
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, Fall 2017 (2017-1)**Course: BIOL 372 BIOMEDICAL HEALTH LITERACY I- SECTION A****Instructor Information:**

Instructor Name	Dr. Sandra Chimon Rogers
Office Number:	304
Phone Number:	219-473-4268 Cell/Text (773)719-8759 (please identify yourself first) Snapchat DrPeszek
Email:	drrogers@ccsj.edu Please let me know what class and section you are in.
Hours Available:	Monday and Wednesday 6:45AM to 8:30AM. Tuesday and Thursday 6:45AM to 9:30 AM. Monday – Wednesday 1:30-2:30ish. If you forget, all my hours are posted outside my office; however, sometimes I am there at other times. COME IN! No appoints are needed. If the door is open, come in! All are welcomed!

Instructor Background: *B.S University of Illinois (Chemistry); Ph.D. University of Illinois (Bioanalytical Nuclear Neurochemistry); Post-Doctoral Fellow, University of Illinois (Bioanalytical Chemistry); Adjunct Professor: National Louis University (2008), Prairie State College (2008-2009), Elmhurst College (2008-2009), Visiting Assistant Professor: DePaul University (2009-2011) and Assistant Professor of Bioanalytical Chemistry and Director of Undergraduate Studies (2011-2013). Director of the Science Program, Assistant Professor at Calumet College (2013-2016). Department Chair of Science, Math, and Behavioral Science (2015-2016). Director of the Biophysical Chemistry Program, Associate Professor at Calumet College (2016-present). Biophysical Chemistry and Math Department Chair (2016-present).*

What does my research at Calumet College of St. Joseph entail?

- Analyze structural and neurotoxic properties of neurodegenerative-disease related proteins and peptides, which are major suspects of Alzheimer's disease and Parkinson's disease
- Utilize various sample preparation techniques including but not limited to biochemical assays, kinetics, neurotoxic effects involving instrumentation such as fluorescence, UV/Vis,

NMR (solution and solid state), FTIR, and electron microscopy.
 The types of sciences which are involved in my research cover a broad range of interdisciplinary aspects from analytical chemistry, physical chemistry, biophysics, nanotechnology, bioanalytical, molecular biology, biochemistry, and neuroscience

Theoretically, everyone in this class could get an A. This fact means that you are never in competition with your classmates. I have this policy to encourage you to study in groups for the exams to help each other out. I encourage you to follow your performance using the grades that will be posted on Blackboard.

Course Information:	
Course Time:	ARR
Classroom:	CCSJ 332, 337, and 304
Prerequisites:	Pre-requisites – C- or better in MATH 103, BIOL 115, BIOL 115L, BIOL 205, BIOL 205L, CHEM 200, CHEM 200L, CHEM 205, CHEM 205L, CHEM 310, and CHEM 310L. Lab fees will be applicable.
Required Books and Materials:	<p>Required on a daily basis</p> <ol style="list-style-type: none"> 1. Laboratory Notebook (Spiral bound 100 set), Hayden-McNeil Publishing 2. Safety goggles or glasses which conform to the American National Standard Institute's (ANSI) standard Z87.1-1989 for protection against chemical hazards. The bookstore sells goggles: Sellstrom Safety (product # SF88210), Superior Industrial Supply Co <p>Recommended:</p> <ol style="list-style-type: none"> 1. D.C. Harris, <i>Quantitative Chemical Analysis</i>, 8th ed., W.H. Freeman & Co., New York, 2010 2. D.C. Harris, <i>Solutions Manual for Quantitative Chemical Analysis</i>, 8th ed., W.H. Freeman & Co., New York, 2010 3. Non-graphing, non-programmable calculators are recommended for lab. Suggested models include: TI-30X family of calculators or CASIO fx-260solar or CASIO fx-250HC <p>Periodic table is recommended for lab.</p>
<u>Learning Outcomes/ Competencies:</u>	
<p>This is a list of very specific learning objectives for Biol 372A lab. The lab will also provide hands-on opportunities to develop and apply this knowledge. Please note that for many of the topics in this course real world examples are used. If a specific objective is also partially addressed with an experiment, then the experiment number has been included in parenthesis. Also, on occasion, the topics result in brief discussions of economic and societal issues and some historical development can also be done so as to see the role science played in certain world events.</p> <p>By the end of this course, students will be able to master the following program objectives:</p> <ol style="list-style-type: none"> 1. Scientific Knowledge and Critical Thinking: <ul style="list-style-type: none"> o Students will demonstrate substantial and up to date core knowledge of broad areas in basic biomedical, translational, or clinical research. o Students will demonstrate the ability to accurately and critically evaluate their own scientific work and the work of others. 2. Research Skills and Problem Solving Ability: 	

