
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.

We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.

COURSE SYLLABUS, Spring 2020

Course: GENL 290 H Honors Seminar

Instructor Information:	
Instructor Name	Dr. Carrie Hutton
Office Number:	302
Phone Number:	219-473-4284
Email:	chutton@ccsj.edu
Hours Available:	<ul style="list-style-type: none">• MW 7:30 AM – 10:15 AM• MW 3:15 PM – 5:00 PM• TR 7:30 AM – 8:30 AM• Please note that meetings and appointments can effect these hours.• Additional office hours are available by appointment
Instructor Background: B.S. Actuarial Science, Indiana University; M.S. Mathematics and Statistics, Purdue University; M.S.E. Engineering, Purdue University; Ed.D Leadership in Education, American College of Education	

Course Information:	
Course Time:	Monday, 4:30 pm – 6:30 pm/Friday, 9:30 am – 11:30 am
Classroom:	TBD
Prerequisites:	Admission into Honors Learning Community
Required Books and Materials:	N/A

Learning Outcomes/ Competencies:	
This course meets the following General Education objectives:	
<ul style="list-style-type: none"> • 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: Honors Seminar is a 0-credit hour course with a pass/fail grade that meets for two hours each month. The course is required for all students enrolled in the St. Gaspar's Honors Learning Community. The course supplements existing curriculum in a co-curricular fashion, deepening students' comprehension of the breadth and depth of human intellectual and creative expression in the liberal arts while utilizing LEAP high impact practices and drawing from themes in art, art history, history, literature, music, philosophy, science and technology, and provide exposure to the professional and scholarly works of CCSJ faculty, to regional scholars, and to scholarly works from a variety of disciplines.	
Learning Strategies: Discussion, seminars, service projects.	
Experiential Learning Opportunities: Service Projects	

Assessments:		
Major Assignments:	10 hours of service each semester (must be pre-approved by instructor and documented for credit) Preparation for Seminars Seminar Attendance and Participation Minimum 3.2 cumulative GPA Engagement in ethical behavior (academic/athletics/community)	Documentation due by April 17, 2020

Class Participation:	It is expected that you attend all seminars each term. It is expected that you are prepared for all seminar activities, per the syllabus schedule.	
Grading Scale:		
All requirements met – Pass All requirements not met - Fail		

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>If you are unable to attend the Monday Seminar each month, a make-up Seminar will be offered on Friday. Failure to attend either Monday or Friday during any month will result in a deduction in scholarship monies awarded.</p>
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work on the day it is due.
Meeting Standards for Classroom Behavior	<ul style="list-style-type: none"> • Use all the class time. Come to class on time and stay in class until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others. • Come prepared. Bring your texts, be prepared to take notes, and be able to demonstrate that you have completed the assignments for the day through your participation in class. • Respect others. Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately. • Use electronic devices only for class purposes. Engage with your classmates and the instructor without technological distractions.
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;

	<ul style="list-style-type: none"> • 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 activities. If you are not prepared for class discussion, 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 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 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>
Tracking Your Progress	Your midterm grade will be available on MyCCSJ between Weeks 6 and 8. Be sure to see how you're doing and follow up with your instructor.
Sharing Your Class Experience	Your voice matters! 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!
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.
CCSJ Book Rental Program	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

	<p>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>
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>

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

Course Schedule

DATE	TOPIC
2-10-20 (4:30 – 6:30 pm) Make up 2-14-20 (9:30–11:30 am)	Course Introduction Contract Information New Student Introduction Social Media and Soft Skills (Mr. Dino Ramirez)
3-9-20 (4:30 – 6:30 pm) Make up 3-13-20 (9:30 – 11:30 am)	Interviewing (Prof. Desila Rosetti)
4-13-20 (4:30 – 6:30 pm) Make up 4-17-20 (9:30 – 11:30 am)	Contract Information Graduate School at CCSJ (Enrollment team)