
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, Spring 2018

Course: LSCC 496 Workman's Compensation
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Instructor Information:

Instructor Name	Michael Genova, M.A., J.D..
Office Number:	Calumet College of St. Joseph – Public Safety – Suite 400
Phone Number:	312-662-3564
Email:	emannion@ccsj.edu
Hours Available:	Available by appointment upon request. In addition, the instructor will meet with students either before or after class as requested.
Instructor Background: Elizabeth Mannion, J.D. – Litigation attorney in worker's compensation. Licensed to practice law in Indiana, Illinois, and Federal District Courts of Northern Indiana and Northern Illinois. Bachelor of Arts in German and International Studies.	

Course Information:

Course Time:	
	Tuesdays 7:00 P.M. – 10:00 P.M
Classroom:	Room 206
Prerequisites:	n/a
Required Books and Materials:	Title: Workers' Compensation Practice for Paralegal Author: Lynne J. DeVenny and J. Griffin Morgan ISBN: 978-1-59460-264-1

Learning Outcomes/ Competencies:	
Students in this course will study and break-down the complex issues of worker's compensation and the policy reasons that created and drive this area of law. Students will be able to demonstrate a sound understanding of the formation of a claim or cause of action and its course through the legal process.	
This course meets the following program objectives: 1) Learning to apply knowledge and skills to benefit others or serve the public good. 2) Developing ethical reasoning and/or ethical decision making. 3) Each student shall develop skills in expressing himself/herself orally and in writing. 4) Each student shall learn to apply course material (to improve thinking, problem solving, and decisions). 5) Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.	
Course Description: This course addresses both the legal background and practical tasks associated with workers' compensation cases, including an overview of workers' compensation law, determining whether a claim is compensable, and understanding of pleadings and pleadings practice.	
Learning Strategies:	
This class will utilize group discussions, individual projects, collaborative learning, lecturing, analyzing and discussing cases assigned, etc.	
Experiential Learning Opportunities:	
This class will utilize problem-based learning activities, project-based learning activities, as well as research into legal issues and outcomes for presentation.	

Assessments:		
Major Assignments:	Research projects, Presentations, Writing assignments	Weights:
Class Participation:	Students will be assessed based on their written work product, including an evaluation of content understanding, writing quality, and overall clarity/effectiveness of writing. Students will also be assessed based on their class participation, attendance, and weekly presentations assigned in class.	Class participation, attendance, and collaboration 40% Class assignments 30% Class presentations 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	

Course Schedule:

Class Date	Assignments	Class Discussion/Activities
Week 1 - 1/16/18	Chapter 1	History of Workers' Compensation Legislation, the Workers' Compensation System in the United States, Benefits to Injured Workers
Week 2 - 1/23/18	Chapter 2	Determination of Compensable Claims
Week 3 - 1/30/18	Chapter 3; Article Presentations*	Evaluation and Acceptance of Case
Week 4 - 2/6/18	No in-person class Remote assignment*	Collaborative project to be presented 2/13/18
Week 5 - 2/13/18	Chapter 4	Filings and responses Review of Illinois forms
Week 6 - 2/20/18	Chapter 5	Medical Records and Evidence
Week 7 - 2/27/18	Chapter 6	Investigating and Obtaining Evidence in Claims
Week 8 - 3/6/18	SPRING BREAK NO CLASS	
Week 9 - 3/13/18	Chapter 7	Catastrophic Injuries and Death Cases
Week 10 - 3/20/18	Chapter 8	Mediations & Hearings
Week 11 - 3/27/18	Review; Case Brief Assignment*	Illinois Workers' Compensation Hearings Review process
Week 12 - 4/3/18	Chapters 9 & 10	Medicare, Miscellaneous Workers' Compensation Issues
Week 13 - 4/10/18	Oral Arguments*	Class arguments on case assignments
Week 14 - 4/17/18	Torts	Overview of Torts and Third Party Liability
Week 15 - 4/24/18	FINAL PRESENTATIONS	
Week 16 - 5/1/18	TBD	TBD

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

Responsibilities

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>Intellectual growth and success in college is reinforced through interaction in the classroom. Students reach personal goals and course outcomes through regular and prompt attendance. In attrition, as this is an accelerated course, attendance is mandatory for all classes. Missing of any class or late attendance may result in your grade being lowered. If an emergency rises wherein missing of a class is unavoidable, you must contact instructor as soon as possible.</p> <p>Any absence may affect your final grade. A total of three absences may result in administrative withdrawal or failure of the course.</p> <p>Additionally, any unexcused tardiness or early class departure on the part of the student in excess of 30 minutes will result in a one point deduction of your final grade.</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>Late assignments will not be accepted unless arrangements are made with and approved by the instructor in advance. Late assignments may only receive partial credit at the discretion of the instructor.</p>
CCSJ Student Honor Code	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>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; • 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	<p>Electronic devices can only be used in class for course-related purposes.</p>

Devices	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>
Tracking Your Progress	Students will receive assignments returned graded each week as well as in class feedback immediately following presentations.
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.