



## School of Education

### Syllabus

#### 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."

Winter VC02 2017

GRAD 0001 – Exit Seminar

November 13<sup>th</sup>, 2017 - February 17<sup>th</sup>, 2018

#### Instructor:

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#### Catalog Description

This is a mandatory seminar for all Plainview students during the final semester before graduation; a 15-clock-hour seminar which allows students to complete graduation requirements and testing; graduation fee is included in the course fee; students who are student teaching must take this course the semester prior to student teaching. Plainview students are required to pay a \$115 fee, which includes graduation fee, Dinner with the President and testing administrations. On external campuses, students are required to pay the regular application for graduation fee of \$75.

#### Required Text and Materials

Course text: None. Other materials: non-scientific calculator

#### Pre-requisites

The student enrolled in this course must be in the status of a senior. For External Campus purpose, a senior is defined as: an external campus student who has completed 90% of a BAS/BSOE/BCM degree program to include, 1) ENGL 1301 and ENGL 1302; 2) completed 80% in the declared major section. If a student has not reached senior status, then enrollment into *GRAD 0001* is by consent of respective Campus Executive

Directors.

## Attendance

Because this course is administered through Wayland's Virtual Campus; students must make all efforts to submit all work on time and take required examinations on time to satisfy the attendance policy. The reason for missing an assignment due date must be reported to the instructor in a timely manner, who will then determine new due dates when applicable. Due to new on-line attendance reporting requirements by WBU's Virtual Campus, on-line students are expected to complete at least one assignment per week to earn weekly course participation. Please review the course schedule on page 7 carefully.

## Grade Assessment

Grading will be CR - Credit (completed successfully) or NCR - No Credit (not completed successfully). Students are expected to reach at a minimum 90 out of 100 points available to earn CR for this course. Points are allocated to each course assignments based on their level of importance.

## Student Learning Objectives

In order to earn a CR grade for *GRAD 0001*, the following requirements must be satisfactorily completed:

- General Questions
- Online Graduating Student Survey
- Alumni Information Form
- Academic Advisor Audit and Graduation Application Package
- ETS Exam & Essay (This is WBU's quality control for its accreditation agency)
- Major Field Exam (This is WBU's quality control based on degree programs)
- Professional Assessment Essay
- Reflections and Headshot Picture (**Hawaii Campus' Students Only**)

## 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."

## Grade Appeal

A basic aspect of the teaching-learning process is the evaluation of student performances and the assignment of grades. Student performance is evaluated solely on an academic basis, and not on opinions or conduct in matters unrelated to the course taken. Faculty are responsible for providing syllabi which clearly specify course objectives and/ or competencies, and for making clear the means of evaluation for purposes of grading students. Students are responsible for class attendance, for learning the content of any course of study and for those standards of academic performance established for a given course. Students who violate academic integrity and regulations by plagiarism, classroom misdemeanor, or academic dishonesty will be held accountable to faculty and may have their grades adjusted accordingly.

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 following grievance and appeal procedures. Appeals are limited to the final course grade. Appeals may not be made for advanced placement examinations or course bypass examinations.

If a student feels the matter is not satisfactorily resolved at the student-faculty level, the student should follow the steps below:

1. A student shall first present, in writing, the matter of grievance to the instructor of the course. This must be done within thirty days after the beginning of the next regular term. If agreement is reached, the faculty member will either sustain the judgment made or make a change according to the agreement reached within two weeks.
2. If the student feels the matter is not satisfactorily resolved at the student-faculty level, the external campus student should submit the grievance to the campus executive director within two weeks after the decision by the professor. The external campus executive director will either sustain the judgment of the professor or make a change according to the agreement reached with the student within two weeks. The executive director will notify the appropriate school dean of this decision.
3. If the student feels the matter is not satisfactorily resolved at student-executive director level, the grievance should be submitted to the dean of the school in which the course is taught. The appeal must be made in writing within two weeks after the faculty member or external campus executive director has acted on the grievance; otherwise, the grievance shall be considered withdrawn. The dean of the school will review all facts and evidence in the case and mediate a decision within two weeks after the receipt of the grievance. If the grievance is not further appealed, it will be considered resolved.
4. If the student is not satisfied, he/she may request the executive vice president/provost to refer the appeal to the university Faculty Assembly Grade Appeals Committee. This request must be made in writing, must include the basis for the appeal, and must be submitted within two weeks following receipt of the decision of the dean of the school.

