
Calumet College



of Saint Joseph

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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, Spring 2018

Course: ORMN 421, Research and Writing

Instructor Information:	
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Instructor Name	Niki Avina
Office Number:	CCSJ Tutoring Center
Phone Number:	219-796-7107
Email:	navina@ccsj.edu
Hours Available:	MW 9am-2pm in tutoring center Feel free to call, text, or email as necessary.

Instructor Background: After earning my undergraduate degree in Elementary Education from the University of Evansville, I began my teaching career while working to earn a graduate degree in Elementary Curriculum Design from Indiana Wesleyan University. As a middle school Language Arts teacher for ten years, I worked to build solid foundations in young writers. In 2005, I began teaching night courses for adults to help foster not only a foundation for college writing but a love for the craft of writing as well. Outside of my teaching career, I am a mom to two young daughters as well as a founding board member of Hannah's Hope, a charity that helps children in Northwest Indiana with special needs to purchase costly therapy and medical equipment.

Course Information:	
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Course Time:	Tuesdays, 6:00-9:00 PM
Classroom:	CCSJ Merrillville Location: Geminus Center 8400 Louisiana St. Lower level room B5
Prerequisites:	None
Required Books and Materials:	It is recommended that you have access to a writer's reference or handbook, either digitally or a paper copy. The Purdue OWL is a free resource we will use often. If you purchase a paper copy of a handbook, be sure it has the most recent MLA and APA updates. All other readings will be provided in class and on Blackboard.

Learning Outcomes/ Competencies:

Students in this course will:

- Write a problem/solution essay 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, library's EBSCO database, and academic journals
- Understand plagiarism and how to avoid it
- Use APA format correctly for in-text citations and works cited references

This course meets the following program objectives:

1. Be able to apply research skills and appropriate data analysis methods in order to evaluate and address problems in organizations.
2. Be able to create a logical argument and communicate ideas effectively in both writing and speaking.

This course meets Calumet College of St. Joseph's Signature Assessment requirement to demonstrate fundamental competency in written and oral communications.

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 research paper in a selected area of management.

Learning Strategies:

Direct Instruction: Direct instruction with PowerPoint and other visual aids will be used to provide students with the required content. In addition, direct instruction will allow students to practice note-taking and other organizational skills. It is recommended that students dedicate a notebook or digital file to course notes.

Small Group & Class Discussion: Small group activities based on course objectives will be provided to students in class. These activities are designed to foster hands-on practice with the skills presented in direct instruction, scaffold learning for all students, as well as to encourage conversation about the craft of writing.

Writer's Workshop: Writer's workshop will be used to improve writing at the individual level. Instructor will work one-on-one with students to provide specific, meaningful feedback that can be used to analyze and improve writing as well as prepare students for the competency portfolio.

Experiential Learning Opportunities: None

Assessments:

Major Assignments:	Article Summary Assignments Weekly Class Assignments Expository Research Paper Portfolio- timed writing, cover letter, revised essay Attendance & Participation	40 points 50 points 100 points 30 points (10 each) 30 points
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		Course total: 250 points
Class Participation:		
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:		
Class Date	Class Topics and Assignments	Homework
March 6	Please bring an introductory cover letter to class. Use the guidelines posted in Blackboard to introduce yourself as a student and a writer. Lecture/Discussion Topics: The Craft of Writing Effective Summarizing Assignments: Article Summary (Homework) Writing Process & Traits Activity (In-class)	Article Summary due before 6PM on March 28 Continue topic list for essay- we will begin research next week.
March 13	Lecture/Discussion Topics: Effective Research Practices: CCSJ library Organization Strategies APA Format Assignments: Problem section of essay (Homework) Article Scavenger Hunt (In-class) Essay Outline (In-class)	Draft of "problem" section due by 6PM on April 4 Keep resource list current as you research.
March 20 Course will meet at the CCSJ Whiting Campus @ 6:30 in the library.	Lecture/Discussion Topics: Academic & Topic Specific Vocabulary Sentence Structure & Flow In-Text Citations	Draft of "solution" section due by 6PM on April 11 Read "Communication" article before next class

	Assignments: Solutions section of essay (Homework) Sentence Fluency Worksheet (In-class)	
March 27	Lecture/Discussion Topics: Timed Writing for Portfolio Effective Communication Assignments: Final Essay (Homework) Article Summary (Homework) Revise the Writing Traits (In-class)	Final copy of Problem/Solution Essay due by this Friday, April 14 at midnight. Article Summary due by April 18 @ 6PM
April 3	Lecture/Discussion Topics: Writing Strengths & Weaknesses Portfolio Revisions Assignments: Complete portfolio (Homework) Reflection & Action Plan (In-class)	All portfolio documents due to Blackboard by midnight tonight.
April 10		
April 17		

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

Responsibilities	
Attending Class	<p>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. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.</p> <p>The organizational management's accelerated classes are intense and rigorous and demand student presence and participation. Students absent 2 times will receive the grade of F or FW for this module.</p> <p>Class begins at 6:00 PM and students are expected to be on time and remain for the entire scheduled course time. Tardiness and early releases impair student learning and distract others. Any student tardy more than two times will require the student to withdraw from the module. Unusual circumstances may be discussed with the instructor and program director.</p>
Turning In Your Work	<p>You cannot succeed in this class if you do not turn in all your work on the</p>

	<p>day it is due.</p> <p>Assignments must be turned in before the assigned deadline. Late work will be accepted for up to one week past the due date for a 50% deduction. After one week, no points will be awarded.</p>
CCSJ Student Honor Code	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>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:</p> <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	<p>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.</p>
Participating in Class	<p>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 discussion, you may be asked to leave, in which case you will be marked absent.</p> <p>This course is designed in a workshop format. Students are expected to participate in class discussions, ask questions, seek clarification, and contribute to the learning process.</p>
Doing Your Own Work	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Tracking Your Progress	<p>Blackboard will be updated weekly with your grades. You should track your progress and contact your professor if you have questions or concerns about your grades.</p>
Sharing Your Class Experience	<p>At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential 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!</p>
Withdrawing from Class	<p>After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the</p>

	policy outlined in the CCSJ Course Catalog.
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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	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. For more information, contact the Vice President for Enrollment and Retention, Dr. Dionne Jones-Malone, Office # 611, 219-473-4305.
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 .

Emergency Procedures

MEDICAL EMERGENCY

EMERGENCY ACTION
<ol style="list-style-type: none"> 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
<ol style="list-style-type: none"> 1. Pull alarm (located by EXIT doors). 2. Leave the building. 3. Call 911 from a safe distance, and give the following information: <ul style="list-style-type: none"> • 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.