

Wayland 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.

Contact Information

Course: HIST 5100 VC01 – Comprehensive Exam

Campus: WBUonline

Term/Session: Fall 2021 16-week term

Instructor: Dr. Rebekah Crowe

WBU Email Address: Rebekah.crowe@wbu.edu

Office Hours, Building, and Location: 9:00 a.m. to 11:00 a.m. Monday through Friday by email

Class Meeting Time and Location: WBUonline

Textbook Information

Required Textbook(s) and/or Required Materials:

- Turabian, Kate. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 9th Edition. Chicago: University of Chicago Press, 2018. ISBN: 9780226430577
- *The Oxford Handbook of the American Revolution*. Oxford: Oxford University Press, 2015. ISBN: 9780190257767

*The textbooks for this course are part of the **Wayland's Automatic eBook** program. You will have access to the eBooks and interactive learning materials on the first day of class through your Blackboard course site. The cost of these Automatic eBooks will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore [Automatic eBook FAQ](#) page.*

Optional Materials: Other materials will be available to you on Blackboard.

Course Information

Catalog Description: All-essay summative examination; questions will come from the courses the student completed; every student is required to answer the question from HIST 5302; passing score is 80.

There is no prerequisite for this course.

Course Outcome Competencies: Upon completion of this course, students will have:

- An understanding of the content in each of the courses they took
- Writing and thinking skills commensurate with graduate level work
- The ability to begin the thesis process and/or complete the MAH program and graduate

Attendance Requirements

WBUonline

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.

University Policies

Statement on Plagiarism and 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.

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 Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, trifilot@wbu.edu or call (806) 291-3745.

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 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 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.

[WBU Catalog](#)

Course Requirements and Grading Criteria

The purpose of this course is the exam itself, so there are no other assignments, except as relate to the exam.

- Each student will submit a completed Progress Report to Dr. Crowe by the end of Week 2 (Sunday, August 29), at 11:59 p.m. (Central Time). The reports are available on Blackboard.
- Each student will complete and submit the proctor form to Dr. Crowe by the end of Week 4 (Sunday, September 12), at 11:59 p.m. (Central Time). The proctor form is available on Blackboard.
- Each student will arrange with Dr. Crowe a date and ONE four-hour block of time OR TWO two-hour blocks of time in which he or she will take the comprehensive exam during Week 10 (October 18-24). Arrangements must be settled by no later than the end of Week 6 (Sunday, September 26), at 11:59 p.m. (Central Time).
- Up to the time of the exam, Dr. Crowe will be available to provide tips and assistance in studying for the comprehensive exam, as well as discussion boards for class study/tips. Participation in these activities is voluntary.
- Each student will take his/her exam during Week 10 (October 18-24) at the time arranged with Dr. Crowe. Specifics about the rules for the exam itself appear below and are available on Blackboard.
- Dr. Crowe will return exam grades by no later than Monday, November 8, at 5:00 p.m., Central Time.

Method of determining course grade: The student will receive one question from each of the course he/she took with full-time faculty at WBU in the course of the MAH degree (with the exception of 5301: Historical Methods). He/she must answer THREE of those questions (each worth 25 points) during the comprehensive exam. If a student took HIST 5302: Historiography as a REQUIRED course, he/she MUST answer the question for that course on the exam – leaving him/her with TWO questions of choice. In addition, the student will receive a short book list and a packet of primary documents (see textbook list above and additional materials on Blackboard). He/she must study those documents and prepare to answer a skills-based questions (worth 25 points) on the comprehensive exam. A student must achieve at least 80 points to pass the exam.

Dr. Crowe will notify each student of his/her letter grade as soon as all the exams for the term have been graded by the faculty of the MAH program. Students must make a grade of 80 or above to pass the comprehensive exam.

In case of failure: A student who scores lower than 80 on the exam will fail it. He/she will be allowed to re-test during Week 16. The number of questions on the re-test (and, thus, time limit) will correspond to the number of questions the student failed. No student will be allowed to repeat an examination more than once without taking an additional course (on the same general topic) for each question he/she fails twice.

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

Tentative Schedule

WEEK/DATE	ASSIGNMENTS
Week 1: Aug 18-22	
Week 2: Aug 23-29	Progress Report Due
Week 3: Aug 30-Sept 5	
Week 4: Sept 6-12	Proctor Form Due
Week 5: Sept 13-19	
Week 6: Sept 20-26	Date(s)/Time(s) of Exam(s) Due
Week 7: Sept 27-Oct 3	
Week 8: Oct 4-10	
Week 9: Oct 11-17	
Week 10: Oct 18-24	COMPS WEEK
Week 11: Oct 25-31	
Week 12: Nov 1-7	
Week 13: Nov 8-14	Exam Grade Due
Week 14: Nov 15-21	
Week 15: Nov 22-28	
Week 16: Nov 29- Dec 3	Restesting (if necessary)

Additional Information

Communication Policy: I communicate via the course Blackboard site and through Wayland email. It is your responsibility to check both forms of communication on a daily basis. I will not respond to correspondence from non-WBU email addresses. I answer emails between 7:30 a.m. and 9:00 p.m., Monday through Thursday, and until 4:00 p.m. on Fridays. Between 4:00 p.m. Friday and 7:30 a.m.

Monday, I do occasionally check my email, but only will respond if it is an emergency. Blackboard works best with Mozilla Firefox or Google Chrome. Using other browsers may result in technical difficulties, for which you are responsible. You may need access to Zoom if you choose an online proctor for your exam.