5. The student or faculty member may appeal the findings of the committee in writing to the executive vice president/provost within one week after receiving the committee's report. The executive vice president/provost will render a decision within two weeks and copies of such decision will be sent to the student, the faculty member, the external campus executive director, and the dean of the school involved. This decision shall be final in all cases of grade appeals.
6. Failure to submit grievances within the required time period will negate the student's complaint.

## **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 member 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 that may be applied to individual cases of academic dishonesty include one or more of the following:

1. Written reprimand.
2. Requirement to redo work in question.
3. Requirement to submit additional work.
4. Lowering of grade on work in question.
5. Assigning the grade of F to work in question.
6. Assigning the grade of F for course.
7. Recommendation for more severe punishment (see Student Handbook for further information).

The faculty member involved will file a record of the offense and the punishment imposed with the school dean, external campus executive director/dean, and the executive vice president/ provost. The executive vice president/provost will maintain records of all cases of academic dishonesty reported for not more than two years.

Any student who has been penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed. The appeals procedure will be the same as that specified for student grade appeals. (See Student Handbook for further information or, for external students, the external campus executive director/dean).

## **Wayland Baptist University Statement on Plagiarism and Academic Dishonesty**

Writing is a collaborative art. Working out ideas for your paper with an instructor, writing tutor, classmate, family member, or friend is encouraged not only for this class, but also for other classes that involve writing. Discussion and collaborative

brainstorming are good. However, passing off another's **writing or ideas** as your own is plagiarism. It is unethical, it constitutes Academic Dishonesty (cheating), and it is sufficient grounds both for failure of a course and suspension from the university.

Common examples of plagiarism or academic dishonesty include the following:

- Copying any amount of text directly from an internet website, book, or other document without appropriate citation and synthesis into one's own discussion.
- Paraphrasing the ideas presented in any source or oral discussion without **appropriate citation**.
- Using the evidence and conclusions of any source as the controlling framework for one's own paper.
- Recycling work from a previous or current course, whether your own work or another student's work.
- Purchasing or otherwise downloading a paper from an internet website.

In some writing assignments, you will be expected to incorporate scholarly sources into your document. ALL OF THE FOLLOWING must be met to constitute **appropriate citation** of any source:

- Including MLA, Chicago, or APA parenthetical or note-style citation format as required by the instructor.
- Placing borrowed text directly from another source within "quotation marks."
- Introducing clearly another author's voice into the document by means of a signal phrase (an introduction of that author).
- Offering, in short, a clear distinction between one's own voice or ideas and those of any outside authors brought into the discussion.

Wayland Baptist University observes a ZERO TOLERANCE policy regarding Academic Dishonesty.

- Any suspected instance of academic dishonesty, including plagiarism, will first be evaluated by the instructor and discussed individually with the student.
- If the instructor determines that a student's actions constitute Academic Dishonesty, the case will be filed with the dean of the School of Languages and Literature and reported to the university executive vice president/provost, as per university policy.
- Per university policy, second offenses RESULT IN SUSPENSION FROM THE UNIVERSITY.
- In this course, the first instance of Academic Dishonesty may also result in a zero on the assignment.

**All assignments must be submitted via e-mail to hregina@wbu.edu.**

Instructions in regard to assignments submissions:

- 1) E-mails subject line must indicate the course and section numbers.

- a. If the student is only submitting assignments, the e-mail subject line should only read **GRAD0001VC02WN17**. The grade book will be updated weekly. Please verify the grade book to assure your assignment submission has been properly recorded.
  - b. If the student is submitting assignments and/or have a question, the e-mail subject line should only read **Question**. Please enter the course number in the body of the e-mail. This will allow me to answer your question in a timely manner.
  - c. Students are required to send an e-mail for all assignments completion. Read each assignment's instructions carefully.
- 2) Students may submit assignments ahead of their due dates whenever respective course modules are activated in Blackboard.

