



## SYLLABUS: SENIOR SEMINAR GRAD0001 VC01

**WAYLAND BAPTIST 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.

**COURSE PREFIX, NUMBER & NAME:** GRAD 0001 VC02: Senior Seminar

**TERM:** Spring 2 2023 (March 27– May 20, 2023)

**INSTRUCTOR:** Teresa Young

**CONTACT INFORMATION:** Mrs. Young: Office phone: 806-291-3427, Cell phone: 806-239-8979; Email: [teresa.young@wbu.edu](mailto:teresa.young@wbu.edu)

**OFFICE HOURS, BUILDING & LOCATION:**

Mrs. Young: Trinity Building, Room 104; in office 9 a.m. to 5 p.m. Monday – Friday, Plainview campus

**COURSE MEETING TIME & LOCATION:**

This course is offered completely online through the Blackboard portal.

**CATALOG DESCRIPTION:**

This course is mandatory for all students to complete requirements for graduation. It is a 15-clock-hour seminar which allows students to complete various requirements and testing. The graduation fee is included in the course fee, and the **seminar is required for graduation**. Students who are student teaching must take this course the semester prior to student teaching. Fee may vary by student status.

**REQUIRED TEXTBOOK AND RESOURCES:** No textbook is required for this course. Materials will be accessible through our page on Blackboard so you may complete the assignments on your own.

**OPTIONAL MATERIALS:** None

**COURSE OUTCOMES AND COMPETENCIES:**

By the conclusion of this course, students will have:

- 1) Received instruction on completing the major steps required to graduate from Wayland Baptist University;
- 2) Received information on optional activities related to graduation ceremonies and traditions;
- 3) Received valuable content related to finding employment after college, including job searching and interviewing, building a resume and other related tasks;

- 4) Received valuable content related to life after college, including developing a home budget for responsible spending, saving and debt-repayment; communicating professionally; keeping in touch with Wayland as an alumnus; and taking advantage of alumni benefits available to them.

#### **ATTENDANCE REQUIREMENTS:**

This is an online course, so no attendance is taken. However, if the required first assignments are not completed on time, a student may be considered “non-attending” and runs the risk of being dropped from the course. Completing the course checklist may be done by the attached schedule or a student may choose to work ahead and complete the course requirements early. The deadlines are set to keep workflow coming and to verify a student is still participating in the course. **The final completed assignments are due by May 20, 2023.**

#### **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. The policy statement is located in Course Information of your course. 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).

#### **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 & GRADING CRITERIA:**

**University grading system:** A 90-100 B 80-89 C 70-79 D 60-69 F below 60 I incomplete  
**W** withdrawal

**For This Course:** Completion of all class assignments is required to receive credit in the course.

CR – Credit (A-D) Has completed all requirements by the close of class term

NCR –No Credit Did not complete all requirements by the close of class term

**Courses will be logged as complete (100 pts) using the Blackboard grade center so you can follow what assignments are done and what remain. Course assignments all due by May 20, 2023.**

*NOTE: 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.*

### **ASSIGNMENT SCHEDULE:**

This table details the assignments and due dates in brief. You will find the complete details and links to any online content and/or handouts on Blackboard under “Course Info/Syllabus” in a folder titled “Assignments.”

| <b>Due Date</b> | <b>Presenter</b>   | <b>Assignment</b>  |
|-----------------|--|--|
| <b>March 29</b> | Teresa Young   | <ol style="list-style-type: none"> <li>1. Watch brief video introduction to the course requirements and do brief essay to instructor.</li> <li>2. Complete “Update my Information” form</li> <li>3. Complete the graduating student survey online</li> </ol>   |
| <b>March 31</b> | External Advisors<br>Bonnie Belcher<br>(bagwellb@wbu.edu)<br>Linda Drake<br>(drakel@wbu.edu) | Complete graduation applications: <ol style="list-style-type: none"> <li>1. External campus students: Contact your advisor (if done, have advisor verify)</li> <li>2. Plainview students: Contact either Bonnie Belcher (traditional degrees) or Linda Drake (BAS/BCM) by email</li> </ol>   |
| <b>April 5</b>  | Brad Henderson<br><br>Hannah Boyce<br><br>Lezlie Hukill<br><br>Christy Miller                | <ol style="list-style-type: none"> <li>1. Read handout about class rings and invitations</li> <li>2. Get info about torch and mantle (Plainview campus students only)</li> <li>3. Watch brief video on business office requirements for graduation</li> <li>4. Watch brief video on financial aid requirements for graduation</li> </ol> |
| <b>April 12</b> | Lydia Gibson, alumnus  | <ol style="list-style-type: none"> <li>1. Watch session on setting yourself apart in the job hunt, interview skills, networking</li> <li>2. Complete brief discussion questions in email to instructor (links all posted in Blackboard)</li> </ol>   |
| <b>April 19</b> | Johnny Terra, alumnus  | <ol style="list-style-type: none"> <li>1. Watch video session on financial planning and budgeting, loan repayment and savings</li> <li>2. Complete brief discussion questions in email to instructor (Links all posted in Blackboard)</li> </ol>   |
| <b>April 26</b> | Teresa Young/<br>WBU Writing Center  | <ol style="list-style-type: none"> <li>1. Watch video on resume building, view examples</li> <li>2. Create a resume and cover letter and email both to your instructor <b>by May 1.</b></li> </ol>   |

| <b>Due Date</b> | <b>Presenter</b> | <b>Assignment</b>   |
|-----------------|------------------|---|
| <b>April 26</b> |                  | 3. Make appt with MTS to get both documents critiqued. The critique should be complete <b>by May 10.</b>  |
| <b>May 3</b>    | Jeffrey Vera     | <ol style="list-style-type: none"> <li>1. View video on Alumni Association benefits, programs</li> <li>2. View video on CollegeCentral.com job portal</li> <li>3. Answer questions to instructor via email.</li> </ol>  |
| <b>May 10</b>   | Dr. Brent Lynn   | <ol style="list-style-type: none"> <li>1. Watch video on professional Communication tips – social media, business letters and email, first impression on dress</li> <li>2. Complete brief discussion questions in email to instructor</li> </ol>  |
| <b>May 17</b>   |                  | <ol style="list-style-type: none"> <li>1. Complete the ETS testing profile online</li> <li>2. Complete the major field exam (or confirm with your instructor if there is none)</li> <li>3. Visit the Graduate Studies webpage for info and answer questions to instructor.</li> <li>4. Take a brief, 3-question survey to provide course feedback.</li> </ol> |

**Graduation Ceremonies:** Please see the [academic calendar online](#) to find the specific graduation dates information for your campus.

**All Coursework Due: May 20, 2023**