

Calumet College of St. Joseph
Adjunct Faculty Handbook



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I. Adjunct Faculty and Student/Institutional Relationships

A. Mission and History

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.

Calumet College of St. Joseph grew from humble origins. In 1951, St. Joseph's College of Rensselaer, Indiana opened an extension in Lake County, Indiana. It was known as the Calumet Center. Most of its courses were taught in borrowed classrooms provided by Bishop Noll Institute in Hammond and St. John the Baptist Church in Whiting. In 1960, the Board of Control authorized the expansion of this two-year extension into a full four-year, degree-granting college. In doing so, the institution became the first college in the Calumet Region to offer baccalaureate degrees. At that time, St. Joseph's College Calumet Campus moved into a new home, a former furniture store in East Chicago. Classes and administrative work were conducted in this building, which served the College well for 15 years and later became the Administration Building.

The East Chicago Campus continued to grow throughout the 1960s. Buildings were donated or acquired on Indianapolis Boulevard and Olcott Avenue to provide classroom and office space, a library, laboratories, a theater, a communications center, and student recreational facilities.

In the Summer of 1971, the College was renamed St. Joseph Calumet College. It was officially separated from St. Joseph's College on November 15, 1973, when Articles of Incorporation were filed with the State of Indiana. On December 31, 1973, the American Oil Company deeded its research and development facilities and 256 acres of land to Calumet College. The College moved into its new facilities in January 1976 and is now using the largest of the 23 buildings on the site.

The building underwent an initial \$2 million renovation. That and ongoing improvement projects have resulted in a facility that provides an excellent learning environment. The building is efficient and comfortable, and houses a chapel, an art gallery, a library, a bookstore, and numerous classrooms and meeting rooms. The building is also fully accessible to the physically impaired.

Calumet College of St. Joseph's facilities can serve more than 2,000 students during any given semester. Library holdings have increased to nearly 100,000 items. Parking is ample and free.

The curriculum continues to improve, and the College presently offers programs in some 20 fields of study. The College offers services designed to assist new students in adapting to the pressures and problems facing college students today, and provides tutoring and mentoring to ensure students' success.

Years before it was fashionable, programs were practical and diverse, encompassing four-year baccalaureate degrees, two-year associate's degrees, and one-year

certificates. Classes are offered both day and evening. Recently, the College added master's degrees in Public Safety Administration, Leadership in Teaching, and Quality Assurance.

The College has pledged to eliminate time and space barriers that impede the pursuit of educational opportunities available to the region's citizens. Thus, it offers weekend classes, a credit for Life Experience Program, course offerings at different sites in Northwest Indiana and Chicago, and video-assisted instruction (tele-courses). The College's Accelerated Programs, started in the late '80s, now flourish in communities throughout Northwest Indiana and Chicago. Adults with two years of college credit can attend class one night each week for approximately 18 months at locations near their homes or places of work to earn a B.S. degree in Organization Management, Public Safety Management, or Management Information Systems.

Calumet College of St. Joseph has served as many as 1,900 students in a semester. The student population includes one of the largest percentages of minority students of any independent college in Indiana. Nearly half of the students in the College's master's, baccalaureate, and associate's degree programs are of African-American or Hispanic descent. U.S. News & World Report has named Calumet College of St. Joseph the most diverse 4-year institution of higher learning in the Midwest every year since 2000.

In the Fall of 1997, the College launched a capital campaign with a goal of \$5 million over five years. The campaign exceeded this goal and significantly strengthened the College's ability to provide high quality educational programs for Northwest Indiana and Northeast Illinois. In the 2000-2001 academic year, the College launched its first intercollegiate athletic program and joined the National Association of Intercollegiate Athletics. The College now competes in 17 sports and has 170 student athletes.

In 2001, the College was reaccredited for 10 years. The first master's degree class in Law Enforcement Administration began in 2002 and graduated in May 2003. A master's degree in Education was initiated in 2006, as was a master's degree in Quality Assurance.

To further strengthen its academic programs and services, the College secured a Lilly Endowment grant to enhance student support services. Those services include a pre-college bridge program – called CLASS – which better prepares students for the rigors of academic work. Once adjusted to CCSJ, these students transition into PACE, a program designed to help them improve their study skills and manage time to meet the demands of higher education. Other services include job internships and career mentoring by alumni.

The College is pursuing an opportunity to expand its geographic market beyond Northwest Indiana and Northeast Illinois through strong programs in Public Safety Management. The Lilly Endowment has provided seed money to implement this exciting step in the growth of the College.

Thanks to other grants, the College has also initiated a middle school-to-college "bridge" program in which poorly motivated students are engaged in the rewards of education and develop a positive attitude about their futures.

In 2006, the College initiated a \$7 million capital campaign, "Changing Lives-Growing the Vision." There are three components to this campaign: the construction of a student/community activity center, renovation of the 2400 New York Avenue site to include a state-of-the-art learning and technology center, and an increase in the College's

endowment. The student/community activity center will be the first new building in the College's history and is a testament to the vitality and growth of the institution.

Meeting the changing educational needs of the community with relevant, career-focused programs delivered in a friendly student-oriented environment is Calumet College of St. Joseph's formula for success. To date, more than 8,000 graduates have experienced and appreciate the "You Can" attitude exemplified by CCSJ.

B. Student/Faculty Relationships

Relationships with students are developed and nurtured in the classroom, in one-on-one mentoring and advising sessions, and through modes of communications. Adjunct faculty members play a key role in forming students' perceptions of the College as a whole. They are asked, therefore, to actively promote relationships with students that are both professional and cordial in nature.

C. Program and Departmental Relationships

The Vice President of Academic Affairs is charged with carrying out the educational policies and programs of the college and the supervision of those faculty and administrators appropriate to this charge. The Vice President of Academic Affairs is appointed by and reports to the President.

Department chairs are appointed by the Vice President of Academic Affairs after consultation with full-time faculty members in each department. Department chairs are appointed to a one-year term and report to the Vice President of Academic Affairs. They are assisted in their work by program directors.

Program directors exercise leadership in curriculum and instruction. Responsibilities include curriculum planning and development, assessment of student learning outcomes and program effectiveness, and program management. Program directors are faculty members appointed for an indefinite period by the Vice President of Academic Affairs after consultation with the appropriate department chairs to whom they report. Program directors are expected to interact on a regular basis with adjunct faculty members in their respective programs. This includes hiring, performance assessment, mentoring, advising, and consulting.

D. Pay Scale and Pay Schedule

Individual contracts for adjunct faculty members are developed in advance of each semester or term. Two copies are mailed to the adjunct faculty members and one is returned in an envelope provided for this purpose. The College reserves the right to cancel an announced course if an insufficient numbers of students have registered or if it is determined that a full-time faculty member is available and must do so in order to meet an established teaching load requirement.

A competitive pay scale is used to determine pay rates for adjunct faculty members. The current pay scale is included in Appendix A. A new pay scale will be introduced in January 2008. It is attached as Appendix B.

E. In-service Workshops

Four in-service training sessions pertaining to teaching methods and student learning are provided for adjunct faculty members every academic year. All adjunct faculty members

are encouraged to take advantage of at least two of these opportunities on an annual basis.

F. Tuition Benefit

Adjunct faculty members, their spouses, and their dependent children up to age 24 may take up to 3 credit hours of course work per semester at no charge. This benefit is available in the semester in which the adjunct faculty member teaches or in the semester immediately following the semester in which the adjunct faculty member teaches. This benefit only applies to tuition costs; lab fees, books, and other charges are not covered. An application form pertaining to this benefit is included in Appendix E.

