

Syllabus for
CHRM 499— Senior Paper/Portfolio
3.0 Credit Hours
Summer 2012

I. COURSE DESCRIPTION

Designed for seniors who, after completing 150 hours of church-related practicum experience, write a major paper that takes into account their practicum experiences, philosophy of ministry, and a research component that deals with a specialized area of ministry.

Prerequisites: THE 217, CHRM 398 or MISS 397

II. COURSE GOALS

This course is designed to enable the student to do the following:

- A. Participate in in-depth research in a self-designated area of theological interest.
- B. Gain the ability to organize and interpret material in the major area of his undergraduate study.
- C. Demonstrate the will and tenacity to see a major research project through to completion.
- D. Learn to consummate a complete and thorough research of materials relating to a selected theme.
- E. Develop mastery in stating and solving problems.
- F. Develop a clear, concise, and scholarly writing style.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

Upon successful completion of this course, the student will be able to do the following:

- A. Consult extensively with his assigned faculty advisor in all stages of the thesis work.
- B. State the thesis or purpose of the paper. This will include the following:
 - 1. A clear and concise statement of the problem being researched.
 - 2. A delineation of the scope of the work.
 - 3. A working hypothesis.
 - 4. A statement concerning the research methodology employed.
- C. Prepare a comprehensive bibliography.
- D. Analyze and evaluate the data collected.
- E. Report the results of the research in proper research and writing style.

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

A. Required Materials

1. Textbooks
Lamp, Jeffrey. *Guidelines for Paper Formatting*. ORU, 2003.
Lamp, Jeffrey. *Writing Tools and Helps*. ORU, 2003.
Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Sixth Edition. Chicago: University of Chicago Press, 1996. ISBN: 0-226-81621-4
2. Other
None

B. Optional Materials

1. Textbooks
None
2. Other
None

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 the 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
- Note: Attendance policy is enforced. Excessive absences will affect your grade. See syllabus attendance policy.
1. Completion of a Course
 - a. All assignments are due on the dates established in the course calendar, which is published in the syllabus or assigned in class. **Any assignments turned in after the scheduled due date will be penalized five percent (5%) of the original value per day including weekends, breaks, and holidays.**
 - b. **No work** is accepted after the final date of regular classes.
 2. Incompletes
 - a. An incomplete is given only after the student establishes with the instructor and the department chair by written petition that his or her work is incomplete for good cause (i.e., lengthy illness, death in the family). **Incompletes are rarely granted.** Only those absences that are incurred within the time period of the extenuating circumstances prompting an incomplete will be excused. The student is still accountable for any other absences and will be penalized for them according to the attendance policy.
 - b. A Petition for Incomplete Grade with all supporting documentation must be submitted for approval at least one week prior to the end of normal classes. The submitting of a petition does not automatically ensure the granting of an incomplete. The petition must be approved by the appropriate academic committee of the Undergraduate Theology Department.
 3. Examinations and Other Assignments
 - a. Early examinations **are not** allowed.
 - b. Late examinations are administered only when extenuating circumstances are present (such as a death in the family the week before exams, sudden and major illness the week of exams that is documented by a physician). In fairness to all students, some persons should not have more time to prepare for an examination than others. **The granting of a late examination request is rare.**
 - c. A Petition for Late Examination without penalty must be signed by the professor and the chair. Proper documentation must accompany the petition and must be submitted to the Undergraduate Theology Department. The student must schedule the makeup exam with the professor of the course. The exam must be taken no later than five (5) calendar days after the approval of the petition. **Grade penalties may be applied as indicated by the Academic Affairs Committee.**
 - d. **All** exams will be given as scheduled. It is the student's responsibility when purchasing airline tickets, for example, to take this schedule into

consideration. **Not being present for the final examination automatically results in failure of the course.**

- e. These requirements apply to all quizzes, tests, and examinations administered by the Undergraduate Theology Department.

