

YUBA COLLEGE PUBLIC SAFETY CENTER
Juvenile Correctional Officer Course (JCOC)
Guidelines

The purpose of these guidelines is to act in conjunction with the course schedule and serve as a supplement to the syllabus for JCOC, and hopefully answer some of the fundamental questions that you may have about the course.

Computer Protocol:

Because this is a hybrid course many of you will be attending the course on-line. As such, there are some basic rules that will have to be followed. First, you must always have your computer camera on while class is in session. STC is adamant about this rule as the course requires 100% attendance. We will provide you with ample breaks to get away from the computer screen, and during those times you may shut off your camera. However, you have not rejoined the class until you turn your camera back on.

We will have someone consistently monitoring the screen to alert the instructor to potential questions. Please use good etiquette and try not to interrupt with a question. Instead, use the waiving hand icon or ask a question via the “chat” format. Our instructors really want the course to be highly interactive so please make use of these procedures to prompt discussion.

Attendance:

This is a 100% attendance course. That means that you will be responsible for attending every training session in order to obtain a certificate of completion for the course. Being late for the start of a session or coming back late from breaks is NOT acceptable and could lead to you failing to obtain your certificate. Remember, those of you taking the course on-line are not considered back in your seat until your camera is on and you are in sight.

If you have an acceptable reason for missing a part of a training session, such as illness or court, you may be able to set up a special training session to make up the time. In this situation you will have to contact the course Facilitator as soon as practical to discuss whether a special session can be completed. There is no guarantee that such an arrangement can be made, but we will do what we can for each such circumstance. If you are unable to make-up the time you will be required to attend a future JCOC and complete all learning domains that you missed before earning your certificate of completion.

Dress Code:

While this is a hybrid course, the dress code will still remain in effect. You are expected to dress in a business casual manner, meaning no tank-tops, crop-tops, cut-off shorts, miniskirts, etc. For the last week of the course, you will physically come to campus for defensive tactics training. There you will be expected to wear t-shirts or sweat tops with full sleeves, meaning no tank-tops there either. We also want you to wear athletic pants and NO SHORTS.

Testing:

Testing will be conducted through (3) formats, Written Skills Tests (WSTs), Behavioral Skills Tests (BSTs) and Multiple-Choice Tests (MCTs). The course schedule will include information on just how many of these tests are included with each training topic.

WSTs-

The WSTs will be conducted in class and the instructor will try to issue pass/fail grades prior to the end of the training session. If they are unable to complete the grading process that day, they will definitely have the grading completed by the beginning of the next day of training. If you received a “fail” grade on a WST you will get remedial training and one more opportunity to pass the test.

BSTs-

The BSTs are tests where you must physically demonstrate your aptitude regarding a training topic. These tests are also graded in terms of pass/fail. If you fail a BST you will immediately be given remedial training and then be given another chance to satisfactorily complete the test.

MCTs-

You will note on your schedule that when you see the letters MCT there will be a number included with them, such as (5 MCT). That means that training section will have (5) multiple choice questions included in an upcoming quiz. We have chosen to set up our POCC in a multiple quiz format, instead of a final exam approach. This means you will be taking a number of smaller quizzes during the course, meaning you will be tested on material why it is still fresh in your mind.

You must receive a passing score on each quiz, or you will have to receive remedial training and will get one more chance to pass a quiz on that topic(s). If you were to fail the remedial test you would fail the course.

The minimum scoring to pass the quizzes differ for each quiz. The passing scores will range from 70% to 77% and are dependent on the number of questions included in the quiz and depth of information included in the training session. The minimum passing score will be made known to all students prior to the start of the testing procedure.

Schedule:

You will receive a course schedule prior to the academy start date. That schedule will have the date and time of the learning topics, the name of the instructor for that topic, the name of the course Facilitator for that training day and all WST, BST and MCT information.