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**Virtual Campus**

 **SYLLABUS**

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|  1. **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.  2. **Course**: BASC 1201 – VC01: *Best Achievement Strategies for College*

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| 3. **Term**: Fall 2018 4.  **Instructor**: Jennifer Martin |  |  |  |
| 5. **Office Contact**: WBUOnline  |  |  |  |
|  **Office phone**: (806) 685-5096  |  |  |  |
|  **Email**: martinj@wbu.edu |  |  |  |
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 6. **Office Hours, Building, and Location:** Online via Blackboard; wbu.blackboard.com

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| 7. **Class hours & location**: Online via Blackboard; wbu.blackboard.com |

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| 8. **Course Description:** Designed specifically for WBU’s campuses serving many adult learners who  have been away from school for years as well as students transferring credits from colleges, military,  and work experience; intended to assist students in developing skills and habits for college success –  effective communication, learning skills, use of technology, time management, ability to research,  test taking, emotional/physical wellness, and factors unique to Wayland; incorporates a service  learning experience and other activities to promote student awareness that they can succeed and how to succeed; to be taken during the first term.  |
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| 9. **Prerequisites**: None10. **Textbook & Required Resources**:1. Davis, D. (2012). *The adult learner’s companion: A guide for the adult college student* (2nd ed.). Boston, MA: Cengage. ISBN-13 978-0495913832.
2. 2018-2019 WBU Academic Catalog link: <http://catalog.wbu.edu>
3. WBU BLACKBOARD COURSE MANAGEMENT SOFTWARE
	1. Contains syllabus, links to assignments, grades, and other items necessary for course. The first week’s assignments are to be done via Blackboard.
	2. Requires access to an internet-enabled computer.
	3. Blackboard website URL: <https://wbu.blackboard.com>
	4. Login username: WBU student id (9 digit number, available from WBU office)
	5. Login password: first three letters of first name + first three letters of last name (unless you have used Blackboard previously and have changed your password.)
	6. Technical questions about Blackboard: http://www.wbu.edu/online/contact.htm

11. **Optional Material**: 1. *Publication Manual of the American Psychological Association* (APA), 6th Edition.
2. *The Modern Language Associational Style* Manual (MLA), 8th Edition.
3. Supplemental course material will be distributed during each class Week.
4. The Wayland Online Library: Available through the course BlackBoard site.
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| 12**. Student Learning Outcomes:** The student will be able to:1. Define growth mindset in relation to a personal goal of degree completion.
2. Students will analyze academic degree options in the context of past experiences and future career expectations.
3. Complete a service learning project and reflect on its value in relation to personal growth and Wayland’s culture.
4. Recall pertinent administrative and academic information necessary for successful degree completion: student accounts, textbooks, registration, incompletes, use of Blackboard, Student Services, Wayland Library, academic honesty, and degree-plan management.
5. Apply college-level study skills, research, and composition abilities, and English Language communication necessary for successful degree completion.
6. Develop competencies to proficiently use technology for successful degree completion.
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| 13. **Attendance Requirements**: External Campus Attendance Policy:  Students enrolled at one of the University's external campus should make every effort to attend all class meetings. All absences must be explained to the instructor, who will decide whether the omitted work may be made-up. **When a student reaches a number of absences considered by the instructor to be excessive, the instructor will so advise the student, and file an Unsatisfactory Progress report with the center director.** Any student who misses twenty-five (25%) or more of the regularly scheduled class meetings will receive a grade of "F" for the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy (Online WBU Academic Catalog 2018-2019). **As this is a two-credit course with 30 hours of contact, any absence exceeding 7.5 hours will be deemed as excessive**. 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. Any student who has not actively participated in an online class prior to the census date for any given term 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 (Online WBU Academic Catalog, 2018-2019).

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14. **Statement of 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 (Online WBU Academic Catalog, 2018-2019).15. **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” (Online WBU Academic Catalog, 2018-2019).16. **Course Grading Criteria and Course Requirements**: 1. **WBU Grading Policy/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 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.
2. **Incompletes:** A grade of “I” is given only in the case of a documented emergency provided that the student has been making satisfactory progress. An Incomplete Grade Contract must be completed. I strongly advise you to finish the course this semester. My experience has been that most students who receive incompletes never get around to finishing them. Be sure to check the university’s policy on incompletes. If the incomplete is not made up, the student receives an *F.*
3. **Course Requirements:**
4. **On-line Quizzes:** Both online quizzes will be administered through BlackBoard. The first test is a multiple-choice test consisting of questions covering assigned sections from the online WBU Catalog readings. The second test is also a multiple-choice test consisting of questions covering key learning objectives from Chapters 1 through 10 from the course text book. **The two online quizzes represent 20% of the total course score.**
5. **On-line Test: The online test represents 10% of the total course score**
6. **Individual Service Learning Project Proposal:**  Students will 1) research, plan, and implement a service learning project directly related to WBUOnline & its student population or will evaluate and participate in a structured volunteer program/project already established. A Service-learning project proposal will be submitted to the instructor no-later-than week #3 for approval. **The Service Learning Project proposal represents 05% of the total course score.**
7. **Service Learning Project Reflective Paper and Presentation:** Upon competition of the service-learning project, the student will write a personal reflection paper. This personal reflection paper is due no-later-than Week 9. The student will use the Service-learning Project paper Template found in Week tab 4. The student will also complete a visual presentation of the service-learning project. The visual component of the project may be in the form of pictures, video production, art work or PowerPoint. **The Service Learning Project paper represent 25% of the total course score, and the Service Learning presentation represents 5% of the total course score.**
8. **Growth Mindset Portfolio: The Growth Mindset Portfolio represents 25% of the total course score**
9. **Course Grading Criteria** (means for assessing outcome competencies/procedures used to compute final course grade)**:**
10. Procedures Used to Compute Final Course Grade:

