
Calumet College



of Saint Joseph

You Belong!
ccsj.edu

Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

COURSE SYLLABUS, Fall 2017

Course: ORMN 421

Instructor Information:	
Instructor Name	Ginger G. Rodriguez
Office Number:	609
Phone Number:	(219) 473-4307
Email:	grodriguez@ccsj.edu
Hours Available:	By appointment. The best way to reach me is by e-mail. If I don't respond within 24 hours, reach out again.
Instructor Background: I am currently the Vice President for Academic Affairs, but I began my teaching career at Calumet College with the Writing and Research and Liberal Arts courses in the Organization Management Program in 2005. While teaching, I was also the College grant writer, and I secured major grants from public and private entities. Prior to teaching, I spent about 20 years as an editor and proofreader for McGraw-Hill Higher Education. Everything I know about business comes from editing business textbooks in the past and reading popular books in the present in a management book club with Enrollment and Advising staff members and other faculty members. I have a B.A. in History from Lawrence University in Appleton, Wisconsin, a Master of Liberal Arts from the University of Chicago, and a Ph.D. in Humanities with an emphasis on 19 th -century American literature and the formation of the literary canon from Union Institute and University. My doctoral work originated in questions my Org Management Liberal Arts students asked: Why do we have to read these books and not others? What makes these texts so great? As a result, the Organization Management program and its students are close to my heart, and I am happy to be back in the classroom with adult students who are committed to using education to move forward in their lives and their careers.	

Course Information:	
Course Time:	Mondays, 6:00 p.m. – 10:00 p.m.
Classroom:	260
Prerequisites:	Admission to the Organization Management Program
Required Books and Materials:	<ul style="list-style-type: none"> • A writer's reference or handbook to check grammar, style, and citation requirements. The Purdue Owl Online Writing Lab at owl.english.purdue.edu/owl/ will be used as an in-class reference for grammar, punctuation, style, and APA citation style. • If you prefer to have a print reference, two good possibilities are <i>A Writer's Reference</i>, 8th ed., by Diane Hacker, or <i>The Concise Cengage Handbook</i>, 5th ed., by Kriszner & Mandell. • All other readings will be provided in class and on Blackboard.
<p>Learning Outcomes/ Competencies: Students in this course will:</p> <ul style="list-style-type: none"> • Write a proposal that has a clear and focused thesis, support paragraphs, and conclusion • Demonstrate clear, complete, and concise writing, using appropriate grammar, spelling, punctuation, and style • Conduct academic research using the following resources: the Internet, the library, and journals • Understand plagiarism and how to avoid it • Use APA format correctly for in-text citations and Works Cited references <p>This course meets Calumet College of St. Joseph's Signature Assignment requirement to demonstrate fundamental competency in written and oral communications.</p> <p>This course also meets two objectives of the Organization Management Program. Students will</p> <ol style="list-style-type: none"> 4. Be able to apply research skills and appropriate data analysis methods in order to evaluate and address problems in organizations. 6. Be able to create a logical argument and communicate ideas effectively in both writing and speaking. 	
<p>Course Description: This course examines written communications as a professional skill with extensive practice in the forms of written communication unique to business. Research skills are identified and developed by completing a proposal in a selected area of management.</p>	
<p>Learning Strategies:</p> <ul style="list-style-type: none"> • <u>Writing – feedback – revision</u> to develop professional writing skills. Students will write weekly assignments and in class and revise into a final project that is similar to proposals required in the workplace. • <u>In-class small-group and whole-group discussion</u> to identify the components of a proposal, a general form that can be used for many purposes; the requirements for the specific class project; and achievement of project objectives. These goals are the foundation of the learning objectives for the course. • <u>Individual work</u> outside of class to strengthen skills in grammar, spelling, punctuation, and style. • <u>Group presentation</u> to communicate ideas logically and effectively. 	
<p>Experiential Learning Opportunities: The class is built around producing a real-world proposal that is similar to workplace assignments.</p>	

Assessments:		
Major Assignments:	Annotated Bibliography	50
	Proposal: introduction	50
	Proposal: research-based needs statement	50
	Proposal: research-based goals and objectives	50
	Final proposal with Works Cited	100
	In-class summary	25
	In-class essay	25
	Portfolio	50
	Presentation	50
Class Participation:	10 points per class	50
Total		500
Grading Scale:		
100% – 92%: A	91% – 90%: A-	
89% – 88%: B+	87% – 82%: B	81% – 80%: B-
79% – 78%: C+	77% – 72%: C	71% – 70%: C-
69% – 68%: D+	67% – 62%: D	61% – 60%: D-
59% and below:	F	

Course Schedule:

Week 1, Nov. 13: INTRODUCTION

- Overview of the course
- The Signature Assignment
- The 5-paragraph essay
- Introductory writing
- Introduction to the class project
- Introduction to research

Week 2, Nov. 20

Assignments due:

- Proposal: Annotated Bibliography

Class Discussion:

- Grammar/style review
- The proposal: Small-group discussion
- Oral research
- Turning the annotated bibliography into a proposal

Week 3, Nov. 27

Assignments due:

- Proposal: Introduction
- Proposal: Goals and Objectives (based on researched best practices)

Class Discussion:

- Grammar/style review
- The Proposal: Small-group discussion
- Uses of oral research

Week 4, Dec. 4

Assignments due:

- Proposal: Research-based needs statement due

Class:

In-class writing assignment 1

- The proposal
- The presentation
- The portfolio

Week 5, Dec. 11

Assignments due:

- Final proposal, incorporating feedback
- Final presentation
- Final portfolio

Class:

In-class writing assignment 2

- Student presentations
- Final portfolio preparation

I reserve the right to change this schedule to meet the needs of the class.

Responsibilities	
Attending Class	You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. If you miss more than one scheduled class session, you cannot pass the course. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work when due. You will lose 10 points per assignment for every day that your work is late.
CCSJ Student Honor Code	This course asks students to reaffirm the CCSJ Student Honor Code: I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to: <ul style="list-style-type: none">• Continuously embrace honesty and curiosity in the pursuit of my educational goals;• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community;• Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;• Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.
Using Electronic Devices	Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.

Participating in Class	You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class, you may be asked to leave, in which case you will be marked absent.
Doing Your Own Work	<p>If you turn in work that is not your own, you are subject to judicial review. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines in APA format to document sources avoids plagiarism. This course uses the Purdue Owl Online Writing Lab at owl.english.purdue.edu/owl/as a guide for APA style.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Sharing Your Class Experience	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <i>essential</i> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

Resources	
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
Student Assistance Program	Through a partnership with Methodist Hospital, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at their Employee Assistance Program (EAP) office in Merrillville or Gary. For more information, contact the SAP Counselor, at 219-736-4067.
CCSJ Alerts:	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html .