

**MLA 400: SENIOR SEMINAR      SPRING SEMESTER 2015**  
**DEPARTMENT OF MODERN LANGUAGES: COURSE SYLLABUS**

**DR. LEON BODEVIN E-mail:** lbodevi@murraystate.edu      **Office:** FH 311B **Telephone:** 809-4525

**Office Hours:** **Mon/Wed/Fri.:** 3:30-5:00; **Tues.** 3:30-5:00 and by appointment

**I. TITLE:** Senior Seminar (3 hours)

**II. CATALOG DESCRIPTION:** In this course, students complete a comprehensive departmental portfolio, present for evaluation the senior research project, and explore professional matters relating to the language major including career opportunities. Students will also evaluate their academic and extracurricular experiences in the Department of Modern Languages and at MSU.

**PREREQUISITES:** German, French or Spanish major; SPA 302 or FRE/GER 301 or 331 with a grade of at least "C"; junior or senior standing; Nine hours beyond SPA 302 or twelve hours beyond FRE/GER 301 or 331. Students must have passed each of the proficiency Exams of SPA 302 or FRE/GER 323 or 324; this is a prerequisite for this course.

**III. PURPOSE:** This capstone course will globally measure the students' skills pertaining to language, literature and culture as compared to a departmental standard. The students will develop research and presentation skills through the preparation of a senior paper, which they will present to the faculty at the Senior Colloquium. The course will also prepare the students for the transition from undergraduate life to the working world or graduate school through discussion of the job search and graduate school experience.

**IV. COURSE OBJECTIVES:** At the end of this capstone course, the students will have:

- A. explored professional matters relating to the foreign language major such as career options, the preparation of resumes, letters of application, interviewing, and attending graduate school. Overall skills gained as a language and liberal arts major will also be defined.
- B. prepared and written a **10-12 page original research paper with proper documentation in the target language.** Students will learn how to prepare a research proposal and do on-line and library research in their major language.
- C. **presented a summary of their Senior Research Paper (in English) orally before a panel of faculty and students,** who question and comment on the student's work. In preparation for this presentation, students will present their summaries to their peers in class to receive a constructive critique of their content as well as of oral presentation skills.

- D. prepared a **portfolio** of materials which will represent the student's accomplishments as a modern language major. This will include the Senior Research Paper (all versions), the assessment tools in all four skill areas (reading, writing, speaking and listening) as well as papers/exams in literature and culture/phonetics/grammar.
- E. evaluated the foreign language program and the student's general experience at Murray State University. Students will complete a senior survey and discuss the strengths and weaknesses of their program of study in a reflective statement.

V. **COURSE OUTLINE** The course will include the following:

- A. Writing a resume; reviewing student's current resume
- B. Writing a cover letter
- C. Practice in finding job advertisements
- D. In depth Information on the Career Services Office
- E. Interviewing
- F. Applying to and succeeding in graduate school
- G. Developing a proposal for a research paper
- H. On-line research
- I. Format of a research paper
- J. Oral presentation techniques
- K. Assembling the Portfolio
- L. Assessment in Speaking, Writing, Reading and Listening
- M. Reflection on the undergraduate experience

I. **INSTRUCTIONAL ACTIVITIES:** Discussion, lecture, guest speakers, computer searches, assessment tools. The following activities will be graded and/or must be completed in order to pass the course:

- **PARTICIPATION** points are given for reading and writing homework assignments, attendance, punctuality, preparedness, discussion in class, alertness, and diligence.
- Each student will complete several versions of their **RESUME**. The final version will be kept on file in the department.
- Each student will turn in a **COVER LETTER** for a job application.
- Each student must submit two copies of a **RESEARCH PROPOSAL WITH BIBLIOGRAPHY** for their Senior Paper in **English** to Dr. Bodevin, who will then give the Project Advisor one copy. Proposals will be graded on the extent to which they follow the correct format, how well-thought out the proposal is, and how reasonable in terms of execution.
- Each student must submit a **SHORT WORK-IN-PROGRESS** AND an **OUTLINE** and in the **target language** of their Senior Paper to Dr. Bodevin, who will then distribute it to your Project Advisor.
- The target language version of the **SENIOR RESEARCH PAPER** should be 10-12 pages long, not including **Bibliography**, and must be an original work. Research sources

