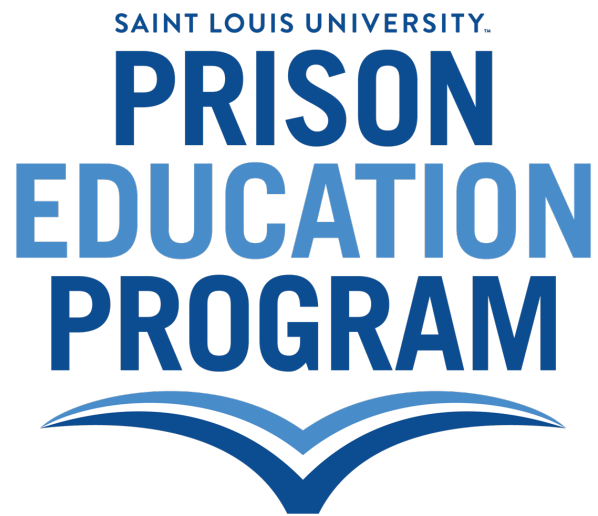


This document was submitted to the 2020 Annual Survey of Higher Education in Prison for inclusion in the National Directory of Higher Education in Prison Programs (<https://www.higheredinprison.org/national-directory>). The document was created by and remains under the sole ownership of the individual higher education in prison program. Further, the document was not edited, modified or otherwise altered by the Research Collaborative on Higher Education in Prison at the University of Utah, the Goldman School of Public Policy, University of California, Berkeley and/or the Alliance for Higher Education in Prison.

To learn more about the Higher Education in Prison Landscape Project, visit:
<https://www.higheredinprison.org/higher-education-in-prison-landscape-project>



The Alliance for Higher Education subscribes to the Creative Commons Attribution: NonCommercial-ShareAlike (CC BY-NC-SA). All materials shared in the National Directory of Higher Education in Prison Programs will follow this license. This copyright licensing allows others to remix, adapt, and build upon work for non-commercial purposes, as long as they credit and license their new creations under the identical terms.



INSTRUCTOR HANDBOOK

2019

INTRODUCTION

This document serves to orient instructors and others associated with the Saint Louis University Prison Program to our services and our partnerships with the Missouri Department of Corrections (MO DOC) and the Eastern Reception, Diagnostic and Correctional Center (ERDCC) in Bonne Terre, MO. While we have taken care to cover most aspect of our program, new issues will arise. Please use this manual as a resource for your position with the Prison Program, but always use common sense and be prepared for new situations. Do not hesitate to ask questions any member of our program and please do not ever assume that a question is too simple or the answer too obvious to ask. We always want you to feel as though you have all of the information you need to effectively and confidently do your work with the Prison Program.

If you have any questions or concerns, please contact the Program Coordinator at julie.oheir@slu.edu or 314-977-3206.

As a person associated with the Saint Louis University Prison Program, please remember that you represent the University. It has taken time to cultivate a relationship with MO DOC officials, as well as to establish a strong program at the ERDCC. Therefore, it is imperative that you follow Prison Program procedures carefully. This program operates at the invitation of the Missouri Department of Corrections, and we hope to continue the program well into the future. Please do everything you can to ensure positive experiences for yourself, our students and others in the future.

Mission Statement

The Saint Louis University Prison Program is a Jesuit inspired initiative that provides education to prison staff and people incarcerated in Missouri, promotes service, and conducts research on education and incarceration.

HISTORY AND BACKGROUND OF THE SAINT LOUIS UNIVERSITY PRISON PROGRAM

In 2008, SLU began offering Theology courses at the ERDCC. Upon the completion of these courses in 2010, the MO DOC invited SLU to expand the program, offering courses culminated in an Associate of Arts degree, to both incarcerated people and MO DOC employees. In 2015, the first cohort of students, staff and incarcerated, graduated from Saint Louis University with an Associate of Arts degree.

