

SYLLABUS FOR PROFESSIONAL DEVELOPMENT (PSM-455)

Term: Fall, 2010: Group # 11 (Whiting)
Course Number: PSM 455
Instructor: Steven Kovacik, M.S.
Office: Munster Police Department
Office Phone: (219) 836-6636
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Office Hours: Monday – Friday
8AM – 4 PM

Instructor Background:

Steven Kovacik: M.S. (Law Enforcement Management) from Calumet College, B.S. (Electrical Engineering Technology) from Purdue University, A.S. (Engineering Technology) from Purdue University, Graduate of the Northwestern University School of Staff & Command, Certified by the Indiana Law Enforcement Training Board as a Basic Instructor. Been with the Munster Police Department since 1992 serving in various assignments to include detective and patrol supervisor. Currently assigned as the director of research and planning and department public information officer.

Course Time:

6 pm – 9pm on the dates specified in the course outline.

Course Description:

The course will expose students to subjects that management personnel often have to contend with but often lack the necessary knowledge and skills to perform adequately such as news media relations and counseling employees.

Classes will consist of handouts, lecture, and interactive discussions

Prerequisites:

Prerequisites for the course have been established by the Academic Advisor.

Learning Outcomes/ Competencies:

At the conclusion of the course students will;

1. Demonstrate public speaking competencies in a press conference scenario setting;
and
2. Demonstrate employee counseling competencies in a counseling session setting.

Textbooks:

None required, handouts will be distributed in class.

Learning Strategies:

Lecture, discussions, group practice and evaluation.

Assessment:

Class participation and attendance:	10% of total grade
Final Exam:	15% of total grade
Final Exercise	75% of total grade

Grading Scale:

Grade	Points	Grade	Points
A	100-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59 and below

Class Policy on Attendance:

Due to the accelerated nature of this program, it is a serious matter when a student misses even one session. If a student misses more than one session then they are required to withdraw from the module by contacting the Academic Advisor and their instructor.

Class Participation:

Class participation is critical to the overall learning process and will affect the student's final grade. Students should be prepared to discuss the materials covered in class.

Class Policy on Electronic Devices:

While it is understood that many participants in the class have public safety responsibilities, these responsibilities rarely require frequent interruptions. All cell phones and pagers must be set to vibrate. Students should wait till a break in order to use cell phones; however, in emergency situations students may leave the classroom in order to use a cell phone.

Class Dates:	Topics/Assignments:
November 8 th	Lecture on "Counseling the Problem Employee"; Guest speaker – Lt. Kurt Matz (Munster Police Department)
November 15 th	Lecture on News Media Relations; Guest speaker – Pamela Jones (CBS News – Chicago)
November 22 nd	Assessment Centers Exercises
November 29 th	Final Exercise
December 6 th	Final Exercise
December 13 th	Final Exam

Center for Academic Excellence:

Tutoring assistance is free to all students of Calumet College of St. Joseph. Call the Center for Academic Excellence (CAE), to make an appointment at 473-4287. The Center has experienced and well-trained tutors in most subject areas to help students who are struggling in a course or who are doing well and would like to do better. Regular weekly tutoring sessions are likely to improve your grade.

Withdrawal from Classes Policy:

After the last day for class changes has passed (see College calendar), students may withdraw from a course in which they are registered with permission from the faculty member conducting the course. A written request detailing the reason(s) for the withdrawal must be filed with the Registrar. The Registrar must receive written request for withdrawal by the last day of classes prior to the final examination dates specified in the catalogue. Written requests may be mailed to the Registrar or faxed to the College fax number 219-473-4259. Students are to make note of the refund schedule when withdrawing from courses. The request is forwarded to the faculty member, who makes the final determination to accept or deny the request. If the request is honored, the student will receive notification of official withdrawal; if denied, the notification will indicate why the withdrawal is disallowed.

An official withdrawal is recorded as a "W" grade on the student's transcript. Dropping a course without written permission automatically incurs an "F" grade for the course (see Refund Schedule).

Tutoring Center:

The Tutoring Center is dedicated to supporting Calumet College of St. Joseph students. Students work with tutors to develop course competencies and study skills such as time management, test preparation, and note taking. In addition, students are provided with tutoring support to help pass courses, to improve grade point average, and to promote continuing education and career advancement. Tutors have a specific charge: to help students learn how to master specific subject matter and to develop effective learning skills. Tutoring is open to all students at Calumet College of St. Joseph at no charge and is available to support most introductory courses. Tutoring in support of some other courses is available as well. The Tutoring Center is located in Room 413. The telephone number is 219.473.4287 or 800.700.9100 ext. 287.

Statement of Plagiarism:

If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances.

PLEASE NOTE: Calumet College of St. Joseph subscribes to Turnitin.com and all papers can and may be submitted for checks on plagiarism from the Internet/Electronic sources/Databases.

Disability Services

The Student Support Services Office is the primary office to guide, counsel and assist students with disabilities. If you have reasonable accommodation needs (e.g., extended time needed for tests, note taking assistance, special testing arrangements, etc.) because of a disability, contact the Student Support Services Office at 219-473-4388. Student Support Services staff will require documentation pertinent to your disability. If you already receive services through the Student Support Services Office and require accommodations for this class, make an appointment as soon as possible to discuss your needs. Calumet College of St. Joseph will hold any information you share in the strictest confidence unless you request that it be shared.

School Closing Information:

Internet:

<http://www.ccsj.edu>

<http://www.EmergencyClosings.com>
Facility: Calumet College of St. Joseph
Phone: 219.473.4770

Radio:

WAKE – 1500 AM
WZVN – 107.1 FM
105.5 FM