should include BOTH print and electronic media—not all sources should come from the Internet. The paper should follow the MLA guidelines on style. The paper will be graded on the intellectual worth of the ideas, the clarity of the writing, and the organization of the paper. A first version will be submitted through Dr. Bodevin to the supervising faculty member, who will mark mistakes and areas of weakness, but not correct it. The student is then responsible for making revisions as appropriate. Dr. Bodevin will be the intermediary in handling both versions of your paper: all work is to be turned in to her on time. If a student does not turn in his/her first and second versions of the Senior Research Paper BEFORE the date of the Senior Colloquium, that student will not be able to present their work at the Colloquium, thereby failing the course.

- The ORAL PRESENTATION (in English) to the faculty will be graded specifically according to the oral presentation techniques discussed in class, and also on the ability of the student to address the areas of weakness identified by the instructor, project advisor, and fellow students during the class presentations of the summaries.
- Each student will be required to write a 2-3 page REFLECTIVE STATEMENT, evaluating themselves and their program at Murray State.

**VII. FIELD, CLINICAL OR LABORATORY EXPERIENCES:** Students will use the computer lab to explore sources of job advertisements on-line. Students will also have the opportunity to do a mock job interview with feedback from the instructor and their peers.

**VIII. PROVIDED RESOURCES:** Library, Language and Culture Resource Lab, Career Services.

**IX. GRADING PROCEDURES:** A= 90% & above, B=80-89%, C=70-79%, D=60-69%, E=59 and below.

**Max.Pts↓**

- 10 **Participation and Attendance**, includes reading all assignments (including all assignments in the Course Pack), active discussion and feedback in class, attending all classes (unless by instructor-approved documented excuse), and arriving punctually to class.
- 5 **Resume**
- 5 **Cover letter**
- 10 **Research Proposal**
- 20 **Outline (10 pts.) and Work-in-Progress (10 pts.) of Research Paper**
- 20 **Senior Research Paper - First version**
- 15 **Senior Research Paper - Final version**
- Mock Presentation:** Well-prepared & conscientious Mock Presentation required to pass the course
- 15 **Oral presentation to Faculty:** Required to pass the course

**Reflective statement:** A conscientious Reflective Statement is required to pass the course.

\*\* Taking the Oral, Reading, Writing, Listening Proficiency Exams are also required to pass the course.

100 TOTAL

NOT MEETING DEADLINES WILL RESULT IN A LOWERING OF THE STUDENT'S GRADE, ONE COURSE PERCENTAGE POINT PER SCHOOL DAY.

YOU SHOULD EXPECT TO LOSE ONE SEMESTER PERCENTAGE GRADE POINT FOR EVERY UNEXCUSED/UNDOCUMENTED ABSENCE.

NOT COMPLETING EACH OF THE COURSE COMPONENTS, THE REFLECTIVE STATEMENT, THE MOCK PRESENTATION, OR BOTH OF THE SENIOR EXIT SURVEYS MAY RESULT IN YOUR NOT COMPLETING THE COURSE OR AN "E" AND THEREFORE NOT GRADUATING.

YOU MUST BE IN ATTENDANCE ON THE DAYS OF THE LISTENING, READING, AND WRITING PROFICIENCY EXAMS AND SENIOR SURVEYS. BEING ABSENT THOSE DAYS MAY RESULT IN YOUR NOT COMPLETING THE COURSE AND THEREFORE NOT GRADUATING.

The final course grade will be calculated as follows: 90% - A; 80% - B; 70% - C; 60% - D; 59% and below - E.

