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**SYLLABUS: SENIOR SEMINAR GRAD0001 VC02**

**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 VC01 & VC02: Senior Seminar

## TERM: Spring 2 8-week session (March 30 - May 18)

## INSTRUCTOR: Dr. Rosemary Peggram, WBU Director of Student Success & Assistant Professor

## CONTACT INFORMATION: Office phone: 806-291-3414, Email: [peggramr@wbu.edu](mailto:peggramr@wbu.edu) DO NOT message me through Blackboard. I will not see it quickly.

## OFFICE HOURS, BUILDING & LOCATION: Gates Hall, 1st floor, across from main entrance; 8:30 – 5:00 Monday – Thursday CST, 8:30-4:00 Friday.

## COURSE MEETING TIME & LOCATION:

This course is offered completely online through the Blackboard portal.

## CATALOG DESCRIPTION:

This course is mandatory for all Plainview and External undergraduate students during the last two terms prior to graduation; a 15-clock-hour seminar which allows students to complete graduation requirements and testing. The graduation fee is included in the course fee, and the **seminar is required for graduation**. Certain business majors required to pay an additional Major Field Exam Fee.

## PREREQUISITE:

The student must have reached senior status and gain approval of their academic advisor to enroll in the course.

## REQUIRED TEXTBOOK AND RESOURCES: No textbook is required for this course. Materials/links/videos will be accessible through the course 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. Students are to complete the items in the course checklist (gradebook) as outlined on the schedule. All requirements due by Dec. 9, 2023 to receive credit for the course.

## 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. Disabilities Services should be contacted concerning accommodation requests at (806) 291-1057. 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 **Due by Dec. 9, 2023.**

NCR –No Credit (F) Did not complete all requirements

*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.*

## Course assignments (must complete ALL of them):

* Student Introduction Discussion post
* Complete the Alumni Update Information Form. Submit proof through Blackboard.
* Complete the Graduating Student Survey. Submit proof through Blackboard.
* Submit graduation application. Ask advisor to send email confirmation.
* Submission for job hunt, resume, interviewing & networking. Submit responses in Blackboard.
* Submission for financial planning /budgeting, loan repayment & savings. Submit responses in Bb.
* Appointment with Multidisciplinary Tutorial Services to critique resume/CL. I will get a report from MTS.
* Submission of corrected resume/CL after critique. Submit through Blackboard.
* Submission for WBU Alumni Assoc. benefits and CollegeCentral.com. Submit responses in Blackboard.
* Submission on professional communication. Submit responses in Blackboard.
* Submission about graduate studies. Submit responses in Blackboard.
* Complete the Sr. Seminar Feedback Survey. Submit proof through Blackboard.
* Complete the E- Proficiency Profile. Submit both scores through Blackboard.
* Complete your Major Field Exam. Submit proof through Blackboard.

## ASSIGNMENT SCHEDULE:

| **Week** | **Presenter** | **Assignment** |
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| **Due by**  **End of session**  (Do not wait until the very end to start) | On your own | 1. Complete the online E-Proficiency profile. Instructions on Blackboard.  2. Complete the Major Field Exam for your discipline. See list on Blackboard and how to submit when this is completed. |
| **Week 1**  **Due by March 30** |  | 1. Read Home page-Start Here items and look over syllabus and 8-week schedule.  2. Complete First Assignment **as soon as enter the course.**  2. Submit Student Introduction to Discussion board response.  3. Complete Alumni Update form. Submit proof.  4. Complete the Graduating Student Survey. Submit proof.  5. Complete & submit graduation application through your campus or online. |
| **Week 2**  **Due by April 6** | Hannah Boyse, Coordinator of Student Activities  Lezlie Hukill, CFO for WBU | 1. Read handout about class rings and invitations  2. Watch video about Torch and Mantle (Plainview students only)  3. Watch video on business office requirements for graduation  4. Read information on financial aid requirements for graduation  5. Take the E-Proficiency Profile under On Your Own. Submit proof of **both scores (multiple choice & essay).** |
| **Week 3**  **Due by April 13** | Lydia Gibson, alumnus | 1. Watch video on preparing for the job hunt, resume, interviewing & networking tips  2. Complete discussion questions and submit in Blackboard |
| **Week 4**  **Due by April 20** | Johnny Terra, alumnus | 1. Watch video on financial planning and budgeting, loan repayment and savings  2. Complete discussion questions and submit in Blackboard |
| **Week 5**  **Due by April 27** (Note: Your corrected resume & CL due by May 4) | Multidisciplinary Tutorial Services (MTS) | 1. Watch video on resume building, view examples on Bb  2. Create a resume and cover letter  3. Make appointment with MTS to get it critiqued  4. Corrected version **due May 4** (after it has been reviewed)  5. I will check with MTS to verify your appointment. You do not have to send anything. |
| **Week 6**  **Due by May 4** | Jeffrey Vera, Director of Alumni Relations | 1. View video on Alumni Association benefits, programs  2. View video on CollegeCentral.com job portal  3. Complete discussion questions and submit in Blackboard. |
| **Week 7**  **Due by May 11** | Dr. Brent Lynn, Director of Multidisciplinary Tutorial Services | 1. Watch video on professional Communication tips – social media, business letters, email, phone, texts, etc.  2. Complete discussion questions and submit in Blackboard |
| **Week 8**  **Due before/by May 18** (per Univ. policy, no work can be accepted after this date) |  | 1. Visit the Graduate Studies webpage  2. Complete discussion questions and submit in Blackboard  3. Complete the Sr. Seminar Feedback survey. |

**Graduation Ceremonies:** Please see the [academic calendar online](http://catalog.wbu.edu/content.php?catoid=10&navoid=856) or call your campus to find the specific graduation dates/information for your campus.