During this same time SLU began hosting events at the ERDCC to provide opportunities for all members of the ERDCC community (staff and incarcerated men) to encounter the arts and humanities. These events were the early activities of the Prison Arts & Education Program (PAEP), which continues to host speaker events and workshops for the general population of the ERDCC.

The SLU Associates of Arts degree program is offered to incarcerated men and DOC staff. The two cohorts of students follow the same curriculum. The Prison Program offers two sections of each class – one for incarcerated men and one for prison staff. These courses are usually taught by different instructors.

The SLU Prison Program operates under the College of Arts & Sciences. CAS faculty teach courses in their subject areas, and the A.A. curriculum reflects the core of the College.

Eastern Reception, Diagnostic and Correctional Center

The SLU Prison Program operates at the Eastern Reception, Diagnostic and Correctional Center (ERDCC) in Bonne Terre, MO. The ERDCC is a 2600+ bed prison operating at maximum security. The facility is located approximately 60 miles Southwest of Saint Louis City.

SLU Prison Program activities are either hosted in the Visitor's Center or in the Education Department at the ERDCC. All new instructors will be accompanied on their first night in order to learn the procedure for entering and exiting the facility. Your VIC (Volunteer in Correction) status will allow you to enter/exit the facility unaccompanied.

It is important to understand that we consider everyone at the ERDCC to be part of the community that the Prison Program works with and is there to support. This community is made up of incarcerated men (it is a men's-only facility) and full-time and contract staff of the Department of Corrections. All members of the community are invited to participate in PAEP events and all members of the community (incarcerated men at the ERDCC, staff of the ERDCC and DOC staff at other facilities in the region) who are qualified can apply to the academic program.

Language

The MO DOC refers to incarcerated persons as “offenders” and guards as “officers.” There are many other positions within the ERDCC including: clerical staff, wardens, social workers, etc. We generally refer to all employees of the facility as “staff”, unless they specify an alternative title. In an effort to acknowledge the humanity and dignity of all men incarcerated at the facility we refer to them as “currently incarcerated men” or “incarcerated men.” We refer to all of our students (staff and incarcerated) as “students.”

PRISON ARTS & EDUCATION PROGRAM

The Prison Arts & Education Program (PAEP) provides intellectually stimulating educational experiences for incarcerated persons, prison staff, and community members that foster human connection, an appreciation for the arts, and resources for positive self-expression and personal growth with the purpose of transforming lives.

The Arts and Education Program at the ERDCC has three primary components:

- **Inside Out Speaker Series**, a bi-weekly series of talks, readings, and programs attended by 100 members of the ERDCC community (incarcerated men and staff) and SLU faculty, staff and students;
- **Workshops**, usually in a sequence of five monthly meetings on drawing, creative writing, literature, and culture;
- **The Inside Out Annual**, which includes contributions from participants in our workshops, speakers in our Inside Out events, and other creative activity at ERDCC.

DEGREE PROGRAM

The AA program consists of two sections of students, one of incarcerated students and one of students who are employees of the MO DOC. Most staff students are employees of the ERDCC, but our admission is open to staff at other facilities. These two sections will follow the same course schedule in achieving the degree. If you will be working as an Instructor with the Prison Program, please read the sections on being an instructor for the program with great care. In addition, we offer College Prep classes for an additional group of 20 incarcerated men. College Prep classes are not taken for credit, are delivered by SLU faculty or community members who are experts in their field and potentially will lead students into a next cohort in the degree program (though this is not guaranteed).

Students

The students in the Degree Program are admitted using the standards of the College of Arts and Sciences. They are students at Saint Louis University, in the same way as any other person enrolled in classes at the University. All students enrolled in the program have a high school diploma or its equivalent, and many have previous college experience.

- The section of staff students employed by the MO DOC live primarily in St. Francois County, MO, where 10% of the population has any education beyond a high school diploma.
- The program's incarcerated students come primarily from Missouri (many living in communities near to Saint Louis University). 97% of incarcerated individuals in the state of Missouri will be released back into the community.

