
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 Fall 2020

Course: ORMN 421, Research and Writing

Instructor Information:	
Instructor Name	Steve Crain
Office Number:	CCSJ Tutoring Center
Phone Number:	219-757-1483
Email:	scrain@ccsj.edu or crainfirstyearcomp@gmail.com Email is the best way to reach me.
Hours Available:	by appointment Feel free to call, text, or email as necessary.
Instructor Background: After earning my undergraduate degree in Technical Management at Devry University in 2007, I started my Master's in English at Purdue Northwest while teaching English Composition courses there and earning my Master's in 2015. I enjoy creative and academic writing.	

Course Information:	
Course Delivery Method: This is a hybrid course that will meet on-line, via Zoom, for 4 class sessions and meet face-to-face for three class sessions. Face-to-Face class sessions will meet on August 24, September 14 and 28 in room 207.	
We will meet via Zoom on August 31, September 21, October 5, and 12	
Course Time:	Mondays, 8:00-10:00 PM

Classroom:	Room 207 / Online on Zoom
Prerequisites:	None
Required Books and Materials:	<i>A Writer's Reference, Ninth Edition</i> by Diana Hacker and Nancy Sommers. The Purdue OWL is a free resource we will use often. If you purchase a paper copy of a handbook, be sure it has the most recent MLA and APA updates. All other readings will be provided in class and on Blackboard.
<p>Learning Outcomes/ Competencies: Students in this course will:</p> <ul style="list-style-type: none"> • know how to find and evaluate the quality of sources • understand the conventions of academic argument. • summarize non-fiction texts, identifying thesis, evidence, and reasoning. • apply the elements of an argument (including claim, reasons, evidence, and warrants) in their own persuasive argument. • apply ethical and emotional appeals in persuasive writing and adjust argument and style for particular audiences and purposes. • analyze and evaluate the arguments of sources, weighing evidence and judging alternative arguments. • synthesize their research into a persuasive academic essay, smoothly blending quotations and paraphrases into their own writing and applying the conventions of academic argument. • create a version of their persuasive argument for a non-academic audience • compile a portfolio of General Education work as evidence of their competence in the General Education program goals. <p>This course meets the following program objectives:</p> <ol style="list-style-type: none"> 1. Be able to apply research skills and appropriate data analysis methods in order to evaluate and address problems in organizations. 2. Be able to create a logical argument and communicate ideas effectively in both writing and speaking. <p>This course meets Calumet College of St. Joseph's Signature Assignment requirement to demonstrate fundamental competency in written and/or oral communications.</p>	
<p>Course Description: This course examines written communications as a professional skill with extensive practice in the forms of written communication unique to business. Research skills are identified and developed by completing a research paper in a selected area of management.</p>	
<p>Learning Strategies: <u>Direct Instruction:</u> Direct instruction with PowerPoint and other visual aids will be used to provide students with the required content. In addition, direct instruction will allow students to practice note-taking and other organizational skills. It is recommended that students dedicate a notebook or digital file to course notes. <u>Small Group & Class Discussion:</u> Small group activities based on course objectives will be provided to students in class. These activities are designed to foster hands-on practice with the skills presented in direct instruction, scaffold learning for all students, as well as to encourage conversation about the craft of writing. <u>Writer's Workshop:</u> Writer's workshop will be used to improve writing at the individual level. Instructor will work one-on-one with students to provide specific, meaningful feedback that can be used to analyze and improve writing as well as prepare students for the competency portfolio.</p>	
<p>Experiential Learning Opportunities: None</p>	

Assessments:		
Major Assignments:	Article Summary Assignments Weekly Class Assignments Expository Research Paper Project Presentation Attendance & Participation	40 points 35 points 100 points 20 points 20 points 35 points Course total: 250 points
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	Class Topics and Assignments	Homework
August 24th	Lecture/Discussion Topics: The Craft of Writing Effective Summarizing Timed Writing	Article Summary due August 23rd Research Proposal due Sunday by midnight.
August 31st	Effective Research Practices: CCSJ Online library Lecture Effective Research Practices: CCSJ Online library Organization Strategies APA Format & Template	Article Summary #2 due before 8 PM on Sept. 7th Keep resource list current as you research.
Sept. 7th	Lecture Academic & Topic Specific Vocabulary Sentence Structure & Flow In-Text Citations	Draft of "problem" due by 8 PM on Sept, 14th
Sept. 14th	Lecture/Discussion Topics: Project & Presentation Overview Plagiarism: Tips to Avoid	Draft of "solution" section due by 8PM on Sept. 21st Prepare presentation & project
Sept. 21st	Lecture/Discussion Topics: Portfolio Tips & Revisions	Complete all revisions and create introduction/conclusion for essay

		Prepare presentation & project
Sept. 28th	Lecture/Discussion Topics: Final revision tips Presentations	Final copy of Problem/Solution Essay due by this Friday, Oct 9th at midnight.
Oct. 5th	Lecture/Discussion Topics: Writing Strengths & Weaknesses	All portfolio documents due to Blackboard by midnight tonight.

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

Responsibilities	
Safety Measures	<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"> •Face coverings over the mouth and nose in all indoor public spaces, including classrooms, the library, the Tutoring Center, and faculty offices. •Because face coverings are in use, no eating or drinking in the classroom. Plan to meet your needs between classes using appropriate social distancing. •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. •Disinfecting your personal space using the materials provided when you enter the classroom. •Maintaining physical distancing of at least six feet within classrooms and other common spaces. <p>Please note: 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>
What to do in case of Illness 	<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 illness@ccsj.edu. 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>
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

	<p>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>The organizational management's accelerated classes are intense and rigorous and demand student presence and participation. Students absent 2 times will receive the grade of F or FW for this module.</p> <p>Class begins at 8:00 PM and students are expected to be on time and remain for the entire scheduled course time. Tardiness and early releases impair student learning and distract others. Any student tardy more than two times will require the student to withdraw from the module. Unusual circumstances may be discussed with the instructor and program director.</p>
<p>Turning In Your Work</p>	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due.</p> <p>Assignments must be turned in before the assigned deadline. Late work will be accepted for up to one week past the due date for a 50% deduction. After one week, no points will be awarded.</p>
<p>Meeting Standards for Classroom Behavior</p>	<ul style="list-style-type: none"> • 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. <p>Use electronic devices only for class purposes. Engage with your classmates and the instructor without technological distractions.</p>
<p>CCSJ Student Honor Code</p>	<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 Devices	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.
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. This course is designed in a workshop format. Students are expected to participate in class discussions, ask questions, seek clarification, and contribute to the learning process.
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.
Tracking Your Progress	Blackboard will be updated weekly with your grades. You should track your progress and contact your professor if you have questions or concerns about your grades.
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

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.

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.

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.

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.

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>.