II. Key Contacts

Office of Academic Affairs

- Daniel Lowery, Vice President of Academic Affairs
- Diane Bailey, Administrative Assistant
- Pat Horvatich, Secretary

Key Professional and Support Staff

- Mary Severa, Graduate Programs Coordinator
- Roxann Brown, Academic Coordinator for Public Safety Programs
- Beverly Smith, Associate Director of Admissions and Advising, Adult Programs
- Cathy Mertens, Assistant Directors of Admissions, Adult Programs
- Michael Kenny, Director of Academic Advising
- Kathy Davis, Assistant Director of Academic Advising
- John Battistella, Academic Advisor, Public Safety Management (Chicago Sites)
- Toni Koslow, Instructor Technologist
- Charlie Myers, Director of Computer Services
- Virginia Rodes, Library Director
- Drew Hayes, Dean of Students
- Diana Francis, Registrar
- Rose Machuca, Assistant Registrar
- Melisha Henderson, Human Resources Director
- Dionne Jones-Malone, Director of Student Support Services
- Amy Comparon, Tutoring Specialist
- Peter Haze Haring, Director of Athletics

Academic Program Chairs and Program Directors

Liberal Arts Department: Walter Skiba, Chair

- Communications: Dawn Muhammad, Program Director
- Fine Arts: Walter Skiba, Program Director
- English: Barbara Goodman, Program Director
- Religious Studies: Eugene Finnegan, Program Director

Business, Management and Technology Department: Roy Scheive, Chair

- Accounting and Business Management: George Grzesiowski, Program Director
- Computer Information Services and Management Information Services: George Schaefer, Program Director
- Quality Leadership, Daniel Lowery, Program Director
- Organization Management and Healthcare Management: Roy Scheive, Program Director

Education Department: Joi Patterson, Chair

- Education, Joi Patterson, Program Director
- Leadership in Teaching: John Shields, Program Director
- Transition-to-Teaching: Joi Patterson, Program Director

Public Safety Department: Michael McCafferty, Chair

- Criminal Justice, Allen Brown, Program Director
- Paralegal Program, Michael Genova, Program Director
- Public Safety Administration, David Plebanski, Program Director
- Public Safety Management, Dean Angelo, Program Director

Natural and Social Sciences Department: Joseph Kovach, Chair

- Human Services: Eileen Stenzel, Program Director
- Math and Science: Brother Ben Basile
- Psychology: Joseph Kovach, Program Director
- Social Science: Tina Ebenger, Program Director

III. Office Directory

~A~

Academic Advising Office

Office: Room 116
Phone: (219) 473-4220 | Email: advising

Academic Affairs (Academic Dean's Office)

Office: Room 610
Phone: (219) 473-4321 or (219) 473-4305

Academic Support Services (Academic Programs)

Office: Room 500
Phone: (219) 473-4295

Accounting Program

Director: George Grzesiowski
Office: Room 516
Phone: (219) 473-4283

Admissions

Office: Room 116
Phone: (219) 473-4215 or toll free: 1-877-700-9100 | Email: admissions

Admissions FAX

Office: Room 116
Phone: (219) 659-2275

Alumni Office

Office: Room 622
Phone: (219) 473-4227

Arts and Sciences

Office: Room 524
Phone: (219) 473-4270

Athletics

Office: Room 83
Phone: (219) 473-4323

~B~

Bookstore

Office: Room 260
Phone: (219) 473-4395

Bursar

Office: Room 261
Phone: (219) 473-4230

Business Management Program

Director: George Grzesiowski
Office: Room 516
Phone: (219) 473-4283

Business Office: see Bursar, Cashier, or Student Accounts

~C~

Campus Ministry

Office: Room 408
Phone: (219) 473-4239

Career Services

Office: Room 401
Phone: (219) 473-4341

Cashier

Office: Room 261
Phone: (219) 473-4232

Catering

Eudelia Ramirex
Office: Room 260
Phone: (219) 473-4249

Chaplain

Office: Room 502
Phone: (219) 473-4351

Child Care Center

Office: Room 263
Phone: (219) 473-4317

Computer Information Systems Program

Director: George Schaefer
Office: Room 409
Phone: (219) 473-4364

Computer Services

Office: Room 414
Phone: (219) 473-4366

Conference Room 200

Office: Room 200
Phone: (219) 473-4360

Criminal Justice Program

Director: Dr. Allen Brown
Office: Room 507
Phone: (219) 473-4267

~D~

Dean of Students

Office: Room 275
Phone: (219) 473-4222

Academic Dean's Office: see Academic Affairs

Development Office

Office: Room 618
Phone: (219) 473-4325

~E~

Education Office

Office: Room 300
Phone: (219) 473-4385

Education Program

Director: Dr. Joi Patterson
Office: Room 508
Phone: (219) 473-4293

English Program

Director: Dr. Barbara Goodman
Office: Room 515
Phone: (219) 473-4272

~F~

Facilities

Office: Room 84
Phone: (219) 473-4345 or 361 or 370 or 299

FAX (General)

Office: Room 136
Phone: (219) 473-4259

FAX (Admissions): see Admissions Fax
FAX (Financial Aid): see Financial Aid Fax

Financial Aid

Office: Room 116
Phone: (219) 473-4296

Financial Aid FAX

Office: Room 116
Phone: (219) 473-4340

~G~

General Studies Program

Director: Walter Skiba
Office: Room 524
Phone: (219) 473-4270

Graduate Studies

Office: Room 615
Phone: (219) 473-4295

Graduate Studies FAX

Office: Room 537
Phone: (219) 473-4356

~H~

Health Care Management

Director: Roy Scheive
Office: Room 511
Phone: (219) 473-4228

Human Resources

Office: Room 604
Phone: (219) 473-4229

Human Services Program

Director: Dr. Eileen Stenzel
Office: Room 506
Phone: (219) 473-4260

~I~

Information/Mailroom

Office: Room 136
Phone: (219) 473-4224 or 773-721-0202 (Illinois); Toll free: (877) 700-9100

Institutional Research

Director: Darren Henderson
Office: Room 608
Phone: (219) 473-4346

~L~

Liberal Arts Program

Director: Walter Skiba
Office: Room 524
Phone: (219) 473-4270

Library

Office: Library (Room 117)
Phone: (219) 473-4373

Lost and Found

Office: Library (Room 117)
Phone: (219) 473-4373

~M~

Mailroom: see Information/Mailroom

Maintenance: see Facilities

Marketing

Director: Darren Jasieniecki
Office: Room 104
Phone: (219) 473-4298

Media and Fine Arts Program

Director: Walter Skiba
Office: Room 524
Phone: (219) 473-4270

~O~

Organization Management Program

Director: Roy Scheive
Office: Room 511
Phone: (219) 473-4228

-P-

Paraegal Studies Program

Director: Michael Genova
Office: Room 505
Phone: (219) 473-4319

Payroll

Office: Room 603
Phone: (219) 473-4301

President's Office

Office: Room 626
Phone: (219) 473-4333

Psychology Program

Director: Dr. Joseph Kovach
Office: Room 528
Phone: (219) 473-4261

Public Relations

Office: Room 621
Phone: (219) 473-4217

**Public Safety Administration Program
(Graduate)**

Director: Dr. David Plebanski
Office: Room 517
Phone: (219) 473-4274

**Public Safety Management Program
(Undergraduate)**

Director: Dr. Dean Angelo
Office: Room 500B
Phone: (219) 473-4298

Public Safety Institute

Office: Room 100
Phone: (219) 473-4303

-R-

Registrar

Office: Room 123
Phone: (219) 473-4211

Religious Studies Program

Director: Dr. Eugene Finnegan
Office: Room 503
Phone: (219) 473-4252

Rentals

Eudelia Ramirez
Office: Room 260
Phone: (219) 473-4249

-S-

Security

Office: Room 607
Phone: (219) 473-4335

Shavings: see Student Newspaper

Special Events

Office: Room 618
Phone: (219) 473-4325

Sports Trainer

Office: Room 62
Phone: (219) 473-4208

Student Accounts

Office: Room 119
Phone: (219) 473-4394

Student Activities

Office: Room 275
Phone: (219) 473-4222

Student Affairs

Office: Room 105
Phone: (219) 473-4310

Student Government

Office: Room 275

Student Newspaper (SHAVINGS)

