
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.

We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.

COURSE SYLLABUS, Spring 2020 (2019-2)

Course: EWPC 499X, Senior Seminar in English

Instructor Name: Mark Cassello
Office Number: Room 180
Phone Number: (219) 473-4322
Email: mcassello@ccsj.edu
Hours Available: Monday-Thursday 12:00-2:00 p.m., or by appointment.

Instructor Background: Like many 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 G.E.D. 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 me, I attended Indiana University Northwest for my undergraduate degree while I worked full-time. 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, I returned to college, taking classes in the evening until I completed my bachelor's degree in English. Soon after, I earned a master's degree in American Literature with a minor in American Studies from Indiana University in Bloomington. I live in the historic Pullman neighborhood on Chicago's far South Side, which President Barack Obama declared a national monument in 2015. I am passionate about social justice, politics, and cultural heritage preservation.

Course Information:

Course Time: TBA with Individual Students
Classroom: 180 (Professor Cassello's office)
Prerequisites: None
Required Books & Materials: Austin, Michael, editor. *Reading the World: Ideas that Matter*. W.W. Norton & Company, 2015.

Strauss, Jane, Lester Kaufman and Tom Stern. *The Blue Book of Grammar and Punctuation*. 11th Edition. Jossey-Bass, 2014.

Learning Outcomes / Competencies:

This course meets the following objectives:

Students in this course will...

1. Reflect on their educational journey in an autobiographical narrative that will help clarify where they were when they started CCSJ's EWPC Program, where they are now, and where they want to go.
2. Know the job requirements for their chosen field, prepare an effective resume, and make a career plan for their future.
3. Synthesize their knowledge in an individualized, long-form writing project of their choice.
4. 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.

This course meets the following EWPC program learning objectives:

3. Apply their knowledge of rhetoric and grammar to creating and editing a variety of literary, journalistic, and business texts.
4. Analyze a variety of complex nonfiction, literary and professional communications on both global- structural and local-sentence levels.
5. Synthesize their knowledge of the English language and its literary and professional forms in clear, well-organized, rhetorically-effective English prose, including nonfiction essays, literary texts, and professional communications.
6. Evaluate texts according to a clear set of rhetorical standards.

Course Description:

In the Senior Seminar in English students prepare a large writing project designed in cooperation with his or her advisor, perform the variety of tasks necessary to enter the job market: doing industry research and job searches, writing resumes and cover-letters, and preparing writing portfolios. Students must pass the "Senior Survival Week" English Program Exam, which is the final assessment of all English majors. Senior standing is required.

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 mentors at mutually agreed on times so that students can successfully complete the course requirements in one semester.

Experiential Learning Opportunities:

Students in the Senior Seminar research jobs, prepare resumes, write application letters, create long-form writing projects, and put together portfolios that will benefit their entry into the job market.

Assessments:

Major Assignments:

Major Assignments:	Weight
<p>Student performance in this course will be evaluated using the weighted grading system described herein. Students can track their current grade in Blackboard by viewing the “Weighted Grade” column in the course gradebook. Students’ final grade will be determined based on their performance in five different areas, weighted as follows:</p> <p><u>1. The Autobiographical Narrative:</u> The Autobiographical Narrative is a 5-7 page narrative essay describing your educational and career journey. It should recount why you became an EWPC major, what you gained from your education at CCSJ, an assessment of your strengths and weaknesses as you enter the job market, and a description of your hopes, dreams, and plans for your future--what you hope to accomplish, what you want to be, have, and do. The essay is your chance to reflect on how far you have come and where you want to go with your education.</p>	20%
<p><u>2. The Book Review</u> In this class we will be reading Emily Esfahani Smith’s <i>The Power of Meaning: Finding Fulfillment in a World Obsessed with Happiness</i>, a book that examines how individuals can find sources of meaning in their personal and professional lives.</p>	20%
<p><u>3. The Career Plan:</u> The Career Plan is a packet of materials you will need to enter the job market, apply to graduate school, and pursue any of your post-graduation plans. It can include a resume, a portfolio of work (electronic and hardcopy), a general letter of application that can be tweaked for different specific jobs, and a writing sample—anything you need to hit the ground running when you leave school.</p>	20%
<p><u>4. The Writing Project:</u> The Writing Project is a 10-20 page written project of your choice. It can be one large research paper, a collection of news and feature articles for your communications portfolio, a book of poems, the opening chapters of a novel, a script for a play or television show—any writing project that you are interested in pursuing or that might help you in your job search.</p>	20%
<p><u>5. Senior Survival Week:</u> Senior Survival Week is a week-long exam on a variety of EWPC program education goals that enables us to measure how well you have mastered the knowledge and skills key to being a successful wordsmith in the real world. To earn a passing grade for this course, students must complete <i>the entire survival week</i>.</p>	20%
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	

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.

Students who miss more than **SIX (6) hours of class** will receive a zero (0) for the attendance portion of their final grade.

In accordance with the English Program attendance policy, any student missing more than **NINE (9) hours of class** will receive an **F** (a failing grade) for the 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.

To pass the course, you must complete and turn in all required assignments. Work is to be turned in at the beginning of class on the due date listed on the course syllabus or stated by the instructor in-class or online. All written work must be typed and stapled (unless otherwise instructed).

Late Work: You will not receive credit for any late assignment unless you have made formal, written arrangements with the instructor via email prior to the next scheduled class session. Any work submitted more than **five days late** will receive a zero. Contact me at mcassello@ccsj.edu to determine how/where you should submit any late work. In other words, do not show up to class a week after an assignment is due, hand in your work, and expect to receive credit for it.

Missed In-class Work: Except under dire circumstances (e.g., serious bodily injury requiring hospitalization or prolonged illness) in-class activities such as worksheets, journals, quizzes, review of notes/annotations, presentations, performances, group work, etc. cannot be made up if you are absent on the day the assignment is due.

**Meeting Standards
for Classroom
Behavior:**

- **Use all the class time.** Come to class on time and stay in class until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others.
- **Come prepared.** Bring your texts, be prepared to take notes, and be able to demonstrate that you have completed the assignments for the day through your participation in class.
- **Respect others.** Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately.
- **Use electronic devices only for class purposes.** Engage with your classmates and the instructor without technological distractions.
- **Eat before or after class.** Consume meals, snacks, and other food items outside of the classroom. Eating during class detracts from the learning environment. Drinks, cough drops, hard candy, etc. are permitted, so long as they do not become a distraction.

**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:

- 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.

**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

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

**Sharing Your Class
Experience:**

Your voice matters! 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.

**Communicating
with your Professor:**

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 regularly 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 English 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 business 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 (Blackboard, office hours, email, phone), remember that communication with college instructors should *always* maintain standards of professionalism and formality.

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>.