The Prison Program does not discriminate against applicants for any reason (race, gender, ethnicity, sexual orientation, age, or criminal background/history). The Prison Program invites all eligible candidates to apply for the program.

Prison Program Curriculum¹

Students take classes once a week for 9-weeks. The curriculum is designed for students to complete five classes a year. The entire curriculum takes approximately 4.5 years to complete.

FOUNDATIONS OF DISCOURSE 6

ENGL 1500	The Process of Composition	3
ENGL 1900	Advanced Strategies of Rhetoric & Research	3

FINE ARTS (one of these:) 3

ART 2000	Drawing I	3
FPA 1000	Approaching the Arts	3
MUSC 1100	Music Fundamentals	3
THR 1500	Introduction to Theatre	3

LITERATURE 6

(One 2000-level English course:)

ENGL 2350	Faith, Doubt and Literature	3
-----------	-----------------------------	---

¹ Any appropriate College of Arts and Sciences Core-approved course may be substituted for the below as needed.

ENGL	2450	Nature, Ecology and Literature	3
ENGL	2650	Technology, Media and Literature	3
(One 3000-level English course:)			
ENGL	3050	Creative Writing: Poetry	3
ENGL	3060	Creative Writing: Fiction	3
ENGL	3280	American Literary Traditions after 1865	3
ENGL	3470	Introduction to Shakespeare	3
SCIENCES			6
BIOL	2010	Evolution for non-majors	3
(One 3-hour course in the natural sciences:)			
BIOL	1010	Essentials of Biology	3
EAS	1070	Understanding the Weather	3
EAS	1080	Introduction to Environmental Science	3
PHYS	1010	Physics and the World Around Us	3
MATHEMATICS			3
MATH	1200	College Algebra*	3
		(*or higher numbered course)	
WORLD HISTORY			6
HIST	1100	Origins to 1500	3
HIST	1120	1500 to Present	3
PHILOSOPHY			9
PHIL	1050	Introduction to Philosophy	3
PHIL	2050	Ethics	3
(And one 3000-level course:)			
PHIL	3300	Philosophy of the Human Person	3
PHIL	3360	Medical Ethics	3
THEOLOGY			9
THEO	1000	Theological Foundations	3
(And one 2000-level course:)			
THEO	2110	Old Testament	3
THEO	2200	New Testament	3

THEO 2710	Religions of the World	3
THEO 2715	Jerusalem: Three Faiths, One City	3
(And one 3000-level course:)		
THEO 3900	Seeking God: A History	3
ASTD 3500	Religion & American Culture	3
SOCIAL SCIENCES		9
CMM 1200	Public Speaking	3
(And and any two courses:)		
CMM 2300	Intergroup Dialogue	3
CMM 1000	Human Communication and Culture	3
ECON 1900	Principles of Economics	3
POLS 1000	Introduction to Politics	3
POLS 1100	Introduction to American Government	3
PSY 1010	General Psychology	3
SOC 1100	Introduction to Sociology	3
SOC 1200	Introduction to Anthropology	3
ELECTIVES		3
(Any additional course from above or one of these:)		
ASTD 1000	Investigating America	3
ASTD 2600	American Places	3
CAPSTONE		1
PP 4000	Capstone course	1
TOTAL HOURS		61

BECOMING AN INSTRUCTOR WITH THE SLU PP

Course Schedule

The Prison Program operates on a 9 week schedule, with one 4 hour class meeting per week. **There is no flexibility with the course schedule.**

Classes for both groups meet on Tuesdays. Classes begin at 5pm and end at 9pm. It is to the discretion of the instructor how they want to incorporate breaks into the class. Students in the incarcerated class will be coming to class directly from dinner (referred to as “mainline” at the facility). There is always a chance that they could be held up a few minutes while transitioning from one location to the other (this is the case with all movement inside the facility).