Office: Room 274
Phone: (219) 473-4347

Student Support Services

Office: Room 400
Phone: (219) 473-4352

Study Buddy Café

Office: Room 214
Phone: (219) 473-4344

-T-

Transition to Teaching Program

Director: Dr. Joi Patterson
Office: Room 300
Phone: (219) 473-4385

Tutoring Center

Office: Room 413
Phone: (219) 474-4287

-W-

Writing Lab

Phone: (219) 473-4348

IV. Personnel Directory

~A~

Abraham, Carole
Secretary Admissions
Office: Room 116
Phone: (219) 473-4209

Adduci, James
Vice President, Development.
Office: Room 619
Phone: (219) 473-4254

Adkins, Marc
Men's Volleyball Coach

Anderson, Laura
Head Athletic Trainer; Coordinator of Fitness
Office: Room 85
Phone: (219) 473-4208

Anderson, Geoff
Director, Public Safety Institute
Office: Room 100-A
Phone: (219) 473-4275

Angelo, Dr. Dean
Faculty, Public Safety Management
Office: Room 500B
Phone: (219) 473-4298

Artis, Christopher
Assistant Coach Men's Basketball

~B~

Bailey, Diane
Office: Room 610
Phone: (219) 473-4305

Ballmann, Br. James, C.P.P.S.
Database Administrator; Instructor in Computer Information Systems
Office: Room 410
Phone: (219) 473-4365

Basile, Br. Benjamin, C.P.P.S.
Associate Professor of Mathematics
Office: Room 520
Phone: (219) 473-4280

Battistella, John
Academic Advisor, Public Safety Management
Office: Illinois Institute of Technology Research Center, Room 9F4-1, 10 W. 35th Street
Chicago, IL
Phone: (312) 326-1758

Brown, Dr. Allen
Criminal Justice Program Director; Professor of Criminal Justice and Paralegal Studies
Office: Room 507
Phone: (219) 473-4267

Brown, Roxann
Academic Coordinator Public Safety
Office: Room 537
Phone: (219) 473-4203

Allison Buell
Head Women's Cross Country Coach
Phone: (219) 473-4312

Bussie, Robert
Evening Circulation Supervisor
Office: Room 183 (Library)
Phone: (219) 473-4373

Buczinsky, Dr. Christopher
Instructor in English
Office: Room 519
Phone: (219) 473-4250

~C~

Comparon, Amy
Tutoring Specialist
Office: Room 413
Phone: (219) 473-4286

Curosh, Mary Jo
Secretary, Student Support Services
Office: Room 400
Phone: (219) 473-4352

~D~

Davis, Kathy
Assistant Director of Academic Advising
Office: Room 100
Phone: (219) 473-4221

Davis, Tom
Facilities Crew Supervisor
Office: Room 15
Phone: (219) 473-4361

Delinck, Betty
Instructor in Media and Fine Arts (part time); Artist in Residence
Office: Room 315
Phone: (219) 473-4240

Duimich, Lynn
Education Program Administrative Assistant
Office: Room 300
Phone: (219) 473-4288

Dwyer, Michael
Computer Specialist (Days)
Office: Room 406
Phone: (219) 473-4367

~E~

Ebenger, Dr. Tina
Assistant Professor; Director, Social Sciences Program
Office: Room 510
Phone: (219) 473-4392

~F~

Fernandez, Antonio
Computer Specialist (Afternoons)
Office: Room 406
Phone: (219) 473-4367

Finnegan, Dr. Eugene
Religious Studies Program Director; Coordinator of Philosophy; Assistant Professor of Religious Studies;
Office: Room 503
Phone: (219) 473-4252

Francis, Diana
Registrar
Office: Room 107
Phone: (219) 473-4211

~G~

Gajewski, Linda
Director of Public Relations
Office: 621
Phone: (219) 473-4217

Goodman, Dr. Barbara
English Program Director; Associate Professor of English
Office: Room 515
Phone: (219) 473-4272

Grzesiowski, George
Assistant Professor of Accounting & Management; Chair of the Division of Professional Studies; Director of the Accounting Program
Office: Room 516
Phone: (219) 473-4283

~H~

Haring, Peter Haze
Director of Athletics; Head Men's and Women's Soccer Coach
Office: Room 84
Phone: (219) 473-4323

Harmon-Warren, Doris
Director of the Accounting Program
Office: Room 606
Phone: (219) 473-4236

Hays, Drew
Dean of Students/Student Activities
Office: Room 275
Phone: (219) 473-4222

Helton, Danielle
Information Center
Office: Room 136
Phone: (219) 473-4224

Henderson, Darren
Institutional Researcher, Instructor in Computer Information Systems
Office: Room 608
Phone: (219) 473-4346

Henderson, Melisha
Manager of Human Resources; Payroll and Accounting Services
Office: Room 604
Phone: (219) 473-4229

Horvath, Irene
Information Center Supervisor
Office: Room 136
Phone: (219) 473-4224

Horvatic, Joel
Maintenance Staff
Office: Room 15
Phone: (219) 473-4361

Horvatic, Patricia
Secretary to the Vice President of Academic Affairs
Office: Room 611
Phone: (219) 473-4321

~I~

Iracheta, Irma
Secretary, Financial Aid
Office: Room 116
Phone: (219) 473-4215

~J~

Jasieniecki, Darren
Director of Advertising/Webmaster
Office: Room 104
Phone: (219) 473-4292

Jones, Amber
Secretary, Athletics
Office: Room 62
Phone: (219) 473-4276

Jones, Dr. Gary
Director, K-12 Student Services
Public Safety Institute
Office: Room 100-B
Phone: (219) 473-4256

Jones-Malone, Dionne
Director of Student Support Services
Office: Room 400
Phone: (219) 473-4388

Jordan, Kurt
Faculty, Computer Information Systems
Office: Room 514
Phone: (219) 473-4290

Juscik, Andy
Coordinator for Athletics
Office: Room 623
Phone: (219) 473-4327

~K~

Keith, Marcia
Circulation Manager
Office: Room 181 (Library)
Phone: (219) 473-4375

Kenny, Michael
Director of Academic Advising
Office: Room 117
Phone: (219) 473-4200

Klaich, Michael
Assistant Baseball Coach

Koslow, Antonia
Instructional Technologist
Office: Room 179 (Library)
Phone: (219) 473-4377

Kovach, Dr. Joseph
Psychology Program Director; Professor
of Psychology
Office: Room 528
Phone: (219) 473-4261

Krieps, Kevin
Manager of Network Services
Office: Room 412
Phone: (219) 473-4330

Kubacki, Michael
Men's Bowling Coach
Phone: (219) 473-4312

Kwintera, Tony
Network Administrator
Office: Room 411
Phone: (219) 473-4246

~L~

Lagunas, Ruben
Assistant Men's & Women's Soccer
Coach

Lakota, Francine
Executive Secretary, President's Office
Office: Room 626
Phone: (219) 473-4333

Laurinas, Sandy
Bookstore Manager and Deli Manager
Office: Room 260
Phone: (219) 473-4334

