

Syllabus for  
**HEB 451--Special Readings**  
1-3 credit hours  
Fall 2009

I. COURSE DESCRIPTION

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

Prerequisites: Arrangement with professor, departmental permission, and proficiency as needed.

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 by genre or by period according to the course scope as agreed upon by the professor and 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 successfully completing 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 to any interested party.
- D. Read and critically analyze the assigned reading subject in such a fashion as to show clear knowledge of the reading selections.
- F. Present in writing and orally, evidence of scholarly research and data collection.

IV. TEXTBOOK AND OTHER LEARNING RESOURCES

Required Material

Textbook

Chayat, Shlomit, et. al. Hebrew From Scratch - Part II, Jerusalem: Academon, 2001.

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, 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.
  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 WPA handbooks for requirements regarding general education and the students' majors.
    - a. The penalty for not submitting electronically or for incorrectly submitting an eportfolio 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 Procedure

1. **Minimum grade** – It is recommended that a minimum grade of “C” be achieved in this course before the next level is 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 English and Modern Languages 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. **Whole Person Assessment Compliance** - The ePortfolio handbook explains the English and Modern Languages Department policy concerning ePortfolio compliance. The handbook can be accessed by choosing Department Resources from ORU's ePortfolio website.

C. Course Policies and Procedures

1. **Evaluation Procedures**
  - a. The usual procedure is for the student to indicate to the department chairperson, major advisor, or other faculty person an interest in doing a directed study. The student is then interviewed carefully by several persons in the department who might be involved with the student should approval be granted to do the directed study. The interviewing faculty persons then meet jointly to arrive at a recommendation regarding the student's request.
  - b. The amount of credit and specific activities that any student is involved in are all negotiated among the student faculty person or persons to be involved and the department chairperson.
  - c. The final grade that a student will earn for a directed study is determined by the faculty, member involved. It is fully expected that any student who receives permission to do a directed study is easily capable of earning an A grade.
  - d. WPA compliance 0% (noncompliance: -10%)
  - e. Final grades are given according to the following scale:  
A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; F: 0-59%.
2. **Whole Person Assessment Requirements**
  - a. As stated in the English and Modern Languages Department ePortfolio Handbook, the following competencies apply to this course or the student must consult with the professor: **(5) Hearing Competency, (2) Extracurricular or Service Learning and (10) Reading Comprehension**
  - 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.
  - 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**.

VI. COURSE CALENDAR

<u>WEEK</u>	<u>ASSIGNMENTS</u>
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1	Select reading materials.
2	Assign topics to student for oral/written weekly reports or other assignments.
3 - 6	Weekly visits with professor Oral discussion of assignments
7	<b>Exam I or Written paper due.</b>
8-10	Discussion of next assignments Weekly visits with professor
11	<b>Exam II or Written Paper due</b>
12-15	Discussion of next assignments Weekly visits with professor
16	Final Exam or Final paper

**Course Inventory for ORU's Student Learning Outcomes  
(Special Readings - HEB 451)  
(Fall 2009)**

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.

<b>OUTCOMES &amp; Proficiencies/Capacities</b>		<b>Significant Contribution</b>	<b>Moderate Contribution</b>	<b>Minimal Contribution</b>	<b>No Contribution</b>
<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 9/15/06)