4. Attendance

- a. The Official Attendance Policy for the Undergraduate Theology Department is as follows for a three-semester hour class:
 - (1) If the class meets three times a week, the missing of 6 class sessions will result in a grade reduction of one letter grade. Missing 12 class sessions will automatically result in a grade of "F."
 - (2) If a class meets twice a week, the missing of 4 class sessions will result in a grade reduction of one letter grade. Missing 8 sessions will automatically result in a grade of "F."
 - (3) If the class meets once a week, then missing 2 class sessions will result in a grade reduction of one letter grade. Missing 4 class sessions will automatically result in a grade of "F."
- b. **The absences allowed prior to grade reduction are designed to allow for emergencies and illnesses, and are not designed for indiscriminate use.** Many students incorrectly assume that they may use these allowable absences as unexcused "cuts" from class. Administrative excuses are granted only when a student is on official University business and has received approval in advance from the University administration.
- c. Students are expected to be prompt for classes. **Two tardies will equal one absence.**

C. Course Policies and Procedures

1. Requirements

Final Draft (40 pages)	100%
Whole Person Assessment compliance (student resume)	0%
(non-compliance = one letter grade reduction)	

Total	100%
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2. Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

3. Other Policies and/or Procedures

- a. Final typed copy due—all senior papers are to be typed on high quality paper (either 20-pound, 20 percent rag content paper or other approved paper) and bound in an approved velo binder. The final draft must be printed on a laser printer.
- b. The bibliography should contain at least 25 books and 25 journal articles, magazine articles, media, etc. If the paper is going to be longer than the specified page length, more appropriate sources are expected.

- c. Excessive errors and disregard for the conventions of the style sheet will result in the paper being returned to the student for correction before any more reading continues.
- 4. Research paper/Whole Person Assessment artifact
 - a. The student will write a Student Resume in addition to the senior paper.
 - b. To complete the Whole Person Assessment segment of the course, a hard copy of the resume will be submitted to the professor electronically for assessment. The electronic submission is as follows: Portfolio--Theology Department, Outcome—Professional Integration, Rubric--Resume, Assessor—Appropriate Professor.
 - c. Whole Person Assessment compliance (0% or one letter grade reduction for noncompliance). To be “compliant” the student will have correctly submitted the resume electronically as an artifact for assessment. To be “noncompliant” the student has either not submitted or incorrectly submitted the research paper electronically. Noncompliance will result in a one letter grade reduction of the final grade for the course.
[It is the student’s responsibility to ensure that he/she is in compliance. Compliance is verified by checking for the assessment results in one’s e-portfolio. If there is a problem you may receive notification by the professor/assessor through one’s **ORU Group Wise email address.**]

VI. COURSE CALENDAR

Students in class meet once a week for assistance with paper and keeping up with appropriate schedule of approximately seven pages every two weeks. Students failing to meet weekly deadline will be penalized 5% of the final grade for each infraction.

- Week 1: Declaration of topic and assignment of readers. Discussion of format and style.
- Week 2: Submit to instructor:
 - Thesis statement
 - Outline of paper
 - Tentative bibliography
- Week 3: Confirm in writing to instructor appointments kept with readers.
- Week 4: Submit revised bibliography and extensive notes.
- Week 6: Submit first twenty pages of paper.
- Week 8: Submit next 10 pages of paper.
- Week 9: Submit Resume.
- Week 10: Submit final draft.
- Week 11: Make required revisions and provide three bound copies of the paper.
- Weeks 13-15: Honors defenses scheduled.

Course Inventory for ORU's Student Learning Outcomes
CHRM 499—Senior Paper
Summer 2011

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 knowledge		X		
1B	Sensitivity to the Holy Spirit		X		
1C	Evangelistic capability			X	
1D	Ethical behavior			X	
2	Outcome #2 – Intellectually Alert Proficiencies/Capacities				
2A	Critical Thinking	X			
2B	Information Literacy	X			
2C	Global & historical perspectives	X			
2D	Aesthetic appreciation			X	
2E	Intellectual creativity	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	Communication skills	X			
4B	Interpersonal skills			X	
4C	Appreciation of cultural & linguistic differences			X	
4D	Responsible citizenship			X	
4E	Leadership capacity			X	