Leevey, Rebecca
Assistant Director of Admissions
Office: Room 117
Phone: (219) 473-4218

Lowery, Dr. Daniel
Vice President for Academic Affairs
(Academic Dean)
Office: Room 609
Phone: (219) 473-4305

Lukacek, Helen
Lab Specialist
Office: Room 406
Phone: (219) 473-4367

~M~

Machuca, Rose
Assistant Registrar
Office: Room 126
Phone: (219) 473-4211

Marks, Andy
Sports Information Director/Head Men's
and Women's Volleyball Coach
Office: Room 62
Phone: (219) 473-4241

Martinez, Anthony
Coordinator of Student Accounts
Office: Room 119
Phone: (219) 473-4394

Martinez, Martin
Instructor in Media and Fine Arts
Office: Room 73
Phone: (219) 473-4384

Maugeri, Monica
Assistant Softball Coach

McCafferty, Michael
Director of Public Safety Department
Office: Room 500C
Phone: (219) 473-4278

McClendon, Garrard
Faculty, Education
Office: Room 300
Phone: (219) 473-4304

Mertens, Cathy
Assistant Director of Admissions, Adult
Programs
Office: Room 108
Phone: (219) 473-4202

Mrozek, Dale
Business Office Cashier
Office: Room 123
Phone: (219) 473-4232

Muhammad, Dawn
Director of Communications Program
Office: Room 504
Phone: (219) 473-4350

Myers, Charles
Director of Computer Services
Office: Room 406
Phone: (219) 473-4367

Myszak, Charles
Head Men's Baseball Coach

~N~

Niedermeyer, Fred
Vice President of Business and Finance
Office: Room 603
Phone: (219) 473-4301

~O~

O'Boyle, Richard
Information Access Librarian
Office: Room 180 (Library)
Phone: (219) 473-4282

Oliver, Cristina
Academic Support Services Clerical
Assistant
Office: Room 500
Phone: (219) 473-4255

~P~

Pasquinelli, Wanda
Bookstore Clerk
Office: Room 260
Phone: (219) 473-4395

Pastor, Dr. James
Assistant Professor in Public Safety
Office: Room 521
Phone: (219) 473-4353

Patterson, Dr. Joi
Education Program Director; Associate
Professor in Education
Office: Room 303
Phone: (219) 473-4293

Peek, Cheryl
Director of Career Services
Office: Room 400
Phone: (219) 473-4341

Pirtle, Gina
Assistant Director of Financial Aid
Office: Room 113
Phone: (219) 473-4387

Plebanski, Dr. David
Associate Professor in Public Safety;
Director of the Graduate Program in
Public Safety Administration
Office: Room 500A
Phone: (219) 473-4274

~R~

Ramirez, Eudelia
Catering and Rentals
Office: Room 260
Phone: (219) 473-4249

Ramsey, Angela
Transition to Teaching Field Director
Office: Room 300
Phone: (219) 473-4309

Ray, Dale Ray
Head Softball Coach
Phone: (219) 473-4241

Reed, Don
Accounts Payable Clerk/Head Men's and
Women's Track & Field Coach
Office: Room 605
Phone: (219) 473-4381

Rittenmeyer, Dr. Dennis
President of the College; Professor of
Education
Office: Room 626
Phone: (219) 473-4333

Rodriguez, Ginger
Grant Writer
Office: Room 618
Phone: (219) 473-4318

Rongers, Tina
Project Leader, Public Safety Institute
Office: Room 100-E
Phone: (219) 473-4213

~S~

Schaefer, George
Computer Information Systems Program
Director; Assistant Professor of Computer
Information Systems
Office: Room: 509
Phone: (219) 473-4364

Scheive, Roy
Organization Management Program
Director
Office: Room 511
Phone: (219) 473-4228

Schwieterman, Br. Jerry
Campus Ministry
Office: Room 408/104
Phone: (219) 473-4239/257

Sexson, Ryan
Head Men's Basketball Coach/
Compliance Coordinator

Shea, Randy
Registrar's Office Secretary
Office: Room 110
Phone: (219) 473-4211

Severa, Mary
Coordinator of Graduate Programs
Office: Room 304
Phone: (219) 473-4295

Shields, John
Director of Leadership in Teaching
Program
Office: Room 301
Phone: (219) 473-4262

Skiba, Walter
Chair of the Department of Liberal Arts;
General Studies Program Director;
Liberal Arts Program Director; Media and
Fine Arts Program Director Associate
Professor in Communication Arts
Office: Room 524
Phone: (219) 473-4270

Smith, Beverly
Assistant Director of Admissions and
Advising, Adult Programs
Office: Room 107
Phone: (219) 473-4263

Smith, Dara
Secretary for Academic Advising
Office: Room 101
Phone: (219) 473-4220

Snyder, John
Office: Room 15
Phone: (219) 473-4361

Spilly, Fr. Alphonse
Associate Professor, Religious Studies
Office: Room 502
Phone: (219) 473-4351

Stenzel, Dr. Eileen
Human Services Program Director;
Professor of Human Services
Office: Room 506
Phone: (219) 473-4260

Stibili, Dr. Edward
Professor of History
Office: Room 523
Phone: (219) 473-4284

~T~

Tapia, Erren
Administrative Assistant to the Vice
President for Student Affairs
Office: Room 104
Phone: (219) 473-4257

Tonkovich, Marilou
Administrative Assistant to the Vice
President of Business and Finance
Office: Room 603
Phone: (219) 473-4301

Tucker, Bobby
Facilities Office: Room 15
Phone: (219) 473-4361

~V~

Vania, Randall
Assistant Men's Bowling Coach

Victor, Alexandra
Vice President for Student Affairs
Office: Room 105
Phone: (219) 473-4310

~W~

Walker, Fannie
Bursar
Office: Room 126
Phone: (219) 473-4230

Walz, Chuck
Director of Admissions and Financial Aid
Office: Room 117
Phone: 473-4379

Warren, Faith
Business Office Cashier
Office: Room 123
Phone: (219) 473-4245

Washington, Shon
Women's Bowling Coach
Phone: (219) 473-4312

Wisowaty, Bruce
Instructor in Education
Office: Room 300
Phone: (219) 473-4264

~Y~

Yekel, Herb
Director, Alumni Office
Office: Room 622
Phone: (219) 473-4227

~Z~

Zivanovic, Nick
Operations Supervisor, Public Safety
Institute
Office: Room 100
Phone: (219) 473-4303

V. Resources at Calumet College of St. Joseph

A. Academic Support Services

The College maintains duplicating services in Room 500, Academic Support Services. College envelopes, letterhead paper, colored paper, typewriter ribbons, etc. are available as well.

Depending on the availability of support personnel and the press of other assignments, additional support (e.g., materials assembly, typing, etc.) can be provided on a first-come/first serve basis.

Academic Support Services is also responsible for the distribution, collection, and tabulation of course evaluations.

B. Athletics Department

All academic issues involving student athletes at Calumet College of Saint Joseph should be referred to the Coordinator of Athletic Academic Achievement, Ryan Sexson. Mr. Sexson will communicate directly with the student athlete's head coach and Athletic Director, if necessary, regarding these matters. Most of our coaches at Calumet College of Saint Joseph work on a part-time basis, so a communication with Mr. Sexson is the most efficient way to reach other coaches. Mr. Sexson can be reached at extension 214 or Room 83 in the basement of the College.

C. Blackboard

Blackboard is an online course management system used to support teaching and student learning at Calumet College of St. Joseph. Recently, the College upgraded its system to the Blackboard Enterprise Learning System. To obtain instructional guides and information on distance learning, students and faculty may access the Blackboard website at <http://www.ccsj.edu/blackboard/>. To arrange training and assistance, faculty can also contact the Instructional Technologist at extension 377. New courses are created and revised each term. Requests for new or existing course sites and requests to delete course sites no longer in use can be processed using the form provided at <http://www.ccsj.edu/blackboard/instructors.htm>.

