
Calumet College



of Saint Joseph

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SYLLABUS FOR (The Integrated Project, ORMN 463)

Learning Co-hort 160

Term: Fall, 2017

Instructor: Dr. Roy Scheive, Program Director of Organization Management

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Office Hours: By Appointment

Course Time: 6:00 to 10:00 P.M. November 16, 30, December 7, 14.

Class Location: Merrillville Location, Geminus, 8400 Louisiana Street, Merrillville IN. Lower Level

Textbooks: Case studies, in-basket activities, and simulations

Course Description: This is a capstone course where students will analyze and complete a case study designed to integrate and evaluate skills, behaviors, and attitudes in the following areas: Professional Competency, Communication in writing and public speaking, Critical Thinking, and Managerial Practices.

Student learning objectives

- Be able to write and speak with clarity and precision
- Apply theories of management and motivation in simulations designed to mirror real life situations
- Utilize critical thinking skills to logically construct an argument
- Communicate effectively with individuals and groups in a variety of professional simulations
- Apply management theories as a basis for professional practice
- Utilize critical thinking strategies as a basis for personal and professional decision making and action

- Incorporate research skills into professional solving and decision making
- Articulate a personal philosophy of management

Experiential Learning: Problem Employee and Interview Simulations

Assessment:

In-Basket Activity	
In class discussion	50 points
Turned in activity (at beginning of class)	50 points
Problem Employee Simulation	100 points
Interview Simulation	100 points
Case Study (group project, formal paper)	500 points
Presentation of Case Study	100 points
Management philosophy paper	<u>100 points</u>
	1000 points total

Individuals who do not adequately contribute toward group project will have points deducted from their Case Study /formal paper point or may have to complete a case study individually.

Students must successfully complete all assignments with a grade of “C” to pass the integrated project.

Please Note: Modifications to this syllabus may be made to meet the needs of this specific class

Grading Scale:

A: 92 – 100	C: 72 – 77
A-: 90 – 91	C-: 70 – 71
B+: 88 – 89	D+: 68 – 69
B: 82 – 87	D: 62 – 67
B-: 80 – 81	D-: 60 – 61
C+: 78 – 79	F: 59 and below

Format for Written Assignments:

Rubrics for all writing assignments will be given out in class. All papers and citation of sources must use APA format

Class Participation: Class Participation points will be reflected in the individual point section of the Case Study and /or other assignments.

Class Assignments:

Night One

Turn in two copies of the In-Basket, hard copies-do not turn in on-line. Turn in activity at the beginning of class.

Turn in a printed copy of a **job posting that you would like to apply for (and are Qualified for once you earn your degree) from Monster.com or another internet site. Due at beginning of class.**

Review Syllabus,

Review how to analyze a case

Hand out cases and assign learning groups

Students may select their own group made up of three or four students. It is helpful to select your group before start of class session one.

Hand out assignment for Management philosophy paper

Night Two Management Philosophy Paper Due

Review interviewing Skills

Hand out interview Rubrics

Review Problem Employee Simulation

Hand out Problem Employee Simulation Rubrics.

Make appointment for Problem Employee Simulation

Make appointment for Interviewing Simulation

Night Three Will meet in Room 300 at Calumet College's Whiting Campus.

Problem Employee Simulation

Interview Simulation

Meet with members of your case study

Night Four

Case Study Presentations

Final Case Study Due, please turn in on Blackboard both paper and power point slides.

IN-BASKET ACTIVITY- see in-basket activity posted on the course blackboard site.

JOB POSTING – turn in a job posting that you would like to interview for. The job posting must come from an internet source such as Monster.com

Withdrawal from Classes Policy:

Please see the Degree Completion Program's Student Handbook for withdrawal policy. All withdrawals are completed through the Degree Completion Academic Advisor's office. For additional detail please see below.

Class Policy on Attendance

It is a serious matter when a student misses even one session due to the accelerated format of the program. If the student misses more than one session, or misses more than four hours of scheduled class time due to either lateness or absenteeism or the combination of both, the student is required to withdraw from the module by contacting the Academic Advisor and their instructor.

Class Policy on Electronic Devices: (Cell phones, Beeper, Pagers...etc.)

All personal electronic devices must be turned off during class except when using to read an e-book.

