
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 2019

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| Course: GENL 095 Learning Strategies 1, also known as PACE |
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Instructor Information:

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| Instructor Name | Jennifer Young |
| Office Number: | Office of First Year Experience, Room 186 |
| Phone Number: | 219-473-4285 |
| Email: | jyoung@ccsj.edu |
| Office Hours: | To be scheduled per your preferences and my availability. Check my office door, Blackboard, or the Student Success Center for posted hours once we have settled on them. |
| Instructor Background: On campus, I serve as the Director of First Year Experience and Coordinator of General Education Composition. In the community, I am the President of the Whiting Arts Council. | |

Course Information:

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| Course Time: | Monday from 10:15 a.m. to 11:45 a.m. |
| Classroom: | 206 |
| Prerequisites: | PACE Contract at Admission |
| Required Books and Materials: | Ready and reliable access to Blackboard and campus e-mail Assignment Book and Outlook Calendar |
| Learning Outcomes/ Competencies: Students in this course will: <ul style="list-style-type: none">• Create personal schedules and practice prioritizing tasks.• Utilize campus resources such as the Student Success Center and available mentors. | |

- Assess themselves as students and propose changes to their learning and studying techniques.
- Engage in campus life beyond the minimum requirements of the GENL 100 Orientation Passport.
- Make independent but supported decisions about their own education.

The course also meets the following General Education Program objectives:

- Students will read analytically, synthetically, and critically in a variety of genres.
- Students will write in a variety of forms using valid logic, persuasive rhetoric, and correct grammar, usage, and punctuation.
- Students will be able to orally deliver a presentation with a clear central idea that is logically developed, supported by convincing evidence and valid reasoning, and expressed using language and delivery choices thoughtfully adapted to the audience.
- Students will represent, apply, analyze, and evaluate relevant qualitative and quantitative mathematical and scientific evidence (i.e. equations, graphs, diagrams, tables, words) to support or refute an argument.
- Students will appreciate, create, and critique the persuasive power of art and media.
- Students will be able to apply ethical standards to social issues and analyze their own core beliefs and the origin of these beliefs.

Course Description: The PACE Program is a first year college transition program designed to assist students in improving the skills they will need to persist through to graduation. The program creates a prescriptive education plan for students. Students participate in the following: one-on-one tutoring, group study sessions, academic skills workshops, and group activities. Students who do not successfully complete GENL 095 in their first term will be required to petition for readmission to the college.

Learning Strategies: We will do whatever it takes, including group work, one-on-one mentoring, readings, discussions, workshops, and practice assignments.

Experiential Learning Opportunities:
To be decided by the class

| Assessments: | |
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| Major Assignments: | Personal Schedule Self-assessment |
| Assessments: | Weekly Assignments submitted through Blackboard |
| Class Participation: | Be where you are supposed to be when you are supposed to be there and get involved. If you are in the room but checked out, you are not really there. Be there. Do better. Participate. |
| Total | 15 Points for Attendance <u>15 Points for Assignments</u> 30 Points total with a minimum of 25 required to Pass |
| Grading Scale: P – Pass grade for meeting minimum requirements and not missing more 4 class meetings F – Fail grade for not meeting minimum requirements and/or missing 5 or more class meetings | |

Course Schedule:

A Weekly Schedule will be kept in Blackboard. You should check it at least every other day.

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

| Responsibilities | |
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| 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. 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>Every student must meet with the instructor, a tutor, or a mentor for one hour and thirty minutes each week. Those meetings will be recorded as Attendance in Blackboard. Missing five meetings or earning five absences or more for any reason will result in an F for the course.</p> |
| Turning In Your Work | <p>You cannot succeed in this class if you do not turn in all your work when due. Late work will not be accepted. You have plenty of time when you manage it wisely. Make good choices.</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, you may be asked to leave, in which case you will be marked absent.</p> |
| Doing Your Own Work | <p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. 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 to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library</p> |

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| | <p>Web page at http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</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 in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.</p> |

| Resources | |
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| CCSJ Book Rental Program | <p>The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see http://www.ccsj.edu/bookstore. All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</p> |
| Student Success Center: | <p>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.</p> |
| Disability Services: | <p>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.</p> |
| Student Assistance Program | <p>Through a partnership with Crown Counseling, 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 the Crown Counseling offices in Crown Point or Hammond. For more information, contact Kerry Knowles SAP Counselor, at 219-663-6353 (office), 219-413-3702 (cell), or kerryk@crowncounseling.org.</p> |
| CCSJ Alerts: | <p>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.</p> |