



Your University of Choice

***SYLLABUS FOR (The Integrated Project, ORMN 463)***

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**Directed Study**

Term: Fall 2016  
Instructor: Roy Scheive, Program Director  
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**Office Hours:** By Appointment

**Course Time:** Arranged

**Class Location:** On-line and Whiting College Campus

**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 real life situations
- Utilize critical thinking skills to logically construct an argument
- Communicate effectively with individuals and groups in a variety of professional settings.
- 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	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>
	<b>1000 points total</b>

**Individuals who do not adequately contribute toward group project will have points deducted from their Case Study /formal paper points.**

**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	100 to 90 percent	B	89 to 80 percent	C	79 to 70 percent
D	69 to 60 percent	F	59 or under (percent)		

**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**

## **Class Assignments:**

### **Night One**

**Turn in two copies of the In-Basket Activity  
At the beginning of class**

**Turn in job posting that you would like to apply for from Monster.com or another internet site**

Review Syllabus,  
Review how to analyze a case  
Hand out cases and assign learning groups  
Hand out assignment for Management philosophy paper

### **Night Two**

**Management Philosophy Paper Due**

Review interviewing Skills  
    Hand out interview Rubrics  
Review Problem Employee Simulation  
Meet with Case Study Group  
Make appointment for interviewing simulation  
Make appointment for Problem Employee Simulation

### **Night Three**

Problem Employee Simulation  
Meet with Case Study Group

**Location will be arranged**

### **Night Four**

**Location will be arranged.**

Interviewing Simulation  
Meet with Case Study Group

### **Night Five**

Case Study Presentations  
Final Case Study Due

**IN-BASKET ACTIVITY-** see in-basket activity posted on CCSJ's Web Page

**JOB POSTING** – turn in a job want ad 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.

**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 room 413.

The Supplemental Instruction (SI) Program is an academic support program designed to increase student performance and retention. The SI Program provides peer-assisted study sessions to aid students in academic courses that often prove challenging. Weekly study sessions are led by a supplemental instructor, a "peer facilitator" who helps students master course content and practice effective study skills. In SI sessions, students are provided with an opportunity to review lecture notes, clarify difficult concepts, discuss ideas, and study for tests in group settings. SI sessions are for students who need or want supplemental instruction in courses in which SI support is provided. Students may attend as many sessions as they deem helpful. For more information regarding the SI Program, contact the Academic Support Programs Office at 219 473-4352.

**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 uses citation guidelines, generally MLA or APA format, to document sources quoted or paraphrased in student papers. Check the syllabus for each course to see what each instructor requires. The Library has reference copies of each manual; the Bookstore has copies for sale when required by the instructor. In addition, there are brief MLA and APA checklists in your spiral “Student Handbook and Planner” 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.

### **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>.

## **School Closing Information:**

**CCSJ Alerts:** An emergency communications system that transmits messages via text, email, and voice platforms. Please sign-up for this important service at any time on the College's website. This can be done at:  
<http://www.ccsj.edu/alerts/index.html>.

**Internet:** <http://www.ccsj.edu>

<http://www.EmergencyClosings.com>  
Facility: Calumet College of St. Joseph  
Phone: 219.473.4770

### **Radio:**

WAKE – 1500 AM  
WGN - 720 AM  
WIJE – 105.5 FM  
WLS – 890 AM  
WZVN – 107.1 FM  
WBBM NEWS RADIO 78

### **TV Channels:**

2, 5, 7, 9, 32