If you cannot comply with the schedule given to you for your course, you will not be able to teach with the SLU PP.

Your contract with the Prison Program

Instructors for the SLU PP can be compensated in one of three ways: (1) CAS adjunct rate; (2) adjunct replacement for your home department; (3) as part of the teaching load for a full-time faculty member. The way in which an instructor will work with the Prison Program is at the discretion of the department chair in the faculty member’s home department. All instructors receive travel reimbursement at the federal mileage rate. The SLU Prison Program can help in the process of determining how a faculty member will be compensated for their work.

The College of Arts & Sciences puts their contracts online. You will receive notification of the eMOA in your SLU email.

Before you receive a contract from Saint Louis University, you must receive written approval from your department head and your dean. We have a form for this on file, and the Prison Program Coordinator will secure the proper signature(s) once it is determined that you will teach for the Prison Program.

Once you have been approved to teach with the Prison Program, the Prison Program administrative team will work with you to coordinate the logistics of your class. Teaching with the Prison Program presents challenges and opportunities not usually experienced at SLU’s main campus. This is why it is of the utmost importance to keep the lines of communication open with the Program Coordinator and the

Academic Director. Additionally, we will make an effort to connect you with a faculty member who has taught with us in the past. If you do not think you can do this, teaching with the SLU Prison Program is not the best option for you. All potential instructors will first have a meeting with the Academic Director to discuss the dynamics of teaching with the Prison Program and to ensure that faculty and the Prison Program are interested in moving forward.

Working with the MO DOC

All instructors must go through the Volunteer in Corrections (VIC) credentialing process, including sending an application, two letters of recommendation, results from two TB tests (available at no charge through SLU Employee Health) to the Institutional Activities Coordinator at the ERDCC, an interview at the ERDCC and one 6-hour training sessions sponsored by the Missouri Department of Corrections. The orientation require a reservation and the Prison Program Outreach Coordinator will help register you for the session. The orientation will inform you of the MO DOC's policies and practices relating to the prison system in Missouri. This training is required for anyone teaching the incarcerated student section.

Please keep in mind that these trainings are part of the MO DOC's larger volunteer program. The training provides an orientation for working inside the prison, but it is not specifically geared to our program. It is an excellent introduction to the cultural differences between the university and the MO DOC. The Program Coordinator will provide you with the application and guide you through the application process. The Prison Program Coordinator, Academic Director and Director will help orient you to the specific work of the Prison Program within the MO DOC.

CLASSES

Teaching Assistants

It is the intention of the SLU Prison Program to have a Teaching Assistant assigned for each class of incarcerated and staff students. TAs are assigned for one year and their position will be evaluated at the end of each term (9-week class session). Teaching Assistants (TAs) with the Saint Louis University Prison Program provide individual and small group tutoring. TAs will assist students in improving academic achievement by helping students become more independent, confident and self-directed learners.

The role of the TA in the classroom will change with each instructor. TAs attend all class meetings and provide tutoring support to students outside the classroom. TAs play a vital role in the SLU Prison Program. In addition to identifying and assisting students in need, TAs support students who are unable to

attend class (which is a potential problem for incarcerated students). TAs also remain in contact with the Program Coordinator and Academic Director and are an additional point of contact for the Prison Program.

The complete TA job description and qualifications can be found in Appendix D.

Incarcerated Class

The class of incarcerated students meets in the Education Building of the ERDCC. This is accessed through the front entrance of the facility. Someone from the SLU Prison Program administrative team will accompany you to the classroom on your first visit to the facility.

As mandated by law, incarcerated individuals do not have Internet access. In some cases, your students will not have access to a computer, typewriter or word processor, and will submit handwritten assignments. We ask that you make no policy in your class against handwritten work and that you are sensitive to the fact that many of your students will not be able to conduct extensive research for their course work. Thus, instructors for the incarcerated student class face a lack of resources available to students. If you would like to discuss this with an instructor from a previous course, the Program Coordinator can arrange for that. If you would like to visit the ERDCC library to see the resources available, this can be arranged.

