

# **Calumet College of St. Joseph**

## GRADUATE STUDENT HANDBOOK





### **Graduate Programs Contact Information**

Mary Severa, M.S. (219) 473-4295 msevera@ccsj.edu  
Director, Graduate Programs Operations  
Fax - (219) 473-4356 Toll-Free - (877) 700-9100 Chicago - (773) 721-0202

Roxann Brown, B.A. (219) 473-4285 rbrown@ccsj.edu  
Assistant to the Director of Graduate Programs Operations

***Students calling the toll-free/Chicago numbers may reach an extension by dialing the last three digits of the phone numbers.***

### **Master of Arts in Psychology**

Joseph Kovach, Ph.D. (219) 473-4261 jkovach@ccsj.edu  
Program Director

### **Masters of Arts in Teaching Program Initial Phase**

Joi Patterson, Ph.D. (219) 473-4293 jpatterson@ccsj.edu  
Program Director

### **Master of Arts in Teaching Final Phase**

John M. Shields, Ph.D. (219) 473-4262 jshields@ccsj.edu  
Program Director

**Master of Science in Public Safety Administration**

David Plebanski, Ph.D.  
Program Director

(219) 473-4274

dplebanski@ccsj.edu

**Master of Science in Quality Program**

Steve Schuelka, M.S., M.S.E.  
Program Director

(219) 473-4324

sschuelka@ccsj.edu

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# Calumet College of St. Joseph

## Mission Statement

*Calumet College of St. Joseph is a degree-granting, Catholic institution of higher education sponsored by the Missionaries of the Precious Blood (C.P.P.S.). The college prepares graduates for careers and graduate school with academic and professional programs based on a strong foundation in the liberal arts and sciences. These programs are designed to empower graduates to improve their lives and the lives of their families. In an academically challenging and flexible environment dedicated to student learning, the college acknowledges and respects the dignity and worth of each individual. Serving a richly diverse population, the college encourages differing views, fosters personal growth, and promotes the formation of spiritual, moral and ethical values in support of social justice and personal responsibility.*



# CCSJ Academic Principles

Calumet College of St. Joseph (CCSJ) recognizes the need for an educational process that prepares competent, scholarly, and confident leaders. Rooted in the CCSJ mission and complemented by educational theory, all curricular and co-curricular programs will be defined, informed and characterized by the following principles:

## **1. *Competency-Based Education***

Competency-based education incorporates multiple assessment practices that provide the student opportunities to demonstrate the specific and measurable competencies for each course and program. Competencies, coupled with quality assessment practices, prepare students as knowledgeable, reflective practitioners in a specific discipline or profession and as life-long learners. Information obtained from assessment practices is utilized for continuous quality improvement in each academic program.

## **2. *Social Justice***

A fundamental commitment to the understanding and practice of gospel-centered social justice is infused throughout each academic program. This commitment is evidenced in course content, internships, practicum experiences, teaching methodology, and in each and every relationship within the academic community. The practice of social justice principles contributes to a distinctive climate, a commitment to service and to constructive and long-lasting change in local neighborhoods and communities.

## **3. *Technology and Scholarly Skills***

Technological expectations for the 21<sup>st</sup> Century include the abilities to garner appropriate information, interpret value, critically solve problems, evaluate potential utilization, and design new strategies incorporating synthesis skills. Quality thinking and problem-solving skills, complemented by the application

of technological competency, prepare students to address and adapt to unprecedented challenges for the future.

#### **4. *Integration***

Academic programs reflect an integrated and holistic worldview. The learner is challenged to examine phenomena from both a multi-disciplinary and multi-cultural perspective, thereby acknowledging the linkages rather than the divisions traditionally common to learning. This global perspective complemented by scholarly thinking skills, competency education, and a social justice commitment, assists students to develop characteristics that are distinctive of an education at CCSJ.

# Calumet College of St. Joseph

## Graduate Goals

Each graduate program at Calumet College of St. Joseph is shaped by the following goals. Students will:

1. Analyze, synthesize, and evaluate competing theories, concepts, and knowledge of the discipline/profession.
2. Apply a variety of theories through the utilization of theoretical constructs and ethical principles.
3. Demonstrate mastery of oral, written, and technological communication as applied to the discipline/profession.
4. Conduct research in the discipline/profession with an emphasis on design, methodology, and analysis.
5. Evolve a personal and professional philosophy that reflects an ethical obligation to social justice and contributes to the development of self, respect for others, and professional commitment

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## Campus Telephone Numbers

(Area Code 219)

Academic Affairs	473-4305
Athletics	473-4327
Bookstore	473-4395
Business Office	473-4245
Cashier	473-4232
Director of Student Accounts	473-4394
Computer Services Help Desk	473-4366
Development Office	473-4325
Education Department	473-4385
Enrollment Management	
Academic Advising	473-4220
Admissions	473-4215
Campus Ministry	473-4239
Career Services	473-4341
Chaplain	473-4351
Financial Aid	473-4296
Registrar	473-4211
Undergraduate Accelerated Programs	473-4209
Veterans Affairs	473-4211
Human Resources	473-4229
Library	473-4373
President's Office	473-4333
Student Activities Coordinator	473-4305

**These offices may also be reached by dialing toll free (877) 700-9100 or the Chicago number (773) 721-0202, then dialing the last three digits of the phone numbers.**

# Academic Policies

## Orientation

Orientations for the Graduate Program students will be held prior to the start date of the first course. Pertinent information will be disseminated in addition to CCSJ ID cards, information about access to the computer labs, and programmatic information.

## CCSJ ID Card

All students will receive a CCSJ ID card in order to obtain access to library and/or other related materials and information.

## Registration

Students are registered by semester for classes through the Graduate Programs Office. To cancel registration, a student must submit a written request addressed to the Director of Graduate Programs Operations or the appropriate Graduate Program Director.

## Transfer Students

*A maximum of six (6) graduate credits* earned at another accredited educational institution may be *considered* for possible transfer. Students with prior graduate courses should schedule an interview with the Program Director to discuss transferring credits. This should take place a maximum of four weeks prior to the start date of the first semester. Only courses with a grade of “B” or higher and course work that correlates highly to the course requirements of the applicable graduate program will be reviewed for possible transfer. The appropriate Graduate Program Director will determine whether credits transfer on an individual basis. The Graduate Program Office will notify candidates in writing about the number of credit hours accepted.

