

Syllabus for  
**WRT 400 Writing 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 business or organization. Application of technical and writing skills. Credit varies, depending on time involved on-site. (May be repeated for credit.)  
Prerequisites: WRT 304; permission of the department.

II. STUDENT LEARNING OUTCOMES FOR THIS COURSE

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

- A. Create a resume and cover letter.
- B. List at least three jobs applied for in writing-related fields.
- C. Dress appropriately for an interview.
- D. Present a portfolio demonstrating the finished projects the student has worked on.
- E. Discuss and demonstrate the professional and personal skills needed to work successfully in a writing-oriented setting.
- F. Discover the fundamental tools for win-win negotiations and the student's own negotiations style. Identify their applications in transitioning from college to career.

III. ASSOCIATED PROGRAMS

This course meets degree completion requirements for the Writing program.

- A. Outcome 1 – Student integrates his or her faith into learning experiences and demonstrates concepts that constitute a Christian Worldview.
- B. Outcome 2 – Student is able to think critically, analyze linguistic structures, synthesize information, and evaluate information critically.
- C. Outcome 3 – Student can write with clarity and skill, can write original works avoiding formulaic writing, and can employ various literary devices.
- D. Outcome 4 – Student can skillfully use information design techniques, write clear and usable documentation for print and online, and design an effective website.

IV. UNIVERSITY OUTCOMES

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

- A. Spiritual Integrity
- B. Intellectual Pursuit

## V. TEXTBOOKS AND OTHER LEARNING RESOURCES

- A. Required Textbooks—none
- B. Required Materials—Materials available at <http://d2l.oru.edu>.
- C. Recommended Textbook—A grammar and writing handbook

## 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.
  - 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**—There is no WPA requirement for this course.

C. Course Policies and Procedures

1. **Evaluation Procedures**

a. Because this course is an on-site practicum in a business or professional workplace, assignments at the on-site location vary based on the needs of the particular setting in which the student is placed.

b. Some evaluation procedures (such as a portfolio, evaluations by the on-site supervisor, and periodic reports by the intern) are required, regardless of the internship setting. These assignments are listed and explained on the D2L webpages for this course.

c. Students should not expect extra credit to help raise a grade.

2. **Grading Scale**

A=90-100%    B=80-89%    C=70-79%    D=60-69%    F=59% and below

## VII. COURSE CALENDAR\*

Weeks 1-2	Chapter 1 and related assignments
Week 3	Chapter 2 (Career Assessment and Opportunities) and related assignments
Week 4	Chapter 11 (Time Management) and related assignments
Week 5	Chapter 3 (Resumes) and related assignments
Week 6	Chapter 4 (Cover Letter) and related assignments
Week 7	Chapter 5 (Multimedia Resumes) and related assignments
Week 8	Chapter 6 (Interviews) and related assignments
Week 9	Chapter 7 (The Professional Wardrobe) and related assignments
Week 10	Chapter 8 (Corporate Culture) and related assignments
Week 11	Chapter 12 (Financial Resources) and related assignments
Week 10	Chapter 9 (Values and Setting Goals) and related assignments
Week 11	Chapter 10 (Professional Development) and related assignments
Week 12	Chapter 13 (Effective Communication) and related assignments
Weeks 13-15	Final assignments
Week 16	Final exam/project

\*This calendar is approximate. A detailed calendar is on the D2L webpages for this course.

**Primary Program: B.A. Writing  
WRT 400 Writing Internship  
Spring 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
<b>Spiritual Integrity</b>			
Outcome 1 – Student integrates his or her faith into learning experiences and demonstrates concepts that constitute a Christian Worldview.		<b>X</b>	
<b>Personal Resilience</b>			
<b>Intellectual Pursuit</b>			
Outcome 2 – Student is able to think critically, analyze linguistic structures, synthesize information, and evaluate information critically.		<b>X</b>	
Outcome 3 – Student can write with clarity and skill, can write original works avoiding formulaic writing, and can employ various literary devices.	<b>X</b>		
Outcome 4 – Student can skillfully use information design techniques, write clear and usable documentation for print and online, and design an effective website.	<b>X</b>		
<b>Global Engagement</b>			
<b>Bold Vision</b>			

(Revised 01/11/22)