

Syllabus for  
**SPA 451--Special Readings**  
1-3 Credit hours  
Fall 2018

I. COURSE DESCRIPTION

Special readings course in Spanish to cover general or specific areas as determined by the professor to meet the need of the student. (Taught in Spanish.)

Prerequisite: Spanish major and permission of the instructor and the department.

Lab fee: None

This course generally involves the student in a variety of hands-on academic experiences under the supervision of a faculty person.

II. COURSE GOALS

The major purpose of this course is for the student to gain some specific literary course content best suited to his or her needs. The literature may be assigned genre by genre or period by period according to the course scope as agreed upon by the professor and the student. Special reading lists and term papers may also be assigned according to the specified scope of each student's independent study.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

As a result of successful completion of this course, the student will be able to do the following:

- A. Evaluate a written document using predetermined criteria of evaluation.
- B. Interact meaningfully with the coordinating professor or student director.
- C. Execute data analyses with proper computations, interpretations, and conclusions, and defend the same.
- D. Read and critically analyze the assigned subject in such a fashion as to show clear knowledge of the selections.
- F. Present in writing and with oral evidence of scholarly research and data collection.

IV. TEXTBOOK AND OTHER LEARNING RESOURCES

No specific textbook is singly used for this course. However, the student will be expected to read material directly related to the task that he or she is doing throughout the semester.

V. POLICIES AND PROCEDURES

- A. University Policies and Procedures
  - 1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
  - 2. Students taking a late exam because of an unauthorized absence are charged a

late exam fee.

3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
  - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
  - b. Failing to meet group assignment or project requirements while claiming to have done so;
  - c. Failing to cite sources used in a paper;
  - d. Creating results for experiments, observations, interviews, or projects that were not done;
  - e. Receiving or giving unauthorized help on assignments.  
By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
5. Students are to be in compliance with university, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the Whole Person Assessment handbooks for requirements regarding general education and the students' majors.
  - a. The penalty for not submitting electronically or for incorrectly submitting an artifact is a zero for that assignment.
  - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

**B. Department Policies and Procedures**

**1. Class Assignments**

- a. Students need to come to class with the appropriate textbooks, course materials, and other supplies as designated by the professor.
- b. Professors may refuse to accept an assignment if it has inappropriate content, does not meet the assignment's criteria (e.g., not typed, incorrectly documented), is incomplete, is suspected of plagiarism, or is turned in too late.

2. **Tardies**—Tardies are an inconvenience to the other class members and the professor, and they prevent the late student from obtaining maximum value from the class. Therefore, excessive tardies may adversely affect the semester grade. It is to the student's advantage to make sure that the professor is informed immediately following the close of the class that the student was tardy and not absent. It is not the professor's responsibility to stop the class to mark the tardy; the student is the one responsible for conveying that information immediately

following that class, not at a later time.

3. **Late Work**

- a. The student is responsible for obtaining class assignments and material covered during an absence, and all work is expected to be completed as scheduled. Late work may result in a lower grade. An absence is not an excuse for turning in late work or for being unprepared with assignments for the class following the absence. Computer or printer malfunction does not constitute an excuse for late work; students should have their work prepared in time to ensure that they can get it proofread, edited, and printed prior to the instructor's due date. These responsibilities assist the student in professional development.
- b. Any test taken late (except if the absence is administratively excused) incurs the ORU late exam fee (\$15), which must be paid before the late test can be taken. It may also incur a letter grade reduction.
- c. Assignments missed because of administratively excused absences are accepted with no penalty. Generally, assignments missed from an excused absence, such as sickness or family crises, can be made up and the instructor should be notified as soon as possible to reach an agreement on due dates and possible penalties. Each instructor has his or her own late-work policy that is given to students at the beginning of a course, so a teacher may decide that work missed because of an unexcused absence cannot be made up. Instructors use their own judgment in accepting late work resulting from all other absences. In cases where absences can be anticipated, such as for non-University sponsored mission trips, the work should normally be submitted prior to the absence.

4. **Attendance**

- a. **Excused and Unexcused Absences**—As stated in the university policy section of this syllabus, class attendance is mandatory, but because unavoidable circumstances can prevent perfect attendance, each student is allowed to miss class the number of times per week a class meets. This allowance is intended for illness, personal business, and emergency. Work missed because of an excused absence (e.g., illness, family emergency) can be made up; however, it is up to the teacher's discretion whether or not to accept work missed due to an unexcused absence (e.g., oversleeping, skipping class). If a student exceeds this number of absences, the student may lose points due to late work or for excessive absences, which may affect the semester grade. Extended illnesses are handled on an individual basis and require verification from a doctor.
- b. **Administratively Excused Absences**—Only absences that are required by approved University activities are given administrative excuses. Students who must miss class for University-sponsored activities must follow these procedures:
  - (1) Inform the professor before the event and make arrangement for the work to be submitted prior to the absence or at a mutually agreed upon deadline.
  - (2) Present an administrative excuse form with appropriate signatures when he or she returns to class. Doctors' or nurses' notes, or letters from groups sponsoring mission trips or activities do not qualify a student for an administratively excused absence.
  - (3) Obtain information covered during an absence. All work must be

