Syllabus for
SPA 450 Internship
1-3 Credit Hours
Fall 2022

Coronavirus: All faculty members and students are expected to be face-to-face in the classroom except under conditions provided in the ORU Coronavirus Response Plan, which can be found at https://oru.edu/campus-health/.

I.   COURSE DESCRIPTION

Systematic and supervised practicum in a Spanish-speaking community. Application of Spanish oral communication and writing skills. Credit varies, depending on time involved on-site.
Prerequisites: SPA 204; permission of the department.
Lab fee: $30.00

II.   STUDENT LEARNING OUTCOMES FOR THIS COURSE

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

A.   Use Spanish language skills with a Spanish-speaking population.
B.   Communicate abstract and concrete concepts related to the service learning projects in which the student participates.
C.   Interact with a Spanish professor who will supervise and counsel the student as required by the contact liaison within the community.
D.   Present a report demonstrating the kinds of service learning projects in which the student participates.
E.   Discuss and demonstrate the professional and personal skills needed to serve the Spanish-speaking community successfully.

III. ASSOCIATED PROGRAMS

This course meets degree completion requirements for the Translation and Interpreting program.

A.   Outcome 1 – Student integrates his or her faith into learning experience and demonstrates concepts that constitute a Christian worldview.
B.   Outcome 2 – Student demonstrates developing target language proficiency or better in the four modes of communication.
C.   Outcome 3 – Student demonstrates awareness, sensitivity, and respect for the history, beliefs, social forms, language, and traits of different ethnic, religious, and social groups.
D.   Outcome 4 – Student is able to think critically, analyze source and target language linguistic structures, synthesize information and evaluate information critically.

IV.   UNIVERSITY OUTCOMES

This course aligns with the following University Outcomes as indicated on the last page.

A.   Spiritual Integrity

B.   Intellectual Pursuit
C.   Global Engagement

V.   TEXTBOOKS AND OTHER LEARNING RESOURCES

There are no required textbooks.

VI.   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 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.
   b. 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**—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. Students must document all sources and ideas that are not their own original information by following correct MLA (Modern Language Association) documentation procedures. 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. Students may be asked to submit their assignments to Turnitin.com (an online anti-plagiarism program) or have their work submitted to D2L, which also submits work to Turnitin.com.

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 in the School of Liberal Arts Department. Very few incompletes are granted.

7. **Whole Person Assessment**—No Whole Person Assessment is addressed in this course.

C. Course Policies and Procedures

1. **Evaluation Procedures**

   a. In order to receive **one hour credit** for this course, the following guidelines must be followed:

      (1) Student must interact in the Spanish-speaking community as appropriate to the project from the starting date of the project until the final date of the project during one semester.

        (2)   Student must complete a minimum of 20 contact hours over the semester.

        (3)   A log reporting the date and times as well as a diary of participation must be submitted to the observing professor. Bi-weekly reports will be submitted according to the syllabus calendar.

        (4)   Evaluation of the student's performance will be based upon the observation by the professor, an interactive visit with the professor, a four-page report written in Spanish on the cultural and communicative activities in which the student participated. The report must be written independently without the help of another student. The topics of the report must include:

                (a)   a description of the Spanish-speaking project

                (b)   a summary of activities completed by the student

                (c)   a discussion of the student's opinion of the merits of participation in the project.

b.   In order to receive **two hour credit** for this course:

        (1)   Student must interact with the Spanish-speaking community as appropriate to the project from the starting date of the project until the final date of the project during one semester.

        (2)   Student must complete a minimum of 30 contact hours over the semester.

        (3)   A log reporting the dates and times as well as a diary of participation must be submitted to the observing professor. Biweekly reports will be submitted according to the syllabus calendar.

        (4)   Evaluation of the student's performance will be based upon the observation by the professor, an interactive visit with the observing professor, and an six-page report written in Spanish on the cultural and communicative activities in which the student participated. The report must be written independently without the help of another student. The topics of this report must include

                (a)   a description of the Spanish-speaking project

                (b)   a summary of the activities carried out by the student,

                (c)   the student's opinion of the merits of participation in the project.

c.   In order to receive **three hours credit** for this course:

        (1)   Student must interact in Spanish with the Spanish-speaking community as appropriate from the beginning date of the project until the final date of the project in one semester.

        (2)   Student must complete 40 contact hours over the semester.

        (3)   A log reporting the dates and times of participation as well as a diary of student participation must be submitted to the observing professor. Bi-weekly reports are submitted according to the syllabus calendar.

        (4)   Evaluation of the student's performance is based upon the observation by the professor, an interactive visit with the

observing professor, and an eight-page report written in Spanish on the cultural and communicative activities in which the student participated. The report must be written independently, be in Spanish, and without the help of another student. Topics are contingent upon the needs of the service learning project. The topics of this report must include
- (a) a description of the Spanish-speaking project,
- (b) a summary of the activities completed by the student,
- (c) research information related to the service learning project,
- (d) and the student's opinion of the merits of the Spanish-speaking Project.
- (5) 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. **Other Policies and/or Procedures**
   a. Students who participate in an internship are required to pass a background check prior to being allowed to begin their internship (student lab fee required)
   b. It is expected that the students shall conduct themselves in a discreet manner, conforming to school regulations as to dress, classroom conduct, and honesty to fulfill the course requirements.
   c. Students desiring additional assistance are invited to see the instructor during office hours.
   d. Students should not expect extra credit to help raise a grade.

VII. COURSE CALENDAR*

Week 1	Introduction to course
Week 2	Completion and submission of background check; Have met with professor to set up internship location; Completion of Student Obligations Agreement
Week 3	Completion of internship/supervisor agreement (hard copy)
Week 4	Bi-weekly report #1 due in D2L dropbox.
Week 6	Bi-weekly report #2 due in D2L dropbox.
Week 8	Bi-weekly report #3
	Rough draft of the paper is due in D2L dropbox
Week 10	Bi-weekly report #4 due
Week 12	Bi-weekly report #5 due
Week 14	Supervisor's evaluation due (hard copy) in professor's office mailbox and Bi-weekly report #6.
Week 15	Final paper and journal due (hard copy AND in D2L dropbox).

*All reports should be completed in Spanish.

Primary Program: B.A. Translation and Interpreting
SPA 450 Internship
Fall 2022

This course contributes to the University and program 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.

OUTCOMES	Significant Contribution	Moderate Contribution	Minimal Contribution
Spiritual Integrity			
Outcome 1: Student integrates his or her faith into learning experience and demonstrates concepts that constitute a Christian worldview.			**X**
Personal Resilience			
Intellectual Pursuit			
Outcome 2: Student demonstrates developing target language proficiency or better in the four modes of communication.	**X**		
Outcome 4: Student is able to think critically, analyze source and target language linguistic structures, synthesize information and evaluate information critically.	**X**		
Global Engagement			
Outcome 3: Student demonstrates awareness, sensitivity, and respect for the history, beliefs, social forms, language, and traits of different ethnic, religious, and social groups.	**X**		
Bold Vision			

 (Revised 11/01/21)