- Students will demonstrate advanced understanding of a range of technical and conceptual approaches used in biomedical research.
 - Students can design, carry out, and interpret research projects that generate new knowledge that advances the biomedical sciences and human health.
3. **Specific Expertise:**
- Students can articulate the significance of their own work to their chosen research area in both historical and forward-looking contexts.
 - Students will demonstrate mastery of a range of technical and conceptual approaches used in their selected research area.
4. **Communication:**
- Students will demonstrate the oral, written and media communication skills required to be effective communicants, teachers and mentors of peers, future scientists and scientifically literate citizens
5. **Ethics and Advocacy:**
- Students will apply highest standards of ethics to their research (data management, research subjects, stewardship of research funds)
 - Students will improve their confidence and interactions with colleagues and the public.
 - Students will be able to advocate for the role of science in medicine and society
6. **Career Preparation:**
- Students can articulate an appropriate set of desired potential career paths, and are aware of the preparation and initiative required to pursue these paths

More specifically when analyzing quantitative reasoning and scientific inquiry skills at the mastery level:

- 1) The student can perform correct, clear and concise calculations.
- 2) The student can interpret and explain information that is presented in mathematical forms (e.g. equations, graphs, diagrams, tables, words).
- 3) The student can analyze and apply quantitative and scientific data to make judgments and draw appropriate conclusions.
- 4) The student can identify assumptions in scientific inquiry (e.g. estimation, modeling, and data analysis) and evaluate the validity of inferences drawn from the data.
- 5) The student can express quantitative or scientific evidence in support of an argument or the purpose of work (with respect to what evidence is used and how it is formatted, presented, and contextualized).
- 6) The student can apply mathematical and scientific evidence to the understanding and evaluation of real world ethical, spiritual, and intellectual issues.

Course Description: A 3 credit course. This course is the second part of a two semester research and literature course in biomedicine which will cover the how to put together a proper proposal by interpreting, analyzing, and presenting data acquired in the first sequence. The students will prepare papers in a similar manner as preparing for publication in a peer reviewed journal. In particular, this course will give students insight through exciting "hands-on" projects and problems. Student work involves the study of human medicine, research processes and an introduction to bio-informatics. Students investigate the various health conditions including various Prions diseases, Lou Gehrig's disease and others, just to name a few. A theme through the course is to develop a cure/treatment for various diseases. After determining the factors responsible for the death, the students investigate lifestyle choices and medical treatments and research related discoveries that might have prolonged the person's life. Key biological concepts including: metabolism, inheritance of traits, feedback systems, neurological impacts, and defense against disease are embedded in the curriculum. Engineering

principles including: the design process, feedback loops, spectral interpretation, and the relationship of structure to function are incorporated in the curriculum where appropriate. The course is designed to provide an overview of the Biomedical Science field and to lay the scientific foundation necessary for student success in industry/advanced applied sciences.

Learning Strategies:

Active learning, Blackboard, group discussions, team projects, collaborative learning, interactive lecturing, laboratory exercises, demonstrations

Experiential Learning Opportunities:

In class discussion, comprehension and critical thinking along with laboratory experience is essential for a fundamental understanding of the scientific method. This course has a required laboratory portion that provides students with experiential learning through experimental design, hypothesis development, data interpretation, and communication of results through laboratory reports. The laboratory section of this course additionally has students create and prepare bi-weekly lab reports on their way to better prepare them for a publication-quality research paper. Alongside the weekly lab reports, the students will prepare a final poster at the end of the semester to be presented and submitted to a local conference and/or our semester end poster session at the University.

Assessments:

The percent values for each category of assessment are listed below. Percent values for each category are normalized for each task and may be adjusted to reflect actual number of assignments, quizzes, etc., at the professor’s discretion and any changes made during the semester supersede the point values reflected here; changes will be announced in class and posted on Blackboard.