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| --- | --- |
| **Evaluated Area** | **Percentage** |
| 1. Preparation, Attendance, and Participation
 | 10% |
| 1. Online Quizzes
 | 20% |
| 1. Online Test
 | 10% |
| 1. Service Learning Project Proposal
 | 05% |
| 1. Service Learning Project Paper
 | 25% |
| 1. Service Learning Project Visual Presentation
 | 05% |
| 1. Growth Mindset Portfolio
 | 25% |

1. Grading Criteria:Letter grades from "A" to "F" will be issued to student based on individual work. The grading criteria are listed below:

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| **Grade** | **Points** | **Percentage** |
| **A** | 100.0 points to 89.5 points  | 100% to 90% |
| **B** | 89.4 points to 79.5 points | 89% to 80% |
| **C** | 79.4 points to 69.5 points | 79% to 70% |
| **D** | 69.4 points to 59.5points | 69% to 60% |
| **F** | 59.4 and below | 59% and below |
| **I** |  | Incomplete: See important grading information below |

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| 17. **Tentative Schedule:** Review the course schedule below. |
| **WEEKLY** | **Classroom Activities** |
| **WEEK #1** | * **Discussion Board: Introduction**
* Read Through WBU Technologies
* BlackBoard
* WBU email account
* Student Services
* WBU online library
* Collaborate
* Proctor Services
* Course Introduction and Road Map
* Growth Mindset Portfolio
* Connecting Career to Major
* Service Learning Project
* Academic Skills
* **Growth Mindset Survey Pre-test**
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| **WEEK #2** | **🕮** Read Chapter 1 *College Success* **🕮** Read Chapter 2 *Life Experience, College, and Career Relationships* * Journal Entry - write Week 1 “Weekly Take-away” paper
* Discussion Board: Growth Mindset & Readings
* Take Smarter Measure Assessment
* Submit Smarter Measure Summary, “What I Learned About Myself”
* **Submit Service-Learning Project Plan**
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| **WEEK #3**  | **🕮** Read Sections within the Online 2018-2019 WBU Academic Catalog at <http://www.wbu.edu/academics/library/index.htm>**The first online quiz will cover these WBU catalog sections*** Section 1. General Information
* Section 2. Mission and Profile
* Section 3. Undergraduate Admissions
* Section 4. Tuition and Fees
* Section 5. Financial Aid
* Section 6. Undergraduate Academics
* Section 7. Policies and Procedures

**🕮** Read Chapter 3 *Stress Management* **🕮** Read Chapter 4 *Time Management* * Journal Entry 2 -write Week 2 “Weekly Take-away” paper
* Discussion Board: Learning Styles and Learning Style Strategies
* Discussion Board: Time Management and Strategies
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| **WEEK #4** | **BlackboardComplete WBU Academic Catalog online Quiz** **🕮** Read Chapter 5 *Help and Support* **🕮** Read Chapter 6 *Critical Thinking* **🕮 Read Journal Article found in Week Tab 4** * Journal Entry 3 - write Week 3 “Weekly Take-away” paper
* Discussion Board: 7 Habits of Successful People
* Discussion Board: Preferred Learning Style as related to Growth Mindset
* Get a jump start on your Service Learning Project paper
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| **WEEK #5** | **🕮** Read Chapter 7 *Class Skills* **🕮** Read Chapter 8 *Studying* **🕮 Read Journal Article found in Week 5*** Journal Entry 4 - write Week 4 “Weekly Take-away” paper
* Discussion Board: Self-directed Learning Style Strategies as related to Growth Mindset
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| **WEEK #6** | **🕮** Read Chapter 9 *Tests* **🕮** Read Chapter 10 *Writing* * Journal Entry 5 - write Week 5 “Weekly Take-away” paper
* Discussion Board: Thinking on Paper & Tests
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| **WEEK #7** | **BlackboardComplete Chapters 1 through 10 online Quiz** **🕮 In Week 7 Folder:** Read Article Titles: *The Purpose of Research Writing* **🕮 In Week 7 Folder:** Read Article Titles: *Developing a Strong, Clear Thesis***🕮 In Week 7 Folder:** Read Article Titles: *Developing the Research Outline and Plan* * Journal Entry 6 - write Week 6 “Weekly Take-away” paper
* Select topic, Develop a Thesis and Thesis outline
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| **WEEK 8** | Putting it all together – Thinking on Paper * Critical Thinking
* Topic Research and online WBU Library
* Thesis and the Thesis Outline
* Writing to the Thesis
* Journal Entry 7 - write Week 7 “Weekly Take-away” paper
* Submit Sample Thesis
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| **WEEK 9**  | **🕮 In Week Tab 9:** Read Article Titles: *Organizing the Visual Presentation***🕮 In Week Tab 9:** Read Article Titles: *Giving the Presentation*Pencil Journal Entry 8- write Week 8 “Weekly Take-away” paper* Answer Service-Learning Reflection Questions in Week 9 folder
* Upload Service-Learning Project Paper in Week 9 folder

