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**WBUonline**

**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:

BASC 1201 - Best Achievement Strategies for College

## **TERM**:

BASC1201SUMMR-CMP2018VC01

## INSTRUCTOR/EMAIL:

Dr. Krista Favela krista.favela@wayland.wbu.edu

## OFFICE HOURS AND OFFICE PHONE:

I do not maintain office hours. I also do not have a phone number available. If you need to speak with me please email me your number and a good time for me to be able to reach you and I will make every effort to be able to call you at that time. Please remember I am in Texas, Central time, make sure you convert your time to Central.

## COURSE MEETING TIME & LOCATION:

Meeting day & time: online

## CATALOG 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

## PREREQUISITE:

None

## REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

Davis, D. (2012). *The adult learner’s companion: A guide for the adult college student* (2nd ed.). Boston, MA: Cengage. ISBN-13 978-0495913832.

2019-2020 WBU Academic Catalog link: <http://catalog.wbu.edu>

Access to WBU Blackboard

1. Contains syllabus, links to assignments, grades, and other items necessary for course. All assignments are to be submitted 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>

## OPTIONAL MATERIALS

*Publication Manual of the American Psychological Association* (APA), 6th Edition. - link in classroom

*The Modern Language Associational Style* Manual (MLA), 8th Edition. Link in classroom

Supplemental course material will be distributed during each class Week.

The Wayland Online Library: Available through the course Blackboard site.

## COURSE OUTCOMES AND COMPETENCIES:

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.

## 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).

## 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, and found in Course Information in all Blackboard classrooms, 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 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 accessibility issues with Blackboard classroom content should be brought to the attention of the EIRAC, Dr. Trish Trifilo at 806-291-3745.

## COURSE REQUIREMENTS and GRADING CRITERIA:

**a. Grade Appeal Statement**: " 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.”

b. **Course Requirements:**

1. **Preparation, Attendance, and Participation**: The learning process mandates student preparation, attendance, and participation. Therefore, it is incumbent upon the student to be prepared by (1) reading the assigned chapter(s) and study chapter learning objectives; (2) attend to classroom activities on a weekly basis; and (2) participate through sharing textual understanding, ask meaningful questions, provide experience input, and share insights with fellow classmates. **Preparation, Attendance, and Participation represent 10% of the total grade.**
2. **On-line Quizzes:** The first quiz is a multiple-choice test consisting of questions covering assigned sections from the online WBU Catalog readings. The second quiz 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.**
3. **Test: The in-class test represents 10% of the total course score**
4. **Collaborative or Individual Service Learning Project Proposal:**  Students within small groups of three to four, or individually will 1) research, plan, and implement a service learning project. A Service-learning project proposal will be submitted to the instructor no-later-than week 4 for approval. **The Service Learning Project proposal represents 5% of the total course score.**
5. **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 Course Information. The student will present their project through an instructor approved format such as powerpoint slide, or video,. **The Service Learning Project paper represent 25% of the total course score, and the Service Learning presentation represents 5% of the total course score.**
6. **Growth Mindset Portfolio: The Growth Mindset Portfolio represents 25% of the total course score**

c. **Course Grading Criteria** (means for assessing outcome competencies/procedures used to compute final course grade)**:**

1. Procedures Used to Compute Final Course Grade:

| **Evaluated Area** | **Percentage** |
| --- | --- |
| 1. Preparation, Attendance, and Participation
 | 10% |
| 1. Online Quizzes
 | 20% |
| 1. In-Class Test
 | 10% |
| 1. Service Learning Project Proposal
 | 05% |
| 1. Service Learning Project Paper
 | 25% |
| 1. Service Learning Project 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:

|  |  |  |
| --- | --- | --- |
| **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** | none | Incomplete: See important grading information below |

## TENTATIVE SCHEDULE

|  |  |
| --- | --- |
| **WEEKLY** | **Classroom Activities** |
| **WEEK #1****Due August 26** | * **Discussion Board: Introduction**

**🕮**Read Through WBU Technologies* Blackboard
* WBU email account
* Student Services
* WBU online library
* Proctor Services

**🕮**Course Introduction and Road Map* Growth Mindset Portfolio
* Service Learning Project
* Academic Skills
* **Growth Mindset Survey Pre-test**
* **Week 1 “Take-Away” paper**
 |
| **WEEK #2****Due September 2** | **🕮** Read Chapter 1 *College Success* **🕮** Read Chapter 2 *Life Experience, College, and Career Relationships* * **Take Smarter Measure Assessment**
* **Submit Smarter Measure Summary, “What I Learned About Myself”**
* **Submit Service-Learning Project Plan**
* **Week 2 “Take-Away” paper**
 |
| **WEEK #3** **Due September 9** | **🕮** 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* * Week 3 “Take-away” paper
* Discussion Board: Learning Styles and Learning Style Strategies
* **Blackboard**Discussion Board: Time Management and Strategies

**Complete WBU Academic Catalog online Quiz**  |
| **WEEK #4****Due September 16** | **🕮** Read Chapter 5 *Help and Support* **🕮** Read Chapter 6 *Critical Thinking* **🕮 Read Journal Article found in Week Tab 4** * Week 4 “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
 |
| **WEEK #5****Due September 23** | **🕮** Read Chapter 7 *Class Skills* **🕮** Read Chapter 8 *Studying* **🕮 Read Journal Article found in Week 5*** Week 5 “Take-away” paper
* Discussion Board: Self-directed Learning Style Strategies as related to Growth Mindset
 |
| **WEEK #6****Due September 30** | **🕮** Read Chapter 9 *Tests* **🕮** Read Chapter 10 *Writing* * Week 6 “Take-away” paper
* **Blackboard**Discussion Board: Thinking on Paper & Tests

**Complete Chapters 1 through 10 online Quiz**  |
| **WEEK #7****Due October 7** | **🕮 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** Week 7 “Take-away” paper
* Select topic, Develop a Thesis and Thesis outline
 |
| **WEEK 8** **Due October 14** | Putting it all together – Thinking on Paper * Critical Thinking
* Topic Research and online WBU Library
* Thesis and the Thesis Outline
* Writing to the Thesis
* Week 8 “Take-away” paper
* Submit Sample Thesis
 |
| **WEEK 9** **Due October 21** | **🕮 In Week Tab 9:** Read Article Titles: *Organizing the Visual Presentation***🕮 In Week Tab 9:** Read Article Titles: *Giving the Presentation*Pencil Week 9 “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****Due October 28** | **Blackboard****Complete Final On-Line Test**Pencil Week 10 “Take-away” paper* **Submit Growth Mindset Portfolio**
* Submit Learning Presentations
* Upload Visual Presentations to Week 10 Folder
 |
| **Note:** This course schedule may be subject to revision. All assignments due by the end of the day of the due dates according to Central time. Any revisions to this course schedule will be posted on the Blackboard course announcement page, and sent by email to all students before any revisions are made.  |

## ADDITIONAL INFORMATION

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. Login:             firstname.lastname
	2. 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.
4. How to login to **selfservice.wbu.edu** to register. This will open into Student Services.  New student logins will be as follows:
	1. Login:             WBU Student ID Number (Example: 000321578)
	2. 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.
	3. This is the same login that students use to login to computers in your labs on campus.