D. Bookstore

The College Bookstore is located on the second floor. It carries textbooks, supplies, clothing, and gifts.

E. Campus Ministry

The Offices of Campus Ministry and Chaplain offer services and encouragement in keeping with an ecumenical spirit and the College's Catholic identity. The Chaplain celebrates daily Mass in the Chapel. Both Offices offer personal counseling and can direct students to other sources of assistance.

F. Career Services and Internships

The Career Services Office maintains a wide range of current occupational information, internship, job listings, and career assessment materials designed to help students and recent alumni explore career opportunities. Books, videos, articles, and web resources pertaining to particular fields of study, job markets, job search skills, and graduate

schools are available. Job preparation workshops and consultations are offered along with general internship and career guidance.

The College's Cooperative Education program provides opportunities for students, employers, and College personnel to collaborate in developing career-related experiences. Through practical, "hands on" experience, students apply knowledge gained in the classroom to real life situations, develop additional knowledge and skills, network with professionals in the field, and earn academic credit. Students may pursue these experiences by completing a coordinated practicum and/or an internship.

G. Computer Services and Instructional Technology

The Computer Services Department provides technical support pertaining to computers used in the classroom. The Computer Services Department is located in Room 414 and can be reached at extension 366. Additional support is provided by an Instructional Technologist who is on staff with the Specker Library. The Instructional Technologist is available to assist faculty members in enhancing their teaching through the use of technology. This includes course design and revision, the development or revision of course materials, and the use of Blackboard, the instructional course management software used at Calumet College of St. Joseph. The Instructional Technologist is available to consult with faculty on a one-on-one basis. Meetings with the Instructional Technologist can be arranged by calling extension 377.

Computer Instructional labs are available by the semester. To reserve a regularly scheduled time throughout a semester or term, faculty members should notify the Office of Academic Affairs at extension 305. If an individual class is being scheduled, the faculty members should notify the Lab Coordinator at extension 373. Mobile wireless carts with 20 laptop computers can be reserved by calling extension 367 as well. Contact the Instructional Technologist for training on the use of the wireless portable lab prior to its use.

Computing resources for adjunct faculty include access to the College computing network, Microsoft software, Internet access, email service, and *Blackboard*. Most classrooms have internet connections, televisions, and overheads. Many classrooms have a mounted computer projection. For those rooms that do not have mounted projections systems or for off-site classes, mobile computer projections carts and laptops with projectors are available. Various other kinds of multimedia equipment are available through the Library. An Instructional Technologist is available for consultation on incorporating technology in the classroom. To reserve a laptop with a projector or to arrange training on the use of instruction equipment, contact the Instructional Technologist at extension 377.

Computer assistance at the College's main campus is available by calling extension 366 or emailing Computer Services Department computerservices@ccsj.edu. Computer Services work orders are available on the College's web page (<http://www.ccsj.edu>) or through the College's intranet (<http://intranet.ccsj.edu>).

Faculty members are strongly encouraged to test all equipment before it is needed in class. Urgent problems encountered with multimedia equipment should be reported to extension 373 in the Library. Problems that are not of an urgent problem should be reported to the Computer Services Department at extension 366 or via e-mail at computerservices@ccsj.edu.

If problems with instruction technology are encountered at offsite locations, notify the Instruction Technologist at extension 377. Problems with computer and/or computer

projection equipment should be documented and reported so that the Instructional Technologist and/or the Computer Services Department can ensure that all technologies used in the classroom are maintained in proper working order.

Faculty at offsite locations are encouraged to test all storage devices (e.g., flash drives) prior to using PowerPoint. Faculty should report problems encountered with computer and storage devices to the Computer Services Department at extension 366.

H. Dean of Students

The Dean of Students serves as the College's liaison to students. The Dean is empowered to investigate and resolve any non-academic concerns that students may have. Issues of this kind may be brought to the attention of the Dean of Students by an individual student or by any member of the College staff. The Dean of Students determines an appropriate course of action in each instance and develops a recommendation for the President of the College.

I. Library

In support of its mission to provide information resources for students and faculty at Calumet College of St. Joseph, Specker Memorial Library is open over 70 hours a week including weekday evenings until 10:00 p.m. and Saturday until 2:30 p.m.

Specker Library's collection includes over 93,800 volumes of reference or general books; nearly 1,000 electronic books; 251 current paper, microfilm, or online periodical titles; and more than 6580 multimedia items including videos and software in the collection.

Electronic resources are available through the library and the College's computer labs, as well as from outside the library through the Library's web page:

<http://www.ccsj.edu/library>. Electronic resources include *Pegasus*, the library's online catalog; *netLibrary*, a collection of electronic books; national and international online periodical indexes such as *PsycFIRST*, *SocIndex*, *ERIC*, *GPO*, and *Westlaw*; hundreds of full-text periodical articles; legal resources; Internet resources; as well as access to other area libraries and their collections. Free delivery of periodical articles and books from other libraries is available through a free online interlibrary loan service called *Illiad*. Personal library assistance is available for all students and faculty at the Circulation Desk, (219) 473-4373, or through email at library@ccsj.edu. Customized instructional presentations are available for specific courses and/or topics. Specker Library also circulates multimedia equipment and provides faculty instruction in new technologies to enhance teaching and learning at the College. Contact the Instructional Technologist at extension 377 in order to schedule one-one-one training/consultation sessions.

J. Student Advising

Academic advisors are available to assist students in the selection of coursework and majors. Academic advisors are assigned to the College's various programs.

- Undergraduate programs delivered in a traditional delivery format: Michael Kenny and Kathy Davis;
- Undergraduate programs delivered in an accelerated format: Beverly Smith, and John Battistella (Public Safety Management, Chicago sites);
- Graduate programs: Mary Severa.

Students are also encouraged to consult with faculty members in their major areas of study regarding matters pertaining to the coursework, progress as a student, and careers.

All faculty members should be available for individual consultations with students. Faculty office hours are provided on syllabi and are posted by their offices and on the College's website.

K. Tutoring

The College's Tutoring Center is located in Room 413. Tutoring services are now available both on a scheduled basis and a drop-in basis. The hours of operation are Mondays, Wednesdays, and Fridays from 9:00 a.m. until 5:00 p.m. and Tuesdays and Thursdays from 9:00 a.m. until 7:00 p.m.

The availability of tutoring services should be included on all syllabi. An announcement pertaining to the availability of tutoring services should be announced on the first day of class as well.

VI. Policies and Procedures

A. Academic Dishonesty

Suspected instances of academic dishonesty (i.e., cheating) should immediately be brought to the attention of the faculty member's program director. An appropriate course of action should be determined in consultation with the program director.

Student policies pertaining to academic dishonesty are published in the *Student Handbook*, which can be found in the Academic Student Planner. The Planner is provided to all students. The College encourages student freedom and self-government within the limits in the Student Handbook. Students subject themselves to disciplinary action if their conduct is in conflict with these stipulations.

B. Academic Freedom and Professional Ethics

The College is guided by the *1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments* of the American Association of University Professors as its operating procedure, and it expects that faculty members will do likewise.

Academic freedom carries with it certain responsibilities. The *AAUP Statement on Professional Ethics* (1987 revision) serves as one reminder of the variety of obligations that are part of the integrity of the academic profession. The College is guided by this statement and expects its faculty members to be guided by it.

