CORRECTIONAL MINISTRIES INSTITUTE

CM302: Case Management and Mentoring

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Guests Lecturers: Karen Swanson, Ed.D. Retired 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

Truthought Pocket Coach plus Spiritual Transformation – mailed to you.

Academic Honesty

At CMI, 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. Consequences will be determined by the instructor.

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 5, at 6:00 pm (Central) and February 2, 2027 at 6:00 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 **Feb 28, 2027.**

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

Quizzes. Each module includes a multiple-choice question 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

Assignment 1: Motivational Interviewing. **DUE Module 4**

Complete a short interview using the basic principles of motivational interviewing (open ended questions, reflective statements). Transcribe as best as possible. Then write short paragraph discussing experience of using motivational experience skills.

Final Project Due Week 8:

Find any story regarding Mentoring or Case Management and write a 400 word paper answering what are the key takeaways, what model did they implement, and what can you draw from this story that you can use?

Course Grading

All coursework must be completed by 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 after 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: Motivational interviewing short interview and paragraph write up.	15% of Course Grade
Quizzes	30% of Course Grade
Mentor Meetings	10% of Course Grade
Final Project	15% 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 10

VIRTUAL MEETING

Tuesday, January 5th at 6:00 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)

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 17

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 24

LISTEN

3.1 Spiritual Dimension
3.2 Motivational Interviewing I: (OARS, DARN-CT, EARS Review)
3.3 Motivational Interviewing II: (Rolling with Resistance, De3.3velop 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)

Module 4: Case Management Models DUE: January 31

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)

ASSIGNMENT 1

Motivational Interviewing. Complete a short interview using the basic principles of motivational interviewing (open ended questions, reflective statements). Transcribe as best as possible. Then write short paragraph discussing experience of using motivational experience skills.

Module 5: Foundation for Mentoring — DUE: February 7

VIRTUAL MEETING

Tuesday, Feb 2 at 6:00 pm Central

LISTEN

5.1 Why the Need for Mentoring?
5.2 Individual and Group Mentoring Principles
5.3 Focused and Unfocused Mentoring

READ

5.1 Why the Need for Mentoring
5.2 Individual and Group Mentoring Principles
5.3 Focused and Unfocused Mentoring

QUIZ

Quiz 5 readings and lectures (open notes)

Module 6: Character Development and Mentoring Health — DUE: February 14

LISTEN

6.1 Character Development
6.2 Mentoring with Mental Health in Mind
6.3 Mentoring with the "Temple" in Mind

READ

6.1 Character Development
6.2 Mentoring with Mental Health in Mind
6.3 Mentoring with the "Temple" in Mind

DISCUSS

What would you like to add to character development, mental health, or the "temple"?

QUIZ

Quiz 6 readings and lectures (open notes)

Module 7: Addressing the Challenges — DUE: February 21

LISTEN

7.1 Mentoring Resourcefulness
7.2 Keeping Boundaries

READ

7.1 Mentoring Resourcefulness
7.2 Keeping Boundaries

DISCUSS

What are your tools to finding resources? How do you keep boundaries in your personal & professional life?

QUIZ

Quiz 7 readings and lectures (open notes)

Module 8: Putting it All Together — DUE: February 28

LISTEN

8.1 Goal-Driven Matching, 4-Hour Cadence, & Question-First Mentoring
8.2 Visible Progress Dashboards, 90-Day Sprints, & Status-Driven Mentor Incentives
8.3 Vulnerability Rituals & Legacy Artifacts

READ

8.1 Goal-Driven Matching, 4-Hour Cadence, & Question-First Mentoring
8.2 Visible Progress Dashboards, 90-Day Sprints, & Status-Driven Mentor Incentives
8.3 Vulnerability Rituals & Legacy Artifacts

DISCUSS

If you had to pick and choose out of these lessons to implement, which would you choose? What would you leave out?

QUIZ

Quiz 8 readings and lectures (open notes)

Final Project Due at end of Week 8

Find any story regarding Mentoring or Case Management and write a 400 word paper answering what are the key takeaways, what model did they implement, and what can you draw from this story that you can use?

MENTOR MEETING REPORT

Submit your mentor meeting report through the online course.