

Syllabus for
FRE 450– Internship
1-3 Credit Hours
Fall 2018

I. COURSE DESCRIPTION

Systematic and supervised practicum in a French-speaking community. Application of French oral communication and writing skills. Credit varies, depending on time involved on-site. Prerequisites: FRE 204; permission of the department.

II. COURSE GOALS

The purpose of this course is to provide “real world” application of oral and written, professional, and personal skills. The internship enables students to use their oral and writing skills in a French-speaking community.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

As a result of successfully completing this course the students will be able to do the following:

- A. Use French language skills with a French-speaking population.
- B. Communicate abstract and concrete concepts related to the service learning projects in which the student participates.
- C. Interact with a French professor who will supervise and counsel the student as required by the contact liaison within the community.
- D. Present a report demonstrating the kinds of service learning projects in which the student participates.
- E. Discuss and demonstrate the professional and personal skills needed to serve the French-speaking community successfully.

IV. TEXTBOOKS

There are no required textbooks.

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. Double cuts are assessed for absences immediately preceding or following holidays.
 - 3. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
 - 4. 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, video, multimedia, or computer software. 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.
 - 5. 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.

6. Students are to be in compliance with University, school, and departmental policies regarding WPA/D2L submission requirements. Students should consult ORU handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting a WPA 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. **Minimum grade** – A minimum grade of “C” must be achieved in this course before the next level may be taken.
2. **Extra-credit** may not apply to raise a grade from a "D" to a "C" if the cumulative score is lower than a 68% before extra credit points are added.
3. **Tardies** – Tardies are an inconvenience to class members and to professors; therefore three tardies equal one unexcused absence.
4. **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 Modern Language Department.
5. **Late Work**
 - a. The student is responsible for obtaining class assignments and material covered during an absence. All work must 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.
 - b. Each instructor has his or her own late-work policy that is given to students at the beginning of a course. Instructors use their own judgment in accepting late work resulting from absences. In unanticipated absences, such as sickness or family crises, the instructor should be notified as soon as possible and agreement reached on due dates and possible penalties.
6. **Attendance** – Because unavoidable circumstances can prevent perfect attendance, each student is allowed unexcused absences equal to the number of times per week a class meets. After this, the student loses one percent of the semester average per absence. With an unexcused absence, tests can be made up within a week but will incur a \$15.00 late fee paid to Student Accounts and a 10% grade cut. Extended illnesses are handled on an individual basis and require verification from a doctor.
7. **Administratively Excused Absences** - Only absences that are required by approved University activities are given administrative excuses. Students who must miss for University sponsored activities must 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.
8. **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 plagiarized paper will result in an F for the paper. Flagrant cheating will result in an F for the course.
9. **WPA/D2L Submission Compliance** - The ORU handbook explains the Modern Language Department policy concerning WPA/D2L submission

compliance. The handbook can be accessed by choosing Department Resources from ORU's website.

C. Course Policies and Procedures

1. **Evaluation Procedures**

- a. In order to receive one hour credit for this course, the following guidelines must be followed:
 - (1) Students must interact in the French-speaking community at least one hour a week from the starting of the project until the final date of the project during one semester
 - (2) A log reporting the date and times as well as a diary of participation must be submitted to the observing professor. Bi-weekly reports will be submitted according to the syllabus calendar.
 - (3) Evaluation of the student's performance will be based upon the observation by the professor, an interactive visit with the professor, a five-page report written in French on the cultural and communicative activities in which the student participated. The report must be written independently without the help of another student. The topics of the report must include:
 - (a) a description of the French-speaking project
 - (b) a summary of activities completed by the student
 - (c) a discussion of the student's opinion of the merits of participation in the project.
- b. In order to receive two hour credit for this course:
 - (1) Students must interact with the French-speaking community at least two hours a week from the starting date of the project until the final date of the project during one semester.
 - (2) A log reporting the dates and times as well as a diary of participation must be submitted to the observing professor. Bi-weekly reports will be submitted according the syllabus calendar.
 - (3) Evaluation of the student's performance will be based upon the observation by the professor, an interactive visit with the observing professor, and a eight-page report written in French on the cultural and communicative activities in which the student participated. The report must be written independently without the help of another student. The topics of this report must include:
 - (a) a description of the French-speaking project
 - (b) a summary of the activities carried out by the student,
 - (c) an explanation of the requirements of the service learning project established by the needs of the community served
 - (d) the student's opinion of the merits of participation in the project.
- c. In order to receive three hours credit for this course:
 - (1) Students must interact in French with the French-speaking community at least three hours a week from the beginning date of the project until the final date of the project in one semester.
 - (2) A log reporting the dates and times of participation as well as a diary of student participation must be submitted to the observing

- professor. Bi-weekly reports will be submitted according to the syllabus calendar.
- (3) Evaluation of the student's performance will be based upon the observation by the professor, an interactive visit with the observing professor, and a ten-page report written in French on the cultural and communicative activities in which the student participated. The report must be written independently without the help of another student. The topics of this report must include
 - (a) a description of the French-speaking project
 - (b) a summary of the activities completed by the student,
 - (c) a brief explanation of documents, brochures and/or textbook materials used
 - (d) an explanation of the service learning project established by the needs of the community served
 - (e) research information related to the service learning project
 - (f) and the student's opinion of the merits of the French-speaking Project.
 - d. WPA/D2L submission compliance (0% or minus 10% for noncompliance).
2. **WPA/D2L Submission Requirements**
- a. 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.
 - b. 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 D2L. 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 the 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.

VI. COURSE CALENDAR

Weeks 1-2	Completion and submission of the internship agreement (This may be exchange of letters/e-mails between overseas supervisor and ORU professor/chair/dean to establish internship position.)
Week 2	First bi-weekly report due
Week 4	Second bi-weekly report due On-site supervisor's evaluation due
Week 6	Third bi-weekly report due
Week 8	Fourth bi-weekly report due Supervisor's interview/on-site evaluation due Midterm report due
Week 10	Fifth bi-weekly report due
Week 12	Sixth bi-weekly report due

Week 14	Supervisor's evaluation due
	Seventh bi-weekly report due
Week 16	Eighth bi-weekly report due
	Supervisor's interview/on-site evaluation due
	Final report due

Course Inventory for ORU's Student Learning Outcomes

Field Experience - FRE 450 Spring 2006

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
1	Outcome #1 – Spiritually Alive Proficiencies/Capacities				
1A	Biblical literacy				X
1B	Spiritual Formation			X	
2	Outcome #2 – Intellectually Alert Proficiencies/Capacities				
2A	Critical thinking, creativity, and aesthetics		X		
2B	Global & historical perspectives			X	
2C	Information literacy			X	
2D	Knowledge of the physical and natural world			X	
3	Outcome #3 – Physically Disciplined Proficiencies/Capacities				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle				X
4	Outcome #4 – Socially Adept Proficiencies/Capacities				
4A	Ethical reasoning and behavior		X		
4B	Intercultural knowledge and engagement	X			
4C	Written and Oral Communication				X
4D	Leadership capacity			X	

(Revised 10/30/2017)