#### X. ATTENDANCE POLICY (See current Undergraduate Catalogue)

Attendance is expected and repeated unexcused absences will affect your grade. Students in extraordinary circumstances must make arrangements with the instructor. If you miss more than 1/4 of the class meetings, you will not receive a passing grade in the course. Your Presentation at the **Senior Colloquium** and attendance at the **Senior Colloquium** are absolutely mandatory. If you do not do a presentation, you will not receive a passing grade for the course. See Note above in bold & caps about other attendance.

#### XI. ACADEMIC HONESTY: Students are expected to turn in their own original work on all assignments to conform to the MSU Academic Honesty Policy as stated in the current *MSU Undergraduate Bulletin*.

- A. It is the responsibility of every student to be informed about the collegiate Academic Integrity Policy. Cheating in whatever form constitutes academic dishonesty.
- B. Your signature on every assignment represents your pledge to adhere to this policy.
- C. The other faculty in Modern Languages and I expect students to abide by the highest ethical standards; moreover, we consider it our duty to you and other

students in the class and to the university to take action against any student found in violation of ethical standards.

**XII. TEXTS:** **Course Packet**, available at Copy Express in Waterfield Library; Handouts; the Internet

**XIII.** We aim to accommodate students with disabilities as best we can. For assistance and information contact the instructor at the beginning of the course and/or the Office of Equal Opportunity, 103 Wells Hall, telephone 270 809-3155.

**XV.** Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or other provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.

**Students should plan now to be at the Senior Colloquium Tuesday, April 14, from beginning to end (3:00 to 5:30), Curris Center Barkley Room.**

**MLA 400 SPRING 2015 Tentative Schedule**

- **BE SURE TO SUBMIT ALL MATERIALS TO DR. BODEVIN, NOT TO YOUR PROJECT ADVISOR. I WILL THEN DISTRIBUTE APPROPRIATE ASSIGNMENTS TO YOUR PROJECT ADVISOR. I MUST KNOW WHAT HAS BEEN SUBMITTED BY THE STUDENT AND WHAT HAS BEEN RETURNED BY THE PROFESSOR TO THE STUDENT.**
- **Be sure to write your PROJECT ADVISOR'S NAME on documents that will go to her or him.**

*Deadlines will be taken very seriously. Part of the course is time management and professional training, and you are expected to perform as a professional. Therefore, please note the heavy penalty for work submitted late.*

| Day Nr | DAT E              | Assignment due on this day   | In class activity  |
|--------|--------------------|--|--|
| Day 1  | Tues<br>13<br>Jan. | Notice assignment for next class period.   | Intro to course.<br>Finding a job after graduation: writing the resume, cover letter, interview process.   |
| Day 2  | Tues<br>15<br>Jan. | <p><b>Get the course pack</b> and bring it to class today.</p> <p><b>-Read</b> the material in the Course Pack about <b>resumes and job ads</b> - pp. 1-9, 21-26.</p> <p><b>-Think</b> about a possible project for your seminar paper and with which faculty member you want to work.</p> <p><b>Due next time:</b> papers/exams from previous courses:</p> <ol style="list-style-type: none"> <li>1. A graded paper (should be with a grade of "A" or "B") from one 400-level <b>Lit. course</b></li> </ol> <p>AND a graded paper and/or exam from <b>Culture</b> or</p> <p><b>Grammar</b> course (323/324/325/331) in your major for your portfolio (from your own records or from your professors.) Hand in to Dr. Bodevin Day 3. <u>If you cannot turn in a graded paper from a literature class, you need to choose a literary topic for your Senior Seminar paper. These <b>must</b> be turned in on <b>day 3</b>.</u></p> | <p><b>Bring Course Pack and be prepared to show it to me.</b></p> <p><b>Always bring Course Pack to class!</b></p> <p><b>Bring</b> preference list possible topic(s) for your research paper.</p> <p>Always READ and follow guidelines, or points <u>will</u> be deducted from your work. I want to see you get all points possible.</p> <p><b>Discuss cover letter and resume</b></p> <p><b>Presentation by Dr. Ross Meloan from career services.</b></p> |