**Module 1**  
**From 11/13/2017 through 12/17/2017**  
(Thanksgiving break is from 11/20 to 11/26)

## Four assignments

### 1) General Questions

(E-mail confirming the following items have been completed. This assignment also serves as course attendance confirmation by the students. Students that fail to submit this assignment before the due dates might be administratively dropped from the course for non-attendance.) *Assignment due date is 11/19/2017, at any time. (5 points)*

- I. All financial obligations with WBU must be cleared 30 days prior to your graduation date.
  - a. Contact your campus Business Office. By the time the student is taking the **GRAD 0001**, graduation could be several months away. The objective for this assignment is to confirm students have their WBU accounts in good standing at the moment and reminds students to have their accounts cleared no later than 30 days prior to graduation. **Please confirm you are aware of this requirement for graduation.**
- II. Order graduation invitations, graduation pictures, class rings, diploma frame, WBU memorabilia and etc...
  - a. Contact your campus bookstore. The objective of this item is to assure the students have planned for these graduation items. The student is not obligated to purchase any of these items. The intention is to make the

students aware these items are available for purchase. Please provide a brief explanation of which items you would be interested to purchase.

- III. Obtain WBU graduate programs information. A graduate degree is a lot easier than an undergraduate degree; just take into consideration you will take in an average only 18 months to complete a graduate degree.

Contact your campus Graduate Programs office. Please provide a brief description of your educational goals after you graduate.

## 2) Online Survey

Go to course module 1 under "Course Content" link on blackboard. The on-line survey link will be available there. Save the confirmation page to your computer and submit via e-mail to [hregina@wbu.edu](mailto:hregina@wbu.edu). *Assignment due date is 12/03/2017, at any time. (5 points)*

## 3) Alumni Information Form

Please click on the link <https://www.wbu.edu/alumni-and-donors/> and click on the picture that states "Update My Information". Your information will be kept in the WBU Alumni database. Please use your "Printscreen" key on your computer keyboard to copy and paste the confirmation page to the body of an e-mail and send it to [hregina@wbu.edu](mailto:hregina@wbu.edu). *Assignment due date is 12/10/2017, at any time. (5 points)*

## 4) Academic Advisor Audit and Application for Graduation Package

### **Disclosure**

Non-Hawaii campus students will earn points for this assignment by submitting only the academic advisor pre-audit portion. For all non-Hawaii campus students, please communicate with your respective campus academic advisors in regard to the application for graduation process at your campus. This course assignment does not constitute the WBU official application for graduation deadline, which it might differ from campus to campus due to differences in processes.

*Course related assignment due date is 12/17/2017, at any time. (20 points)*

- 1) 100% on-line students assigned to the Plainview Campus. Please verify requirements in the 100% On-line students' folder in Blackboard and communicate with your on-line Academic Advisor.
- 2) Hawaii Campus Students. Please verify the Hawaii Campus' folder under module 1 for specific instructions in regards to application for graduation process and Academic Advisor Audit. *Hawaii campus students are required to submit the actual*

*Application for Graduation form, which can be found in the Module 1 > Application for Graduation Forms > Hawaii campus folder.*

- 3) All other students. Please communicate with your respective campus' Academic Advisor for application for graduation guidelines.

**WBU Christmas Break is from 12/18/2017 to 01/01/2018**

## **Module 2**

### **From 01/02/2018 through 01/21/2018**

#### **Three assignments**

- 1) ETS Exam**
- 2) ETS Essay**

Download the instructions sheet under course module 2 folder. Please submit your exam and essay final scores to [hregina@wbu.edu](mailto:hregina@wbu.edu). The final scores submitted by the student will be verified with the ETS website.

*ETS exam assignment due date is 01/07/2018, at any time. (15 points)*

*ETS essay assignment due date is 01/14/2018, at any time. (15 points)*

#### **3) Major Field Exam**

See major field exams instructions under course module 2 under "Course Content" link on blackboard. Remember to submit your major field exam scores to the course instructor either by mail or e-mail at [hregina@wbu.edu](mailto:hregina@wbu.edu), depending on your major. Check the course module in Blackboard for detailed information.

