



## **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."

## **Spring VC01 2014** **GRAD 4101 – Senior Seminar** February 24<sup>th</sup> through May 17<sup>th</sup>, 2014.

### **Instructor:**

Henrique Regina

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### **Catalog Description**

This is a mandatory seminar for all Plainview students during the final semester before graduation; a 15-clock-hour seminar which allows students to complete graduation requirements and testing; graduation fee is included in the course fee; students who are student teaching must take this course the semester prior to student teaching. Plainview students are required to pay a \$115 fee, which includes graduation fee, Dinner with the President and testing administrations. On external campuses, students are required to pay the regular application for graduation fee of \$75.

### **Required Text and Materials**

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

### **Pre-requisites**

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 4101 is by consent of respective Campus Executive Directors.

## **Attendance**

Because this course is administered through Wayland's Virtual Campus; students must make all efforts to submit all work on time and take required examinations on time to satisfy the attendance policy. The reason for missing an assignment due date must be reported to the instructor in a timely manner, who will then determine new due dates when applicable.

Due to new on-line attendance reporting requirements by WBU's Virtual Campus, on-line students are expected to complete at least one assignment per week in order to earn weekly course participation. Please review the course schedule on page 7 carefully.

## **Grade Assessment**

Grading will be CR - Credit (completed successfully) or NCR - No Credit (not completed successfully). In order to earn CR for this course, students are expected to reach at a minimum 90 out of 100 points available. Points are allocated to each course assignments based on their level of importance.

## **Student Learning objectives**

In order to earn a CR grade for GRAD 4101, the following requirements must be satisfactorily completed:

- ☐ General Questions
- ☐ Online Graduating Student Survey
- ☐ Alumni Information Form
- ☐ 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)
- ☐ Professional Assessment Essay
- ☐ Reflections and Headshot Picture (**Hawaii Campus Students Only**)

**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."

**All assignments must be submitted via e-mail to [hregina@wbu.edu](mailto:hregina@wbu.edu).**

Instructions in regards to assignments submissions:

1) E-mails subject line must indicate the course and section numbers.

a. If the student is only submitting assignments, the e-mail subject line should only read GRAD4101VC01SP14. The grade book will be updated weekly.

Please verify the grade book to assure your assignment submission has been properly recorded.

- b. If the student is submitting assignments and/or have a question, the e-mail subject line should only read Question. Please enter the course number in the body of the e-mail. This will allow me to answer your question in a timely manner.
- c. Students are required to send an e-mail for all assignments completion. Read each assignment's instructions carefully.

- 2) Students may submit assignments ahead of their due dates whenever respective course modules are activated in Blackboard.

## **Module 1 – 01/24/2014 to 03/22/2014** **(4 assignments)**

### **General Questions**

(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 03/01/2014, 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 4101**, graduation could be several months away. The objective for this assignment is to confirm students have their WBU accounts in good standing at the moment 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 and 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.

### **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](mailto:hregina@wbu.edu). Assignment due date is 03/08/2014, at any time. (5 points)

### **Alumni Information Form**

Please click on the link <http://www.wbualumni.com/>, click on the "Get Connected" link, and click on the picture that states "Update Your 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](mailto:hregina@wbu.edu). Assignment due date is 03/15/2014, at any time. (5 points)

### **Academic Advisor Audit and Application for Graduation Package**

Non-Hawaii campus students will earn points for this assignment by submitting the academic advisor audit. Assignment due date is 03/22/2014, at any time. (20 points)

- 1) **100% on-line students.** 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 in regards to application for graduation process and Academic Advisor Audit.
- 3) **All other students.** Please verify requirements in your respective campus folder in Blackboard and communicate with your respective campus Academic Advisor to be informed about your campus application for graduation process.

## **Module 2 – 03/24/2014 to 04/12/2014 (3 assignments)**

### **ETS Exam & Essay**

Download the instructions sheet under course module 2 folder. Please submit your exam and essay final scores to [hregina@wbu.edu](mailto:hregina@wbu.edu). The final scores submitted by the student will be verified with the ETS website.

ETS exam assignment due date is 03/29/2014, at any time. (15 points)

ETS essay assignment due date is 04/05/2014, at any time. (15 points)

## **Major Field Exam**

See major field exams instructions under course module 2 under "Course Content" link on blackboard. Remember to submit your major field exam scores to the course instructor either by mail or e-mail at [hregina@wbu.edu](mailto:hregina@wbu.edu), depending on your major. Check the course module in Blackboard for detailed information.

Major Field assignment due date is 04/12/2014, at any time. (10 points)

## **Module 3 – 04/13/2014 to 05/03/2014.**

### **Professional Assessment Essay.**

Assignment due date is 04/26/2014, at any time. (15 points)

One of the keys to long term professional growth is to reflect on your personal development. The purpose of this assignment is to generate a reflective self-analysis of your personal journey to date. Use the topics below as a reference when creating your 2-3 pages professional portfolio essay.

- A. Brief introduction of yourself, your background.
- B. Assessment of your growth as generated by your educational pursuits
  - I. Analysis of two academic areas where personal growth has occurred as a result of course work completed at WBU.
  - II. Analysis of two academic areas where socio-religious growth has occurred as a result of course work completed at WBU.
- C. Assessment of your growth as generated through your professional experiences
  - I. Analysis of two academic areas where professional growth has occurred as a result of course work completed at WBU.
- D. Assessment of your key competencies (What are you good at? e.g., computer expertise, managing personnel, leadership, financial management); provide supporting evidence for your assertions.
  - I. My strengths?
  - II. My weaknesses?
  - III. What are my skills and abilities?
  - IV. What is important to me in an organization?
  - V. What are my marketable skills?
- E. Acknowledgment of areas for professional or educational development goals and means for accomplishing such goals

## F. Conclusion.

**Non-Hawaii Campus students will automatically earn points for the assignment below.**

### **Hawaii Campus Only Students**

**Assignment due date is 05/03/2014, at any time. (10 points)**

### **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](mailto: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.

### **Special Needs**

It is the University's policy that no otherwise qualified person experiencing disabilities be excluded in participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in this University. If a student has an impairment that would require additional accommodations by the instructor and/or the University, then please inform the instructor, or Center Director, beginning the term

## Course Schedule

Module 1		
Assignment	Due Date	Points
General Questions	03/01/2014	5
Student Survey	03/08/2014	5
Alumni Form	03/15/2014	5
Application for Graduation Forms	03/22/2014	20
Total		35

Module 2		
Assignment	Due Date	Points
ETS Exam	03/29/2014	15
ETS Essay	04/05/2014	15
Major Field Exam	04/12/2014	10
Total		40

Module 3		
Assignment	Due Date	Points
Professional Assessment	04/26/2014	15
Reflections and Picture (HI Students)	05/03/2014	10
Total		25