## **Residency Requirement**

All courses for the Masters degrees must be completed at Calumet College of St. Joseph, unless prior approval has been obtained from the Program Director and the Vice-President of Academic Affairs.

## **Tuition and Fees**

The Graduate Program application fee is \$25.00 (non-refundable). Program tuition includes the cost of books. Additionally, a technology fee is charged every semester.

## **Financial Aid**

- ***Student Loans*** - All student loans are not based on need. The loans are an option for students who are not eligible for grants, but who require financial assistance. Often, payments do not have to be made until the student graduates. The Federal Stafford Loan is a low-interest loan available based on a needs analysis through the student's local lending institution. Student loans can be applied for by contacting the financial aid office.
- ***Tuition Payment Options*** – A payment plan designed for students is available. Please contact the Director of Student Accounts for details.

## **Books and Book Delivery**

Books and syllabi are distributed prior to the start date of the first semester. For the remaining semesters, books are delivered to the students in the classroom prior to the start of the next class.

## **Grades**

Graduate students must maintain a GPA of 3.0. No more than two “C” grades may be counted toward degree requirements, although all grades are counted in compiling a GPA. Any student who receives a grade of “D” or lower in a course will be required to repeat the course. Any student whose GPA is less than 3.0 will be placed on academic

probation. This probationary status may be removed by achieving and maintaining the required overall GPA of 3.0. No student may graduate with less than a 3.0 GPA.

## **Grade Appeals**

The responsibility for measuring student achievement and assigning a grade rests with the faculty and except for the most extreme circumstances or in case of an incomplete; the grade awarded is the final grade. The procedure for appealing a grade should be pursued by a student who has evidence or believes that evidence exists to show that he/she has been assigned an inappropriate grade. A student may also challenge a grade that has been reduced for alleged scholastic dishonesty. **Note:** In appealing a grade, the burden of proof lies with the student, except in the case of alleged scholastic dishonesty; where the instructor must support the allegation.

## **Grade Appeal Process**

To appeal a grade, the student is first directed to discuss the appeal with the instructor who awarded the grade. If the student is not satisfied, the student may appeal in writing to the Program Director. It is recommended that the student keep a written record of these discussions.

If these informal actions do not resolve the issue, the student may file a formal written grievance with the Vice President of Academic Affairs.

## **Grade Appeals Schedule**

*End of Semester*-original grade

*Next Semester*

By the end of the fourth (4<sup>th</sup>) week:

Student meets with instructor

Student meets with Program Director

By the end of the seventh (7<sup>th</sup>) week:

If formal hearing desired, student must file petition with the Vice President of Academic Affairs

## **Non Academic Grievances**

If a student has a grievance against another student, agent or employee of Calumet College of St. Joseph that is not academically related, then he or she may file a complaint with the Program Director.

## **Add/Drop**

A student may add or drop a course by contacting the Graduate Programs Office. A course can be added any time prior to the start of the first class session. Students are not required to pay for a course that is dropped and a dropped course does not appear on transcripts.

## **Withdrawal**

There are two types of withdrawals.

### **1. Student-initiated withdrawal**

A student may withdraw from a course before the 2<sup>nd</sup> class starts by sending a written request to the Graduate Programs Office. A “W” on a student’s transcript indicates a withdrawal. Students withdrawing from a course are fiscally responsible for that course, but may make up the course at no additional charge for up to six months after their originally scheduled graduation date.

### **2. Administrative withdrawal**

A student will be administratively withdrawn from a course if he or she misses more than one class session (or a total of four hours) of any given course. Students administratively withdrawn from a course are fiscally responsible for that course, but are allowed to make up the course at no additional charge for up to six months after their originally scheduled graduation date.

If a student withdraws from the same course a second time, he/she is fiscally responsible for the course.

## **Class Cancellation**

If in the unlikely event of a class cancellation due to weather, announcements can be found on either WJOB radio (1230 AM) and/or the college website ([www.ccsj.edu](http://www.ccsj.edu)). Additionally, all students are encouraged to sign up for the college's free Emergency Alert Notification System for their cell phones as announcements regarding school closing for inclement weather are sent on this system. To sign up for the CCSJ Emergency Notification System, students should go to <http://www.ccsj.edu/alerts/index.html> and follow the directions.

## **Student Conduct**

In the interest of the college and the student body, Calumet College of St. Joseph reserves the right to discipline any student involved in publicly scandalous behavior, or who seriously violates college regulations, standard Christian morality, or is guilty of a serious breach of public law. Students of CCSJ are expected to conform to socially acceptable behavior.

## **Statement on Plagiarism and Academic Dishonesty**

If an instructor or other Calumet College of St. Joseph personnel member finds that a student has plagiarized or engaged in another form of academic dishonesty, the instructor or other personnel member may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty can include dismissal from the college. Any case of plagiarism will be referred to the Vice President of Academic Affairs who will convene a faculty committee to investigate and make a recommendation to the Vice President of Academic Affairs. The plagiarism statement is on each syllabus.

## **Application for Graduation**

Students must notify the Graduate Programs Office of their intention to graduate with a masters degree at least three months in advance of commencement (consult the current Academic Calendar in the Course Schedule for the exact date), and file the

appropriate “Application for Graduation”. Students completing a thesis must have an approved outline of the proposal and the names of committee members on file with the Graduate Programs Office before applying for graduation.

### **Graduation/Commencement Exercises**

To be eligible for graduation, students must have completed 12 graduate courses as prescribed by their program curriculum. Candidates must file the graduation application with the Graduate Programs Office upon notification.

If a student is in need of evidence indicating the completion of coursework prior to graduation, they may request written verification from the Registrar. Financial matters should be discussed with the Business Office. Diplomas and the logistics of the commencement exercises are handled through the Office of Academic Affairs.

Commencement ceremonies occur once a year in May. Graduation dates are posted three times a year (May, August, and December). Please refer to the current CCSJ Catalog for more information.

# Academic Resources

## Academic Computing

### Instructional Computing Labs

The following facilities at Calumet College of St. Joseph are available for academic use:

#### **Open Lab**

(Fourth Floor Room 416)

- Microsoft Office
- Internet access
- Word processing
- Spreadsheets
- Databases
- Software related to current lab assignments, as requested by instructor
- Software related to current class assignments, as requested by instructor
- CD burners
- Scanner

The Open Lab schedule is posted outside of room 416.

#### **Three Instructional Computer Labs** (Fourth Floor Rooms 418, 419, 420)

- Online information retrieval
- Other college and university library catalogs
- Internet access

#### **Writing Lab**

(First Floor)

- Restricted to English classroom instruction

The Writing Lab schedule is posted outside of the room.