Instructors for the staff class should expect that all of their students have access to computers, can conduct library and Internet research and will regularly check their email. The SLU Prison Program requires that each staff student has reliable Internet access and regularly checks their SLU email address.

Group Work

Due to circumstances within the prison, group assignments can present logistical problems. While we encourage instructors to assign group work as appropriate to the course, please remember that housing unit assignments and work schedules can interfere with group work. Students will know when and where they will be able to work with others outside of the classroom and often our students can help you navigate how to effectively manage a group project. At the same time, the challenges of a group project in the setting of the prison should not discourage you. The Academic Director can support you in this process and can put you in touch with other faculty members who have effectively navigated group assignments with both groups of students.

Dinner/Mainline

Due to the class schedule, students enrolled in the degree program will go to dinner (known as Mainline at the facility) prior to class on Tuesday evenings. In the event that a student is unable to get to Mainline before class, the student will inform the instructor, who will then inform the Education Officer. The officer will verify and receive a brown bag dinner for this student. It is important that all students receive dinner (either through early Mainline or through this process) prior to class. Additionally, please report the names of anyone who misses Mainline to the Prison Program Administrative Team at your earliest convenience.

Classroom

The classroom for the incarcerated students is in the Education Building. Classrooms have a whiteboard and markers and some have a television and VCR/DVD player. If you intend to use media in your classroom please let the PP Coordinator know so that use can be arranged.

The Rules for Entering the ERDCC are attached to this document as Appendix A. Please remember to bring your Proxy card and VIC id into the facility and **leave your cell phone in the car. Cell phones are not allowed in the facility and forgetting to leave your cellphone in your car could be considered reason to terminate VIC status.**

Staff Class

The section of staff students meets in the Training Center, which is on the ERDCC campus but outside of the main facility. The classroom is small (comfortably fitting 20 students), but has a projector, podium and instructor station. All students must have computer and Internet access at home or at work. There are two computers and printers, provided by SLU, available to them for word processing. At the end of each class session a student should be designated to call the Control Center to request that someone locks the building. It is often the case that they will determine one student responsible for having a key to the Training Center and locking the door after each class.

TEACHING POLICIES

The Prison Program has a few additional policies not found in other programs at SLU. This section will explain these differences.

Books

This Prison Program operates at no cost to all of its students, including the cost of books and supplies. The program has an inventory of books from previous course offerings and the Program Coordinator or Academic Director will provide you with this list. We strongly encourage you to choose books from this inventory and/or to seriously consider the cost of a book(s) before making a selection. The Prison Program Director must approve all book purchases.

Book orders must be submitted to the Program Coordinator at least seven weeks prior to the first day of class and approved by the Academic Director or Director. Once the Program Coordinator orders the books and receives them from the bookstore, they will be given to the instructor. The instructor is responsible for transporting the books to the ERDCC on the first night of class, distributing them to the students, collecting them at the end of the term, and returning them to the Program Coordinator. The books will have a number on them, as well as a label stating that they are property of the SLU Prison Program. Please make sure the students fill in the book sign out sheet that will be included in the instructor's box of books, and return the sign out sheet to the Program Coordinator. If an incarcerated student is found with a book that is not labeled or signed out to them it could result in an infraction at the facility. In an effort to not contribute to the punishment of any of our students, please be diligent about assigning and collecting books.

All of our students are given a dictionary, thesaurus and writing guidebook that they can keep throughout the duration of the program.