The laboratory grade is composed of four components. The scientific safety, scientific ethics, laboratory notebook, and final presentation. **There are no make-ups for a missed final presentation.** Keep in mind that if you have *more than one laboratory absences for invalid reasons, you will fail the course.* Your grade for this course will be based on the total number of points you accumulate during the session. Any questions regarding grading must be addressed within one week after the graded material has been returned to you. **The grade you earn in this course will be determined by the following components:**

CATEGORY	DESCRIPTION	PERCENT
Scientific Safety	random checks	15%
Scientific Ethics	Lab Notebook	15%
Participation	Communication, participation and attendance	15%
Data	Data analysis and interpretation	25%
Final Presentation	Poster or Oral Talk	30%
	Total	100%

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

Note: Concerns about assignment or exam grading must be brought to my attention, in person, immediately after obtaining a copy of your exam from my office.

Furthermore, concerns about your overall performance in the course must be brought to my attention before the final exam. Your grades are posted to date on Blackboard. Please feel free to keep up to date with them and ask any questions that arise immediately. I will not accept any late and/or missing assignments after the due date; therefore, please keep in mind that it is your responsibility to keep track of the grades posted in your Blackboard account for this class. Do not contact me after the final exam requesting extra credit or points to receive a grade you want (but did not earn).

Due to privacy concerns and respect for you and your grades, attempts to discuss grades or grading

Course Schedule:

Labs

Week 1: Sept 4-9

NO CLASS ON SEPT 4

Meet with me to discuss what your project will be and decide on your groups. Obtain supporting articles published in a peer-reviewed journal.

Week 2: Sept 11-16

3 hours are required in the lab setting. You will discuss with me your action plans, go over what protocols and procedures you'd like to utilize and what items need to be ordered. We will design the project this week.

Week 3: Sept 18-23

Begin the research project and its initial stages. Also, go over where you'd like to present your findings, start preparing an abstract and submit your proposals.

Week 4: Sept 25-30

Continue on with your research. Make sure to remember to document all your research findings, instruments used, all the chemicals used and the techniques.

Week 5: Oct 2-7

Continue with research project. Make sure to use at least 3 different types of instruments. On or off campus is okay.

Go over CV's, graduate schools of choice, requirements and so forth. Begin CV.

Week 6: Oct 9-14

Continue on with research project. Start writing your materials and methods for your publication

Week 7: Oct 16-21

Research continues....edit your material and methods

Week 8: Oct 23-28

Research continues and prepare your data/result in a well thought out manner

Go over CV's, graduate schools of choice, requirements – begin working on applications. Work on CV.

Week 9: Oct 30-Nov 4

Halloween Demo (This is part of your lab assignment and in class assignment) on Halloween Day.

Research continues....prepare your discussion and results of the paper

Week 10: Nov 6-11

Finish up research, start working on finalizing the paper and putting together the abstract. Prepare for you conferences that you will attend.

Week 11: Nov 13-18

Edit the papers and conform it to the template for the chosen journal.

Week 12: Nov 20-25

Obtain all supporting references.

THANKSGIVING RECESS: NOV 23-24

Week 13: Nov 27-Dec 2

Poster Showcase

Week 14: Dec 4-9

Go over CV's, graduate schools of choice, requirements and so forth. Complete CV.

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>This is an arranged time course; therefore you are accountable to give at least a minimum of 3 hours a week in the lab setting.</p>
Turning In Your Work	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due.</p> <p>Due dates are specified for each assignment on Blackboard and the assignments. You will be given an assignment each and every day that we meet; any changes will be announced in class and posted on Blackboard.</p> <p>ASSIGNMENTS WILL NOT BE ACCEPTED AFTER THEIR DUE DATES. You may request an extension in writing at least 24 hours in advance of the due date for assignments, but it is up to the instructor's discretion whether or not to allow an extension.</p> <p>If you are absent the day that an assignment is due, follow these guidelines:</p> <ul style="list-style-type: none">• HOMEWORKS: turn in via Blackboard <u>on its scheduled due date</u> <p>IN-CLASS ACTIVITIES: cannot be turned in late or made up; it is the student's responsibility to do this work independently after an absence, but will not get credit for the missing assignment with respect to attendance.</p> <ul style="list-style-type: none">• QUIZZES: cannot be turned in late or made up; student will receive a zero on all missed quizzes. <p>See "attending class" above. All assignments can be submitted via e-mail if a link is not provided through Bb. It is the students' responsibility to request extensions in writing to the instructor.</p>
<u>SCIENTIFIC SAFETY</u> General Guidelines and Laboratory Rules (Just a reminder)	<ol style="list-style-type: none">1. If you are pregnant, you must obtain a letter from you obstetrician that states that it is safe for you to conduct experiments during the quarter and you must submit this letter to your lab instructor.2. Safety glasses/goggles must be worn at all times in the lab. Contact lenses are prohibited; wear prescription glasses instead.3. Open-toes shoes, shorts and excessively loose or flowing clothes

