
Calumet College



of Saint Joseph

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COURSE SYLLABUS

Term: Spring 2017 (2016-2)

Course: EWPC 499 The Senior Seminar
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Instructor Name: Mark Cassello
Office Number: Room 180
Phone Number: (219) 473-4322
Email: mcassello@ccsj.edu
Hours Available: Tuesday/Thursday 10:00-12:00, Wednesday 10:00-3:00, or by appointment.

Instructor Background: Like many of the students at CCSJ, I am a first generation college student that hails from a working class family. My mother emigrated from Norway after the Nazi invasion of Oslo during World War II. My father dropped out of high school and earned his GED in the army where he served in Korea shortly after the Korean War. Later, he worked for CTA in Chicago as a laborer and foreman with the South Shops. As for myself, while working full-time, I attended Indiana University Northwest for my undergraduate degree. Buckling under the pressure of juggling work and school, I left college for a decade to pursue a career in retail management for Wal-Mart and Office Depot. Unhappy with this career path, I took classes in the evening and eventually finished my BA in English. Soon after, I earned a Master's Degree in American Literature from Indiana University in Bloomington where I am currently completing a Ph.D.

Course Information:

Course Time: Tuesday, 3:30PM - 6:30PM
Classroom: 268
Prerequisites: None

Required Books & Materials: Texts for our class will be distributed in class and supplied on our Blackboard site and found in the Specker Library, either physically or through databases.

Learning Outcomes/ Competencies:

1. Students will reflect on their educational journey in an **autobiographical narrative** that will help clarify where they were when they started CCSJ's English Program, where they are now, and where they want to go.
2. Students will know the job requirements for their chosen field, prepare an effective **resume**, and make **a career plan** for their future.
3. Students will synthesize their knowledge in an **individualized, long-form writing project** of their choice.
4. Students will demonstrate their level of mastery in a variety of English-specific skills (including interpreting, editing, and writing under time constraints) in an intensive **English Major's Senior Survival Week**.

Course Description:

The Senior Seminar in English is a capstone course designed to integrate and critically examine the English major's knowledge of literature, their ability to write, and their preparation for entering the job market. Students will complete a long-form writing project, develop a realistic career plan, and research jobs in the fields they wish to enter and write an effective resume and cover letter. To pass the seminar, students must successfully complete the English program's *Senior Survival Week*.

Learning Strategies:

The Senior Seminar in English is a largely self-directed course. It provides one-on-one, faculty-student mentoring in a variety of end-of-program summary tasks. Students will meet with the instructor and their faculty writing mentors at mutually agreed on times so that students can successfully complete the course requirements in one semester.

Experiential Learning Opportunities:

-Long-form writing project, job application process, *Senior Survival Week*

Major Assignments: Your final grade in this class will be assigned based on your performance in **four different areas** as follows:

- | | |
|-----------------------------------|-----|
| 1. The Autobiographical Narrative | 20% |
| 2. The Career Plan | 20% |
| 3. The Writing Project | 20% |
| 4. Senior Survival Week | 40% |

Grading Scale:	100-92	A
	91.9-90	A-
	89.9-88	B+
	87.9-82	B
	81.9-80	B-
	79.9-78	C+
	77.9-72	C
	71.9-70	C-
	69.9-68	D+
	67.9-62	D
	61.9-60	D-
	59.9-0	F

Subjective grading for in-term projects will follow these general guidelines:

A Range (90 – 100%) = Excellent; all expectations met or exceeded; explicitly demonstrates thorough understanding and careful execution of project; no substantive shortcomings or only minor shortcomings; presentations, oral work, or documents are well organized, help other students learn course content, and add value above existing course content; writing is well organized and adheres to rules of grammar, spelling, and syntax with no or very few exceptions

B Range (80 – 89%) = Good; most or all expectations are met; explicitly or implicitly demonstrates good and accurate (if not thorough) understanding; only minor substantive shortcomings; presentations and oral work are well organized and help other students learn course content; writing is generally well organized and mostly adheres to rules of grammar, spelling, and syntax

C Range (70 – 79%) = Satisfactory; most expectations of the assignment are met but with at least one or more significant shortcomings; despite any shortcomings, demonstrates basic level of understanding and accomplishment; presentations and oral work demonstrate understanding of the content but do little to help other students learn the content; writing is organized well enough and with enough technical accuracy to be understandable

