**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**

: CNSL 5110 VC01 – Education Preparation Program Application

**Campus**

: WBUonline

**Term/Session**

**:** Fall 2023

**Instructor**

**:** Dr. Pamela Nelson-Ray

**Office Phone Number**

**:** 806-785-9285, cell 806-781-5427

**WBU Email Address**

**:** rayp@wbu.edu

**Office Hours, Building, and Location**

**:** Office Hours M 1-2; W 1-4, by appointment Lubbock, Rm 139

**Class Meeting Time and Location**

**:** Virtual – Self-paced

**Course Information**

**Catalog Description**

**:**  Must enroll in the first session after admission to the Graduate School to complete the application process for the Educator Preparation Program (EPP); including but not limited to the Teacher Education Program application, Candidate autobiography, completion of TEA-required trainings, proof of Service Record and Teaching Certificate, and Candidate interview. Candidate must complete and pass all components of the course within the current session or will have to repeat the course in a future session, thus delaying admission into the Teacher Education Program. Note: Credit/No Credit Course Fee: $55.00

**Prerequisite(s)**

**:** Course must be taken and completed in the first session upon admission into the Graduate School. If not, then a hold will be placed on the candidate’s account, and s/he will be unable to register for any consecutive sessions until this course is taken and completed.

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:** NO TEXTBOOK REQUIRED

**Optional Materials**

**:** None

**Course Outcome Competencies**

**:** Upon completion of this course, students will have completed the application process for the Education Preparation Program (EPP) including but not limited to:

* Application
* Autobiography
* The student will complete the following required TEA training:
  + Suicide Prevention
  + Drug Awareness
  + Dyslexia
  + Mental Health Awareness
  + Ethics Training
* Participation in an Interview with t he Coordinator of the School Counseling Program

**Attendance Requirements**

**WBU Online (Virtual Campus)**

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**

[Link to Statement on Academic Integrity](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

**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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests (office (806) 291-1057. 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. Rick Hammer, [hammerr@wbu.edu](mailto:hammerr@wbu.edu) or call (806) 292-9150.

**Course Requirements and Grading Criteria**

* This course is a one (1)-credit-course
* Candidates must submit an application and short autobiography to the Wayland Baptist University Education Preparation Program (EPP) prior to enrollment in this course.
* Candidates must complete all TEA-required training modules and provide proof of completion (certificates) on the Blackboard course
* Candidates must successfully interview with the Coordinator of the School Counseling Program
* Candidates must be approved by a committee into the EPP

**CNSL 5110 Course Information:**

1. This course is a beginning step into the Teacher Education program.

2. Because this course is a one (1)-credit, Virtual Course on Blackboard, candidates ***must upload ALL of the following components*** of the course at their own pace at some point throughout the course, ***but before the course ends, in order to receive credit for the course***:

a. Application to the Teacher Education Program

b. Autobiography

c. Complete all of the following TEA trainings: Ethics (4 modules), Dyslexia, Mental Health, Substance Abuse, and Suicide Prevention.

d. Schedule and complete an interview with Coordinator(s) of candidate’s program before the end of the course

3. Assignments will be checked weekly throughout the 8-week period and “grades” posted for candidates’ assignments. Grades will show up on Blackboard as 1 point per assignment. This will demonstrate that assignments have been received/seen/credited. If there are concerns, they will be returned with comments, and candidates will be allowed to repost assignments.

4. At any point, please feel free to email me (Dr. Ray) directly at [rayp@wbu.edu](mailto:rayp@wbu.edu) or by cell 806-781-5427

5. Please keep in mind that I serve in multiple roles. I will do my best to return emails to you within a 24-hour period.

**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.

**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.

**Tentative Schedule**

Self-paced course with all TEA Required trainings due on or before the last Wednesday of the term.

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**Additional Information**