- completed as scheduled.
    - (4) Not commit to class presentation (oral reports, speeches, group presentations, etc.) on a date that the student will be gone. Makeup work is not permitted if the student voluntarily committed to a performance on the date of an administratively excused absence.
- 5. **Plagiarism**—Each student attending Oral Roberts University is required to do his or her own academic work and must not inappropriately collaborate with other students on assignments.
  - a. Students must document all sources and ideas that are not their own original information by following correct MLA (Modern Language Association) documentation procedures. Failure to do this produces a plagiarized paper, which results in an F for the paper. Flagrant cheating results in an F for the course.
  - b. Students may be asked to submit their assignments to Turnitin.com (an online anti-plagiarism program) or have their work submitted to D2L, which also submits work to Turnitin.com.
- 6. **Incompletes**—As stated in the University catalog, incompletes are granted only for “good cause,” such as extended hospitalization, long-term illness, or a death in the family. Students must petition for an incomplete using the form available in the English and Modern Languages Department. Very few incompletes are granted.
- 7. **Whole Person Assessment**—If this course requires a WPA assignment, it is listed in the next section (“Course Policies and Procedures”) and explained in the WPA Handbook. Students need to comply as indicated in this syllabus, by the instructor, and in the WPA Handbook.

C. Course Policies and Procedures

- 1. **Evaluation Procedures**
  - a. Evaluation for the course is based on the scheduled written exams, daily written assignments, and class participation.
  - b. Five one-hour tests and a two-hour final test are scheduled during the semester. The final test score counts as two one-hour test scores. A grade is also given as an additional score equal in value to that of a one-hour test. Normally a letter grade is given based on the following percentages:
  - c. Final grades is given according to the following scale:  
A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; F: 0-59%.
  - d. WPA compliance (0% or minus 10% for noncompliance).
- 2. **Whole Person Assessment Requirements**
  - a. As stated in the English and Modern Languages Department Whole Person Assessment Handbook, the following competencies apply to this course or the student must consult with the professor: **Outcome 4: Service Learning and Extra Curricular Activities** and **Outcome 5: Reading and Writing**
  - b. To be "compliant" the student will have correctly submitted electronically the artifact for assessment. To be "noncompliant" the student has either not submitted or incorrectly submitted the artifact electronically. Noncompliance will result in one letter grade reduction of the final grade for the course.

- c. It is the student's responsibility to ensure that he or she is in compliance. Compliance is verified by checking for the assessment results in the student's ePortfolio. If there is a problem, the student may receive notification by the professor/assessor through the student's **ORU email address**.
- 3. **Other Policies and/or Procedures**
  - a. It is expected that students shall conduct themselves in a discreet manner, conforming to school regulations as to dress, classroom conduct, and honesty in the fulfillment of course requirements.
  - b. Students desiring additional assistance are invited to see the instructor during office hours.
  - c. Chapter tests may be taken a day after they are scheduled with an unexcused absence on the condition that the grade will be dropped one letter grade. Each additional day without making up the test drops the score another letter grade.

#### IV. COURSE CALENDAR

<u>WEEK</u>	<u>ASSIGNMENTS</u>
1	Select reading materials.
2	Assign topics to student for oral/written weekly reports on each literary work to be read.
3 - 4	Read first work.
5	Class discussion of first work.
6 - 7	Begin second work.
7	Finish second work.
	<b>EXAM 1</b>
8	Class discussion of second work and oral reports to be presented.
9 - 10	Read third work.
11	Class discussion of third work and oral reports to be presented.
	<b>EXAM II</b>
12 – 13	Read fourth work.
14	Class discussion of fourth work and oral reports to be presented.
15	<b>FINAL EXAM REVIEW</b>
16	<b>FINAL EXAM</b>

## Course Inventory for ORU's Student Learning Outcomes

### SPA 451—Special Readings Spring 2018

This course contributes to the ORU student learning outcomes as indicated below:

**Significant Contribution** – Addresses the outcome directly and includes targeted assessment.

**Moderate Contribution** – Addresses the outcome directly or indirectly and includes some assessment.

**Minimal Contribution** – Addresses the outcome indirectly and includes little or no assessment.

**No Contribution** – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

OUTCOMES & Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
<b>1</b>	<b>Outcome #1 – Spiritually Alive</b> Proficiencies/Capacities				
1A	Biblical knowledge				X
1B	Sensitivity to the Holy Spirit				X
1C	Evangelistic capability				X
1D	Ethical behavior				X
<b>2</b>	<b>Outcome #2 – Intellectually Alert</b> Proficiencies/Capacities				
2A	Critical thinking		X		
2B	Analytical problem solving			X	
2C	Global & historical perspectives			X	
2D	Aesthetic appreciation			X	
2E	Intellectual creativity	X			
<b>3</b>	<b>Outcome #3 – Physically Disciplined</b> Proficiencies/Capacities				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle				X
<b>4</b>	<b>Outcome #4 – Socially Adept</b> Proficiencies/Capacities				
4A	Communication skills	X			
4B	Interpersonal skills	X			
4C	Appreciation of cultural & linguistic differences		X		
4D	Responsible citizenship			X	
4E	Leadership capacity				X

(Revised 10/14/16)