



WBUonline

Academic Achievement – GRAD0001 Exit Seminar

UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.

COURSE NUMBER & NAME:

GRAD 0001 VC03 Senior Seminar

TERM: Fall 1 2022

INSTRUCTOR: Dr. Henrique Regina

CONTACT INFORMATION:

808-222-9407

hregina@wbu.edu

OFFICE HOURS, BUILDING & LOCATION: Monday to Friday from 2 PM through 9 PM CST

COURSE MEETING TIME & LOCATION: Online via Blackboard

CATALOG DESCRIPTION:

This course is mandatory for all graduating students during the final semester before graduation. It is a 15-clock-hour seminar which allows students to complete graduation requirements and testing. The graduation fee is included in the course fee. This seminar is required for graduation. Students who are student teaching must take this course the semester prior to student teaching. \$115 fee.

PREREQUISITE:

The student must have reached senior status and gain approval of academic advisor to enroll in the course.

REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

None

COURSE WEBSITE:

A course website has been established on WBU's Blackboard server. Each student is REQUIRED to establish an active account for this website and to log on to BB regularly for posted lecture

notes, messages, assignments, handouts, and quizzes. All information exchanges, homework assignments, exams, and other requirements for this course will be conducted via Wayland Baptist University's Blackboard. Students are also required to have access to a computer with Microsoft Word processing capability.

COURSE COMMUNICATION POLICY:

Wayland's email address is the official method of communication between instructors and students taking courses through Wayland Baptist University. Students are REQUIRED to establish and activate their Wayland email account. Instructors reserve the right to deny email from other sources.

COURSE OUTCOMES AND COMPETENCIES:

In order to earn a CR grade for GRAD 0001, the following requirements must be satisfactorily completed:

- General Questions
- Online Graduating Student Survey
- Alumni Information Form; keeping in touch with Wayland as an alumnus; and taking advantage of alumni benefits available to them.
- Academic Advisor Audit and Graduation Application Package
- ETS Exam & Essay (This is WBU's quality control for its accreditation agency)
- Major Field Exam (This is WBU's quality control based on degree programs)
- Received valuable content related to finding employment after college, including job searching and interviewing, building a resume and other related tasks;
- Received valuable content related to life after college, including developing a home budget for responsible spending, saving and debt-repayment; communicating professionally

ATTENDANCE REQUIREMENTS:

Important Disclosure: the first graded assignment is due on the Wednesday of Week 1. This graded activity serves to confirm the student's enrollment and interest to remain in the course. If activity # 1 is not completed by the first Wednesday of the term, the student will be considered a "No Show" and will be automatically unenrolled from the course. Please pay attention to this important course activity.

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student "attendance" in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with

the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a "no-show" and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university's attendance policy.

STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university. The policy statement is located in Course Information of your course. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work).

DISABILITY STATEMENT:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations. Any problems with accessibility for digital content should be addressed to Dr. Trifilo the EIRAC coordinator trifilot@wbu.edu.

COURSE REQUIREMENTS and GRADING CRITERIA:

Complete all assigned reading as indicated on the attached course schedule, participate in the on-line discussion board forums and complete all assignments. In case the student is unable to submit assignments on the due date, please make prior arrangements with the instructor.

This course follows a Credit (CR) and Non-Credit (NCR) grading system. In order to earn a passing grade, students must earn at least 90% of points available.

Assignments' points:

		Points	Grade %
Week 1	General Questions	20	2.00%

	Online Survey	20	2.00%
	Alumni information	20	2.00%
Week 2	Academic Advisor pre-audit and application for graduation (if applicable)	160	16.00%
Week 3	Video on setting yourself apart in the job hunt, interview skills, networking and respective Discussion Board Forum Assignment	60	6.00%
Week 4	Video on financial planning and budgeting, loan repayment and savings, and the respective Discussion Board Forum	60	6.00%
Week 5	Video on resume building, view examples and create a resume and cover letter	60	6.00%
Week 6	Educational Testing Services (ETS) Exam	160	16.00%
	Educational Testing Services (ETS) Essay	160	16.00%
	Academic Degree Major Field Exam	160	16.00%
Week 7	Video on professional Communication tips – social media, business letters and email, first impression on dress, and respective Discussion Board Forum	60	6.00%
Week 8	Visit the Graduate Studies, CollegeCentral.com, and WBU Alumni webpages and complete the discussion board forum.	60	6.00%
	Total Points	1,000	

University grading system:

A 90-100 **B** 80-89 **C** 70-79 **D** 60-69 **F** below 60 **I** incomplete **W** withdrawal

Include Grade Appeal Statement:

A grade of incomplete is changed if the deficiency is made up by the middle of the next regular semester, otherwise it becomes an "F." This grade is given only if circumstances beyond the student's control prevented completion of work during the semester enrolled and attendance requirements have been met, and then only in the last two weeks of a class. For a student to be granted an "I" the instructor must file an incomplete report which details which work must be completed by the student and the deadline date for the completion. The incomplete report must be signed by the instructor and the student (exception for WBUonline students in remote areas).

“Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

TENTATIVE SCHEDULE

Week 1:

Assignment 1: General Questions

Please send e-mail confirming the following items have been completed. This assignment also serves as course attendance confirmation by the students. Students that fail to submit this assignment before the due dates might be administratively dropped from the course for non-attendance.

- I. All financial obligations with WBU must be cleared 30 days prior to your graduation date.
 - a. Contact your campus Business Office. By the time the student is taking the GRAD 0001, graduation could be several months away. The objective for this assignment is to confirm students have their WBU accounts in good standing now and reminds students to have their accounts cleared no later than 30 days prior to graduation. Please confirm you are aware of this requirement for graduation.

- II. Order graduation invitations, graduation pictures, class rings, diploma frame, WBU memorabilia, etc.
 - a. Contact your campus bookstore. The objective of this item is to assure the students have planned for these graduation items. The student is not obligated to purchase any of these items. The intention is to make the students aware these items are available for purchase. Please provide a brief explanation of which items you would be interested to purchase.

- III. Obtain WBU graduate programs information. A graduate degree is a lot easier than an undergraduate degree; just take into consideration you will take in an average only 18 months to complete a graduate degree. Contact your campus Graduate

Programs office. Please provide a brief description of your educational goals after you graduate.

Assignment 2: Online Survey

Go to course module 1 under "Course Content" link on blackboard. The on-line survey link will be available there. Save the confirmation page to your computer and submit via e-mail to hregina@wbu.edu.

Assignment 3: Alumni Information

Please click on the link <https://www.wbu.edu/alumni-and-donors/> and click on the picture that states "Update My Information". Your information will be kept in the WBU Alumni database. Please use your "Printscreen" key on your computer keyboard to copy and paste the confirmation page to the body of an e-mail and send it to hregina@wbu.edu.

Week 2:

Assignment 1: Academic pre-audit.

*** For Hawaii campus students only: it is also required to submit the Application for Graduation Package in conjunction with the academic pre-audit.

Disclosure: Non-Hawaii campus students will earn points for this assignment by submitting only the academic pre-audit portion. For all non-Hawaii campus students, please communicate with your respective campus academic advisors regarding the application for graduation process at your campus. This course assignment is not the WBU official application for graduation deadline, which it might differ from campus to campus due to differences in processes.

- 1) 100% on-line students assigned to the Plainview Campus. Please verify requirements in the 100% On-line students' folder in Blackboard and communicate with your on-line Academic Advisor.
- 2) Hawaii Campus Students. Please verify the Hawaii Campus' folder under module 1 for specific instructions regarding application for graduation process and Academic Advisor Audit. Hawaii campus students are required to submit the actual Application for Graduation form, which can be found in the Week 2 > Application for Graduation Forms > Hawaii campus folder.
- 3) All other students. Please communicate with your respective campus' Academic Advisor for application for graduation guidelines.

Week 3:

Assignment 1: Watch video on setting yourself apart in the job hunt, interview skills, networking

Assignment 2: Complete Discussion Board Forum

Week 4:

Assignment 1: Watch video on financial planning and budgeting, loan repayment and savings.

Assignment 2: Complete Discussion Board Forum

Week 5:

Assignment 1: Watch video on resume building, view examples

Assignment 2: Create a resume and cover letter

Week 6:

Assignment 1: Educational Testing Services (ETS) Exam

Assignment 2: Educational Testing Services (ETS) Essay

Assignment 3: Academic Degree Major Field Exam

Week 7:

Assignment 1: Watch video on professional Communication tips – social media, business letters and email, first impression on dress

Assignment 2: Complete Discussion Board Forum

Week 8:

Assignment 1: Visit the Graduate Studies webpage for information regarding WBU Graduate programs

Assignment 2: Complete Discussion Board Forum