

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 2018

PSA 500 Communications in Small Groups

Instructor Information:

Instructor Name	Daniel J. Godsel
Office Number:	
Phone Number:	312-305-3298
Email:	dgodsel@ccsj.edu / dgodsel@gmail.com
Hours Available:	By appointment
Instructor Background: Daniel Godsel holds a BFA from the School of the Art Institute of Chicago and a Master of Public Safety Administration from Lewis University. Mr. Godsel has been a Chicago Police Officer for over 25 years.	

Course Information:

Course Time:	Wednesdays 9:00am - 1:00pm @ East/West University, 829 S. Wabash, Chg. Il. 60605 6:00pm - 10:00pm @ CPA, Room TBA
Classroom:	A.M. Class: SLC 404 @ East/West University (4 th Floor) P.M. Class @ CPA, Room TBA
Prerequisites:	
Required Books and Materials:	Cragan, John, Kasch, Chris, Wright, David, <i>Communication in Small Groups - 7th Edition</i> . Boston, MA. Wadsworth Cengage Learning (7 th Edition).
Learning Outcomes/ Competencies: Public Safety Administrators must be able to master three areas of communication skills. A. Written: Public Safety Administrators must be able to write clear, concise, descriptive reports; writing must reflect technical mastery;	

B. Oral: Public Safety Administrators must convey ideas with clarity, organization and ease; adjust to the needs of the group to whom they are speaking; and pronounce words clearly and precisely.

C. Group Communication: Public Safety Administrators must understand basic principles of group dynamics, groups within various systems and organizations, especially community groups, and group function. They must be skilled at applying these principles to group settings and be skilled at team building. The student will demonstrate mastery of the competencies specified below in each of the three areas of communication: written, oral and small group processes.

Course Description: PSA Communication Leadership skills and Managing Crisis Decisions examines theories and practices of strategic and operational planning for crisis and emergency management. The student will learn and practice decision during crisis events and non-emergency situations. The student will differentiate the types of leadership models to employ in a high stress emergency environment versus routine, non-crisis management decision making. Students will study and develop models to achieve coordination of public safety agencies and collaboration with private resources. Group leadership skills will be learned and performed, including task leadership in both the designated leader and emergent leader perspectives. Process skills performed by crisis managers, such as, practicing standard operating procedures, exercising intuition and practicing mental stimulations will be learned and exhibited in group presentations. Students will role-play as a spokesperson in a media situation, responding to a reporter's questions after a public safety incident occurs. Cases and group scenarios will be examined to apply these concepts in practice.

Learning Strategies:

Lecture, simulation exercises, essays, group discussion, Blackboard.

Experiential Learning Opportunities:

Students will participate in interactive, scenario based learning activities and will be required to work within a group to develop a final product supported by a presentation to the class by the group.

Assessments:

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Major Assignments:	Throughout the course, students will be assessed on the degree to which they demonstrate progress toward mastery of written, oral and group communication skills.	
Class Participation:	Class participation is mandatory in order to demonstrate your understanding and application of concepts; as such it is weighted significantly.	

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	

Course Schedule:

Class Date	Assignments	Class Discussion/Activities

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

Week One

Homework

- Read Chapters 2 and 3
- Submit 1 paper via Blackboard

Describe your "style" of communication within group settings, both professionally and socially. Identify two (2) examples in which you participated in a group communication. Detail your role in each group as well as the dynamics you observed others display and how those behaviors impacted the discussion and any outcomes. (250 – 500 words)

Week Two

Homework

- Read Chapter 4
- Submit 1 paper via Blackboard

Discuss the most dysfunctional group that you have ever been a part of and the most productive group that you have ever been a part of. Contrast the differences between the groups and discuss why one was more successful than the other. (500 – 1000 words)

Week Three

Homework

- Read Chapters 5 and 6
- Outline and Abstract (hard copy) of Final Project Paper due next week. Each team will submit their abstract in proper outline form with each section annotated sufficiently to demonstrate progress toward final project. Outline will indicate which students are responsible for developing each section of the final presentation.

Week Four

Homework

- Read Chapters 7 and 8

Week Five

Homework

- Read Chapters 9 and 10

Week Six
Final Group Projects

Week Seven
Presentations

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. 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.
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. All assignments are to be turned in by the beginning of the class period on the day they are due. Late assignments are accepted, but one half grade deductions may be assessed.
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.
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 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 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 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>
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, 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.