C. Class Lists/Class Drops and Adds/Class Withdrawals

A class list is provided to all faculty members in advance of the first day of class in a semester or term. It will be put in each adjunct faculty member's mailbox if they teach at the College's main campus. Class lists are provided to instructors via the e-mail and the U.S. mail in the case of classes taught in offsite locations as well.

A second class list is provided within 10 days of the start of the semester. An annotated copy of this second list must be returned to the Registrar's Office with the names of students who have never attended class checked off. Any instance in which a student is attending class but is not included on the second class list should be annotated as well. In the case of classes scheduled at offsite locations, instructors should contact the appropriate academic advisor with the name of any students who is not attending class or whose name is not on a class list. Mary Severa should be contacted at (219) 473-4295 or msevera@ccsj.edu in the case of graduate classes. John Battistella should be contacted at (312) 326-1758 or jbattiste@ccsj.edu in the case of all Public Safety Management classes taught in the City Chicago. In the case of all other Public Safety Management classes, as well as all Organization Management, Management Information, and Healthcare Management classes, Beverly Smith should be contacted at (219) 473-4263 or bsmith@ccsj.edu.

A student in one of the College's traditional programs may, with the consent of the Office of Academic Advising, change a schedule by adding or dropping courses during the first week of classes. Summer terms have a shorter time period within which to add or drop courses. Courses dropped during these periods do not appear on a student's permanent record. Students are encouraged to register with care so that the need for class changes can be minimized. **NOTE: course drops, adds, and withdrawals can hold serious implications with respect to financial aid. Students who receive financial aid**

should be advised to consult with the Financial Aid Office before making decisions of this kind.

Faculty who teach in the College's accelerated undergraduate and graduate programs will be notified by an academic advisor whenever a withdrawal from a course is requested or processed.

After the last day established for class changes and/or adding/dropping courses, students may withdraw from a course in which they are registered with permission from the course instructor. A written request detailing the reason(s) for the withdrawal must be filed with the Registrar. Written requests for withdrawal must be received by the Registrar by the last day of classes prior to the final examination date specified in the Catalog. The request is forwarded to the instructor, who then decides to accept or deny the request. If the request is honored, the student will receive a notification of official withdrawal. If it is denied, the notification will indicate why the withdrawal was disallowed. An official withdrawal is recorded as a "W" grade on the student's transcript. Discontinuing a course without written permission automatically incurs a grade of "F."

Students in the College's graduate and accelerated degree program students should consult their program handbook for withdrawal procedures that pertain to their specific programs.

A faculty member may recommend an administrative withdrawal to the Vice President of Academic Affairs when a student fails to attend two or more sequential weeks of classes.

D. Class Schedules

A class schedule is published before the beginning of each semester. It shows the courses offered, class times, and the names of instructors. The College reserves the right to withdraw an announced course in which insufficient numbers of students have registered. It also reserves the right to assign students to class sections and to limit the number of students who elect a course in the event that a class becomes unduly crowded or is of such a nature that limited enrollment is advised.

Accelerated Degree Program students are assigned a schedule specifically designed for their cohorts.

E. Classroom Assignments

Under no circumstances should faculty members change classrooms without first alerting Diane Bailey in the Office of Academic Affairs. An empty room does not mean that it is scheduled to be empty through the entire semester. Conflicts often occur when instructors stake out alternative classrooms on their own. Ms. Bailey can be reached at 219.473.4305.

F. Classroom Management

Smoking is restricted. The College should be maintained as a smoke-free environment at all times.

Eating is not allowed in any classroom. The Study Buddy Cafe located on the second floor of the College provides hot and cold sandwiches, small pizzas, etc., along with a number of assorted items for a more nutritious and well-balanced menu selection.

All classes should meet as scheduled (i.e., the number of hours indicated in the College's Course Schedule. Class sessions scheduled longer than two hours should include a reasonable break. Instructors should see to it that this break is not extended beyond a reasonable time.

While there is no specific requirement or "cut" system pertaining to student attendance during class periods in our undergraduate programs that are conducted in a traditional format, all faculty members should keep a record of class attendance and make their expectations known to students. Additionally, government regulations relating to financial aid now require institutions of higher learning to document the last date of a student's attendance in class. As a result, instructors must take class attendance. If a student is assigned a grade of F, the faculty members must record the last date of his or her attendance on the final grade roster. Attendance records are then turned in to the Registrar with final grades.

In the case of undergraduate and graduate courses taught in an accelerated format, a student can miss no more than one class per five, six, or seven week session or term. If a student misses more than one class, the appropriate program coordinator should be contacted. Mary Severa should be contacted at (219) 473-4295 or msevera@ccsj.edu in the case of graduate classes. John Battistella should be contacted at (312) 326-1758 or jbattiste@ccsj.edu in the case of all Public Safety Management classes taught in the City Chicago. In the case of all other Public Safety Management classes, as well as all Organization Management, Management Information, and Healthcare Management classes, Beverly Smith should be contacted at (219) 473-4263 or bsmith@ccsj.edu.

G. Closings Due to Inclement Weather

If classes are cancelled due to inclement weather, a notice to this effect will be posted to the CCSJ website: www.ccsj.edu. Announcements of closings will be carried by the following radio stations as well: 105.5 FM, Z-107.1 FM, and 1500 AM.

H. Confidentiality

It is essential for all faculty members to maintain confidentiality with respect to student records. The College is in full voluntary compliance with Public Law 93-380, the Family Education Rights and Privacy Act of 1974 as amended. All educational records will be made available to students, upon request, in accordance with the General Education Provisions Act, Title IV, Public Law 90-247 and Public Law 93-380 as amended. Likewise, individually identifiable educational records should not be released to any party other than authorized individuals without the written consent of the student.

I. Dress Code

Since all faculty members including adjunct faculty members represent the College in their work and especially in their contact with various publics, their conduct and appearance are expected to be professional and consistent with the mission of the College. Therefore all employees are expected to maintain a professionally acceptable appearance. Examples of unacceptable dress include T-shirts, shorts, jeans, gym shoes, and sneakers.

J. Early Alerts

Instructors are strongly encouraged to provide continuous feedback to students regarding their performance in class. As soon as faculty members determine that a student's performance is below standard, an Academic Alert Form - see Appendix C - should be

sent to the student advising him or her of his or her below-standard academic performance. Additionally, academic alert forms are distributed to all faculty members during the fourth and ninth months of each semester. Completed academic alert forms should be forwarded to the Academic Advising Office, Room 101.

K. Evacuation Due to Fire Alarm

If a fire alarm goes off, faculty members should direct students to evacuate the building immediately via the nearest stairwell. Anyone who is disabled should be assisted in doing so. In this circumstance, an elevator may be used if absolutely necessary. "Floor Wardens" have been designated for each floor of the College. In the event of an emergency, they will use information shared through the use of hand-held radios in directing hallway traffic. Do not open any door that is hot to the touch. Doors should be left unlocked in order to provide ready access to emergency personnel. If smoke is present, students should be directed to stay as close to the floor as possible. Once outside the building, streets, fire lanes, hydrants, and sidewalks should be kept clear for emergency vehicles and personnel. Orange signs with emergency procedures are posted in all classrooms.

L. Faculty Attendance Policy and Absence Reports

Faculty members are expected to be in attendance during all scheduled classes. This includes the first scheduled class meeting and all class periods in which tests are conducted. Additionally, all faculty members are expected to productively use the full class period.

If a class must be cancelled for any reason, the faculty members should alert both his or her Program Director and the Office of Academic Affairs. The Office of Academic Affairs can be reached at 219.473.4305. Neither the College mailroom nor the Academic Support Center should be contacted for this purpose. This procedure should be followed even if the class in question is cancelled in advance of the day in which you will be absent and even if an assignment is given to students in lieu of class attendance.