Grades

Incarcerated persons do not have Internet access. In addition to entering grades online into the Banner System, you will be given grading forms for the students. Please fill these out as soon as you can at the end of the term and return them to the Program Coordinator, who will distribute them to the students. By the first or second class meeting, the Program Coordinator will give you the grading sheets from the previous class to distribute to the students. Staff students will receive their final course grades via Banner. Even though the incarcerated students cannot access Banner they are all given ID numbers and have student records and transcripts in the Banner system. If students choose to do so they can share this information with a friend or family member and they can check the Banner system for them.

Supplies

If at any point your students require pens, paper, or folders, please tell the Program Coordinator who can order them for you. At the start of the semester the Prison Program purchases supplies for each cohort and you will be asked to distribute them. Please do not purchase your own supplies and bring them to the facility. The Prison Program is aware of what is permitted and what is not and makes purchases accordingly. If there are specific supplies you need for your class please notify the Program Coordinator when you submit your book orders. The Program will purchase the supplies and have them approved by the facility.

Rules for the Classroom

Please observe the following rules for the classroom when instructing the incarcerated students. Furthermore, you must include this list in your syllabus:

- Conversations beyond to scope of the course are not possible (this includes private interactions about a student's case, or internal affairs of the institution).
- Written communication between class meetings must be via the Education Office and limited to questions about assignments. The professor must (by regulation) turn over all correspondence via postal service to IAC and must refuse all telephone contacts.
- As a volunteer, the professor can never be on a student's visiting list.
- Communication of any kind with student's friends, relatives, and significant others is prohibited by the rules of the Missouri correctional system.
- Only course assignments may be given to the professor. All other materials, of any kind, will be refused.
- There can be no monetary exchanges of any kind. The professor only brings on site what is necessary for teaching.
- The professor must (required by regulations) report any matter that is a violation of the institution's rules and regulations.
- The professor cannot do for one student what is not done for all.
- Regulations strictly prohibit "pats on the back" and hugs. Thanks for understanding.

These rules are also available at the end of this manual as Appendix B.

FEEDBACK FROM GRADUATES

The Prison Program administrative team has solicited feedback from former program participants about their experiences. We thought it would be helpful for you to hear directly from our students.

Graduates would like instructors to know the following information:

- Continue to encourage the class when the curriculum becomes hard. Allow the students to feel good about themselves when they work hard and the end results in a good grade.
- Treat us just like you do students on the main campus.
- Typewriter access is limited.
- We have no Internet so our research may be dated.
- Any type of props or hands on activities are always found effective.
- Some students lack the confidence to speak up – spot them and call on them. It will keep them focused and they will feel rewarded when their responses are validated.
- The higher the expectations, the harder students will work. This is a prison, a community of people who may have never been encouraged to do positive work. Even though, we all failed at something, we are all capable of taking the energy used to take short cuts and apply it to something positive. Do not accept excuses!
- The students need to be challenged. Push the limits and they will find a way to meet the expectations. Also, if students are made to bring comments or question for class discussion, more participation will occur.
- Be aware of the delicate and sometimes impossible relationship between “inmate” and DOC staff. Come with an open attitude and be positive. It goes a long way in creating the kind of environment that is conducive to learning, despite where we are.

EXPECTATIONS

In addition to following all of the guidelines in the SLU faculty manual (available at http://www.slu.edu/organizations/fs/fac_manual/), the SLU Prison Program has a few extra expectations of its instructors.

- All instructors must follow the schedule, which has already been approved by the Director of the Prison Program and the Deputy Warden at the ERDCC.
- Instructors must never change the date of a class meeting without the approval of the Academic Director (who will seek permission from the facility).