	<p>are forbidden in the lab..</p> <ol style="list-style-type: none"> 4. Long hair must be tied back. 5. Gloves must be worn when handling chemicals. Always wash your hands after each lab. 6. Know the locations of the safety shower, eye wash stations, and first aid kit in the lab. 7. Know the exits from the lab and the building. 8. Report all personal injuries to the instructor who will assess the wound and summon professional help if necessary. 9. Assume that the chemicals are dangerous unless you know otherwise. 10. Dispose of waste in the appropriately labeled containers ONLY. 11. Work only with clean equipment and glassware (dry) on a clean bench top, and clean up after yourself. 12. Carefully handle and measure appropriate quantities if the reagents needed in the experiment. 13. Use the right chemicals – pay attention to the names of the chemicals that you plan to use. You could cause a serious accident if you mix the wrong chemicals. 14. Save all solutions and solids until you have successfully completed the experiment. 15. Never return excess chemicals to the stock bottle. 16. Smoking, eating, drinking, gum chewing, and applying cosmetics in the lab are prohibited. 17. Never use your mouth to pipette a liquid; use a pipette bulb. 18. Manage your time wisely so that you don't rush or take short cuts. 19. Record all data in ink in your laboratory notebook while you work! Do not write data, even temporarily, on scraps or other pieces of paper. Make sure your data is complete. Make sure to record the date or the unknown number, if any. 20. Be prepared for the experiment before you arrive to the lab. 21. Clean up after yourself. Clean your part of the laboratory bench at the end of your stay in the lab. Points will be taken off the lab report grade if the balance room or the laboratory is left untidy. 22. If you don't know or are unsure about any aspect of your experiment, ask the instructor or the TA. 23. If you fail to adhere to the safety rules you will not be allowed in lab. Your behavior that is deemed by the instructor to be unsafe to yourself or to others will result in your dismissal from that week's experiment. You will not be allowed to finish the lab at a later time. <p>Your preparedness and behavior in lab will be evaluated as part of your lab safety grade. If you follow the rules delineated above, earning these points should be straightforward. The instructor will perform random checks during each lab meeting. Upon the completion of each meeting, you will be notified of any point deduction.</p>
<p>SCIENTIFIC ETHICS: <u>Laboratory Notebook</u></p>	<p>You must record all data in the official course laboratory notebook. Make sure that you write your name on your notebook and supply any other pertinent contact information that can be used to return the notebook to you in case it is lost.</p>

	<p>If you make a mistake, delete entries by crossing them out neatly with a single line. Scrap paper notes will be confiscated and not returned. Before leaving the laboratory you must have another student look over your work, your calculations and they must sign and date it. You must also have the laboratory instructor sign the page(s) with your data and turn in the duplicate(s) of the page(s) you worked on. Original pages (blue) should never be torn from the notebook. The notebook should retain an intact sequence of numbered blue pages. Copy pages (yellow) will be submitted to the instructor at the end of each experimental run/day. Carbon copies will not be accepted after you leave the laboratory for the day. Please be aware that your laboratory notebook is subject to inspection to verify and authenticate your experimental observations.</p> <p>The notebook pages must contain any and all pieces of information needed to obtain final results for the experiment. Such information includes, but is not limited to:</p> <ul style="list-style-type: none"> • The title of the experiment • The name of your laboratory partner, if applicable • The date of the experiment • The procedure for the experiment (not a word-for-word copy of the lab manual contents, but your notes that will allow you to complete the experiment) • A detailed list of procedural changes • A detailed list of equipment and its condition • Clearly written data with <i>proper significant figures and units</i>, in tabular form • Clearly written calculations with proper significant figures and units <p>The burden is on you to make sure you have all of the data that is necessary to write a successful final project. Trying the calculations before leaving lab will help make sure that you have all of the necessary data.</p> <p>Every student in the lab will also be responsible to look over a peer's notebook. This is to occur after the completion of every lab meeting. If the reviewer missed a mistake, both the reviewer and the person whose notebook it is will be penalized by having points deducted from their "Scientific Ethics" portion. As this would be the case in all the fields of science, from medicine to industry. If you make a mistake, not only will you be liable for any mistakes made, but so will the person who checked the results and did not do anything about it. If the review finds a mistake, it is required by them, that they note this in the lab notebook immediately, prior to turning in your yellow sheets.</p> <p>You will be graded on how you prepare and maintain your laboratory notebook, the accuracy of your results and of your calculations, and the accuracy of the calculations of the student who's notebook your reviewed.</p>
<p>LITERATURE SEARCHES</p> <p>Add to your Lab Notebook</p>	<p>I will post any announcements for that week and a literature reading assignment for that week on Blackboard. The readings will not be graded. Rather, these literature assignments are intended to help you understand the laboratory material more deeply and help you prepare for the final presentation. You should always feel free to post any</p>