Student Success Center:

The Student Success Center supports Calumet College of St. Joseph students through an interactive learning experience. 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. The Student Success Center is open to all students at Calumet College of St. Joseph at no charge and is available to support academic courses at the introductory and advanced levels. For assistance, please contact the Student Success Center at 219 473-4287 or stop by the first floor library.

The Student Success Center has on-line tutoring available for OMRN students. Please contact Carlye Frank at cfrank@ccsj.edu or at 219-473-4286 to make arrangements.

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: All papers can and may be submitted for checks on plagiarism from the Internet/Electronic sources/Databases.

Citation Guidelines:

Calumet College of St. Joseph Organization Management Program uses APA citation guidelines to document sources quoted or paraphrased in student papers. The Library has reference copies of each manual; and on the Library website and literature rack. These texts show how to cite references from many sources, including electronic media, as well as how to space and indent the “Works Cited” and “References” pages respectively. EBSCO and ProQuest articles provide both formats for you to copy and paste. Proper documentation avoids plagiarism.

Withdrawal from Classes Policy:

After the last day established for class changes has passed (see College calendar), students may withdraw from a course in which they are registered and wish to discontinue. A written request detailing the reason(s) for the withdrawal must be completed with the Office of Academic Advising and filed with the Registrar. The Office of Academic Advising must receive written request for withdrawal by the last day of classes prior to the final examination dates specified in the catalogue. Written requests should be submitted in person or, when an in-person visit is not possible, may be mailed to the Office of Academic Advising, emailed, or faxed to 219-473-4336. Students are to make note of the refund schedule when withdrawing from courses. If the request requires instructor approval per the College calendar, it must be forwarded to the faculty member, who makes the final determination to accept or deny the request.

If the request is honored by the faculty member, the student will receive notification of official withdrawal from the Registrar after meeting or speaking with a member from Academic Advising, Financial Aid and Athletics (if applicable). These departments will notify the student of academic, financial, and athletic eligibility effects of a possible withdrawal.

If the request is denied by the faculty member, the notification will indicate why the withdrawal is disallowed. Please note that if the request does not require instructor approval, the student must still meet or speak with a member from Academic Advising, Financial Aid and Athletics (if applicable) before the withdrawal will be processed.

An official withdrawal is recorded as a "W" grade on the student's transcript. Discontinuing a course without a written request for withdrawal automatically incurs an "FW" grade for the course (see Refund Schedule). Failure to Withdraw (FW) is indicated when the student does not complete withdrawal paperwork with the Office of Academic Advising nor does the student notify the instructor of their intent to withdraw due to an illness, accident, grievous personal loss, or other circumstances beyond the student's control. This grade is submitted by the instructor at the end of term.

Disability Services:

Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans Disability Act (ADA) guidelines. Students must meet with the Coordinator of Disability Services to complete an intake form in order to request an accommodation and/or an auxiliary aid (*e.g., additional time for tests, note taking assistance, special testing arrangements, etc.*). It is the student's responsibility to contact the Academic Support Programs Office to request an accommodation at least one month prior to enrollment for each academic term. Students who are requesting an accommodation and/or an auxiliary aid must submit documentation from a professional health care provider to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990. The cost of obtaining the professional verification is the responsibility of the student.

If a student believes that he or she needs a "reasonable accommodation" of some kind because of a physical, psychological, or mental condition, he or she should contact Disabilities Services. The Coordinator will secure documentation pertinent to the disability and work with faculty and staff, if necessary, to address the matter. All questions and inquiries pertaining to disability services should be directed to the Disability Services Coordinator at 219-473-4349.

CCSJ Alert:

Calumet College of St. Joseph utilizes an emergency communications system that transmits messages via text, email, and voice platforms. In the event of an emergency, of weather related closings, or of other incidents, those students who are registered for the system shall receive incident specific message(s) notifying them of the situation. Please sign-up for this important service at any time on the College's website. Alternatively, you can register at the time you register for classes. This service requires each user to register once per academic year. Therefore, at the beginning of each academic year, please remember to re-register for the system. This can be done at: <http://www.ccsj.edu/alerts/index.html>.

Emergency Procedures

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

FIRE

EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
 - Location of the fire within the building.
 - A description of the fire and how it started (if known)

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

TORNADO

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

BOMB THREATS

EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
 - Don't touch it!
 - Evacuate the area.

TERRORISM AND ACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION

1. Call 911 and report intruder.

RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.

11. Whatever you do, do something – “react immediately” is the better option to reduce traumatic incidents.