D Range (60 – 69%) = Passing, but less than satisfactory; expectations of assignments are only partially met; more than one significant shortcoming; deficiencies indicate only the most rudimentary level of understanding; presentations demonstrate poor preparation and do not contribute to other students' learning; and/or writing is difficult to understand

F (0 – 59%) = Failing; not completed or directions not followed; deficiencies indicate lack of understanding; presentations waste others' time; and/or incoherent writing

Responsibilities

Attending Class	<p>Our meetings will be arranged. Usually, I'd like to meet with the whole class, but we'll have individual meetings as well.</p> <p>In accordance with the English Department attendance policy, any student missing more than NINE (9) hours of class—three class sessions—will receive an F. These nine hours include both excused and unexcused absences; it also includes all tardies of more than 15 minutes. Please be aware these hours include absences due to birthdays, sport events, illness, work, etc.</p>
Turning In Your Work	<p>Don't miss any deadlines during Senior Survival week. Don't miss any other deadlines, either. I'll dock 10% of the assignment total, per assignment, per day.</p>
Using Electronic Devices	<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.</p>
Participating in Class	<p>You will receive a grade for your classroom participation. You must come to class prepared, be on time, stay for the duration of the class, engage in a constructive way with your classmates, and demonstrate your knowledge of assigned coursework. If you are unprepared or disengaged, you may be asked to leave, in which case you will be marked absent.</p>

Communicating with your Professor

Social Media: This course may require regular use of websites including, but not limited to, YouTube, WordPress, Facebook, Twitter, Instagram, Blackboard, and CCSJ email. The class will have a private Facebook group that will be used to share texts and extend our classroom discussion. If you are not a regular Facebook user, you can set up an account using an alias. Look for me on Facebook (Mark Cassello) and send a friend request.

Blackboard: Blackboard will be used to distribute readings, handouts, and announcements. Your grades will also be recorded regularly in Blackboard. It is essential that you log into Blackboard daily to ensure that you stay informed about the course. If the campus is closed or class cancelled due to bad weather, alternative assignments will be distributed via Blackboard and must be completed on time.

Office Hours: Students are encouraged to use office hours for assistance and clarification. Office hours are an excellent forum to discuss individual questions which are not appropriate during class (a question about your particular assignment, a question about the Communications program, your attendance, etc.). Appointments are not necessary, but they help me to prepare for your visit and ensure that I will not be out of the office. My office hours are specified on the first page of the syllabus.

Email: I will use CCSJ’s email to send urgent announcements about class or assignments. You should use CCSJ’s email to communicate about absences and to ask small but important questions (e.g. clarification about an assignment). Don’t use email to request information or materials readily available elsewhere (e.g. due dates ← listed on the syllabus, handouts ← available on Blackboard). I generally respond to emails within 24-48 hours with the exception of breaks/holidays when I may be unavailable until the next scheduled work day.

Phone Calls: Reserve phone calls for urgent communications. For example, call if you have a flat tire and will be unable to make it to class or if you have been snowed in. My office phone number is (219) 473-4322.

In all instances (Facebook Blackboard, office hours, email, phone), remember that communication with college instructors should *always* maintain standards of professionalism and formality.

Doing Your Own Work

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.

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.

PLEASE NOTE: All papers may be electronically checked for plagiarism.

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.

Counseling Services: If you are in need of emotional support, CCSJ has free services available on campus. A mental health professional is on campus in Room 301 at various times throughout the week. Br. Jerry Schweiterman is the head of the campus ministry and can be found in Room 408.

Other Services: CCSJ has a food and clothing pantry available for students which is located in the basement. Contact Diane Bailey in the Student Activities Center for more information: [dbailey@ccsj.edu](mailto:d Bailey@ccsj.edu)

CCSJ Alerts: Required: 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>.

In addition, you can check other media for important information, such as school closings:

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

Radio: WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 780

TV Channels: 2, 5, 7, 9, 3

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
<ol style="list-style-type: none"> 1. Call 911 and report incident. 2. Secure the area. 3. Assist the injured. 4. Evacuate if necessary.

TORNADO

EMERGENCY ACTION
<ol style="list-style-type: none"> 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
<ol style="list-style-type: none"> 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
<ol style="list-style-type: none"> 1. Call 911 and report incident. 2. If a suspicious object is observed (e.g. a bag or package left unattended): <ul style="list-style-type: none"> • 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.