|                  |                              |  |   |
|------------------|------------------------------|--|---|
| <p>Day<br/>3</p> | <p>Tues<br/>20<br/>Jan.</p>  | <p>Read material from Career Services &amp; in Course Pack about resumes.<br/> <b>-Bring your résumé and cover letter</b></p> <p>Read in Course Pack pp. 9-10 about Project topics and Guidelines.</p> <p>→SUBMIT TODAY GRADED PAPER AND/OR EXAM FROM LITERATURE AND FROM CULTURE CLASSES.</p> <p>STUDENTS DO ORAL PROFICIENCY EXAM BY DAY 10. CHECK WITH DR. BODEVIN WHO TO DO YOURS WITH (Not project advisor).</p>  | <p>Collect graded lit. and culture paper from former class.</p> <p>Bring your résumé - In-class critiques of résumés and cover letter</p> <p>Brief brainstorming about ideas for Senior Projects.</p> |
| <p>Day<br/>4</p> | <p>Th.<br/>22<br/>Jan</p>    | <p>Schedule an appointment with your Project Advisor to discuss ideas.</p> <p>Meeting must be <b>before class on Day 6.</b><br/> Find sources and start assembling a <b>bibliography.</b><br/> Work <b>REGULARLY</b> on this project.</p> <p>Read in Course Pack about Research Proposal and MLA Bibliography (pp 10-18) and job finding web sites 27-58.<br/> *Mark Internet sites in your book you want to explore so you do not waste time in class.</p> <p>Revise <b>résumé and cover letter and bring them to class.</b><br/> PROJECT RESEARCH TIME - allocate a couple of hours 2 or 3 times a week to work on it!</p> | <p><b>Class meets at the Waterfield Library!</b></p> <p>Collect <b>perfected résumé and cover letter.</b> (Dept. retains copy of your final résumé.)</p>  |
| <p>Day<br/>5</p> | <p>Tues.<br/>27<br/>Jan.</p> | <p>Provide a list of interesting <b>job (-finding) web sites</b> for jobs for you, 5 possible jobs you could apply for and do research on <b>one</b> of the companies or organizations you'd like to work for.</p> <p><i>PROJECT RESEARCH TIME</i></p> <p>Read in Course Pack about Developing a Research Proposal p. 10! Guidelines important</p>   | <p>Presentation from JJ Adams.<br/> How to write a research paper.</p>  |

|          |                    |  |   |
|----------|--------------------|--|---|
| Day<br>6 | Th.<br>29<br>Jan.  | <p>You must have met with your Project Advisor before class today!</p> <p>Make 2<sup>nd</sup> appointment with Project Advisor: Settle on a topic for research paper and arrange research strategies with faculty advisor. Deadline: Before class DAY 8.</p> <p><b>STUDENTS DO ORAL PROF. EXAM BY DAY 10.</b></p>                      | <p>Meet in FH 403. Share results of job searches</p> <p>Research in lab for grad schools.</p> <p>Discuss and develop a research proposal.</p>   |
| Day<br>7 | Tues<br>3<br>Feb.  | <p>Read in Course Pack about Job Interviews pp. 59-60.<br/><b>Bring</b> your own list of potential interview questions.<br/><b>Don't forget to use some time for PROJECT RESEARCH.</b></p> <p><b>Read</b> in Course Pack about Project Proposal pp.11-17.<br/>Go to library and collect sources for your <b>Research proposal.</b></p> | <p>Round table exchange on grad school; students each present a graduate program that they have researched.</p> <p>Bring your own list of potential interview questions to exchange with mock interview partner.</p>  |
| Day<br>8 | Th.<br>5<br>Feb.   | <p>Bring Preliminary Research Proposal with extensive Bibliography for Peer Review.</p> <p><b>DEADLINE SECOND MEETING WITH ADVISOR</b><br/><b>Make 3<sup>rd</sup> Appointment with Project Advisor.</b> Discuss your bibliography and outline for research project.</p>  | <p><b>Bring</b> Preliminary Research Proposal with Tentative Bibliography for Peer Review and Suggestions.</p> <p><b>Bring</b> your own list of potential interview questions.</p>  |
| Day<br>9 | Tues<br>10<br>Feb. | <p><b>TURN IN 2 COPIES OF RESEARCH PROPOSAL</b> with Bibliography in English to Dr. Bodevin today.</p> <p><b>Final Project Outline due in class to Dr. Bodevin DAY 11.</b></p> <p><b>DEADLINE FOR ORAL PROFICIENCY EXAM IS DAY 10.</b></p>   | <p><b>Bring</b> final Research Proposal with Bibliography to class. Be sure Project Advisor's name is on all things going to him/her.</p> <p>Always turn things in <u>directly to Dr. Bodevin</u>, who will distribute them to the Project Advisor (possibly <b>Mock job interviews</b>).</p> |



