

## Wayland Mission Statement

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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

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**Course:** MGMT 6220 VC95 – Applied Project

**Campus:** WBUonline

**Term/Session:** Spring I 2023

**Instructor:** Jenny E. Dutton, PhD

**Office Phone Number/Cell #:** (808) 383-0512

**WBU Email Address:** duttonj@wbu.edu

**Office Hours, Building, and Location:** Email or text for an appointment. Meetings will occur throughout this session to discuss ARP progress.

**Class Meeting Time and Location:** Online, Blackboard

## Textbook Information

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

**Materials:** APA 7th Ed. Manual

**Optional Materials:**

- Grammarly.com© (required before Chapter II sent to your committee)
- Recite© Reference Checker (Free version available) (Required before Chapter II sent to your committee)

## Course Information

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**Catalog Description:**

Completion of the empirical study's justification (including problem statement and background), and progress on the Literature Review.

**Prerequisite:** None

### **Course Outcome Competencies:**

- Present the completed project for the investigation of a management problem

## **Attendance Requirements**

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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**

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**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. Rick Hammer, hhamer@wbu.edu or call 1(866) 547-9192.

**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

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The NCR grade is given until the applied research project has been completed in its entirety, then a grade of CR applies.

**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

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This schedule is subject to change depending on your progress.

- Week 1: Provide Committee Chair with latest version of your Applied Project.
- Weeks 2–5: Work on refining the final product and provide Committee Chair with your final version.
- Weeks 6-7: Work with your Committee on any revisions required and submit final version to Blackboard.
- Week 8: Committee review and grading.

## Additional Information

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Faculty may add information if desired.