

# 1. Wayland Baptist University

Virtual Campus

School of Education

# 2. 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.

# 3. Course Prefix Number, and Name:

EDAD 5110 – Education Preparation Program Application

# 4. Term and Year:

Spring Session II: March 25, 2024 through May 18, 2024

# 5. Full Name of Instructor:

James D. Anderson, Ed.D.

Associate Dean

Coordinator of Principalship and Superintendency Programs

Assistant Professor of Education

Don. A Williams School of Education

# 6. Office Phone and WBU Email Address:

Office: 806-291-1046

Cell: 915-383-5993

Email: andersonj@wbu.edu

# 7. Office Hours, Building and Location:

Office Hours: Normally in office from 8:15 a.m. – 5:00 p.m., Monday - Friday

You may email at any time using the email address listed above it verify availability.

You may call my cell phone any time after 9:00 a.m. and before 6:00 p.m. If I do not answer, please leave a brief message and a return phone number if different than the one on which you are calling from.

# 8. Class Meeting Time and Location:

Online: This is an online virtual course.

# 9. Catalog Description:

Must enroll in the first session of Graduate School as a means for completing the application process to be formally admitted into the Education Preparation Program (EPP); including but not limited to completion of the application, autobiography, Texas Education Agency (TEA)-required trainings, and an **interview**. Note: One (1)-Credit Course. Course Fee: $55.00 + course tuition.

**Prerequisite: Course must be taken and completed in the first session upon admission into the Graduate School. If not, then a hold will be placed on the candidate’s account, and s/he will be unable to register for any consecutive sessions until this course is taken and completed.**

# 10. Prerequisite: None

# 11. Required Textbook and Resources:

No textbook is required for this course.

# 12. Optional Materials:

If there are any additional course assignments the material will be available on the Blackboard site for this course. Students should have access to and the ability to use this material for each class session. Course announcements, if needed, will be posted on the Blackboard site for this course.

# 13. Course Outcome Competencies:

Upon completion of this course, students will have completed the application process for the Education Preparation Program (EPP) including but not limited to:

* Application
* Autobiography
* The student will complete the following required TEA training:
  + Suicide Prevention
  + Drug Awareness
  + Dyslexia
  + Mental Health Awareness
  + Ethics Training
* Participation in an Interview with the Coordinator of the Principalship/Superintendency Program

# 14. 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 courses 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 who is 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.

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# 15. STATEMENT OF 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.

**Plagiarism**

“Plagiarism — The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

When a student submits oral or written work for credit that includes the words, ideas, or data of others, *the source of that information must be acknowledged through complete, accurate, and specific references*, and, if verbatim statements are included, through use of quotation marks as well. By placing one’s name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. *A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness.*”

**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.

When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the registrar or the external campus executive director/dean. Any student who misses 25% or more of the regularly scheduled class meetings may receive a grade of “F” in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy. Student appeals should be addressed, in writing to the external campus executive director/dean or to the executive vice president/provost.

# 16. 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. Students should inform the instructor of existing disabilities the first class meeting.

# 17. Course Requirements and Grading Criteria:

## Attendance Assignment:

This brief assignment is due on the first Wednesday at the beginning of the course by 5:00 p.m.

## **Student Information Sheet:**

Must be turned in by noon of the first Saturday of the course to receive full credit.

* This course is a one (1)-credit-course
  + Candidates must submit an application and short autobiography to the Wayland Baptist University Education Preparation Program (EPP).
  + Candidates must complete all TEA-required training modules and provide proof of completion (certificates) on the Blackboard course
* Candidates must successfully interview with the Coordinator of the Principalship/Superintendent Program
  + Candidates must be approved by a committee into the EPP

**Course Information:**

1. This course is a beginning step into the Teacher Education program.

2. Because this course is one (1)-credit/no credit, Virtual Course on Blackboard, candidates ***must upload ALL of the following components*** of the course at their own pace at some point throughout the course, ***but before the course ends, in order to receive credit for the course***:

a. Application to the Teacher Education Program

b. Autobiography

c. Service Record from current ISD

d. Teaching Certificate

e. Complete all of the following TEA trainings: Ethics (4 modules), Dyslexia, Mental Health, Substance Abuse, and Suicide Prevention.

f. Schedule and complete an interview with Coordinator(s) of candidate’s program before the end of the course

3. Dr. Anderson will check in to the course periodically throughout the 8-week period and post “grades” for candidates’ assignments. Grades will show up on Blackboard as 1 point per assignment. This will demonstrate that assignments have been received/seen/credited by Dr. Anderson. If there are concerns, they will be returned with comments, and Dr. Anderson will allow candidates to repost assignments.

4. At any point, please feel free to email Dr. Anderson directly andersonj@wbu.edu.

## Grading Criteria:

Grades for courses shall be recorded by the symbols below:

A 90-100 Cr for Credit

B 80-89 NCR No Credit

C 70-79 I Incomplete\*

D 60-69 W for withdrawal

F 59 & below WP Withdrawal Passing

WF Withdrawal 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.

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 Executive Vice President/Provost 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.

# 18. Tentative Schedule:

*The course professor reserves the right to amend this tentative calendar at any time.*

Students should submit application within the first two weeks of the term.

# 19. Assignments:

Each assignment should be marked as completed by Dr. Anderson upon successful evaluation.

# May God Bless You!