

**WAYLAND BAPTIST UNIVERSITY
VIRTUAL CAMPUS
SCHOOL OF BEHAVIORAL AND SOCIAL SCIENCES**

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.

HIST 5100 VC01 (Comprehensive Examination)
Fall 2017
Term: August 21 - November 4

Administered by: Dr. Don Knox
Telephone: (806) 292-7021

E-MAIL ADDRESS: knox@wbu.edu

Office hours: Dr. Knox
about noon until 6 PM Monday through Thursday
Email is best option

Meeting time: online in Blackboard course site. The test site in Blackboard will be available from 8:30 a.m. Central Time on **Wednesday, September 20, through Friday, September 22, 2017** and the tests will remain open for those hours. Each student has four hours to complete the exam in one sitting. Any student with an irreconcilable conflict on those dates should notify the test administrator immediately. The exam has to come very early in the semester because the graduate office needs grades for those who are due to graduate in time to process their application.

Course description: all-essay summative examination, specific to the classes the student actually had; passing score is 80.

This does not include the historical methods course or any course a student transferred in from another institution.

Prerequisites: Completion of at least 30 hours of the coursework, including the required historical methods course

Textbooks: No textbooks are required for this class, but students should be reviewing their textbooks and all course materials in their courses

Learning outcomes: Upon successful completion of this course, each student will have demonstrated:

- an understanding of the course content in the classes they had
- an in-depth ability to analyze the information and draw defensible conclusions about what it means
- writing and thinking skills commensurate with graduate level work

Attendance policies: The only "attendance" associated with this class is the comprehensive exam itself, which will be given through the Blackboard course site.

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.

Student grade appeals:

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 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 Executive Vice President/Provost to the 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.

Course requirements: Students are required to email a list of all courses completed for their MAH to Dr. Don Knox (knox@wbu.edu), **no later than August 25 2017.** Failure to complete this step on time will result in you not having an exam. Please include the topic, year and term the course was taken, and the name of the instructor for each class. All the information below is required!

Example:

Dr. Estelle Owens

HIST 5340 - Ethnic and Gender History: American Women (Fall 2011)

HIST 5316 - Social and Intellectual History: American Family (Winter 2012)

Dr. Eric Ash

HIST 5331 - History of Science and Technology (Fall 2012)

HIST 5348 - History of the Twentieth Century: Soviet Union (Spring 2013)

Your **@wayland.wbu.edu** email account must be used for communication. Not using that account will result in information not getting to you.

The exam will consist of one essay question from each of the classes the student had at Wayland, except historical methods. To pass the course, students must successfully answer five questions and make a minimum score of 80. The faculty member who actually taught the class will grade the answer. In the event that a student is cliff-hanging when all five answers have been totaled, a neutral third party will read the exam and make a determination of the grade.

Exam grading: Grades for this course must be submitted to the graduate office 45 days before the term ends. Students will be notified by the test

administrator of their letter grade just as quickly as possible, but this still may take several days as the faculty grade and then submit their scores on their section of the test.

In case of failure: A student who scores lower than 80 on this exam will fail it. Students may re-test after 30 days, within the same semester, so that they owe nothing further for the test except a passing score. By University policy "A student who fails the comprehensive examination may, at the discretion of the academic school dean in consultation with the provost/academic vice president, be allowed either to retake the examination after thirty days or to complete additional course work, then retake the examination. However, no student will be allowed to repeat an examination more than once without taking additional course work."

Course schedule: No later than August 28, all students should complete and submit the proctor form to the virtual campus office. There is a link to this form on your login page in Blackboard. Note that the proctor also has a section of the form to complete. The proctor will be notified by virtual campus personnel, so that he or she can access the proctor site for information about test administration and for the tests' passwords.

On test day: Students are responsible for setting up an appointment date/time with their proctor and arriving at their test site in plenty of time to begin and complete the exam. Breaks may be taken with the permission of the proctor, but the total time actually spent in answering questions cannot exceed four hours. Students may NOT consult any outside source of any kind except prayer. They may not save, copy, send, email, photograph, discuss, share or in any way compromise the integrity of the exam. To do so is academic dishonesty of the highest order. Such dishonesty that can be proved will result in a zero on the test, an F in the course, and suspension from the program. The cost of cheating is way too high. The message is: don't even think about doing it.

Proctoring and administration of exam

The cost, if any, of proctoring is the student's responsibility. The exam is to be proctored and administered in accordance with the following standards. Complete the proctor request form and submit it. Upon approval of the proctor by the VC office, all of the following sites are acceptable locations for taking the exam:

- At any Wayland Baptist University (WBU) campus by a WBU employee designated as a proctor by the campus dean.
- At any Wayland Baptist University testing site.
- At any Sylvan Learning Center (SLC) by an SLC employee designated as a proctor by SLC.
- At a location and by a proctor approved by WBU's Virtual Campus on application of the student.
- Students who are in the military who do not have access to either a WBU campus or testing site or to SLC have the additional option of having the exam administered and proctored by a superior in their chain of command who must be at least one rank above the student's rank, subject to the approval of Virtual Campus
 1. Enlisted personnel must be proctored by an O-3 or above
 2. Officers O-1 & O-2 must be proctored by an O-3 or above

3. Officers holding the rank of O-3 and above must obtain a proctor one rank above theirs
4. Military personnel with access to a WBU campus will follow the instructions for civilians

NOTE that Wayland external campuses (that is, outside of Plainview) have very limited hours on Fridays. If you plan to use a Wayland campus as your site, you might want to consider a Wednesday or Thursday, rather than Friday.