**Specker Library** (Specker Library First Floor Reference Area)

- Internet access
- Access to Voyager database and other subscription databases

Library computers are available for use during library hours.

**Computer Specifications**

All computers are Pentium 4 with external USB access, CD-RW drives and most have DVD players.

**Computer Use Policies**

Unless otherwise noted, all computers are available for use in the labs by currently enrolled Calumet College of St. Joseph students and by Calumet College of St. Joseph faculty and staff during open posted hours. Students must show a valid Calumet College of St. Joseph ID card. Use of Calumet College of St. Joseph computers is governed by the CCSJ Computer Use Policy. Computers are available on a first-come, first-serve basis.

**Computer Lab Regulations**

**The following are NOT permitted inside the computer labs:**

Food and drink

Loud and or boisterous conduct

Conduct which might result in damage to equipment, hardware and/or software

Installation of personal software or hardware

Visitors and/or family and non-students

Unsupervised children

**EXCEPTION:** Specker Library computers are open to the public

## **Computer Disks and CD-R/CD-RWs**

Students must provide their own computer disks or flash drives for downloading of information and backing up their work. Disks and CDs may be purchased in the CCSJ Bookstore (second floor). Although USB flash or thumb drives may also be used, not all brands may be compatible with Windows XP or CCSJ lab hardware. It is best to check with the CCSJ Help Desk before purchasing a drive for use on the CCSJ campus lab computers.

## **Printing**

To continue to ensure the availability of high quality laser printers, only printing which is directly related to current course work at Calumet College of St. Joseph is permitted, and only single copies may be produced. Only paper provided within the labs may be used in the laser printers. The Specker Library and CCSJ Bookstore copiers are available for making multiple copies.

## **Authorized Software**

Copyright laws prohibit the copying or unauthorized use of any software on any college computer. CCSJ upholds and enforces applicable laws and does not permit unlicensed software of any kind to be installed, or used on, college computers.

Personal software may only be used for instructional purposes and requires prior approval by the Computer Services Department Director.

## **Microsoft Software**

Calumet College of St. Joseph has entered into a Microsoft Campus Agreement that allows CCSJ students access to several Microsoft products. Microsoft Office, XP Pro, and Visual Studio Net are available for student purchase at greatly reduced prices. Contact the CCSJ Bookstore for details.

### **Student Email Accounts**

Registered CCSJ students who have been issued a valid ID card (available from Specker Library) will receive an account that will allow them to access the CCSJ network. Network access will also provide students with a CCSJ email address.

### **Computer Services Department Help Desk**

The Computer Services Help Desk is staffed Monday through Saturday so that students, faculty and staff may receive support for school-related computer problems. Help Desk hours are posted outside the Help Desk office (Room 414). Help Desk staff may be contacted via walk-in, telephone, or by email. During the operation of the Open Lab (416), Help Desk staff is duty to assist students unless an urgent support call requires that they temporarily leave the area.

## **CCSJ Computer User's Policy**

Computer use is an essential part of many Calumet College of St. Joseph activities. CCSJ presents the following college-wide policy for management of computer data networks and the resources available as well as for stand-alone computers owned and administered by the college. It also represents the general, ethical principles of the college community and indicates what privileges and responsibilities are characteristic of the college-computing environment. The Computer Services Department is responsible for providing and maintaining all college computing tools.

### **Mission and Purpose**

College computing resources are to be used for purposes related to the college's mission of education. All users (faculty, staff, and students) may use computing resources only for purposes related to studies, instruction, the discharges of duties as employees, official business with the college, and other college-sanctioned activities. Commercial use for personal gain is prohibited.

### **Ethical Usage**

Computing resources should be used in accordance with the high ethical standards of

the college community. Examples of unethical use (some of which may be illegal) follow:

- Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others
- randomly initiating interactive electronic communications or e-mail exchanges, or overuse interactive network utilities
- Use of computing facilities for private business purposes unrelated to the business purposes to the mission of the college or college life
- Academic dishonesty (plagiarism, cheating)
- Violations of computing system security identification accounts assigned to others
- Unauthorized use of computer accounts, access codes, or CCSJ computers
- Violation of another user's privacy
- Violation of software license agreements
- Violation of CCSJ network usage policies and/or regulations

### **Legal Usage**

According to CCSJ Computer Services Department policies, computer resources may not be used for illegal purposes. Examples include:

- Intentional harassment of other users
- Intentional destruction of or damage to equipment, software, or data belonging to CCSJ or other users
- Intentional disruption of unauthorized monitoring of electronic communications
- Unauthorized copying of copyrighted material

## **Sanctions**

Violations of the policies described for legal and ethical use of computing resources will be dealt with seriously. Violators will be subject to the established disciplinary procedures of the college, and loss of computing privileges may result. Illegal acts involving CCSJ computing resources also may be subject to prosecution.

## **CCSJ Network Security Policy**

The following actions or uses are prohibited under Calumet College of St. Joseph's network user guidelines:

- Use of CCSJ systems and/or networks in attempts to gain unauthorized access to remote systems
- Use of CCSJ systems and/or networks to connect to other systems, an invasion of the physical limitations of the remote/local system
- Decryption of the CCSJ system or user passwords
- Copying of CCSJ system/network files
- Running of HTTP, Email, and FTP servers on client machines
- Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license

The following violations are punishable disciplinary offenses under Calumet College of St. Joseph's network user guidelines:

- Attempts to "crash" CCSJ network systems or programs
- Attempts to secure a higher level of privilege on CCSJ network systems
- The willful introduction of computer "viruses" or other disruptive/destructive programs into the CCSJ network or into external networks

SEE the CCSJ webpage for additional Computer Services Department policies and procedures.

# Specker Memorial Library

Specker Library has a wide range of materials and services available to students. Feel free to ask for assistance about using them or to inquire about services not mentioned below. For more information, see the Library's web page: [www.ccsj.edu/library.shtml](http://www.ccsj.edu/library.shtml).

## Books, periodicals and audio-visual materials in the Collection

The Library owns more than 112,000 items, most of which are arranged by Library of Congress classification. Items can be found using Pegasus, the Library's online catalog, and searching by keyword, author, title subject, etc. Books and periodicals are shelved on the first floor and in the tower past the mural; use the Pegasus search filter to see only DVDs and videos. **New** items are listed on the Library's web page. Ask at the Circulation desk for audio-visual items which are listed in Pegasus, but shelved at the Circulation desk. Book drops are at the south end of the building (out-of-doors) and in the lobby near the Library entrance ramp if you return materials after hours.