M. Grades and Grade Changes

In the case of courses taught in our traditional semester format, grades should be turned in to the Registrar by the deadline announced each term. In the case of undergraduate and graduate courses taught in our accelerated format, grades should be turned in to the Registrar within one week of the date class ended. Forms for the recording of grades are provided to the instructor near the end of the term. In the case of Public Safety Management and Public Safety Administration courses, the class roster is designed to serve as a grade sheet as well.

If a student does not have all of his or work completed by the end of the semester or term, a faculty member may assign a grade of I (Incomplete). This option should only be considered upon the request of a student. Further, it should only be granted when the student has been unable to complete class requirements due to an unavoidable circumstance near the end of a semester or term. This request must be directed to the faculty member, who may then require that the request be submitted in writing.

If a grade of I is granted, the faculty members should determine the amount of time to be allowed, not to exceed the last day of the following academic term for completion of all required work. An *Incomplete Grade* Form - see Appendix D - specifying the work to be completed and the due date should be submitted to the Registrar's Office, which will

forward a copy to the student. If the instructor does not submit a change of grade within one week after the due date, the Registrar will automatically assign a grade of F.

N. Housekeeping

Faculty members should ensure that classrooms are locked when they leave at the end of a class period. Lights should be turned out. If a computer and projector are used, they should be turned off as well.

O. Incident/Accident Report

In the event of a medical emergency, do not move the stricken individual unless his or her immediate safety requires that you do so. To call for assistance, dial 9 for an outside line and then dial 911. You can also call the mailroom at extension 224 and request that 911 be called. Under no circumstances, should you transport an individual who is ill or injured to a medical facility yourself. First Aid kits are available in the Information Office/Mail Room and in the Library.

An incident report must be completed in the case of medical emergencies as well as any other incidents that could require further documentation or investigation (e.g., reports of thefts, intimidation, or injury). An incident report form can be secured online at <http://www.ccsj.edu/facstaff/index.html>. Completed incident report forms should be routed to the Vice President of Academic Affairs (Room 609 or dlowery@ccsj.edu). A telephone call should be made to (219) 473-4305 in all cases of an emergency nature.

P. Instructor Evaluations

Program directors and department chairs are expected to evaluate the classroom performance of adjunct faculty on an ongoing basis. This can include a review of syllabi and supplemental instruction material, classroom observation, and an assessment of student evaluations.

All such reviews will be conducted in writing, a copy of which will be provided to the faculty member.

Approximate three weeks before the end of a term or semester, faculty members will be provided an evaluation form for each student in all classes. Students will be directed to fill these forms out anonymously. Students are asked to evaluate the following topics:

- The instructor's knowledge of course content;
- The extent to which the instructor was prepared for class; and
- The instructor's ability to communicate.

Upon completion, these forms should be returned to Academic Support Services on the 5th Floor where they will be tallied and copied. A summary of the evaluation will be forwarded to the Vice President of Academic Affairs and the program director. Faculty members will be provided with a copy for personal records as well.

Evaluation forms are mailed to faculty members in the case of courses taught offsite. A return envelope is provided as well.

Because student evaluations are an important part of the College's assessment process, they must be completed for all courses at the end of semester or term.

Q. Ordering Books and Desk Copies

The Calumet College of St. Joseph Bookstore provides textbooks, learning resources, supplies, as well as services needed to support the needs of students, faculty, staff, alumni, and campus visitors.

Students enrolled in Accelerated and Graduate Programs receive their first course textbooks at their orientation/registration meetings. The textbooks for all subsequent classes are delivered to students in class.

Transition-to-Teaching students obtain their textbooks through the Education Office, Room 300.

Since most textbook publishers now require faculty members to order desk copies and instructor's manuals directly using the publisher's website and e-mail, the College Bookstore is no longer able to place these orders for individual faculty members. All faculty members are encouraged to use the internet to order desk copies and instructor's manuals.

R. Parking

Parking is free at the College's main campus and most other offsite locations. A parking pass is need at our Illinois Institute of Technology (IIT) site. Information concerning parking at IIT can be secured from John Battistella at (312)326-1758 or jbattiste@ccsj.edu.

S. Plagiarism

Turnitin.com is a program designed to check submitted papers against internet sites/sources as a check against plagiarism. It also checks against all other papers submitted to it and can thus be used to assure that a paper has not been copied from another student. The program is fast and efficient. It color-codes text located on websites and indicates which parts of the submitted paper came from which sites. The service is confidential – only you receive the information – and the results are usually available in less than an hour.

The College subscribes to this Turnitin.com site, which you can access after you register with the College's site administrator, currently Dr. Goodman (extension 272). Turnitin.com can be used both to demonstrate unintentional plagiarism and to detect deliberate plagiarism.

T. Sexual Harassment Policy

The College does not tolerate sexual harassment in the workplace. Sexual harassment, whether committed by administrative, academic, or support personnel or others, is specifically prohibited as unlawful and against College policy. No employee or student should be subjected to unsolicited and unwelcome sexual overtures, conduct, or communications. Any faculty member who engages in such behavior is subject to disciplinary action up to and including termination of employment.

For this purpose, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or relationship with the College;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

U. Syllabus Guidelines and Template

In the case of courses taught in our traditional semester format, copies of all syllabi should be e-mailed to asupport@ccsj.edu within one week of the start of class. In the case of undergraduate and graduate programs taught using accelerated formats, syllabi should be forwarded to the appropriate program coordinator or academic advisor. Instructors who teach classes in the Organization Management Program should e-mail copies of their syllabi to Program Director Roy Scheive at rscheive@ccsj.edu. Instructors who teach in the Public Safety Management Program should e-mail their syllabi to Roxann Brown at rbrown@ccsj.edu. Instructors who teach in one of the College's three graduate programs, should e-mail their syllabi to Mary Severa at msevera@ccsj.edu.

Hardcopies of course syllabi should be provided to each student on the first day of class.

Syllabi should contain the following information:

- Instructor's name, office number, office hours, and phone number;
- Course number, title, and description, which is provided in the College's Catalog;
- Course objectives framed in terms of competencies;
- Textbooks;
- Outline of course/assignments;
- Description of papers assigned;
- Quizzes (i.e., frequency and type);
- Examinations (i.e., frequency and type);
- Basis for grade assignment;
- Grading scale; and
- Attendance policy.

A template of the College's required syllabi format is attached is provided at <http://www.ccsj.edu/facstaff/index.html>.

As is noted above, the College is committed to the use of "competencies" in the development of learning objectives. Bloom's Taxonomy of Learning Objectives can be used for this purpose. A reference tool pertaining to Bloom's Taxonomy can be secured through the Office of Academic Affairs by calling (219) 473-4305 or via e-mail at d Bailey@ccsj.edu.

Appendix A: Adjunct and Overload Pay Scale Effective January 2003

**Calumet College of St. Joseph
Traditional Part-Time Faculty/Overload Salary Scale
Effective: January 2003**

Academic Year	Bachelor	Master/Equivalent	Ph.D./Equivalent
1	\$1,500	\$1,800	\$2,100
2	\$1,500	\$1,800	\$2,100
3	\$1,500	\$1,800	\$2,100
4	\$1,500	\$1,800	\$2,100
5	\$1,500	\$1,800	\$2,100
6	\$1,700	\$2,000	\$2,300
7	\$1,700	\$2,000	\$2,300
8	\$1,700	\$2,000	\$2,300
9	\$1,700	\$2,000	\$2,300
10	\$1,700	\$2,000	\$2,300
11+	\$1,700	\$2,100	\$2,400

Years of teaching experience at Calumet College of St. Joseph
Note: Stipends are based on teaching a 3-credit hour course.

