
Calumet College



of Saint Joseph

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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.

COURSE SYLLABUS, Fall 2018**Course: GENL 100 A, R, and T****Instructor Information:**

Instructor Name	Jennifer Young
Office Number:	Office of the First Year Experience
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Office Hours:	TBD

Instructor Background: I started at CCSJ as an adjunct when I was finishing up work on my MA in English. After a few years of part-time work, I was offered the full-time position of Learning Community Coordinator. That job has grown into the Director of First Year Experience and Coordinator of General Education Composition. I grew up in the Region, I went to a local high school and a local college, and I'm the first in my immediate family to graduate college.

Course Information:

Course Time:	Orientation Day: August 22 from 8:30-3:30 and throughout the first semester
Classroom:	The world is our classroom!
Prerequisites:	Acceptance to CCSJ
Required Books and Materials:	Ready and reliable access to Blackboard

Learning Outcomes/ Competencies:

Students in this course will:

- know what is expected of college students

- understand both academic and non-academic components of attending college
- evaluate CCSJ resources and analyze how best to use them to assuage their concerns about college and be successful students
- create a unique and personalized first-year experience in the context of CCSJ history, traditions, and the community

This course meets the following learning objectives for the General Education Program:

- 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 be able to 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.
- The student will be able to apply ethical standards to social issues and analyze their own core beliefs and the origin of these beliefs.

Course Description: This course introduces students to the learning experience at Calumet College of St. Joseph, providing a foundational experience that introduces both academic and non-academic components of attending college. Students become more comfortable at CCSJ; address their concerns about college; understand the expectations of college students; and encounter CCSJ history and traditions, helping them to feel that they are becoming part of a distinctive community.

Learning Strategies: This course requires active engagement from the student, and a variety of opportunities for engagement will be offered. It will be student’s obligation to choose the activities that best fit his or her needs.

Experiential Learning Opportunities: Students will be provided with several opportunities to make immediate impacts in their community through volunteer service and civic engagement.

Assessments:	
Major Assignments:	Orientation Day – August 22, 2018 from 8:30-3:30 Orientation Passport
Assessments:	Attendance and Engagement on Orientation Day Satisfactory Completion of Orientation Passport Requirements
Class Participation:	Participation is recorded as completion of Orientation Day and the Passport

Total	A minimum of 16 hours of campus and community engagement as a new CCSJ student
Grading Scale:	
Completion of Requirements (Orientation Day and Passport) – Pass	
Failure to Complete Requirements (Orientation Day and Passport) - Fail	

Course Schedule:

Confirmed Date	Task
Wednesday August 22 from 8:30-3:30	Orientation Day
Any time between October 8-19	Midterm Meeting
Friday November 2, 9, or 16	Art Institute Field Trip
More activities and dates will be available in Blackboard as they are scheduled.	

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

Responsibilities	
Attending Class	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. We only have 4 mandatory shared experiences. For the most part, the rest of your experiences can happen around your personal schedule. That means you've not excuse for missing events.
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work when due. The most important submissions for this course will be your General Education pathway pieces, the ones you want to save for your General Education Capstone Portfolio.
CCSJ Student Honor Code	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: <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	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. If you are attending a Passport event, be respectful of the host and give him or her your full attention.
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 reading. If you are not prepared for class, you may be asked to leave, in which case you will be marked absent. In most cases, your participation is necessary for the success of our events. If you are not a part of it, it cannot happen. Be there and be involved.
Doing Your Own Work	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. 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 PLEASE NOTE: All papers may be electronically checked for plagiarism.
Sharing Your Class Experience	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 in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.

Resources	
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 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.
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	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 .
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 .