## Circulation Loan Periods

Books (regular stacks)	3 weeks	Reference books and periodicals do <u>not</u> circulate
DVDs, CDs and Videos	1 week	
Reserve materials	As specified for each item (in-house, one-day or three-day borrowing)	

Materials may be renewed in person, over the phone at 219-473-4373, or online.

## Electronic Resources (see Periodicals below)

Many library resources are available electronically. This means they can be accessed from home, work or anywhere IF you are logged on to the CCSJ network.. Through the Library's web site (<http://www.ccsj.edu/library/databases.shtml>) you may access:

- databases and periodical indexes to find full-text journal articles from Academic Search Premier, Business Source Premier, Criminal Justice Periodical Index, ERIC & Professional Development Collection (education), Humanities International, Westlaw (which requires a OnePass account distributed by the library), PsycArticles, Psychological Reports and many others
- databases and periodical indexes to find abstracts of articles which can be requested free through ILLiad (see below)
- eBooks that can be checked out in Pegasus for your individual use

## Interlibrary Loan (ILLiad)

Set up a free account which includes fully subsidized borrowing from other libraries of both articles and books not owned by Specker Library. Journal articles (which you may keep) are delivered to your CCSJ e-mailbox online. Books are delivered to the Library and can be picked up and returned there.

## **Internet Access**

Internet access is available for student, faculty, and staff use on Library computers and in computer labs on the 4<sup>th</sup> floor. If you need help logging on, just ask any staff member. Library guests: please sign in at the Circulation Desk.

## **Library Card/Student or Staff ID**

The College's photo identification card serves as the Library card and must be presented in order to check out Library materials. To pose for your photo, just come to the Library Circulation desk or participate in a new student orientation. We also issue these cards.

## **Library Hours**

### **▪ Fall, Spring & Summer Terms (traditional programs):**

**Monday – Thursday**      **8:30 a.m. - 9:00 p.m.**

**Friday**                      **8:30 a.m. - 5:00 p.m.**

**Saturday**                    **9:30 a.m. - 2:30 p.m.**

Specker Library is closed on Sundays and all Holidays

### **▪ Intersession weeks (check website):**

**Monday – Friday**        **9:00 a.m. – 5:00 p.m.**

**Saturday**                    **9:30 a.m. – 2:30 p.m. during August intersession, closed**  
**holiday Saturdays**

## **Library Instruction**

Library staff members conduct tours for individuals and for classes. We are available on demand or by appointment to help you find and use Library resources efficiently and effectively. Contact the Circulation Desk or any staff member below and state your needs!

## **Library Phone Numbers**

Library & Circulation Desk      219-473-4373

Circulation Manager              219-473-4375

Circulation Supervisor          219-473-4332

Electronic Resources Librarian   219-473-4282

Library Director                    219-473-4372

Archives (part-time)              219-473-4376

Please feel free to e-mail questions to: [library@ccsj.edu](mailto:library@ccsj.edu).

## **Lost And Found**

Lost items may be turned in and recovered at the Circulation Desk in the Library.

## **Audio-visual Materials**

Non-print materials, such as videos, DVDs, and CDs, are listed in Pegasus, the Library's online catalog, and available by asking at the Circulation desk. Playback equipment is available for use in the Library's screening room and for class projects. Audio-visual equipment (still cameras, camcorders, DVD players, etc.) needed for class assignments must be reserved at the Circulation Desk and checked out by the students'

classroom instructor or by special request. Borrowers must demonstrate ability to operate equipment properly. A microfilm reader/printer is available for those who own microfilm or who borrow it on Interlibrary Loan (ILL). We no longer collect microfilm.

### **Newspapers**

National newspapers in the Library include *The Wall Street Journal*, *National Catholic Reporter*, *The Chronicle of Higher Education*, plus Chicago and local papers. There is online access to additional current newspapers and historical *Chicago Tribune* issues (1841- ).

### **Online Catalogs**

To search Pegasus, Specker Library's online catalog, go to the library web page at [www.ccsj.edu/library/search.shtml](http://www.ccsj.edu/library/search.shtml). It includes all items located in the Library. Local public library and regional academic library catalogs, plus others, are accessible through the Library's web page. Don't hesitate to ask for help using it – in person or by telephone.

### **Periodicals (see Electronic Resources above)**

Online periodical indexes, such as *Academic Search Premier*, *Humanities International*, *Grove Art Online*, *PsycArticles*, *Westlaw*, *ERIC*, *Professional Development Index* (education journals) and *Criminal Justice Periodical Index*, are available to those who can log-on to the CCSJ network. Many journals offer full-text articles, others can be obtained through ILLiad (see above). A list of current print periodical subscriptions is located on the Library's web site. Print periodicals cannot be checked out, but may be photocopied.

### **Photocopier**

The photocopier in the Library makes black and white or color copies for 10¢ and 25¢ respectively. It accepts nickels, dimes, quarters, plus \$1 and \$5 bills. Change may be obtained in the Business Office (Room 261) or the machine in the Study Buddy.

### **Reference Service**

Reference and research assistance is provided to any library user or class in a variety of ways: during Library hours, via e-mail at [reference@ccsj.edu](mailto:reference@ccsj.edu), by phone at 219-473-4372 or 219-473-4370 (Reference Desk) or by appointment. You may also ask at the Circulation Desk.

### **Replacing lost items**

Unless the actual cost is higher, patrons who fail to return items (lost items) will be charged \$35.00.

### **Reserve Material (for special short-term use)**

Instructors may place items on Reserve at the Circulation Desk in three categories: for In- Library Use Only, Overnight, or Three-day checkout. To insure that students have equal access, Reserve fines are \$2 per day for each overdue item.

The Specker Library staff is available and eager to serve students, faculty and staff with their information and research needs. Suggestions for additions to the collection are welcome. We encourage all members of the Calumet College of St. Joseph family to take full advantage of the Library's services.

# PSYCHOLOGY



# **Psychology Graduate Program**

## **Mission Statement**

The Masters of Arts in Psychology Program at Calumet College of St. Joseph prepares individuals to achieve academic and professional success. Students develop appropriate skill knowledge and values for continuing their education at the doctoral level or to enhance their careers in health, education, business, social, or academic work. Students reflect in practice commitment to social justice and to respect and acknowledge individual and cultural differences.