Masters/Equivalent

	0-5 Years	6-10 Years	11+
1 Course	\$1,800	\$2,000	\$2,100
2 Courses	\$4,600	\$5,000	\$5,200
3 Courses	\$7,400	\$8,000	\$8,300

Ph.D./Equivalent

	0-5 Years	6-10 Years	11+
1 Course	\$2,100	\$2,300	\$2,400
2 Courses	\$5,200	\$5,600	\$5,800
3 Courses	\$8,300	\$8,900	\$9,200

Transition to Teaching, Day Cohort

1 course	\$2,000
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Degree Completion Scale

Master/Equivalent

Ph.D./Equivalent

1 Course	\$1,000	1 Course	\$1,250
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Ancilla College

1 Course	\$1,000 + \$250 travel
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Assessors

	Bachelors	Masters/Equivalent	Ph.D./Equivalent
Per night	\$150	\$200	\$250

Appendix B: Adjunct and Overload Pay Scale Effective January 2008

**Calumet College of St. Joseph
Adjunct Faculty/Overload Pay Rates**

1. Single-Course Adjunct and Overload Pay (3 credit hour courses)*

a. Baccalaureate-level (Traditional Delivery Format)

Full Years of Service at CCSJ	Degree: BA or BS	Degree: Masters	Degree: Doctorate
0-5	\$1,680	\$2,016	\$2,352
6-10	\$1,904	\$2,240	\$2,576
11+	\$2,016	\$2,352	\$2,688

b. Baccalaureate-Level (Accelerated Delivery Format)**

Degree: Masters	Degree: Doctorate
\$1,200	\$1,500

c. Transition-to-Teaching Courses and Masters Level Courses

All single courses taught in the Transition-to-Teaching program and in masters-level programs by adjuncts or by full-time faculty members as overloads will be paid at the rate of \$2,400.

2. Single-Course Adjunct and Overload Pay (1, 2, 4, and 5 credit hour courses)**

In the case of 1, 2, 4, and 5 credit hours courses, the compensation will be calculated initially on a 3-credit hour basis per the appropriate scale. It will then be prorated (i.e., 33.3 percent of the 3-credit hour rate in the case of a 1-credit hour course; 66.7 percent of the 3-credit hour rate in the case of a 2-credit hour course; 133.3 percent in the case of a 4-credit hour course; and 166.7 percent in the case of a 5-credit hour course).

3. Multiple-Course Adjunct and Overload Premium

If multiple courses are taught by adjunct faculty members or by full-time faculty members as overloads, a 20 percent premium will be paid for the second and third courses. No premium will be paid for a fourth or fifth course taught by an adjunct faculty member or by a full-time faculty member as an overload. In the case of full-time faculty members, this premium would thus begin with the second overload course taught.

2 nd and 3 rd Course Premium	Traditional Format			Accelerated Format		
	Degree: BA or BS	Degree: Masters	Degree: Doctorate	Degree: Masters	Degree: Doctorate	All T-2-T and Masters Courses
0-5	\$336	\$403	\$470	\$240	\$300	\$480
6-10	\$381	\$448	\$512			
11+	\$403	\$470	\$538			

4. Ancilla Stipend

An additional stipend in the amount of \$250 will be paid in the case of all courses taught at Ancilla College. This stipend will be paid in lieu of compensation for any travel expenses incurred.

* This scale reflects a 12 percent increase over the pay scale adopted in January 2003.

** These scales reflect a 20 percent increase over the pay scales adopted in January 2003.

Appendix C: Academic Alert Form

Academic Alert Form
Calumet College of St. Joseph

To: Student Name _____ Student ID _____

From: Professor/Instructor _____ Term _____

Re: Course Name _____ Course # _____

I am concerned about your performance in my class. You are currently performing below "C" average work. I am sending you this *Academic Alert* to encourage you to meet with me or to seek some assistance from the Center for Academic Excellence by calling 219-473-4287.

Your estimated grade in this course is _____ as of _____

You would benefit in this course by improving your:

_____ Attendance	_____ Interest in the course	_____ Completion of assignments
_____ Participation	_____ Attitude toward class	_____ Follow through on advice
_____ Preparation	_____ Time Management	_____ Respect for others' views
_____ Punctuality	_____ Social Skills	

I recommend that you seek assistance from the Center for Academic Excellence (219) 473-4287 in the following areas:

_____ Tutoring (course content)	_____ Spelling/grammar	_____ Note taking
_____ Writing skills: Structure	_____ Study skills/habits	_____ Math skills
_____ Reading comprehension	_____ Exam preparation	
_____ Technology literacy	_____ Vocabulary	

Comments: _____

My goal is to provide access to the best academic support available.

Professor/Instructor Signature _____ Date _____

Professor/Instructor Phone # _____ Email _____

For office use only

Date mailed by Academic Advising Office : _____

Cc: Professor/Instructor, Academic Advising, Financial Aid, Student Support Services, Center for Academic Excellence



**Office of the Registrar
Calumet College of St. Joseph**

Incomplete Grade Form

This form is to be submitted for each "I" grade assigned. A copy will be forwarded to the student and another kept in the student's file.

Term _____

Student Name _____

Student ID _____

The above named student has been assigned an "I" grade for the following course in the term indicated:

Course Number	Course Title	Credits
---------------	--------------	---------

The following work is required to complete the course:

Date due _____

The required work must be completed and a grade assigned by the indicated date (no later than the end of the following term) or a grade of "F" will be assigned.

Instructor signature _____

Date _____

Appendix E: Application for Tuition Benefit

Form 3
Approved 10/19/99
Revised 11/1/05

CALUMET COLLEGE OF ST. JOSEPH

Application for Tuition Benefit

Term _____ Year _____

EMPLOYEE NAME: _____ HIRE DATE: _____

Employees are only eligible for a maximum tuition benefit of 13 credit hours per semester. (see Tuition Benefit Memo 8/12/98)

I wish to register for _____ credit hours. Specify: Traditional _____ ORM _____ HCM _____ LEM _____

My Social Security No. _____.

SPOUSE: My spouse, _____ wishes to register for _____ credit hours.

Specify: Traditional _____ ORM _____ HCM _____ LEM _____ Their Social Security No. _____

DEPENDENTS: Listed below are my dependent child/children who wish(es) to enroll.

Name	Birth Date	Soc.Sec. #	No.of Credit Hrs.
_____	_____	_____	_____
_____	_____	_____	_____

I intend to apply for Financial Aid:
_____ Yes _____ No

I agree to pay all non-tuition fees and charges by the end of the first full week of class. I further authorize immediate payroll deductions to cover any outstanding balance due the college regarding this enrollment. I understand a twenty-five dollar (\$25.00) processing fee will be charged to my account. Payroll deductions will be withheld in equal installments for balances over \$100.00 beginning with the first pay period following the first full week of class and ending with the last pay period before the semester ends. Balances of \$100.00 or less will be withheld in a one-time deduction on the first pay period following the first full week of class. Federal and State grants and other awards will be applied to the employees' tuition, fees, and books before the tuition benefit is applied.

Employee Signature _____ Date _____

Department Vice President _____ Date _____

Director of Human Resources _____ Date _____

NOTE: Employees tuition benefits extend to tuition charges **ONLY**. Costs incurred for books and fees are **NOT** Covered. Employees receiving tuition benefits may be eligible for additional grant monies from the State and Federal governments.

A completed FASFA form is required. See Financial Aid. Employees may attend, only at Calumet College, up to three (3) credit hours during their normal work schedule, providing that a flexible work arrangement has been approved by the employee's supervisor and vice president. If the flexible schedule is approved, the vice president will notify the Human Resource Department in writing.