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## CORRECTIONAL MINISTRIES INSTITUTE



# CM302: Case Management and Mentoring

**Course Instructor: Robert Vann**

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**Guests Lecturers:** Karen Swanson, Ed.D. Director, Correctional Ministries Institute, Wheaton College Billy Graham Center.

### Course Description

This course examines case management and mentoring models and processes used for successful reentry of the incarcerated back into the community while integrating biblical principles and the faith community. Opportunities for skill development are provided.

### Course Objectives

Upon completion of the course, students should be able to do the following:

- A. Describe models and practices for case management and mentoring justice-involved people.
- B. Integrate evidence-based practices and other corrections practices into case management and mentoring
- C. Examine the role of the church in providing services and mentors for individuals reintegrating from incarceration
- D. Demonstrate case management and mentoring skills for working with diverse populations

### Course Texts

*I Am My Brother's Keeper: Laying a Biblical Foundation for Mentoring Returning Citizens: Training Guide* by Robert Vann (available from Amazon.com)

*Truthought Pocket Coach* plus *Spiritual Transformation* – will be mailed to you.

### Academic Honesty

At IPM, we believe all we do is “as unto the Lord” and we thus hold to a high academic standard of honesty; we do not tolerate plagiarism and cheating.

Plagiarism: If a student’s work is found to be plagiarized, consequences will vary depending on the nature of the plagiarism.

If an offense is deemed unintentional, the student will have an opportunity to resubmit the work. A second offense will result in an automatic score of zero for that assignment, which may also result in failure of that course.

If you have questions about plagiarism, or would like to request resources for learning how to avoid plagiarism, please contact [cmi@wheaton.edu](mailto:cmi@wheaton.edu)

## Course Requirements

This course consists of two virtual meetings, readings, mentor meetings, lecture videos, quizzes, group discussions, and assignments. The information regarding these course components and expectations is as follows:

**Virtual Meetings.** The two virtual meetings are **Tuesday, January 3, 2023 at 7:00 pm (Central) and January 31, 2023 at 7:00 pm (Central)**. Links and information will be emailed to you.

**Readings.** Reading assignments should be read in the module in which they are assigned.

**Mentor Meetings Report.** Meet with your mentor in-person or by phone two times to share what you are learning and hearing from God. This mentor does not have to have correctional ministry experience. Submit your Mentor Meetings Report Form by **February 26, 2023**.

**Lecture/Videos.** Each module will include lecture/videos from the instructor or field experts.

**Quizzes.** Each module includes a multiple-choice questions quiz over the readings and lectures for that module.

**Discussion Forums.** Discussion questions are provided in each module. The Discussion Forum for each week begins on Monday at 12:01 a.m. Central Standard Time (CST), and your first post is required by Wednesday each week. All posts must be submitted prior to the following Sunday at 11:59 p.m. CST. You are required to **post an initial response and respond to two other posts** (total of 24 posts for the course). The following rubrics will be used to assess your Discussion Forum posts and assign a grade.

Competency	Criteria Met	Criteria Not Met
Substantive Thoughts Expressed	Ideas and positions explained clearly. Refers back to course content when appropriate. Reply posts extends discussion.	Ideas are not clearly expressed. No reference to course content. Reply post (Yes, I agree) does not provide support for responses.
Length	Initial post is 100-150 words Reply posts are 50-60 words	Initial post less than 100 words Reply post less than 20 words
Completeness	Answers the question completely.	Some parts of the question are not addressed.

## Discussion Grading Scale

Number of posts that meet the criteria will be counted.

A	22-24	A-	21	B+	20
B	19	B-	18	C+	17
C	16	C-	15	D+	14
D	13	D-	12	F	0-11

## Assignments

Life Coach Prerequisite, Life Coach Training Basics, Christian Life Coaching DUE by February 27  
(<https://correctionalministries.org/life-coach-training/> (Access code will be emailed to you to cover the fee))

Assignment 1: Motivational Interviewing. DUE Module 3

Assignment 2: Who Am I Now... (p. 86). DUE Module 5

Assignment 3: Biblical Principle of (Holiness) Sanctification (p. 108). DUE Module 6

Assignment 4: Dynamics of Mentoring and Accountability (p. 193, p. 196). DUE Module 7

Assignment 5: God’s Plan and the World’s Plan for Relapse Prevention. DUE Module 8

## Course Grading

All coursework must be completed and turned in to your online professor at the due date. Please note that it is at your online professor’s discretion to penalize late work. Grades will be issued within two weeks of the end of the course.

Your grade for the course will be determined as follows:

Discussion Forum and Virtual Meetings	30% of Course Grade
Assignment: Life Coach Pre-requisite, Life Coach Training Basics, Christian Life Coaching	15% of Course Grade
Assignments 1-5	15% of Course Grade
Quizzes	30% of Course Grade
Mentor Meetings	10% of Course Grade

Grading scale will be as follows:

A	92-100	A-	90-91	B+	87-89
B	84-86	B-	80-81	C+	77-79
C	72-76	C-	70-71	D+	67-69
D	62-66	D-	60-61	F	0-59

## Weekly Topics and Assignments

### Module 1: Overview of Reentry and Case Management

**DUE: January 8**

#### VIRTUAL MEETING

**Tuesday, January 3rd at 7:00 pm Central**

1.1 Welcome and Syllabus, Mentor Report Form

#### LISTEN

1.2 Case Managers

1.3 Hiring a Case Manager

1.4 Mentoring a Major Challenge

#### READ

Syllabus

1.1 Reentry: Scope of the Problem

1.2 Case Managers

1.3 Corrections Programming Principles

*Release and Planning for Successful Reentry* (p. 1-44 – Don’t need to download whole document)