# **Psychology Graduate Program**

## **Program Competencies**

1. Articulate the role of human behavior, particularly at the individual, familial, organizational and societal levels;
2. Demonstrate knowledge of the biological and conceptual languages of the brain and their potential permutations and combinations, and the ability to apply this knowledge to the creation of new frameworks of thought;
3. Articulate the connection between scientific inquiry and the creative and artistic dimensions in the field of psychology;
4. Engage in legal and ethical analysis of the professional problems based on the Code of Professional Ethics outlined by the American Psychological Association; Model and implement effective oral, written, and technology communication strategies in conveying ideas, information, questions; and
5. Demonstrate the skills and techniques required for assessment, evaluation, and diagnostic processes.

# Psychology Graduate Program

## Faculty

### Full Time Faculty

**Joseph W. Kovach, Psy D.** - Professor in Psychology. B.A., St. Joseph's College, 1969; M.A., Roosevelt University, 1974; PsyD., The Chicago School of Professional Psychology, 1986.

**Dawn Muhammad, Ph.D** - Assistant Professor in Communication. B.A., University of Illinois at Chicago, 1995; M.A., DePaul University, 2000; M.S., Roosevelt University, 2004; Ph.D., Capella University, 2006.

**David Plebanski, Ph.D.** - Professor in Public Safety Administration and Sociology. B.A., Calumet College of St. Joseph, 1991; M.S., DePaul University, 1993; Ph.D., Loyola University of Chicago, 1999.

**Jeanette Shutay, Ph.D.** - Assistant Professor in Public Safety Administration. B.A., DePaul University, 1994; M.A., Loyola University, Chicago, Illinois, 1999; Ph.D., Loyola University, Chicago, Illinois, 2001.

**Eileen Stenzel, Ph.D.** - Professor in Human Services. B.A., Rosary College, 1968; M.A., St. Xavier University, 1970; M.A., University of South Florida, 1987; Ph.D., The University of Notre Dame, 1981.

### Adjunct Faculty

**Charles Bright, Ph.D.** - Instructor in Psychology. B.A., Purdue University Calumet, 1984; M.S.W., Loyola University Chicago, 1993; Ph.D., Jane Addams College of Social Work University of Illinois Chicago, 2007.

**Margaret Dust, Ph.D.** - Instructor in Psychology. B.A., Loyola University, 1969; B.A., Purdue University Calumet, 1977; M.S., Illinois Institute of Psychology, 1985; Ph.D., Andrews University, 1993.

**A. Yanina Gomez, Ph.D.** - Instructor in Psychology. B.A., Trinity Christian College, 1995; M.A., Governors State University, 2000; Ph.D., Walden University, 2009.

**Jill Miller, PsyD.** - Instructor in Psychology, B.S., Indiana University, 1991; Psy.D., Chicago School of Professional Psychology, 1996.

**Martha O'Danovich, Psy.D.** - Instructor in Psychology. B.A., Purdue University Calumet 1985; M.S., Roosevelt University, 1991; Psy.D., Illinois School of Professional Psychology, 1995.

**Leslie Rittenmeyer, PsyD.**- Instructor in Public Safety Management. B.S.N., University of Illinois, 1975; M.S., St. Xavier University, 1981; Psy.D., Adler School of Professional Psychology, 2001.

# Academic Policies

## Admission Requirements

To be admitted in the Master of Arts in Psychology program, students must:

- Hold a bachelor's degree in psychology or have taken at least 18 undergraduate psychology hours to include introductory psychology, introductory statistics, psychological testing, and research methods from an accredited institution of higher learning;
- Have attained at least a 3.0 grade point average on a 4.0 grading scale or the equivalent grade point average on an alternative scale;
- Submit a personal statement of purpose describing interest in the field; and future professional goals;
- Submit three letters of recommendation;

## The Application process is as follows:

- Applicants must secure an application packet by contacting the Graduate Programs Office at 219-473-4295 or 219-473-4285 or email at [msevera@ccsj.edu](mailto:msevera@ccsj.edu) or [rbrown@ccsj.edu](mailto:rbrown@ccsj.edu) .
- Applicants must complete the application and submit it with the \$25.00 application fee and appropriate accompanying documents prior to the first class start date.
- Accompanying documents include: a written statement of purpose indicating interest in the program and official transcripts reflecting all undergraduate coursework completed.

## ***Class Attendance***

Intellectual growth and success in a graduate program is reinforced through continuous interaction in the classroom. Therefore, if a student is absent more than one class, the student may be withdrawn by the instructor. Should a student require limited time away from the classroom, the student must discuss the situation with the instructor.

# PUBLIC SAFETY ADMINISTRATION



# **Public Safety Administration Program**

## **Vision Statement**

The primary purpose of the Public Safety Administration graduate program is to prepare students to assume advanced leadership positions within the broad area of public safety. The program aims to prepare a graduate capable of applying innovative management skills and principled leadership in a variety of settings, thereby contributing to the advancement of the field of public safety. Such leaders will be prepared to influence others to function effectively and ethically, not only as deterrents to crime but also as agents of greater social justice in the communities they serve.

# **Public Safety Administration Program**

## **Mission Statement**

The Public Safety Administration program has a strong theoretical focus combined with practical applications for persons who are interested in the dynamic study of public safety. The program is designed to prepare graduates to offer innovative leadership and manage personnel in crisis and non-crisis situations.

The capstone enables students to apply research in a private or public setting to solve public safety challenges. This program also enhances the student's preparation for doctoral graduate study by providing additional opportunities to master the knowledge and skills necessary to conduct research.

# **Public Safety Administration Program**

## **Program Competencies**

The PSA program is designed to prepare the student to:

1. Articulate an understanding of the far reaching impact of public safety issues on societal systems, public policy, institutions, and the ethos of this country,
2. Explain the historical, economic, psychological, legal, social, and political forces that influence human behavior and its affect on society.
3. Communicate a comprehensive knowledge base of the concepts, theories, principles, and laws that affect public safety and homeland security.
4. Articulate a distinct insight into the multi-dimensional nature of terrorism from an urban perspective with a global vision.
5. Explain the dimensions of public safety policy and how it is shaped, analyzed, evaluated, and influenced by various stakeholders.
6. Evolve a personal and professional philosophy that reflects an ethical obligation to social justice and contributes to self growth, respect for others, and professional commitment.
7. Evaluate the reliability, validity, and applicability of the body of research relevant to public safety administration.
8. Demonstrate mastery of critical thinking skills, written and oral communication skills, and technological competence.

