

Syllabus for
WRT 499—Senior Paper/Project
3 Credit Hours
Spring 2019

I. COURSE DESCRIPTION

A significant writing project under the guidance of a writing professor. Provides writing majors specializing in technical writing with an opportunity to begin and complete an appropriate capstone writing project. Involves research needed to complete the project, the project itself (e.g., a website, grant proposal), and a short paper documenting the project's process.

Prerequisite: Senior standing; departmental approval.

Lab fee: none

II. COURSE GOALS

This course seeks to prepare students to organize, synthesize, document, and complete their senior projects.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

Terminal Objectives

After successfully completing this course, the student will be able to do the following:

1. Demonstrate mastery skills requisite for technical writing relevant to the student's approved project
2. Demonstrate ability to do research, analyze and synthesize information, and evaluate possible strategies for completing the project.
3. Complete a process description or formal report that explains the project.
4. If eligible to graduate with honors, the student will be able to defend his or her senior project effectively in an oral defense before a panel of faculty and students.

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

Required Materials

1. A technical writing book
2. Other texts as needed for the specific project
3. Access to computer programs as needed for the specific project

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
2. 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

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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.
3. 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.
 4. Students are to be in compliance with university, school, and departmental policies regarding 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
1. **Class Assignments**
 - a. Students need to come to class with the appropriate textbooks, course materials, and other supplies as designated by the professor.
 - a. Professors may refuse to accept an assignment if it has inappropriate content, does not meet the assignment’s criteria (e.g., not typed, incorrectly documented), is incomplete, is suspected of plagiarism, or is turned in too late.
 2. **Tardies**—Tardies are an inconvenience to the other class members and the professor, and they prevent the late student from obtaining maximum value from the class. Therefore, excessive tardies may adversely affect the semester grade. It is to the student’s advantage to make sure that the professor is informed immediately following the close of the class that the student was tardy and not absent. It is not the professor’s responsibility to stop the class to mark the tardy; the student is the one responsible for conveying that information immediately following that class, not at a later time.

3. **Late Work**

- a. The student is responsible for obtaining class assignments and material covered during an absence, and all work is expected to 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. Computer or printer malfunction does not constitute an excuse for late work; students should have their work prepared in time to ensure that they can get it proofread, edited, and printed prior to the instructor's due date. These responsibilities assist the student in professional development.
- b. Any test taken late (except if the absence is administratively excused) incurs the ORU late exam fee (\$15), which must be paid before the late test can be taken.
- c. Assignments missed because of administratively excused absences are accepted with no penalty. Generally, assignments missed from an excused absence, such as sickness or family crises, can be made up and the instructor should be notified as soon as possible to reach an agreement on due dates and possible penalties. Each instructor has his or her own late-work policy that is given to students at the beginning of a course, so a teacher may decide that work missed because of an unexcused absence cannot be made up. Instructors use their own judgment in accepting late work resulting from all other absences. In cases where absences can be anticipated, such as for non-University sponsored mission trips, the work should normally be submitted prior to the absence.

4. **Attendance**

- a. **Excused and Unexcused Absences**—Class attendance is mandatory, but because unavoidable circumstances can prevent perfect attendance, each student is allowed to miss class the number of times per week a class meets. This allowance is intended for illness, personal business, and emergency. Work missed because of an excused absence (e.g., illness, family emergency) can be made up; however, it is up to the teacher's discretion whether or not to accept work missed due to an unexcused absence (e.g., oversleeping, skipping class). If a student exceeds this number of absences, the student may lose points due to late work or for excessive absences, which may affect the semester grade. Extended illnesses are handled on an individual basis and require verification from a doctor.
- b. **Administratively Excused Absences**—Only absences that are required by approved University activities are given administrative excuses. Students who must miss class for University-sponsored activities must follow these procedures:
 - (1) 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.
 - (2) Present an administrative excuse form with appropriate signatures when he or she returns to class. Doctors' or nurses' notes, or letters from groups sponsoring mission trips or activities do not qualify a student for an administratively

- excused absence.
 - (3) Obtain information covered during an absence. All work must be completed as scheduled.
 - (4) Not commit to class presentation (oral reports, speeches, group presentations, etc.) on a date that the student will be gone. Makeup work is not permitted if the student voluntarily committed to a performance on the date of an administratively excused absence.
 - 5. **Plagiarism**—In addition to the information above under section V, part A (“University Policies and Procedures”), the student must adhere to the following:
 - a. Students must document all sources and ideas that are not their own original information by following correct MLA (Modern Language Association) documentation procedures, as necessary for the assignment. Failure to do this produces a plagiarized paper, which results in an F for the paper. Flagrant cheating results in an F for the course.
 - b. In writing an essay in Spanish, inappropriate use of translation applications or software programs (to translate an entire essay or paragraph, for example) is considered a form of plagiarism—submitting work as if it were your own—and is not allowed.
 - c. Students may be asked to submit their assignments to the D2L Dropbox for plagiarism detection.
 - 6. **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 at petitions.oru.edu. Very few incompletes are granted.
 - 7. **Whole Person Assessment**— If this course requires a WPA assignment, it is listed in the next section (“Course Policies and Procedures”).
- C. Course Policies and Procedures
 - 1. Evaluation Procedures
 - a. The grade for the course is based on the final senior project, various assignments leading up to the final project, and on meeting the deadlines throughout the semester. Points earned for each of these are accumulated for the semester
 - b. Senior projects not completed by required deadlines are assessed a one-letter grade penalty. This includes senior projects being defended.
 - c. For students graduating with honors, the senior defense comprises 10% of the final grade.
 - d. Senior projects are subject to review by the department chair. If the student is eligible to graduate with honors, the project must be defended, the methods and problems described, and the conclusions explained, before the English faculty and students in an annual English forum.
 - e. WPA. If a student is required to submit an ePortfolio artifact and fails to submit it or submits it incorrectly, 10% is deducted from his or her final semester grade.

- f. The grading scale for the accumulated points is as follows:
A=90-100% B=80-89% C=70-79% D=60-69%
- 2. Class Assignments
 - a. Because of the quantity of the material for this course is significant, students need to keep up with assignments in order to be adequately prepared for class discussions and activities.
 - b. Students need to come to class and mentoring sessions with the appropriate materials.
 - c. Students need to consult the D2L for information regarding assignments.
- 3. Attendance
 - a. The class meets on specified dates during the semester and students meet regularly with the professor.
 - b. Attendance is taken at each class and mentoring session and is figured into a student's semester grade.
- 4. Whole Person Assessment Requirements
 - a. The student's senior project fulfills specific University's outcomes. Students completing a writing major must upload this project into their ePortfolios on the due date.
 - b. Artifacts not submitted electronically or incorrectly submitted receive a zero for that assignment.
- 5. Faculty Contact
 - a. Students need to keep in contact with the professor, especially if they are absent or if some problem arises.
 - b. Office hours and contact information are provided on the professor's door and on the Intranet website <http://eli.oru.edu>.

VI. COURSE CALENDAR

Week 1	Presentation of senior project process and expectations
Week 2	Discussion of possible projects
Week 3	Submission of proposed project topic
Week 4	Rough draft of informal proposal due
Week 5	Final draft of informal proposal due
Weeks 6-12	Individual weekly meetings to discuss the progress being made on the project
Week 9	Begin process description or formal report of the project
Week 11	Rough draft of process description or formal report due
Week 13	Final senior project and report due for students defending
Week 14	Final senior project and report due for students not defending

Course Inventory for ORU's Student Learning Outcomes

WRT 499—Senior Project Fall 2016

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		