(continued)

## **DISCUSS**

*What are the current practices for case management and mentoring in your ministry? What do you think your ministry needs to do to improve these areas?*

## **QUIZ**

Quiz 1 on readings and lectures (open notes)

## **Module 2: Case Management Components and Skills**

**DUE: January 15**

### **LISTEN**

2.1 Case Manager Skills

2.2 Case Management Components and Skills

### **READ**

2.1 Case Management Skills

2.1a Cultural Competence

2.2 Case Management Components and Skills

2.2a Case Management Checklist

*Truthought* Pocket Guide (Mailed)

Resource: Case Management for Juveniles Guidebook

### **DISCUSS**

*What skills and/or components of case management are challenging for you?*

### **QUIZ**

Quiz 2 on readings and lectures (open notes)

## **Module 3: Case Management Skills**

**DUE: January 22**

### **LISTEN**

3.1 Spiritual Dimension

3.2 Motivational Interviewing I: (OARS, DARN-CT, EARS Review)

3.3 Motivational Interviewing II: (Rolling with Resistance, Develop a Change Plan and Commitment to Change)

### **READ**

3.1 Spiritual Assessment

3.1a Spiritual Tipsheet

3.2 Motivational Interviewing

3.3 Motivational Interviewing Glossary

Resources: MI Tools: Personal Value Card Sort; Decision Balance Sheet

### **DISCUSS**

Create two responses: 1) a NON-MI response; 2) a MI response/strategy for each statement.

- a. How am I supposed to pay back all these fines when I can't get a decent job?
- b. I've given up hard drugs. I can't give up cigarettes.
- c. Being on probation stresses me out and makes me want to get high.

### **QUIZ**

Quiz 3 on readings and lectures (open notes)

### **ASSIGNMENT 1**

Motivational Interviewing. Complete the Assignment sheet.

## **Module 4: Case Management Models**

**DUE: January 29**

### **LISTEN**

- 4.1 Selecting a Model
- 4.2 Implementing a Model

### **READ**

- 4.1 Case Management Models

### **DISCUSS**

*Describe one or two significant learning moments you experienced in the first four modules. For example, what topics were important to you and why? What readings/activities were most beneficial and why? What unanswered questions remain?*

### **QUIZ**

Quiz 4 readings and lectures (open notes)

## **Module 5: Foundation for Mentoring**

**DUE: February 5**

### **VIRTUAL MEETING**

**Monday, January 31 at 7:00 pm Central**

### **LISTEN**

- 5.1 Why the Need for Mentoring?
- 5.2 God's Fourfold Purpose
- 5.3 Divine Mentoring

### **READ**

*I Am My Brother's Keeper* (pp. 38-101)

### **QUIZ**

Quiz 5 readings and lectures (open notes)

### **ASSIGNMENT 2**

Who I am Now ... Complete the Assignment Sheet referring to pages 85-86 in *I Am My Brother's Keeper*

## **Module 6: The Role of Character Development and Service**

**DUE: February 12**

### **LISTEN**

- 6.1 Character Development
- 6.2 Ministry Mentality
- 6.3 Positional and Progressive Holiness

### **READ**

*I Am My Brother's Keeper* (pp. 101-168)

### **DISCUSS**

*Describe how to implement the reading/lectures into a mentor relationship.*

### **QUIZ**

Quiz 6 readings and lectures (open notes)

### **ASSIGNMENT 3**

Biblical Principle of (Holiness) Sanctification. Complete the Assignment Sheet referring to the exercise on page 108.

## **Module 7: The Role of Mentoring in Reproduction**

**DUE: February 19**

### **LISTEN**

- 7.1 Dynamics of Mentoring
- 7.2 Levels of Mentoring and Team Mentoring
- 7.3 Developing a Mentoring Program

### **READ**

- I Am My Brother's Keeper (pp. 169-205)
- 7.3a Program Coordinator Manual SAMPLE
- 7.3b Participant Manual SAMPLE

### **DISCUSS**

*What have you done to help develop the different levels of mentoring? OR What type of mentoring are you drawn to – individual or group and why.*

### **QUIZ**

Quiz 7 readings and lectures (open notes)

### **ASSIGNMENT 4**

Dynamics of Mentoring and Accountability. Complete the Assignment Sheet.

## **Module 8: Mentoring a Ministry on the Cutting Edge of Spiritual Warfare DUE: February 26**

### **LISTEN**

- 8.1 Basic Principles of Spiritual Warfare
- 8.2 Emotional/Mental Strongholds in Reentry Population
- 8.3 Overcoming the Effects of Addiction

### **READ**

I Am My Brother's Keeper, (p. 207-291)

### **DISCUSS**

How would you respond to help a mentee who is threatening to relapse? OR Describe your personal struggles and recovery process.

### **QUIZ**

Quiz 8 readings and lectures (open notes)

### **ASSIGNMENT 5**

God's Plan and the World's Plan for Relapse Prevention (p. 254). Complete the Assignment Sheet.

### **ASSIGNMENT 6**

Complete the Life Coach Training Pre-requisite <https://correctionalministries.org/life-coach-training/>

### **MENTOR MEETING REPORT**

Submit your mentor meeting report through the online course.