



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: Winter 2017

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 11:00 a.m.; TR 1:00 to 3:30 p.m.; and by appointment

Class Meeting Time and Location: Virtual Campus

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 5302*²; passing score is 80.

Prerequisites: Completion of at least 30 hours of coursework, including all 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 demonstrate:

- an understanding of the content in each of the courses they took
- writing and thinking skills commensurate with graduate level work
- the ability to begin the thesis process and/or complete the MAH program and graduate

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

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.

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 complete and submit the proctor form to the WBUonline office by the end of Week 1 (**Sunday, November 19**), at **11:59 p.m. (Central Time)**. This link contains all the necessary information for obtaining a proctor - <https://www.wbu.edu/wbu-online/current-students/proctored-exams.htm>
- Each student will submit a completed Progress Report to Dr. Crowe by the end of Week 1 (**Sunday, November 19**), at **11:59 p.m. (Central Time)**. The reports are available on Blackboard in the MAH Community site and/or from Dr. Crowe.
- 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. **See below for Comprehensive Exam Dates.** Arrangements must be settled by no later than the end of Week 2 (**Sunday, December 3**), at **11:59 p.m. (Central Time)**.
- During the first three weeks of the term, 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 4 (December 11-17)** at the time arranged with Dr. Crowe.
- Between the grading of the comprehensive exams 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. Participation in this portion of the course is voluntary.

Grades for this course must be submitted to the graduate office 45 days before the term ends. Students will be notified by the test administrator of their letter grade as soon as each question has been graded by the member of the faculty who submitted it. 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. Students may re-test after 30 days, within the same term, so that they do not have to take, and pay for, the course again; however, retaking the exam at the end of the term will prevent students from completing in time to graduate that term. No student will be allowed to repeat an examination more than once without taking additional course work.

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.

<http://catalog.wbu.edu>

Tentative Schedule:

<u>Date:</u>	<u>Due Dates</u>
Week 1: November 13-19	Progress Report & Proctor Form
Thanksgiving Week: November 20-26	
Week 2: November 27-December 3	Date/Time of Exam Scheduled
Week 3: December 4-10	Optional Study Assistance
Week 4: December 11-17	Comprehensive Exam
Christmas Break: December 18-January 1	

Week 5: January 2-7

Week 6: January 8-14

Week 7: January 15-21

Week 8: January 22-28

Week 9: January 29-February 4

Week 10: February 5-11

Week 11: February 12-17

Comp Grades Due

Optional Assistance

Optional Assistance

Optional Assistance

Optional Assistance

Optional Assistance