# Public Safety Administration Graduate Program

## Faculty

**Dean Angelo, Ed.D.** - Assistant Professor in Public Safety Management. B.S., Lewis University, 1995; M.S., Lewis University, 1997; Ed.D., Loyola University, 2005.

**Tina Ebenger, Ph.D.** - Associate Professor of Social Sciences. B.S., Wright State University, 1979; M.A., University of Dayton, 1990; Ph.D., University of Cincinnati, 2004.

**Terry Ferrari, M.B.A.** - Associate Professor in Economics. B.A., Augustana College, 1971; M.B.A., Loyola University Chicago, 1976.

**Michael McCafferty, J.D.**, - Associate Professor in Public Safety Management. B.S., Illinois State University, 1983; M.S., Illinois State University, 1988; J.D., John Marshall Law School, 1992.

**Jill Miller, PsyD.** - Instructor in Psychology, B.S., Indiana University, 1991; Psy.D., Chicago School of Professional Psychology, 1996.

**James F. Pastor, J.D, Ph.D.**, - Associate Professor in Public Safety Management. B.S., Law Enforcement Administration/Sociology, Western University, 1980; M.A., Criminal Justice, University of Illinois at Chicago, 1988; J.D., John Marshall Law School, 1989; Ph.D., Public Policy Analysis, University of Illinois at Chicago, 2001.

**David J. Plebanski, Ph.D.** - Professor in Public Safety Administration and Sociology. B.A., Calumet College of St. Joseph, 1991; M.S., De Paul University, 1993; Ph.D., Loyola University of Chicago, 1999.

**Leslie Rittenmeyer, PsyD.**- Instructor in Public Safety Management. B.S.N., University of Illinois, 1975; M.S., St. Xavier University, 1981; Psy.D., Adler School of Professional Psychology, 2001.

**Jeanette Shutay, Ph.D.** - Assistant Professor in Public Safety Administration. B.A., DePaul University, 1994; M.A., Loyola University, Chicago, Illinois, 1999; Ph.D., Loyola University, Chicago, Illinois, 2001.

**Richard Wedgbury, M.S.** - Instructor in Public Safety Management. B.A., Lewis College, 1966; M.S., Lewis University, 1979.

# Academic Policies

## ***Admission Requirements***

The requirements for admissions to the Public Safety Administration Graduate Program leading to a Masters degree are as follows:

- A bachelor's degree from a regionally accredited post-secondary institution.
- Official transcripts from all colleges/universities attended.
- A grade point average of 3.0 on a 4.0 scale for all undergraduate course work.
- A completed application form.

Once requirements are met, the applicant will receive a letter of acceptance and orientation information.

## **The Application process is as follows:**

- Applicants must secure an application packet by contacting the Graduate Program Office at 219-473-4295 or 219-473-4285 or email at [msevera@ccsj.edu](mailto:msevera@ccsj.edu) or [rbrown@ccsj.edu](mailto:rbrown@ccsj.edu) .
- Applicants must complete the application and submit it with the \$25.00 application fee and appropriate accompanying documents prior to the first class start date.
- Accompanying documents include: a written statement of purpose indicating interest in the program and official transcripts reflecting all undergraduate coursework completed.

## ***Class Attendance***

Intellectual growth and success in a graduate program is reinforced through continuous interaction in the classroom. Therefore, if a student is absent more than one class, the student may be withdrawn by the instructor. Should a student require limited time away from the classroom, the student must discuss the situation with the instructor.

### ***Master's Thesis Option***

A master's thesis is normally required as evidence of potential ability to complete doctoral work. Students interested in the thesis option should consult with the PSA Program Director on or before the 12<sup>th</sup> week of the program.

# MASTER OF ARTS IN TEACHING

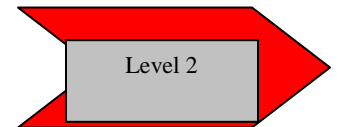
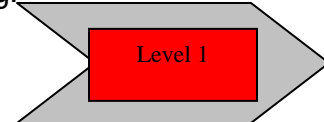


# Master of Arts in Teaching

## Mission Statement

The Master of Arts in Teaching degree of the CCSJ Education Program provides educational experiences for teacher candidates (Level 1) and professional educators (Level 2) that reflect current educational theory and best practice in the profession. Six stages of development are embodied in this academic offering.

- *Professional **Preparation***
- *Continuous and Critical **Reflection***
- *Ongoing Personal and Professional **Transformation***
- *Critically applying **Research** to practices in the field*
- *Refining research proven skills for Master **Teaching***
- *Engaging professional educators in effective **Leadership** within their educational communities*



Our Master of Arts in Teaching Program prepares teacher candidates to become effective professional educators of P-12 students and provides these teachers, when licensed, with ongoing professional development involving action research and the development of teacher leadership skills and abilities. Graduates of the Program will be prepared to serve Northwest Indiana's diverse population of K-12 students. They will thus help to transform the community by:

- Prepare students to master the knowledge and skills requisite to meet state educational standards;
- Foster in students critical reflective thinking skills;
- Encourage students to work towards personal transformation and to be change agents for the just transformation of society.

# Master of Arts in Teaching

## Program Competencies

The Master of Arts in Teaching Program includes clearly articulated competencies aligned to Calumet College of St. Joseph's Graduate Goals.

The professional educator:

1. Effectively applies researched-based strategies to the classroom, school, and community;
2. Autonomously conducts action research as foundational for decision-making;
3. Analyzes the classroom environment and makes decisions and adjustments to enhance social relationship, student motivation and engagement, and productive work;
4. Models and implements effective oral, written, and technology communication strategies in conveying ideas, information, and questions;
5. Applies various theoretical approaches to enhance instructional approaches;
6. Utilizes research as a source for evaluating the outcomes of teaching and learning and as a basis for experimenting with, reflecting on, and revising practice;
7. Initiates and participates in collegial activities designed to make the entire school a productive learning environment;
8. Establishes respectful and productive relationships with parents and guardians from diverse home and community situations, and seeks to develop cooperative partnerships in support of student learning and well being;
9. Maintains high ethical standards and an impartial approach to decision-making processes; and
10. Demonstrates commitment to social justice and the diverse/urban/metropolitan community.