	<p>comments and/or notes about these readings in your notebook.</p> <p>Students are required to read the assigned text materials before lab and are expected to be prepared for the experiments. This enables in depth discussion of the material and current topics in chemistry if approached by the instructor. Students are expected to ask questions as well as be called upon to answer questions in the lab. Regular lab attendance as well as participation in lab activities and discussions will be considered for participation grade.</p>
<p>DATA ANALYSIS AND INTERPRETATION</p> <p>Add to your Lab Notebook</p>	<p>Once you start acquiring data you must look over the findings and interpret your results immediately as you obtain it. Make sure it makes sense. If it does not, re-check your calculations and your instrumental settings. As a direct result of your immediate observation, you are able to start over without a penalty and also have the adequate time required to complete your experiment. If there are errors beyond your control, you must immediately inform the instructor and proper measure will then be taken. Since you will be working under realistic scientific settings, similar to those found in graduate school/industry, you should take part in helping analyze the source of the error. By doing so will increase your knowledge and expertise in the analytical skills for that particular instrument.</p>
<p>ORAL PRESENTATION</p> <p>Either as a poster or talk</p>	<p>It is up to the discretion of the instructor and based on the size of the class how the final interpretation of the data will be presented. Whether in poster format or oral talks, every student is required to discuss the experimental procedures involved in detail. From the instrument and its particular settings (which hopefully were determined experimentally and based off of literature) to the results and final interpretation. The poster/talk should tell a story. Why you did the experiment? How you performed the experiments? What did you find out? What does it all mean? What can we take home from this? Can we go on further with this project? Do we have sufficient data to maybe put it together for a peer-reviewed journal?</p> <p>If you feel that you have adequate, reproducible data, we can possible discuss the option of having it published. This will not be a part of your final grade, but will be a great bullet point to have on your resume/CV as you apply to go to the next step in your scientific career.</p>
<p>Laboratory Resources</p>	<p>The lab instructor and teaching assistant both have office hours during which they can answer questions regarding reading assignments, calculations from a lab, the final project, etc. The writing of lab reports may be a new experience for you. If you have questions regarding formatting, organization, etc., you should feel free to stop by. With enough notice, they may be able to look over a rough draft of your presentation and make suggestions. In addition, the Center for Writing has tutors familiar with writing lab reports and posters that can help you revise a rough draft. In all cases, it is important to schedule an appointment several days before your report is due.</p>
<p>CCSJ Student Honor Code</p>	<p>This course asks students to reaffirm the CCSJ Student Honor Code: 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.
<p>Using Electronic Devices</p>	<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. In order to minimize distractions in the classroom, please turn off the sound on cell phones and pagers and keep classroom chatter and eating noises to a minimum.</p> <p>No social media chatting/texting will be allowed to be used during lecture or lab times unless otherwise directed by the instructor. No videotaping or recording of lecture without written consent and discretion of the instructor. The instructor reserves the right to ask you to leave the room if you interrupt the class.</p> <p>The science faculty will address electronic device use as follows:</p> <p>Occurrence</p> <ul style="list-style-type: none"> • 1st – Student is given a verbal warning. • 2nd - Student is instructed to leave the classroom. <p>The student cannot return to class until they have met with the professor.</p> <ul style="list-style-type: none"> • 3rd - Student is instructed to leave the classroom. <p>The student cannot return to class until they have met with the V.P. of Academic Affairs.</p> <p><i>Things can and do happen. If someone really needs to reach you while you are in class, please inform the professor at the beginning of class. You can set your device to "vibrate" and answer your phone call in the hallway.</i></p> <p>In order for the lectures to flow smoothly and for the class to get the most of the time spent together, I request that the use of the podium computer be prohibited 10 minutes prior to lecture and 10 minutes post lecture.</p>
<p>Participating in Class</p>	<p>Participation will be expected during in-class active learning exercises in order to receive full credit for those assignments.</p> <p><u>General Laboratory Guidelines:</u></p> <ul style="list-style-type: none"> • Know the locations of the safety shower, eye wash stations, and first aid kit in the lab. • Report all personal injuries to the instructor who will assess the wound and summon professional help if necessary. • Assume the chemicals are dangerous unless you are told otherwise. • Work only with clean equipment and glassware (dry) on a clean