*Major Field assignment due date is 01/21/2018, at any time. (10 points)*

## **Module 3**

### **From 01/22/2018 through 02/17/2018**

#### **Two assignments**

##### **1) Professional Assessment Essay (all students)**

*Assignment due date is 01/28/2018, at any time. (15 points)*

One of the keys to long term professional growth is to reflect on your personal development. The purpose of this assignment is to generate a reflective self-analysis of your personal journey to date. Use the topics below as a reference when creating your 2-3 pages professional portfolio essay.



- A. Brief introduction of yourself, your background.
- B. Assessment of your growth as generated by your educational pursuits
  - I. Analysis of two academic areas where personal growth has occurred as a result of course work completed at WBU.
  - II. Analysis of two academic areas where socio-religious growth has occurred as a result of course work completed at WBU.
- C. Assessment of your growth as generated through your professional experiences
  - I. Analysis of two academic areas where professional growth has occurred as a result of course work completed at WBU.
- D. Assessment of your key competencies (What are you good at? e.g., computer expertise, managing personnel, leadership, financial management); provide supporting evidence for your assertions.
  - I. My strengths?
  - II. My weaknesses?
  - III. What are my skills and abilities?
  - IV. What is important to me in an organization?
  - V. What are my marketable skills?
- E. Acknowledgment of areas for professional or educational development goals and means for accomplishing such goals
- F. Conclusion.

**Non-Hawaii Campus students will automatically earn points for the assignment below.**

## **2) Hawaii Campus *Only* Students**

**Assignment due date is 02/04/2018, at any time. (10 points)**

### **Students' Reflections and headshot picture for Graduation Reflections Book**

Graduation is a time of celebration and a time to share together with a gathering of graduates, families, and friends as well as the Wayland Baptist University faculty and staff. It is an opportunity to take a look at how far you have come, to share a word of appreciation with your family, special friends and WBU-Hawaii and/or to share a special work of encouragement as you look ahead. It has become a Wayland tradition to publish the graduate's reflections. Please contemplate upon your time at Wayland Baptist University, write your thoughts, and submit the assignment to [hregina@wbu.edu](mailto:hregina@wbu.edu).

Save the files name as "LASTNAME, FIRSTNAME". While we acknowledge that individual writing is often personal, we also know how important it is to share your

thoughts about attaining this remarkable milestone. Accordingly, Reflections may not be submitted anonymously.

#### Reflection Template

Name:

Degree:

Major:

Specialization:

Hometown:

Here are some writing prompts to get you started. Please choose one or two of them – or create your own – and write two to three paragraphs to be included in the Graduate Reflections booklet.

- When I started at WBU, I never expected ...
- My most memorable (humorous/touching) experience at WBU was ...
- I would not have made it through without someone's love/help/patience...
- Words of appreciation to family, friends, or co-workers
- Words of appreciation to WBU instructors/staff
- What I hope to do now that I have my degree from WBU is ...
- Parting words to my fellow classmates...

#### Headshot Picture:

- Crop a picture of yourself covering just your face (just like a passport picture).
- The picture should be about 2" by 2" in size (a little bigger will be okay)
- Please utilize the reflections and pictures Word document template available in the module. **It will be easier to include your headshot picture by right clicking on the template picture and selecting the "change picture" option.**

#### Special Needs

It is the University's policy that no otherwise qualified person experiencing disabilities be excluded in participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in this University. If a student has an impairment that would require additional accommodations by the instructor and/or the University, then please inform the instructor, or Center Director, beginning the term

### Course Schedule

Module 1		
Assignment	Due Date	Points
General Questions	11/19/2017	5
Student Survey	12/03/2017	5
Alumni Form	12/10/2017	5
Application for Graduation Forms	12/17/2017	20
	Total	35

Module 2		
Assignment	Due Date	Points
ETS Exam	01/07/2018	15
ETS Essay	01/14/2018	15
Major Field Exam	01/21/2018	10
	Total	40

Module 3		
Assignment	Due Date	Points
Professional Assessment	01/28/2017	15
Reflections and Picture (HI Students)	02/04/2018	10
	Total	25