

# 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](mailto:tcarter@mvcc.edu) | Phone: 315-792-5551

Assistant Vice President for Academics – Jim Lynch

Email: [jlynch@mvcc.edu](mailto:jlynch@mvcc.edu) | Phone: 315-792-5316

Human Resources – Faculty Affairs (MVCC)

Email: [hr@mvcc.edu](mailto: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: \_\_\_\_\_