# Master of Arts in Teaching

## Program Faculty

**Michele Dvorak, Ed.D.**, - Associate Professor of Education. B.A., Alverno College, 1979; M.A., University of Dayton, 1985; Ed.D., University of San Francisco, 1998.

**Nancy Ellis, M. S.**, - Instructor in Computer Information Systems. B.S., Calumet College of St. Joseph, 1974; M.S., Purdue University, 1997.

**Eleanor Kasprzycki, Cert. Ed.**, - Instructor in Education. B.S., Indiana University Northwest, 1980; Cert. Ed., Calumet College of St. Joseph, 1985.

**Jessica Madden, Ph.D.**, - Assistant Professor of Education. B.A., Calumet College of St. Joseph, 1998; M.A., Indiana Wesleyan University, 2003; Ph.D., Capella University, 2008.

**Barbara O'Block, Ed.D.** - Instructor in Education. B.S., DeLourdes College 1967; M.Ed., Loyola University, 1971; Ed.D., Loyola University, 2004.

**Joi Patterson, Ph.D.**, - Associate Professor of Education. B.A., Sam Houston State University, 1989; M.S., Governors State University, 1993; M.S., Chicago State University, 1998; Ph. D., Walden University, 1995.

**John Potocki, Ph.D.**, - Instructor in Education. B.S., Northern Illinois University, 1971; M.A., Governors State Univeristy, 1980; M.A. Ibid, 1995.

**John Shields, Ph.D.**, - Associate Professor of Education. B.A., Tolentine College, 1968; M.Ed., Loyola University, 1976; Ph.D., Ibid, 1987.

**Jeanette Shutay, Ph.D.** - Assistant Professor in Public Safety Administration. B.A., DePaul University, 1994; M.A., Loyola University, Chicago, Illinois, 1999; Ph.D., Loyola University, Chicago, Illinois, 2001.

**Angela Wells, M. S.**, - Instructor in Education. B.S., Calumet College of St. Joseph, 1992; M.S., Purdue University Calumet, 1999.

**Bruce Wisowaty, M.A.**, - Instructor in Education. B.A., Southern Illinois University, 1977; M.A., Governors State University, 1990.

***We will employ five distinct assessment phases in our assessment of both traditional and Master of Arts in Teaching candidates. Specific benchmarks and data collection and analysis points are clearly identified for each of these phases. Data will be collected, analyzed, and used to improve the performance of teacher candidates and those teachers who participate in Level 2 of the proposed program. The five phases include:***

- Phase I: Identifies requirements for initial admission to the Program;
- Phase II: Defines criteria for successful continuation in the program;
- Phase III: Delineates requirements for acceptance into student teaching;
- Phase IV: Identifies the application for licensure process; and
- Phase V: Identifies the capstone project.

**Phase I: Admission to the Master of Arts in Teaching Program**

**Time of Assessment – Post Baccalaureate**

**Evaluators: Education Committee**

The Master of Arts in Teaching combines our current Transition to Teaching (T2T) and elements of our current Leadership in Teaching (LIT) Program to offer teacher candidates (who already possess a Bachelor's Degree) with a license in one or more content areas and a Master's Degree. CCSJ has complied with the State guidelines established for the T2T program and has also developed additional CCSJ acceptance requirements as defined in the Education Program Handbook. The Education Committee is responsible for acceptance decisions. The qualifying criteria for T2T acceptance with the corresponding assessments are listed the Table 1.

**Table 1 Qualifying Criteria and Assessments for Master’s Candidates:**

<b>Qualifying Criteria</b>	<b>Assessment</b>
1. Review of Transcript	G.P.A. 3.0 or 2.5 required with 5 years experience
2. Participate in Orientation	Participation/survey
3. Successfully complete Blackboard training	Competency Quiz
4. Successfully complete Library Tour	Completed tour
5. Successfully pass CCSJ Communication Proficiencies: Oral, Written, Technological	Pass/Fail Performance
6. Successfully complete Praxis I	State Qualifying Scores
7. Submit Criminal History clearance	State Verified
8. Submit current resume for file	Completed Document
9. Interview with a Unit Program Education Committee	Interview Rubric
10. Graduate Program Application	Completed Document
11. Two letters of recommendation	Completed Documents
12. One Page Statement of Purpose	Completed Document

After a formal interview with Education Committee members, Masters candidates will receive a letter indicating *acceptance* or *non-acceptance*. Masters teacher candidates are required to meet the same standards and engage in the same assessment practices as traditional teacher candidates over the course of the next three phases of the admissions process.

**Phase II: Continued Performance of Teacher Candidates**

**Time of Assessment – The end of each semester**

**Evaluator: Program Director**

Phase II of the Unit Program requires a semester performance review of teacher candidates. The Program Director and faculty are responsible for making decisions regarding continuation in the program. Masters teacher candidates must meet the assessment criteria identified in Table 2 to continue in the Program.

**Table 2 Qualifying Criteria and Assessments for Continuation:**

<b>Qualifying Criteria</b>	<b>Assessment</b>
1. Advisement	Each Semester
2. Maintain a G.P.A. of 3.0/4.0 in education courses	G.P.A
3. Register for and attend Education Seminars each semester	Attendance Record
4. Meet performance criteria outlined in Unit Program and State Standards	Performance/Portfolio
5. Maintain a current Criminal History clearance	State Verified
6. Demonstrate professional knowledge, disposition and Performance	Performance/Portfolio, Disposition Rubric

At the end of each semester the Graduate Program Director and faculty will review each teacher candidate's file utilizing the criteria in next table in order to determine eligibility to continue in the Unit Program. Teacher candidates who do not meet the requirements will receive a letter informing them of their deficiencies. If a teacher candidate does not rectify the identified deficiencies within one semester, he/she will receive a letter of non-continuation. If a student receives a letter of non-continuation, yet wishes to return to the Program, he/she must wait two years and meet all of the criteria required in Phase I. Teacher candidates who have received a letter of non-continuation may appeal the decision in writing to the Education Committee. The Education Committee will review the relevant documentation and make a recommendation to the Vice President of Academic Affairs.

**Phase III: Acceptance Criteria for Student Teaching**

**Time of Assessment: Second Semester**

**Evaluators: Education Committee**

Student teaching prepares teacher candidates for entry into the teaching profession. Table 3 identifies the acceptance criteria for student teaching. The teacher candidate will complete a Student Teaching Application and submit it to the Program Director. The Education Committee will be responsible for acceptance decisions. The applicant will be evaluated according to the acceptance criteria identified below.