|           |                     |  |   |
|-----------|---------------------|--|---|
| Day<br>10 | Th.<br>12<br>Feb.   | Read in course pack p. 10 & 18. Final Project Outline in target language due next class. <b>Bring Preliminary Project Outline</b> today for Peer Review and Suggestions.<br><b>Make 4<sup>th</sup> Appt.</b> with your project advisor: Appt. Deadline: <b>DAY 14</b> ; discuss your <b>progress on your research</b> .<br><b>DEADLINE ORAL PROFICIENCY EXAM</b> | <b>Bring Preliminary Project Outline</b> for Peer Review and Suggestions;<br><br>(possibly <b>Mock job interviews</b> )   |
| Day<br>11 | Tues.<br>17<br>Feb. | <b>Final Project Outline (1 copy in target language)</b> due in class to Dr. Bodevin today.<br><br><b>DEADLINE third meeting with advisor</b><br><br><b>4<sup>th</sup> Appt.</b> with your project advisor: <b>Appt. Deadline: DAY 14</b> ; discuss your <b>progress on your research</b> .  | <b>Final Project Outline due today</b><br>Format of a research paper;<br><br>(possibly <b>Mock job interviews</b> )   |
| Day<br>12 | Th.<br>19<br>Feb.   |  |   |
| Day<br>13 | Tu.<br>24<br>Feb.   | In class <b>Writing Exam. Attendance Required</b><br>Read in Course Pack: Sample Abstracts p. 19. Begin writing yours.<br>Bring first draft of Abstract on Day 5.<br><br>Individual Research; you must be writing your paper!  | <b>Writing Exam:</b> all languages.<br>Attendance required.   |
| Day<br>14 | Th.<br>26<br>Feb.   | <b>Deadline for 4<sup>th</sup> Appt. with your</b> Project Advisor: discuss your progress on your research and abstract.<br><b>PROJECT WRITING TIME:</b> Individual research; you must be writing your paper!<br><b>Make 5<sup>th</sup> appt. with Project Advisor</b> the earlier the better for you!<br>Discuss first draft of paper (after s/he has read it). | Individual research outside of class;<br>Writing Senior Research Paper. WE do not meet as a class today so you can use the tie for writing your project. Use your time wisely.    |
| Day<br>15 | Tu.<br>3<br>Mar.    | <b>Abstract due</b><br><b>PROJECT WRITING TIME</b> and research; you must be writing your paper!<br><b>Make 5<sup>th</sup> appt. with Project Advisor to discuss first version due on DAY 20.</b>  | <b>In Class: READING EXAMS (all)</b><br>Attendance required<br><b>Hand in first draft of Abstract Discussion</b> and peer review of abstracts.                                    |
| Day<br>16 | Th.<br>5<br>Mar.    | <b>Register for Scholars Week</b> online and <b>submit your Abstract</b> for Scholars Week by next class.<br><a href="http://campus.murraystate.edu/services/URSA/index.html">http://campus.murraystate.edu/services/URSA/index.html</a>   | <b>-Listening Exams (all): Attendance Required</b><br><b>-Bring your FINAL ABSTRACT today.</b>  |
| Day<br>17 | Tu.<br>10<br>Mar.   | <b>PROJECT WRITING TIME</b> and research; you must be writing your paper<br>You can make additional appointments with your advisors, if needed.<br><b>Bring work in progress today.</b>  | In Individual research outside of class;<br>Writing Senior Research Paper. WE do not meet as a class today so you can use the tie for writing your project. Use your time wisely. |

