

Syllabus for  
**LCCC 499--Senior Practicum/Project**  
3 Credit hours  
Spring A 2015

I. COURSE DESCRIPTION

A practicum in a church counseling setting. Provides an opportunity to become acquainted with the practice of helping through Christian counseling. Students interact with professionals and learn about counseling as it is practiced within a church.

Honors Distinctives: None

Prerequisites: Senior standing, consent of ORU Distance Learning, and LCCC 411

Course fee: None

II. COURSE GOALS

A capstone experience, this course is intended to enable students to learn about helping and caregiving. Working in various settings, students will interact with counseling professionals and become familiar with people helping and counseling as it is practiced within an agency, and they will integrate this learning with other elements of the curriculum.

The aim of this course is to enable students to participate in helping and caregiving by working with a church or agency, developing helping and caregiving competencies. It is also intended to help students think critically about the work they do.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

Terminal Objectives

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

- A. Spend 100 hours volunteering for a helping or caregiving agency or church.
- B. Accomplish the personal and professional growth goals developed as part of Practical Applications of Helping Skills I/CCC 411.
- C. Read a book related to the helping and caregiving process.
- D. Write a personal theology of helping and caregiving.
- E. Write a paper integrating personal experiences during the senior practicum with material learned in previous courses.

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

- A. Required Materials
  - 1. Textbooks

Corey, Marianne, and Gerald Corey. *Becoming a Helper*. 6th ed. Pacific Grove, CA: Brooks/Cole, 2010. (ISBN: 9780495812265)

2. Other

The personal and professional growth plan developed as part of Practical Applications of Helping Skills/CCC 411.

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. 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. By law, students are entitled to privacy regarding their records. The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended and available in the [ORU Employee Handbook](#), sets forth requirements designed to protect the privacy of student education records. The law governs access to records maintained by educational institutions and the release of information from those records.
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 ePortfolio requirements. Students should consult the ePortfolio 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. School and/or 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. Evaluation Procedures

- A. Assignments for this course are to be completed as scheduled. Because some students may live in remote, isolated, or rural areas, portions of the coursework may be impossible to complete as they are currently designed. These lessons may be modified, if necessary, but only upon written permission from the instructor.

- B. The grade for this course will be based on the individual assignments.

Book Report = 25%

Personal Theology = 25%

Personal Goals Paper = 20%

Threaded Discussion Participation = 5%

Logs, Supervisor's Evaluation, and Evaluation Paper = 25%

- C. The grade for the course will be given according to the total number of points earned. Grades will be assigned as follows.

90-100% = A

80-89% = B

70-79% = C

60-69% = D

Below 60% = F

D. Points for each assignment will be assigned on the following basis:

Completion of the assignment (50%)

Thoroughness of the assignment (50%)

For the volunteer hours and progress toward accomplishing the personal and professional growth goals, the student's work will be evaluated as to whether or not the assignment has been accomplished according to the published guidelines.

For the written assignments, the student's work will be evaluated according to the following criteria: Has the student followed the published guidelines? Has the report been written with good form and style (spelling and punctuation)?

2. ePortfolio Requirements: None

3. Other Policies and/or Procedures

This course is divided into multiple assignments and a final project, which all culminate in written responses. Using the list of community helping and caregiving agencies generated in the Practical Applications of Helping Skills/CCC 411 course, the student is required to commit to a church or caregiving agency for 100 hours of volunteer time, which should begin during the first assignment. Also, the student will read the required text and submit a book report according to the attached guidelines. The student will write a personal theology of helping and caregiving. The student will accomplish and evaluate the personal and professional growth goals identified in Practical Applications of Helping Skills/CCC 411. The final project consists of a compilation of volunteer logs, a supervisor's evaluation, and a personal evaluation of the volunteer experience.

## VI. COURSE CALENDAR

	READ	DO
Week 1	Review list of helping and caregiving agencies from Practical Applications of Helping Skills I/LCCC 411. Begin reading Corey and Corey.	Discussion, Volunteer Placement Verification Form, and Practicum Hours.
Week 2	Corey and Corey, all.	Discussion, Practicum Hours, and Book Report.
Week 3	No reading assignment.	Discussion, Practicum Hours, and Personal Theology of Helping and Caregiving.
Week 4	No reading assignment.	Discussion and Practicum Hours.

Week 5	No reading assignment.	Discussion, Practicum Hours, and Personal and Professional Growth Goals Paper.
Week 6	No reading assignment.	Discussion and Practicum Hours.
Week 7	Assemble all logs, and obtain evaluation from supervisor.	Discussion, Practicum Hours, Volunteer Logs, Supervisor's Evaluation, and Evaluation of the Volunteer Experience Paper.

## Course Inventory for ORU's Student Learning Outcomes

### (LCCC 499—Senior Practicum/Project) (Spring A 2015)

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	Information literacy			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 10/4/12)