings.

Emergency Contacts:

- Program Coordinator – Tabitha Carter (tcarter@mvcc.edu | 315-792-5551)
- Assistant Vice President for Academics – Jim Lynch (jlynch@mvcc.edu | 315-792-5316)
- Facility Educational Supervisor – [Insert DOCCS Contact]
- DOCCS Security Desk (Marcy Correctional Facility) – [Insert Extension]

V. Faculty Safety Reminders

- Never bring unauthorized materials into the facility.
- Always maintain situational awareness.

- Never leave your assigned area or students unsupervised.
- Report all safety or security concerns immediately to DOCCS and MVCC staff.

VI. Acknowledgment

I have read and understand the emergency procedures outlined in this manual and agree to comply with all MVCC and DOCCS safety protocols while teaching inside correctional facilities.

Faculty Signature: _____

Date: _____