



School of Business
WBU Online – Virtual Campus

2. 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.

3. COURSE NUMBER & NAME:

GRAD0001, Exit Seminar

4. TERM:

Spring 1 2021

Term: Spring 1st8weeks - Section VC01,

Dates: from January 11th through March 6th, 2021

Virtual Campus

5. INSTRUCTOR:

Dr. Henrique Regina

6. CONTACT INFORMATION:

Office phone: (808) 222-9407

WBU Email: hregina@wbu.edu

Cell phone: (808) 222-9407

7. OFFICE HOURS, BUILDING & LOCATION:

Monday through Saturday, 1 PM to 9 PM CST

8. COURSE MEETING TIME & LOCATION:

Meeting day & time: On-line, weekly activities starting on Mondays.

9. CATALOG DESCRIPTION:

Mandatory for all Plainview undergraduate students during the final semester before graduation and for all External undergraduate students within the last two terms prior to graduation; a 15-clock-hour seminar which allows students to complete graduation requirements and testing; students required to complete a clinical teaching experience must take this course the semester prior to clinical teaching. BAS Business Administration and Banking and Finance majors required to pay \$42 Major Field Exam fee, which is subject to change in relation to cost increases of the Major Field Exam. Plainview students are required to pay a \$115 fee, which includes graduation fee, Dinner with the President and testing administrations. Note: Credit/No Credit

10. PREREQUISITE:

The student enrolled in this course must be in the status of a senior. For External Campus purpose, a senior is defined as: an external campus student who has completed 90% of a BAS/BSOE/BCM degree program to include, 1) ENGL 1301 and ENGL 1302; 2) completed 80% in the declared major section. If a student has not reached senior status, then enrollment into GRAD 0001 is by consent of respective Campus Executive Directors.

11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

Course text: None. Other materials: non-scientific calculator

12. OPTIONAL MATERIALS

None

13. COURSE OUTCOMES AND COMPETENCIES:

In order to earn a CR grade for GRAD 0001, the following requirements must be satisfactorily completed:

- General Questions
- Online Graduating Student Survey
- Alumni Information Form; keeping in touch with Wayland as an alumnus; and taking advantage of alumni benefits available to them.
- Academic Advisor Audit and Graduation Application Package
- ETS Exam & Essay (This is WBU's quality control for its accreditation agency)
- Major Field Exam (This is WBU's quality control based on degree programs)
- Received valuable content related to finding employment after college, including job searching and interviewing, building a resume and other related tasks;
- Received valuable content related to life after college, including developing a home budget for responsible spending, saving and debt-repayment; communicating professionally
- Reflections and Headshot Picture (Hawaii Campus' Students Only)

14. ATTENDANCE REQUIREMENTS:

Important Disclosure: the first graded assignment is due on the Wednesday of Week 1. This graded activity serves to confirm the student's enrollment and interest to remain in the course. If activity # 1 is not completed by the first Wednesday of the term, the student will be considered a "No Show" and will be automatically unenrolled from the course. Please pay attention to this important course activity.

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.

15. 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, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

16. 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.

17. COURSE REQUIREMENTS and GRADING CRITERIA:

Complete all assigned reading as indicated on the attached course schedule, participate in the on-line discussion board forums and complete all assignments. In case the student is unable to submit assignments on the due date, please make prior arrangements with the instructor.

This course follows a Credit (CR) and Non-Credit (NCR) grading system. In order to earn a passing grade, students must earn at least 80% of points available.

Assignments' points:

		Points	Grade %
Week 1	General Questions	20	2.00%
	Online Survey	20	2.00%
	Alumni information	20	2.00%
Week 2	Academic Advisor pre-audit and application for graduation (if applicable)	160	16.00%

Week 3	Video on setting yourself apart in the job hunt, interview skills, networking and respective Discussion Board Forum	60	6.00%
Week 4	Video on financial planning and budgeting, loan repayment and savings, and respective Discussion Board Forum	60	6.00%
Week 5	Video on resume building, view examples and create a resume and cover letter	60	6.00%
Week 6	Educational Testing Services (ETS) Exam	160	16.00%
	Educational Testing Services (ETS) Essay	160	16.00%
	Academic Degree Major Field Exam	160	16.00%
Week 7	Video on professional Communication tips – social media, business letters and email, first impression on dress, and respective Discussion Board Forum	60	6.00%
Week 8	Visit the Graduate Studies webpage for information regarding WBU Graduate programs . ***Hawaii Campus Students Only*** Students’ Reflections and headshot picture for Graduation Reflections Book	60	6.00%
Total Points		1,000	

17.1 Include 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.”

18. Tentative Schedule:

Week 1:

Assignment 1: General Questions

Please send e-mail confirming the following items have been completed. This assignment also serves as course attendance confirmation by the students. Students that fail to submit this

assignment before the due dates might be administratively dropped from the course for non-attendance.