- Instructors should never make logistical plans with the students in the class without first having them approved by the Prison Program administration.
- Instructors must maintain open lines of communication with the Program Coordinator and the Academic Director. **Any questions about the program or the facility must go through the Prison Program administrative team.** It is important that correspondence with the MO DOC be channeled through one person.
- Instructors must be available to travel to the ERDCC for class meetings and any interviews necessary for the VIC process.
- Instructors will be expected to pass a drug test, administered at the ERDCC for all applying for VIC status.
- Instructors must be amenable to the particularities of the SLU Prison Program, such as accepting the lack of resources available to students and aiding in the transportation of books to the facility.
- Instructors must complete the VIC application process, including the orientations provided by the MO DOC for inside instructors.
- Instructors must be able and willing to follow the rules of the MO DOC.
- Instructors must be able to meet the confidentiality standards of the University, available at <http://www.slu.edu/x40229.xml#Confidentiality>
- All requests for materials or any other questions must go through the Program Coordinator.

SLU Prison Program Administration

Please do not hesitate to contact any of us if you have questions, comments or concerns.

Julie O’Heir, Community Outreach Coordinator
 3733 West Pine Mall
 Xavier Hall, Rm. 318
 St. Louis, MO 63108
 314-977-3206
ohairja@slu.edu

Mary Gould, Director
 3733 West Pine Blvd.
 Xavier Hall, Rm. 237
 St. Louis, MO 63108
 314-977-3546
Mgould9@slu.edu

Scott Berman, Academic Program Director
 3800 Lindell Blvd.
 Adorjan Hall, Rm. 130
 St. Louis, MO 63108

314-977-3160
bermansj@slu.edu

Devin Johnston, Arts and Education Director
3800 Lindell Blvd.
Adorjan Hall, Rm. 122
St. Louis, MO 63108
314-977-3013
johnstd@slu.edu

APPENDIX A

Rules for Entering the ERDCC

The following are rules for entering the Visitor's Center at the ERDCC, as established by the facility. It is important you follow these rules exactly.

- Processing of visitors should commence no earlier than 15 minutes prior to scheduled visiting hours. Visitors will not be allowed on institutional property any earlier than 15 minutes prior to scheduled visiting hours.
- Vehicles are to be secured at all times while on state property. No unattended children or pets can be left in vehicles while on state property.
- Once the visitor leaves the visiting room, except for medical reasons, the visitor will not be allowed back in.

Visitors may only bring items from the following list into the visiting room:

- Oxygen or asthma inhalers;
- Necessary prosthetic devices;
- \$100 in change per adult visitor;
- Clear/transparent bag or pouch for change;
- Automobile keys (after inspection by visiting room staff);
- Their personal winter coat or jacket; and
- Any other item determined necessary by the Corrections Officer II and approved by the Shift Supervisor.

Dress Code for Male or Female:

- Clothing must not be excessively tight, transparent or otherwise revealing;

- Clothing must not be gang-related, camouflaged, no racial slurs, inflammatory or inappropriate language;
- Skirts, dresses and shorts must be no shorter than 2 inches above the knee cap, no wrap-around skirts or dresses permitted. This restriction does not apply to children 6 years of age or younger.
- Slit dresses and skirts are not permitted when the slit extends higher than 2 inches above the top of the knee;
- If a dress or skirt has fasteners, all fasteners will remain closed so that the garment is not open more than 2 inches above the top of the knee (example: a skirt with buttons from the waist to the ankles may be unbuttoned to make the garment length no more than 2 inches above the top of the knee);
- Slacks/jeans/sweatpants – no holes or slits permitted and no writing on rear of the garment.
- Shirts, blouses and dress tops must cover the chest and stomach and have sleeves that cover the shoulders; display of cleavage and midriff is not permitted;
- Appropriate undergarments must be worn;
- Shoes must be worn at all times, except by infants not walking.
- Any visitor altering their clothing upon leaving the front lobby will be terminated immediately.

A FULL SET OF VISITING ROOM RULES ARE POSTED INSIDE THE VISITING ROOM ON THE BULLETIN BOARD.