	<p>bench top.</p> <ul style="list-style-type: none"> • Carefully handle and measure appropriate quantities of the reagents needed in the experiment. • Use the right chemicals – pay attention to the names of the chemicals you plan to use. You could cause a serious accident if you mix the wrong chemicals. • Save all solutions and solids until you have successfully completed the experiment. • Manage your time wisely so that you do not rush or take short cuts. • Record all data in ink in your laboratory notebook while you work! Do not write data, even temporarily, on scraps or other pieces of paper. Make sure your data is complete. Make sure to record the date or the unknown number, if any. • If you do not know or are unsure about any aspect of your experiment, ask the instructor. <p>Your preparedness and behavior in lab will be evaluated as part of your lab report grade. If you follow the rules and guidelines stated above, earning these points should be straightforward.</p> <p>Laboratory Resources: The lab instructor has office hours during which they can answer questions regarding pre-lab assignments, calculations from a lab, the writing of lab reports, etc. If you have questions regarding the formatting, organization, etc. of your lab report, you should refer first to the rubric for the lab and the lab report writing guidelines; both of these are available on Bb. If you still have questions, you should contact the lab instructor. With enough notice, they may be able to look over a rough draft of your report. In addition, the Center for Writing has tutors familiar with writing lab reports that can help you revise a rough draft. In all cases, it is important to schedule an appointment several days before your report is due.</p>
<p>Doing Your Own Work</p>	<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 ACS, 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> <p><u>Cheating on Exams</u> Cheating on exams comes in two forms: (1) Communicating with others in any form, either verbally or nonverbally, as a way of sharing information during an exam; (2) Bringing in some sort of aid, such as notes, to assist you during the taking of an exam. To help facilitate honest test taking, I will require that all cell phones be shut off and put away, all tables cleared, and all hats removed, during all exams.</p>

	<p><u>Plagiarism</u> Plagiarism is the presentation of the ideas, opinions, or the writings of others as though it were your own. Plagiarism is stealing. It is dishonest, unethical, and illegal. It is also not a very smart approach to school, because it defeats the point of your being here, namely, to improve your own powers of thought and expression.</p> <p><u>Consequences of Academic Dishonesty</u> I have zero tolerance for cheating or plagiarism in my classroom. If you are caught cheating on an exam, or if you are caught plagiarizing on a written assignment, you will receive a zero on that exam or written assignment without impunity. You will not be given the opportunity to retake an exam, or to drop or rewrite the assignment. I will also turn the matter over to the proper channels for further possible action. I will have no reservations reporting this activity.</p> <p>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.</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	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <i>essential</i> 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.
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	This free and confidential counseling service is available on-campus to help you deal with personal issues. The counseling office is in Room 301.

	You can reach them at 219 473-4362 (on campus) or 219-736-4067.
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

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, and 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.

Semester I (Fall)-2017

August 16 – 18	Faculty Welcome Week
August 21	Education Classes Begin
August 30	GENL 100A – College Survival Freshman Orientation
August 31	GENL 100T – College Survival Transfer Student Orientation
September 4	Labor Day
September 5	Traditional Classes Begin
September 5	Tuition payment due
September 5	Accelerated Classes Begin
September 11	Last day for class changes (add/drop)
September 29	Last day to withdraw from a course without instructor approval
October 2	Mid-term
November 23 – 25	Thanksgiving recess
December 8	Last day to withdraw from a course with instructor approval
December 9	Traditional Classes end
December 10 – 16	Semester examinations
December 14	Accelerated Classes end
December 17	December graduation (ceremony in May)
December 18-22	Intersession Classes