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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**

<b>Course: PSY503L Graduate Writings and Communication</b>
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<b>Instructor Information:</b>	
<b>Instructor Name</b>	Jennifer Vickers
<b>Office Number:</b>	
<b>Phone Number:</b>	219-669-9382
<b>Email:</b>	jvickers@ccsj.edu
<b>Office Hours:</b>	Scheduled
<b>Instructor Background:</b> Ph. D. Candidate/LCAC/ICAADA	

<b>Course Information:</b>	
<b>Course Time:</b>	Mondays 6:00pm to 10:00pm
<b>Classroom:</b>	Room 261
<b>Required Books and Materials:</b>	Publication Manual of the American Psychological Association by American Psychological Association: Washington D.C. 6 <sup>th</sup> Edition. August 2017.  ISBN-13: 978-1-4338-0561-5 ISBN-10: 1-4338-0561-8
This course meets the following learning objectives for the Master of Arts in Psychology Program.	
<b>Course Description:</b> Student will be exposed to APA writing style as the usual and customary writing in Psychology and other professions. In addition, the student will be exposed to various consultative practices to include documentation, presentation strategies and peer consultations. Terminal projects will also be discussed.	
<b>Learning Strategies:</b> <ul style="list-style-type: none"><li>Via Lecture and Presentations, Readings, Individual Projects, Video among other.</li></ul>	

<b>Assessments:</b>		
<b>Major Assignments:</b>	Individual Presentation Final Writing Project	100 points – see rubric 100 points – see rubric
<b>Assessments:</b>	Test #1 (Chapters 1-4) Test #2 (Chapters 5-8)	50 points 50 points
<b>Written Assignments:</b>	Week 1 – Sample Writing Practice Weeks 2 and 4 – Summary of understanding (4 pages)	50 points 50 points (25 each) – see rubric
<b>Total</b>		400 points
<b>Grading</b>		
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:**

- 1) **Monday, September 10, 2018 – Introductions/Class Expectations/Review Syllabus/Chapter One Review/Individual Presentation Sign-ups/Sample Writing Practice**
- 2) **Monday, September 17, 2018 – Individual Presentations/Written Assignment #1 Due**
- 3) **Monday, September 24, 2018 – Test #1 (Chapters 1-4)/Individual Presentations**
- 4) **Monday, October 1, 2018 – Individual Presentations/Written Assignment #2 Due**
- 5) **Monday, October 8, 2018 – Individual Presentations**
- 6) **Monday, October 15, 2018 – Test #2 (Chapters 5-8)/Review in class/Individual Presentations if needed/Final Writing Project Due**

### **Assignment Rubrics**

#### **A. Individual Presentation Rubric – 100 points**

- 1) PowerPoint on chapter \_\_\_\_\_/15pts
  - 2) Video regarding chapter - can't be longer than 15 minutes \_\_\_\_\_/10pts
  - 3) Images/pictures associated with the chapter - utilized as a learning exercise \_\_\_\_\_/10pts
  - 4) Class Exercise - object to learn something new \_\_\_\_\_/15pts
  - 5) What is the current news today regarding this topic – 2018 \_\_\_\_\_/10pts
  - 6) Individual Paper/Summary – five pages - double spaced following APA format and font of 12 - to be given to professor at the start of class. \_\_\_\_\_/30 pts
  - 7) Oral Presentation Overall provided on content of chapter \_\_\_\_\_/10pts
  - 8) One hour in length (anything less is subtracted from overall grade) \_\_\_\_\_ 10 pts
- Total Grade: \_\_\_\_\_/100 points

## **B. Writing Assignments Rubric**

- 1) Title of Assignment - \_\_\_\_\_ /1pt\_\_\_\_\_
- 2) Source (Publications, dates, etc.) - \_\_\_\_\_ /2pts\_\_\_\_\_
- 3) Author (s) - \_\_\_\_\_ /2pts\_\_\_\_\_
- 4) Summary (1 page) - \_\_\_\_\_ /25pts\_\_\_\_\_
- 5) Key Points - \_\_\_\_\_ /10pts\_\_\_\_\_
- 6) Reviewer Comments/Summary - \_\_\_\_\_ /10pts\_\_\_\_\_
- Total Grade: \_\_\_\_\_ /50 points

## **C. Final Project Rubric**

One will write an 8-page paper utilizing APA, 12-point font, double space and appropriate grammar.

- 1) 8-page paper \_\_\_\_\_ /80 points
- 2) Grammar/Spelling/Conciseness \_\_\_\_\_ /20 points
- Total Grade: \_\_\_\_\_ /100 points

<b>Responsibilities</b>	
<b>Attending Class</b>	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 <b>more</b> responsibilities to keep up and meet the objectives of this course.
<b>Turning in Your Work</b>	You cannot succeed in this class if you do not turn in all your work when due. *Late work is not accepted*
<b>CCSJ Student Honor Code</b>	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"><li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li><li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li><li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li><li>• Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li></ul>

<b>Using Electronic Devices</b>	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.
<b>Participating in Class</b>	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.
<b>Doing Your Own Work</b>	<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  <a href="http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite">http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</a></p> <p><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.</p>
<b>Sharing Your Class Experience</b>	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <b>essential</b> 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!
<b>Withdrawing from Class</b>	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.

<b>Resources</b>	
<b>CCSJ Book Rental Program</b>	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 <a href="http://www.ccsj.edu/bookstore">http://www.ccsj.edu/bookstore</a> . <b>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.</b>
<b>Student Success Center:</b>	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.
<b>Disability Services:</b>	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.
<b>Student Assistance Program</b>	Through a partnership with <b>Crown Counseling</b> , 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

	<p>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, <b>contact Kerry Knowles SAP Counselor</b>, at 219-663-6353 (office), 219-413-3702 (cell), or <a href="mailto:kerryk@crowncounseling.org">kerryk@crowncounseling.org</a>.</p>
<b>CCSJ Alerts:</b>	<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: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a>.</p>

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