APPENDIX B

Rules for the Classroom

Please observe the following rules for the classroom when instructing the incarcerated students. Furthermore, you must include this list in your syllabus:

- Conversations beyond to scope of the course are not possible (this includes private interactions about a student's case, or internal affairs of the institution).
- Written communication between class meetings must be via the Education Office and limited to questions about assignments. The professor must (by regulation) turn over all correspondence via postal service to IAC and must refuse all telephone contacts.
- As a volunteer, the professor can never be on a student's visiting list.
- Communication of any kind with student's friends, relatives, and significant others is prohibited by the rules of the Missouri correctional system.
- Only course assignments may be given to the professor. All other materials, of any kind, will be refused.
- There can be no monetary exchanges of any kind. The professor only brings on site what is necessary for teaching.
- The professor must (required by regulations) report any matter that is a violation of the institution's rules and regulations.
- The professor cannot do for one student what is not done for all.
- Regulations strictly prohibit "pats on the back" and hugs. Thanks for understanding.

APPENDIX C

Process for becoming a Volunteer in Corrections*****ONLY FOR INSTRUCTORS TEACHING INCARCERATED STUDENTS*****

The Prison Program Coordinator will help you with this process (it is not as daunting as it might appear).

The following materials must be sent to:

Beth Gammon, Institutional Activities Coordinator

ERDCC

2727 Highway K

Bonne Terre, MO, 63628

- A VIC application, given to you by the Program Coordinator
- 2 letters of recommendation
- Results from two TB tests, which can be administered at SLU Employee Health, located at 3655 Vista Ave. The test is a two part process and can be taken Monday - Wednesday (7:30 am - 11:00 am and 1:00 pm - 3:30). You then must return two days later for the test to be read (which is why you cannot take the test on Thursday or Friday---the test must be read on the second day). The process takes very little time--the shot takes about 5 minutes and the reading about the same. You don't need an appt, but if you want to call ahead, the number is [314-268-5499](tel:314-268-5499).

In addition to the application materials, you will have to have an interview with an MO DOC employee and take a drug test, administered at the ERDCC.

Finally, if you will be teaching an inside class, you must attend a VIC orientation training. This training is administered by the MO DOC. The Program Coordinator will assist you in registering for the training. You will receive travel reimbursement if you have to attend one outside of St. Louis. The orientations are about 6 hours long and only take place on Saturdays.

APPENDIX D

Saint Louis University Prison Program

Teaching Assistant Position Description & Eligibility Requirements

Position Abstract

Teaching Assistants (TAs) with the Saint Louis University Prison Program will provide individual and small group tutoring. TAs will assist students in improving academic achievement by helping them to become more independent, confident and self-directed learners.

Responsibilities

- Attend all class sessions
- Facilitate study hours/office hours
- Be punctual for all scheduled tutoring sessions, notifying students as far in advance as possible of any scheduling conflicts or changes.
- Serve as a liaison between the instructor and students (incarcerated TAs will consult with instructors before or after class sessions via memos).
- Serve as a role model of positive academic behavior, representing the University with pride and respect, in and out of the classroom.
- Maintain confidentiality of enrolled students.
- Remain professional in all interactions with students and instructor(s).
- Initiate and maintain contact with course instructor(s).
- Complete course related tasks from the course instructor or member of the Prison Program administrative team.

Job Expectations and Requirements:

- Necessary personal characteristics for this paraprofessional position include: patience, maturity, approachability, ability to role model, ability to maintain confidentiality, dependability, flexibility, appreciation of diversity, ability and knowledge to tutor academically under-prepared students, and good communication skills.
- Must meet behavioral standards established by ERDCC
- Must be living in the general population or incentive housing units.
- Must successfully complete a Teaching Assistant Application
- Must complete an interview with the Prison Program Director and/or Academic Director

- Must have at least 2 years remaining on sentence
- Must hold an Associate of Arts degree from Saint Louis University or been a SLU TA in the past

Accountability/Compensation

- Tutors will be advised and supported by the Program Coordinator.
- SLU shall provide a stipend to all teaching assistants. Incarcerated teaching assistants will receive a monthly stipend equal to the current “premium” pay for prison workers.