**Table 3 Acceptance Criteria for Student Teaching:**

<b>Acceptance Criteria</b>	<b>Assessment</b>
1. Minimum G.P.A. 3.00/4.00	Transcript: G.P.A.
2. Communication Proficiencies, verbal, written and technology	Pass/Fail
3. Successful completion of Praxis I	State Qualifying Scores
4. Reading Specialist (Elementary Education only)	State Qualifying Scores
5. Written philosophy of education	Meet Rubric
6. Interview by the Education Committee	Meet Rubric
7. Current Criminal History clearance	State Verified
8. Current resume	Completed Document
9. Knowledge, Skills and Dispositions	Portfolio Rubric
10. Student Teaching Orientation	Attendance/Participation

**Teacher candidates who are not approved for student teaching will receive a letter indicating the reasons for the denial. Teacher candidates who are denied admission into student teaching may initiate an appeal as provided for in the Education Program Handbook.**

**Phase IV: Application and Recommendation for Licensure**  
**Time of Assessment: Completion of coursework**  
**Evaluator: Licensing Advisor**

The Licensing Advisor is responsible for recommending a candidate for licensure. To apply for a State of Indiana License, all teacher candidates must successfully meet the qualifications identified in Table 4.

**Table 4 Licensure Requirements:**

<b>Qualifying Criteria</b>	<b>Assessment</b>
1. Successfully complete student teaching with a minimum grade of 3.0/4.0	G.P.A.
2. Successfully complete and submit a Professional Electronic Portfolio	Meet Rubric
3. Successful completion of Praxis II	State Qualifying Scores
4. Verification Cardio Pulmonary Respiratory Training	Valid CPR Card
5. Submit license application via TOLS	TOLS

**Phase V: Masters Degree Requirements**

**Time of Assessment: Completion of Capstone Project**

**Evaluator: Education Graduate Program Director /Unit Program Director**

The Education Graduate Program Director and the Program Director are responsible for recommending a candidate for the Master's Degree. All teacher candidates must successfully meet the qualifications identified in Table 5:

**Table 5 Masters Degree Requirements:**

<i>Qualifying Criteria</i>	<i>Assessment</i>
1. Successfully complete all courses and student teaching with a minimum grade of 3.0/4.0	G.P.A.
2. Successfully complete capstone project	Meet Rubric
3. Successfully complete Professional Electronic Portfolio	Meet Rubric

# MSQA: QUALITY LEADERSHIP



# **Quality Leadership Program**

## **Mission Statement**

The Quality Leadership Program at Calumet College of St. Joseph prepares individuals to achieve personal and professional success. Students are empowered with knowledge, skills, abilities, and personal dispositions pertinent to the emerging field of quality. Graduates are expected to perform effectively and responsibly as professionals, managers, and leaders in the manufacturing sector, healthcare, the nonprofit sector, government, and other settings located in Northwest Indiana and the greater Chicagoland area

# **Quality Leadership Program**

## **Program Competencies**

The QLP program is designed to prepare the student to:

1. Articulate an understanding of the concepts of quality, its history and development.
2. Model and implement effective oral, written and technology communication strategies in conveying ideas, information and asking questions.
3. Articulate an understanding of the dynamics of the interactions of organizations and people.
4. Demonstrate the skills and techniques required for technological interface in the continuous quality improvement process.
5. Demonstrate an understanding the role of laws, standards, models, associations and professional bodies play as each relates to quality management.
6. Evaluate the strategic planning process as it relates to CQI and be able to design a strategic plan as it relates to CQI.

# Quality Leadership Graduate Program

## Program Faculty

**Alex Klein , M.S.,** - Instructor in Quality Assurance. B.S., University of Wisconsin, 1975; M.S., Northwestern University, 1984.

**Desila Rosetti, M.S.,** - Assistant Professor in Business Management. B.S., Purdue University, 1988; M.S., The University of Notre Dame, 2000.

**Steve Schuelka, M.S.E.,** - Assistant Professor of Quality Assurance. B.A., Iowa State University 1980; M.S., Ibid., 1983; M.S.E., Purdue University, 1991.

**Jeanette Shutay, Ph.D.** - Assistant Professor in Public Safety Administration. B.A., DePaul University, 1994; M.A., Loyola University, Chicago, Illinois, 1999; Ph.D., Loyola University, Chicago, Illinois, 2001.

**William Vendramin, M.B.A.,** - Instructor in Quality Assurance. B.S., Purdue University, 1993; M.B.A., Indiana University Northwest, 2005.

**Daniel Williams, M.S.A.,** - Instructor in Quality Assurance. B.S., Southern Illinois University, 1980; M.S.A., The University of Notre Dame, 1994.

## Academic Policies

### Admission Policies

- A Bachelor of Science degree from a regionally accredited post-secondary institution .or a Bachelor of Arts degree from a regionally accredited post-secondary institution with a minimum of five years professional or managerial experience.
- Official transcripts from all colleges/universities attended.
- A grade point average of 3.0 on a 4.0 scale for all undergraduate course work.
- A completed application form
- Application fee
- 3 letters of recommendation

Once requirements are met, the applicant will receive a letter of acceptance and orientation information.

### The Application process is as follows:

- Applicants must secure an application packet by contacting the Graduate Program Office at 219-473-4285 or 219-473-4285 or email at [msevera@ccsj.edu](mailto:msevera@ccsj.edu) or [rbrown@ccsj.edu](mailto:rbrown@ccsj.edu) .
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- Accompanying documents include: a written statement of purpose indicating interest in the program and official transcripts reflecting all undergraduate coursework completed.

### Class Attendance

Intellectual growth and success in a graduate program is reinforced through continuous interaction in the classroom. Therefore, if a student is absent more than one class, the student may be withdrawn by the instructor. Should a student require limited time away from the classroom, the student must discuss the situation with the instructor

## **ACADEMIC POLICY ADDENDUMS**

### **Remediation Process for Masters of Arts Initial Licensure Phase (eff. 1/109)**

Graduate candidates who do not meet the degree requirements according to specified dates and/or guidelines will receive notice of 'Requirements Not Met' and be required to meet with the program director to develop a revised plan to achieve criteria. In alignment with the Graduate Handbook, Graduate candidate may appeal any decision to the Education Committee in writing within 30 days.

### **Completion of a Masters Program Curriculum (eff. 1/1/09)**

A student entering a graduate program at Calumet College of St. Joseph has 5 years to complete the program curriculum. Any extension must be approved by the program director.

