



**WAYLAND BAPTIST UNIVERSITY
SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES
VIRTUAL CAMPUS**

Wayland 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 Title, Number, and Section: HIST 5100 VC01 - Comprehensive Examination

Term: Spring 2019

Instructor: Dr. Rebekah Crowe

Office Phone Number and WBU Email Address: (806) 291-1185; rebekah.crowe@wbu.edu

Office Hours, Building, and Location: Gates Hall #317; MWF 9:00 to 10:30 a.m., TR 8:30 a.m. to 11:30 a.m., and by appointment

Class Meeting Time and Location: WBUOnline

Catalog Description: All-essay summative examination; questions will come from the courses the student completed¹; every student is required to answer the question from HIST 5302²; passing score is 80.

Prerequisite: Completion of at least 30 hours of coursework, including all other required courses.

Required Textbook(s) and/or Required Material(s): There are no required textbooks for this course

Course Outcome Competencies: Upon completion of this course, students will be able to:

- Understand the content in each of the courses they took
- Demonstrate writing and thinking skills commensurate with graduate level work
- Begin the thesis process and/or complete the MAH program and graduate

¹ HIST 5301: Historical Methods and any transfer courses are not eligible for the comprehensive exam.

² This phrase applies ONLY to students in the 2017-2018 and subsequent catalogs.

Attendance Requirements:

WBUonline (Virtual Campus)

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 3 or more weeks of an 11 week term, 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 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. 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.

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 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.

Course Requirements and Grading Criteria:

The purpose of this course is the exam itself, so there are no other assignments, except as relate to the exam.

- Each student will submit a completed Progress Report to Dr. Crowe by the end of **Week 1 (Sunday, March 3), at 11:59 p.m. (Central Time)**. The reports are available on Blackboard.
- Each student will complete and submit the proctor form to Dr. Crowe by the end of **Week 3 (Sunday, March 24), at 11:59 p.m. (Central Time)**. The proctor form is available on Blackboard.
- Each student will arrange with Dr. Crowe a date and a four-hour block of time in which he or she will take the comprehensive exam during Week 8 (April 23-28). Arrangements must be settled by no later than the end of **Week 4 (Sunday, March 25-31), at 11:59 p.m. (Central Time)**. The schedule can be found on Blackboard.
- Up to the time of the exam, Dr. Crowe will be available to provide tips and assistance in studying for the comprehensive exam. Participation in these activities is voluntary.

- Each student will take his/her exam during **Week 8 (April 23-28)** at the time arranged with Dr. Crowe. Specifics about the rules for the exam itself are available on Blackboard.
- Between taking the comprehensive exam and the end of the term, Dr. Crowe will be available to assist students with end-of-program portfolios (suitable for taking into job interviews, etc.) and/or thesis proposals. Participating in this portion of the course is voluntary.

Dr. Crowe will notify each student of his/her letter grade as soon as all the exams for the term have been graded by the faculty of the MAH program. Students must make a grade of 80 or above to pass the comprehensive exam.

In case of failure: A student who scores lower than 80 on the exam will fail it. He/she will receive a grade of IP for the course at the end of the term and be allowed to re-test after at least 30 days from the first exam. The IP (*in progress*) allows the student to continue working on the exam without registering and paying for another section of the course. The number of questions on the re-test (and, thus, time limit) will correspond to the number of questions the student failed. No student will be allowed to repeat an examination more than once without taking an additional course (on the same general topic) for each question he/she fails twice.

Method of determining course grade: Each student must answer FIVE questions (each worth 20 points) during the comprehensive exam. A student must achieve at least 80 points to pass the exam.

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 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 (10 to 15 weeks) 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 an F.

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 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.

Communication Policy: I communicate via the course Blackboard site and through Wayland email. It is your responsibility to check both forms of communication on a daily basis. Blackboard works best with Mozilla Firefox as your browser, which you can download for free at this website:

<https://www.mozilla.org/en-US/firefox/new/> Using other browsers may result in technical difficulties, for which you are responsible. You must take the comprehensive exam on a full computer instead of a tablet or phone. You also will want to be sure you have reliable internet.

<http://catalog.wbu.edu>

Tentative Schedule:

<u>Date</u>	<u>Assignments</u>
Week 1: February 25-March 3	Progress Reports Due
Week 2: March 4-10	<i>Study Time</i>
Spring Break: March 11-17	
Week 3: March 18-24	Proctor Form Due
Week 4: March 25-31	Date/Time of Exam Due
Week 5: April 1-7	<i>Study Time</i>
Week 6: April 8-14	<i>Study Time</i>
Week 7: April 15-21 Good Friday (April 19)	<i>Study Time</i>
Week 8: April 22-28 Easter Monday (April 22)	Comp Exam
Week 9: April 29-May 5	<i>Work on Thesis Proposal (if applicable)</i>
Week 10: May 6-12	Comp Grades Due
Week 11: May 13-18	<i>Submit Thesis Proposal (if applicable) and mailing address</i>