|           |                        |  |   |
|-----------|------------------------|--|---|
| Day<br>18 | Th.<br>12<br>Mar.      | <b>PROJECT WRITING TIME</b> and research; you must be writing your paper<br><br>You can make additional appointments with your advisors, if needed.  | In Individual research outside of class; Writing Senior Research Paper. WE do not meet as a class today so you can use the tie for writing your project. Use your time wisely.                |
| Day<br>19 | Tues<br><br>24<br>Mar. | <b>PROJECT WRITING TIME</b> and research; you must be writing your paper<br><br>You can make additional appointments with your advisors, if needed.  | In Individual research outside of class; Writing Senior Research Paper. WE do not meet as a class today so you can use the tie for writing your project. Use your time wisely.                |
| Day<br>20 | Th.<br>26<br>Mar.      | <b>FIRST VERSION of paper due today!!</b><br>(see IX. In syllabus above)<br><br><b>Deadline fifth meeting with advisor</b>   | <b>First version of paper due to Dr. Bodevin</b>  |
| Day<br>21 | Tu.<br>31<br>Mar.      | <b>Read in Course Pack Successful Oral Presentation p. 20 &amp; 20a!</b><br><u>Write down important points so we can discuss them.</u><br><br><b>Make 5<sup>th</sup> appt. with Project Advisor</b> to discuss first draft and corrections needed to be made. Second draft due to Dr. Bodevin by day 23 at 1:00 p.m. in the Oral Com Center. | Oral presentation techniques discussion in class;<br><br>Decide who will be giving Mock Oral presentation when.   |
| Day<br>22 | Th.<br>2<br>Apr.       | Work on Second draft of paper. No class.   | <b>No CLASS</b> ; Practice giving your Oral Presentation on your own with friends if we don't meet in class today.  |
| Day<br>23 | Tu.<br>7<br>Apr.       | Second version/draft Due to Dr. Bodevin<br>Mock interviews   | IN CLASS: Hand in 2 <sup>nd</sup> version of paper in class (include first version!) All 3 versions will be kept on file in Dept. of Modern Languages.<br>Mock Oral Presentations w/critiques |
| Day<br>24 | Th.<br>9<br>Apr.       | Perfecting your presentation.  | Mock Oral Presentations w/critiques, Return commented/graded paper  |
| Day<br>25 | Tu.<br>14<br>Apr.      | Students should make plans to be at the Senior Colloquium from beginning to end 3pm to 5pm. If there are extenuating circumstances, the student should already have discussed them with the instructor.  | SENIOR COLLOQUIUM   |
| Day<br>26 | Th.<br>16<br>Apr.      | Work on final version of research paper  |   |
| Day<br>27 | Tu.                    | Final version of research paper = Original + Second Draft + <b>Final version with Bibliography due to Dr. Bodevin</b>  | Turn in 1 <sup>st</sup> , 2 <sup>nd</sup> , + Final paper to Dr. Bodevin in class for file in Dept. of  |

|           |                   |   |   |
|-----------|-------------------|---|---|
|           | 21<br>Apr.        |   | Modern Languages  |
| Day<br>28 | Th.<br>23<br>Apr. |   |   |
| Day<br>29 | Tu.<br>28<br>Apr. | <b>Reflective Statement</b> due; Please read and follow instructions.<br><b>On day 29</b> bring a copy of your MAP report that lists all the courses you took in your language major. | <b>Bring</b> a copy of your MAP report that lists all the courses you took in your language major. Submit <b>Reflective Statement</b> in class today. Longer, individual & Shorter, collective, Senior Surveys. Feedback, <b>AttendanceRequired</b> |
| Day<br>30 | Th.<br>30<br>Apr. |   | <b>If</b> we finish everything on Day 29, no class today!   |
|           |                   |   |   |