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| newlogowbu | **UNIV1101 VC01:Foundations of University Life**Spring 2014: February 24 – May 17 |

Mission:
Wayland Baptist University exists to educate students in an academically challenging, learning focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

Instructor/Email:
Krista Favela krista.favela@wayland.wbu.edu
Include “UNIV1101 VC01” in the subject line for any email sent to ensure a quick response.

Office:
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.

Catalog Description:
This course is designed to assist students in developing skills and habits necessary to be successful in the university; course includes study skills, effective listening and note-taking skills, time management techniques, technology skills, library research skills, and techniques addressing the preparation for and taking of exams, emotional/physical health and wellness, as well as the customs, traditions, policies, and procedures unique to WBU. The course is specifically designed for WBU’s external campus students, many of whom are adult learners who are transferring in college transfer credits, military credits, work experience, and assessed credits.

Required Text and Materials:
No textbook is required
A computer with internet access
Wayland email account (provided by the university, set up by the student)
Blackboard account (provided by the university)

Course Requirements:
Because the university classroom is a place designed for the free exchange of ideas, we must show respect for one another in all circumstances. All assignments are required to pass this course.

Prerequisite:
There are no prerequisites for this course.

Student Learning Outcomes:
Upon completion of this course, students will have gained knowledge over:

* Getting started in Blackboard
* Navigating Blackboard courses
* Academic Honesty
* Completing assignments within Blackboard
* How to take exams in Blackboard
* Wayland Baptist University and the Virtual Campus
* Strategies for learner success

Attendance Policy:
Because this course is administered through Wayland’s Virtual Campus; students must submit all work through Blackboard on time and take the required examinations on time to satisfy the attendance policy. If a student has not accessed the course through Blackboard between the first class day and the census date, he/she will be dropped from course.

Academic Honesty:
University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work). Disciplinary action for academic misconduct is the responsibility of the faculty members assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty, and with giving sanctions to any student involved. Penalties may be applied to individual cases of academic dishonesty; see catalog for more information about academic dishonesty.

Disabled Persons:
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.

**EVALUATION: UNIVERSITY GRADING SYSTEM:**

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| A 90-100 Cr CreditB 80-89 NCR No CreditC 70-70 I Incomplete\*D 60-69 W WithdrawalF below 60 WP Withdrew Passing WF Withdrew Failing X No grade given IP In Progress | A grade of “CR” indicates that credit in semester hours was granted but no grade or grade points were recorded.**\***A grade of incomplete is changed if the work required is completed prior to the date indicated in the official University calendar of the next long term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the **I** is converted to the grade of **F**. An incomplete notation cannot remain on the student’s permanent record and must be replaced by the qualitative grade (A-F) by the date specified in the official University calendar of the next regular term. |

Grading:
Grades will be entered into Blackboard for every assignment within one week of the due date for the assignment. If the assignment is turned in late, it will be graded as time allows. Assignments turned in late will be subject to a late penalty of 10 points per day. All assignments are due by 11:59 PM (central) on their due date. Assignments submitted at 12:00 AM or later on the day after the due date are considered 1 day late.

Turning in Assignments:
All assignments are to be turned into their appropriate location in Blackboard. Assignments will NOT be accepted by email.

Grading Weights
Assignments 20%
Quizzes 20%
Netiquette 30%
Self-Analysis 30%

Final Course Grading Criteria:
Grading will be: CR - Credit or NCR - No Credit.
A student who achieves a total score of 70% or greater on the graded activities listed below will be issued a grade of CREDIT (CR). A student who scores less than 70% will be issued a grade of NO CREDIT (NCR). Any student who receives a NCR grade must re-register for the next scheduled UNIV 1101 course. **Failure to submit one or more assignments on time may result in “NCR”.**

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| **Grade** | **Percentage** |
| **CR** | 100% to 70% |
| **NCR** | 69.9% and below |

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Copyright 2013 Krista Favela as to this syllabus and all instructional material; materials may not be reproduced without Krista Favela’s written consent. Students are prohibited from selling (or being paid for taking) notes during this course to or by any person or commercial firm without the express written permission of Krista Favela

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| **Tentative Course Schedule**I reserve the right to amend the schedule as needed during the course.*All assignments are to be turned into the appropriate Blackboard area. No assignment will be accepted through email or other method.* |
| **Due Date** | **Assignment** | **Category** |
| **Unit 1: Introduction**Due February 26 | *Optional* Exemption Test |  |
| **Unit 2: Getting Started** Due March 5 | WBU Email AccountUnit 2 Quiz | AssignmentQuiz |
| **Unit 3: My courses**Due March 19 | Unit 3 Quiz | Quiz |
| **Unit 4: Academic Honesty**Due March 26 | Plagiarism Test | Quiz |
| **Unit 5: Completing Assignments** **(1/2)**Due April 2 | Introduction Discussion Board: Initial PostNetiquette Draft | AssignmentNetiquette |
| **Unit 5: Completing Assignments** **(2/2)**Due April 9 | Introduction Discussion Board: ResponseNetiquette Final Paper | AssignmentNetiquette  |
| **Unit 6: Exams** Due April 16 | Unit 6 Quiz | Quiz |
| **Unit 7: Introduction to Wayland Baptist University**Due April 23 | Course Schedule Assignment | Assignment |
| **Unit 8: Strategies for Learner Success** Due April 30 | Establishing GoalsSmarterMeasure Assessment | AssignmentAssignment |
| **Unit 9: Self-Analysis**Due May 7 | End of Course ReviewSelf-Analysis | QuizSelf-Analysis |
| **Unit 10: Wrap-Up**Due May 14 | Wrap-Up Survey | Assignment |
| All Assignments worth 100 points |
| **Note**: Failure to submit one or more assignments on time may result in “NCR”. |