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Calumet College

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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, Fall 2020 (2020-1)**

<b>Course: EMCO 495A Internship in English &amp; Media Communications</b>
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**Instructor Name:** Michael Puente  
**Office Number:** Off Campus  
**Phone Number:** Text/voice at (312) 342-0056  
**Email:** [mpuente@ccsj.edu](mailto:mpuente@ccsj.edu)

<b>Office Hours:</b> By appointment
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**Instructor Background:** Mr. Puente has spent the last 20 years as a professional journalist with extensive experience in newspapers, magazines and radio broadcasting in the Chicago and Northwest Indiana area. Mr. Puente has won more than three dozen awards for his reporting over the years. Mr. Puente is currently a reporter for WBEZ Radio in Chicago. Mr. Puente is a 1992 graduate of Calumet College of St. Joseph.

### **Course Information:**

<b>Course Delivery Method:</b>	This course uses a Traditional delivery model, which means we will meet face-to-face (in person) in a classroom with appropriate social distancing. I reserve the right to modify the delivery method in response to the ongoing Covid-19 pandemic.
<b>Course Time:</b>	Tuesday, 3:30 – 6:30 p.m.
<b>Classroom:</b>	Studio B and off-campus locations
<b>Prerequisites:</b>	None.
<b>Required Books &amp; Materials:</b>	None.

**Learning Outcomes / Competencies:**

*This course meets the following objectives:*

Students in this course will...

- Apply knowledge of English & Media Communications concepts and technical skills in a professional setting.
- Manage deadlines and daily responsibilities necessary to perform adequately in a professional environment.
- Create and support the creation of content in a variety of formats for distribution on an array of multimedia platforms.
- Evaluate the quality of their content and contributions.

**Course Description:**

The internship in English & Media Communications enables students to acquire practical experience in a variety of professional writing and media communication settings that draw on the skills and knowledge obtained in their course of study. Students can seek external internships and/or pursue internal internships for the university. Work settings include media outlets, publishers, small presses, public relations firms, ad agencies, magazines, newspapers, etc. The program director must approve all internships and a full-time faculty member in English & Media Communication must coordinate the internship. The course may be repeated for a total of 9 hours. Credit hours earned in this course exceeding program requirements will be considered elective hours.

**Learning Strategies:**

Lecture, discussion, hands-on tutorials, video tutorials, active learning, problem based learning.

**Experiential Learning Opportunities:**

-Students participate in the production of content for distribution on a variety of media platforms.

### Assessments:

<b>Major Assignments:</b>	<i>Students will be formatively assessed throughout the duration of internship as they complete required tasks. A summative evaluation will be completed at the conclusion of the internship.</i>			<b>Weight</b>
	<b>Total:</b>			<b>100%</b>
<b>Grading Scale:</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		

### Student Responsibilities

<b>Safety Measures</b>	<p>The safety of our College Family in this unprecedented time is our primary concern. Following guidelines presented by the Centers of Disease Control (CDC), the Indiana Health Department, and best practices among other institutions of higher education, we are requiring the following:</p> <ul style="list-style-type: none"> <li>• Face coverings over the mouth and nose in all indoor public spaces, including classrooms, the library, the Tutoring Center, and faculty offices.</li> <li>• Because face coverings are in use, no eating or drinking in the classroom. Plan to meet your needs between classes using appropriate social distancing.</li> <li>• Daily self-monitoring. If you have a temperature of 100.4 or higher, or any symptoms of COVID-19 – fever or chills, a cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, or nausea or vomiting – stay home and consult the class policy for staying on track.</li> <li>• Disinfecting your personal space using the materials provided when you enter the classroom.</li> <li>• Maintaining physical distancing of at least six feet within classrooms and other common spaces.</li> </ul> <p><b>Please note:</b> To accommodate students who may not be able to attend class in person, this class may be taped and posted to the course Blackboard site. Tapes will not be used for any other purpose outside of class.</p>
<b>What to Do in Case of Illness</b>	<p>If you are exposed to COVID-19, become ill, or are otherwise unable to attend classes as required, notify the College by sending an email to <a href="mailto:illness@ccsj.edu">illness@ccsj.edu</a>. The message that you are unable to attend class will be relayed to your faculty. The College will contact you with expectations regarding next steps and follow-up.</p>
<b>Attending Class</b>	<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. 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.</p>

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. Exceptions to this policy may be made at the discretion of the Program Director or Administration.

**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. All assignments are to be submitted through Blackboard, unless directed otherwise by the instructor. Do not email your work to Professor Cassello without his permission.

**Late Work:** Due dates and times for all assignments will be indicated on Blackboard and in the Blackboard calendar. Work that is less than one week late may be accepted, but for partial credit. If your work is later than one week, it will be assigned a grade of zero (0), unless you make formal, written arrangements by email with Professor Cassello to submit it for partial credit. The purpose of this policy is to encourage students to submit work on time, so they can succeed in this course.

**Missed In-class Work:** Our class will meet face-to-face approximately four times during the semester. During these sessions we will be discussing course readings and completing writing activities. If you are unable to attend these class sessions for personal or medical reasons, contact Professor Cassello by email to make arrangements to attend remotely or for an alternative assignment.

**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.
- **No food or drink is allowed in class.** Do not bring food or beverages to our in person or online class sessions. You are there to learn. You may consume lozenges or other hard candy.
- **Have a professional presence for online class sessions.** Please sit upright at a desk or table for our online class sessions. Be sure to wear appropriate clothing (e.g., no pajamas).

**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 <http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite>

You'll also find a comprehensive guide to understanding what constitutes plagiarism, "What Is Plagiarism," on the Specker Library Web page at <https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf> This guide comes from Plagiarism.com, and covers many ways in which plagiarism can occur. Be sure to review this important source!

**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.

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## Resources

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<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. In addition, you can access online tutoring at Tutor.com. See the link within the Blackboard course.
<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 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> .
<b>CCSJ Alerts</b>	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> .