Assignment due date is 01/13/2021, at any time. (5 points)

- I. All financial obligations with WBU must be cleared 30 days prior to your graduation date.
 - a. Contact your campus Business Office. By the time the student is taking the GRAD 0001, graduation could be several months away. The objective for this assignment is to confirm students have their WBU accounts in good standing now and reminds students to have their accounts cleared no later than 30 days prior to graduation. Please confirm you are aware of this requirement for graduation.

- II. Order graduation invitations, graduation pictures, class rings, diploma frame, WBU memorabilia, etc.
 - a. Contact your campus bookstore. The objective of this item is to assure the students have planned for these graduation items. The student is not obligated to purchase any of these items. The intention is to make the students aware these items are available for purchase. Please provide a brief explanation of which items you would be interested to purchase.

- III. Obtain WBU graduate programs information. A graduate degree is a lot easier than an undergraduate degree; just take into consideration you will take in an average only 18 months to complete a graduate degree. Contact your campus Graduate Programs office. Please provide a brief description of your educational goals after you graduate.

Assignment 2: Online Survey

Go to course module 1 under "Course Content" link on blackboard. The on-line survey link will be available there. Save the confirmation page to your computer and submit via e-mail to hregina@wbu.edu.

Assignment 3: Alumni Information

Please click on the link <https://www.wbu.edu/alumni-and-donors/> and click on the picture that states "Update My Information". Your information will be kept in the WBU Alumni database. Please use your "Printscreen" key on your computer keyboard to copy and paste the confirmation page to the body of an e-mail and send it to hregina@wbu.edu.

Week 2:

Assignment 1: Academic pre-audit.

***** For Hawaii campus students only: it is also required to submit the Application for Graduation Package in conjunction with the academic pre-audit.**

Disclosure: Non-Hawaii campus students will earn points for this assignment by submitting only the academic pre-audit portion. **For all non-Hawaii campus students**, please communicate with your respective campus academic advisors regarding the application for graduation process at your campus. This course assignment is not the WBU official application for graduation deadline, which it might differ from campus to campus due to differences in processes.

- 1) 100% on-line students assigned to the Plainview Campus. Please verify requirements in the 100% On-line students' folder in Blackboard and communicate with your on-line Academic Advisor.
- 2) **Hawaii Campus Students**. Please verify the Hawaii Campus' folder under module 1 for specific instructions regarding application for graduation process and Academic Advisor Audit. Hawaii campus students are required to submit the actual Application for Graduation form, which can be found in the Week 2 > Application for Graduation Forms > Hawaii campus folder.
- 3) All other students. Please communicate with your respective campus' Academic Advisor for application for graduation guidelines.

Week 3:

Assignment 1: Watch video on setting yourself apart in the job hunt, interview skills, networking

Assignment 2: Complete Discussion Board Forum

Week 4:

Assignment 1: Watch video on financial planning and budgeting, loan repayment and savings.

Assignment 2: Complete Discussion Board Forum

Week 5:

Assignment 1: Watch video on resume building, view examples

Assignment 2: Create a resume and cover letter

Week 6:

Assignment 1: Educational Testing Services (ETS) Exam

Assignment 2: Educational Testing Services (ETS) Essay

Assignment 3: Academic Degree Major Field Exam

Week 7:

Assignment 1: Watch video on professional Communication tips – social media, business letters and email, first impression on dress

Assignment 2: Complete Discussion Board Forum

Week 8:

Assignment 1: Visit the Graduate Studies webpage for information regarding WBU Graduate programs

Assignment 2: ***Hawaii Campus Students Only***

Students' Reflections and headshot picture for Graduation Reflections Book

Graduation is a time of celebration and a time to share together with a gathering of graduates, families, and friends as well as the Wayland Baptist University faculty and staff. It is an opportunity to take a look at how far you have come, to share a word of appreciation with your family, special friends and WBU-Hawaii and/or to share a special work of encouragement as you look ahead. It has become a Wayland tradition to publish the graduate's reflections. Please contemplate upon your time at Wayland Baptist University, write your thoughts, and submit the assignment to hregina@wbu.edu.

Save the files name as "LASTNAME, FIRSTNAME". While we acknowledge that individual writing is often personal, we also know how important it is to share your thoughts about attaining this remarkable milestone. Accordingly, Reflections may not be submitted anonymously.

Reflection Template

Name:

Degree:

Major:

Specialization:

Hometown:

Here are some writing prompts to get you started. Please choose one or two of them – or create your own – and write two to three paragraphs to be included in the Graduate Reflections booklet.

- When I started at WBU, I never expected ...
- My most memorable (humorous/touching) experience at WBU was ...
- I would not have made it through without someone 's love/help/patience...
- Words of appreciation to family, friends, or co-workers
- Words of appreciation to WBU instructors/staff

- What I hope to do now that I have my degree from WBU is ...
- Parting words to my fellow classmates...

Headshot Picture:

- Crop a picture of yourself covering just your face (just like a passport picture).
- The picture should be about 2" by 2" in size (a little bigger will be okay)
- Please utilize the reflections and pictures Word document template available in the module. It will be easier to include your headshot picture by right clicking on the template picture and selecting the "change picture" option.

19. ADDITIONAL INFORMATION

Please ask questions as needed.