

Syllabus for  
**CCC 499— Senior Paper/Portfolio**  
3.0 Credit Hours  
Spring 2018

I. COURSE DESCRIPTION

Designed for seniors who, after completing 150 hours of counseling-related practicum experience, write a major paper that takes into account their practicum experiences, philosophy of ministry, global competence, and a research component that deals with a specialized area of counseling and pastoral care 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 that will enhance the student's global competency.
- 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

###### Textbooks

1. *Publication Manual of the American Psychological Association*. (2016). Washington, DC: American Psychological Association.

##### B. Optional Materials

###### Textbooks

1. Acuff, J. (2017). *Finish: Give yourself the gift of done*. New York: Portfolio.  
  
Alexander, P. Kutsko, J. Ernest, J. Lucke, S. Peterson. (2000) *SBL Handbook of Style*. Peabody: Hendrickson.  
  
Lamp, J. S. (2015). *Undergraduate Theology Department Manual of Style*, ORU Copy Center.  
  
Stunk, W. and White, E.B. (1992). *Elements of Style, Fourth Edition*. New York: Longman.  
  
Vhymeister, N. (2001). *Quality Research Papers for Students of Religion and Theology*. Grand Rapids: Zondervan.
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. Late work will not be accepted. Assignments are due on or before the deadline given.
  - b. Under rare circumstances, exceptions may be made in consultation with the faculty member for the course. However, except in extreme emergencies, students must contact faculty members before the assigned due date and request an exception to the policy.
- 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 are 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 Policy

- a. The Official Attendance Policy for the Undergraduate Theology Department is as follows:
  - (1) If class meets three times a week, 3 unexcused absences will result in 1 grade letter reduction; 6 unexcused absences will automatically result in an "F" for the course.
  - (2) If class meets two times a week, 2 unexcused absences will result in 1 grade letter reduction; 4 unexcused absences will automatically result in an "F" for the course.
  - (3) If class meets one time a week, 1 unexcused absence will result in 1 grade letter reduction; 2 unexcused absences will automatically result in an "F" for the course.
- b. **The absences allowed prior to grade reduction are designed to allow for emergencies and illnesses, only. (Faculty may require documentation.)** Administrative excuses are granted only when a student is on official University business and has received approval in advance from the University administration.
- c. The penalty for tardies is at the discretion of the instructor.

C. Course Policies and Procedures

1. Requirements

Supervisor's Letter	5 %
Internship Log	10 %
Internship Evaluation	15 %
Book Review	20 %
Personal Theology of Caregiving and Counseling	20 %
Research Paper	30 %
Whole Person Assessment compliance (student resume)	0%
(non-compliance = one letter grade reduction)	

Total	100%
2. Grading Scale	

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

### 3. **ORU Professional Development**

Will I be able to find employment once I have completed my educational requirements at ORU? This question involves one of our foundational learning outcomes – Professional Competence. A professional competency program at ORU is composed of five areas of focus:

- Resume/Cover Letter
- Interviews
- Job Search Strategy
- Networking
- College/Major Specific Activities

Students are required to gain at least two professional points in each of these program areas during their attendance at ORU, specific to their chosen major, or 10 points total, in order to graduate from ORU. A point is granted for each completed development area/event, and there are several choices (detailed below) under each category.

**A. Resume/Cover Letter** (one point each/ 2 points required in this section)

- \_\_\_\_\_ Submit a cover letter for review and approval on the Golden Hire Network.
- \_\_\_\_\_ Attend a resume workshop provided by Career Services
- \_\_\_\_\_ Attend an in-class resume development session
- \_\_\_\_\_ Watch resume development videos online and take an online quiz (90% proficiency required)
- \_\_\_\_\_ Read and report on an instructional book about resume development

**B. Interviewing** (one point each/ 2 points required in this section)

- \_\_\_\_\_ Watch online interview videos and take an online quiz (90% proficiency required)
- \_\_\_\_\_ Participate in a mock interview session with a real recruiter during Career Week
- \_\_\_\_\_ Participate in an on-campus interview with recruiting company(ies) hosted by Career Services
- \_\_\_\_\_ Attend an in-class interview session

**C. Job Strategies** (one point for each/2 points required in this section)

- \_\_\_\_\_ Develop a **LinkedIn** (or other professional connection sites) profile including an uploaded resume and at least 20 professional contacts
- \_\_\_\_\_ Watch online job search strategies videos and take an online quiz (90% proficiency required)
- \_\_\_\_\_ Create a favorites list including targeted job titles, companies, organizations, and actual links to positions of interest
- \_\_\_\_\_ Attend a job search strategies appointment with Career Services
- \_\_\_\_\_ Attend a job search class presentation or workshop
- \_\_\_\_\_ Job-shadow with a professional in an industry related to your degree
- \_\_\_\_\_ Create a networking or ORU affiliation card and submit a copy online

**D. Networking** (one point for each/ 2 points required in this section)

- \_\_\_\_\_ Participate in an informal interview with a professional in an industry of interest
- \_\_\_\_\_ Attend and actively participate in a Career Expo event – turn in 3 business cards and a short summary on specified criteria
- \_\_\_\_\_ Volunteer to work for the Career Services Department during one of the Career Expo events (volunteer positions are limited, on a first come, best qualified basis)
- \_\_\_\_\_ Attend a networking event through a professional association group relevant to industry of interest
- \_\_\_\_\_ Attend the Tulsa Collegiate Job Fair (held in the spring at the University of Tulsa)

E. College/Major Specific Activities

- \_\_\_\_\_ Internships
- \_\_\_\_\_ Discipline specific job/career fair attendance
- \_\_\_\_\_ Professional development events/seminars hosted by an academic college or department
- \_\_\_\_\_ Club participation (preferably a leadership role)
- \_\_\_\_\_ Volunteer work relevant to course work
- \_\_\_\_\_ Mission trips relevant to course work
- \_\_\_\_\_ Attend academic or professional conference
- \_\_\_\_\_ Any other pre-approved event or professionally enhancing experience

4. 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. Student submits a letter of acceptance from the supervisor (10% of grade)
- Week 2-4: Personal Evaluation (strengths and weaknesses) of the volunteer experience 3-5 pages (20 % of grade) paper due in week 4
- Week 5: Second letter from the supervisor that indicates the quality of student's performance (10% of grade)
- Week 6--7: Book Review: 3-5 pages (20% of grade) paper due in week 7
- Week 8-9: Personal Theology of Caregiving and Counseling: 5-7 pages (20% of grade) paper due in week 9
- Week 10-13: Work on Research paper
- Weeks 13-15: Honors defenses scheduled. Make required revisions and provide three bound copies of the paper.
- Week 14: Final Research project: 15-20 pages (20% of grade)

**Course Inventory for ORU's Student Learning Outcomes**  
**CHRM 499—Senior Paper**  
**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.

<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	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	