**BrainInhead****Complete Growth Mindset Post Test** |
| **WEEK 10** | **Blackboard****Complete Final On-Line Test**Pencil Journal Entry 9 - write Week 8 “Weekly Take-away” paper* **Submit Growth Mindset Portfolio**
* Submit Learning Presentations
* Upload Visual Presentations to Week 10 Folder
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| **Note:** This course schedule may be subject to revision. Any revisions to this course schedule will be announced in class, posted on BlackBoard course announcement page, and sent by email to all students before any revisions are made.  |
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18. Additional information as desired by the faculty member.

1. **Textbook Policy:** All students are responsible to have required course materials in hand by Week 2.
2. **BLACKBOARD:** This course will be use Blackboard courseware. All registered students automatically have access to Blackboard. An enrolled student can link to Blackboard through the Wayland Baptist University Virtual Campus web page at <http://virtualcampus.wbu.edu>. For first time users of BlackBoard, see instructions at Log-in page for accessing BlackBoard. It is important that all graduate students enrolled in this course establish a Wayland Email account, as the instructor will periodically send emails to enrolled students through BlackBoard.
3. **How to Login in to MyWBU:**

1)  How to login to **MyWBU** will be:

a)    Login:             firstname.lastname

b)    Password:      firs.LAST.1234 (same as Student services)

**NOTE**: If login to **MyWBU fails**, there may be several reasons, such as: 1) The most common is that a student applied for one term, but did not come that term and started wanting to register for a term after that, or 2) the student has not taken a course at Wayland for a few terms, or the scenario above where the student walks in, applies and tries to register in under 15 minutes.  These are the most common.

2) How to login to **selfservice.wbu.edu** to register. This will open into Student Services.  New student logins will be as follows:

a)    Login:             WBU Student ID Number (Example: 000321578)

b)    Password:    firs.LAST.1234          (1st four of first name, lowercase; 1st four of last name, capital letters; last four of SSN with periods in between.

c)    This is the same login that students use to login to computers in your labs on campus.

1. **EXPECTATIONS AND RESPONSIBILITIES:**
2. Instructor: As the instructor, I am responsible to communicate and instruct the course standards through identifying to adult learner specific learning objectives (LOs); present clear, meaningful lectures focused on chapter learning objectives; simulate classroom discussions; and give examinations focused on assessing knowledge achieved in chapter learning objectives. In addition, I am responsible to assist students experiencing difficulties understanding lectured material. Lastly, I am responsible to impart upon the adult learner the desire to learn as opposed to memorize.
3. Students: Instructor’s expectations of you are as follows:

(a). Read this syllabus completely and understand your obligations and responsibilities.

 (b). Enter each week of the term having read the assigned chapter(s).

 (c). Turn-in all course work on time.

 (d). Ask questions when text and /or lectured material are unclear.

 (e). Commit yourself to the learning process

**WBU Anchorage Campus service or local community service Guidelines**

* Individual or group project: Students can pick their own service project or may select from service projects provided.

* Students who select their own individual service project will submit their project to the instructor of approval.
* Students may engage within a service project already in progress

* Campus service project points of contact:
	+ Wayland Alaska Missions (WAM) student president
	+ Anchorage Campus Society of Human resource Management (SHRM) Student Chapter president.
	+ Campus fall and spring clean-up day
	+ Campus fellow student coffee service
	+ WBU-Anchorage campus yard assistance, cleanup, repairs
	+ WBU-Anchorage campus projects, such as, benches, flag pole, plantings, etc.),
* Potential community service project areas:
	+ animal shelters
	+ homeless shelters
	+ food pantries
	+ roadway cleanups
	+ chambers of commerce, meals on wheels
	+ Church activities services
	+ students’ local neighborhood needs
	+ Volunteering to assist with organizing special events (runs, bike rides, golf, etc.)
	+ elderly/retirement homes (reading, entertainment)
	+ mentoring or tutoring
	+ providing transportation,
	+ dog walking
	+ fishing proxy (Alaska only—where a person catches fish for someone who is home bound).

NOTE: service projects geographically away from the WBU Anchorage Campus are not covered by

Wayland insurance; students are simply in local community volunteer capacity

Service Learning Reflection Questions:

 Enjoyable or rewarding?

 Did you learn anything? About yourself or others?

 How does serving relate to Wayland culture?

 How does serving relate to being a college student?

 How did serving relate to growth mindset?