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WBUonline

Academic Achievement

**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** NUMBER **& NAME:**

GRAD 0001 Senior Seminar

## TERM:

Winter, 2018

## INSTRUCTOR:

Sherrie King

Director & Assistant Professor

Academic Achievement

## CONTACT INFORMATION:

Office phone: **806-291-1052**

WBU Email: [**kings@wbu.edu**](mailto:kings@wbu.edu)

Cell phone: **806-292-2132**

## OFFICE HOURS, BUILDING & LOCATION:

Online. Email with questions. Call only if an emergency.

## COURSE MEETING TIME & LOCATION:

Online

## CATALOG DESCRIPTION:

This course is mandatory for all graduating students during the final semester before graduation. It is a 15-clock-hour seminar which allows students to complete graduation requirements and testing. The graduation fee is included in the course fee. This seminar is required for graduation. Students who are student teaching must take this course the semester prior to student teaching. $115 fee.

## PREREQUISITE:

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

## REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

None

## **COURSE WEBSITE**:

A course website has been established on WBU’s Blackboard server. Each student is REQUIRED to establish an active account for this website and to log on to BB regularly for posted lecture notes, messages, assignments, handouts, and quizzes. All information exchanges, homework assignments, exams, and other requirements for this course will be conducted via Wayland Baptist University’s Blackboard. Students are also required to have access to a computer with Microsoft Word processing capability.

## COURSE COMMUNICATION POLICY:

Wayland’s email address is the official method of communication between instructors and students taking courses through Wayland Baptist University. Students are REQUIRED to establish and activate their Wayland email account. Instructors reserve the right to deny email from other sources.

## COURSE OUTCOMES AND COMPETENCIES:

1. To allow students to complete all necessary requirements for graduation in a timely manner. Students are encouraged to check with their academic advisor early in the semester to be sure all necessary academic requirements are met.

## ATTENDANCE REQUIREMENTS:

1. As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings you should log into Blackboard *at least* once a week (although it is expected that you log in much more than once a week). The University expects students to make class attendance a priority. University sponsored/required trips and activities (as well as military related absences) will be considered excused, but it is the student’s responsibility to make appropriate arrangements BEFORE THE TRIP to complete and turn in assignments and acquire any materials distributed during the class meeting.
2. Because this class meets online, failure to login to Blackboard and/or participate in any way will constitute as an absence.

## 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. Any problems with accessibility for digital content should be addressed to Dr. Trifilo the EIRAC coordinator trifilot@wbu.edu.

## COURSE REQUIREMENTS and GRADING CRITERIA:

* Respect: Respect is absolutely necessary in this class. Internet bullying will result in dismissal from the class
* Participation: Participation is required. The lack of participation will only hurt your grade. Participation, interest, and attendance will determine close grades. As a general rule, you should log in to Blackboard at least 3-5 times a week, if not more.
* Assignments: All assignments will be due no later than 11:59 PM CST on the day listed for them to be submitted. All assignments must be submitted to the instructor at the assigned time.
* Grades: Students may check his/her grades on Blackboard.

### Final Grade Calculation

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| --- | --- |
| A | Required |
| CR – credit | Has completed all requirements |
| NCR – no credit | Did not complete all requirements |
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Please understand that if you do not have ALL course requirements and assignments submitted by November 3, 2018 at 11:59 pm CST, you will not receive credit for this course. This may also delay your graduation date.

### University grading system:

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

A grade of incomplete is changed if the deficiency is made up by the middle of the next regular semester, otherwise it becomes an “F.” This grade is given only if circumstances beyond the student’s control prevented completion of work during the semester enrolled and attendance requirements have been met, and then only in the last two weeks of a class. For a student to be granted an “I” the instructor must file an incomplete report which details which work must be completed by the student and the deadline date for the completion. The incomplete report must be signed by the instructor and the student (exception for WBUonline students in remote areas).

“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.”

## TENTATIVE SCHEDULE

| **Week** | **Assignments** | **Quizzes** |
| --- | --- | --- |
| Due  Nov 17 | Discussion Board: Tell class about yourself: name, where you are in the world, major, etc. You could include something “interesting” about yourself and/or a hobby you enjoy.  WBU Email Account: Please send me an email from your WBU email account. If you don’t have one you need one. All correspondence will be sent to the WBU email. | none |
| Due  Dec 1 | Application for Graduation: Contact your academic advisor, and send me a copy of the email to your advisor requesting an application for graduation information. | none |
| Due  Dec 15 | Graduating Student Survey Due: You should receive an email with a link to the survey. If you don’t see the email, the link will be on the first page of blackboard under “Course Evaluations”. After completing the survey, send me a screen shot or scanned copy of the last page – kings@wbu.edu. | none |
| Due  Jan 5 | Alumni form: A link to the form is under assignments. Complete form, save and send to me by email. | none |
| Due  Jan 19 | Business Office Info: This information only. To receive credit, send me an email to let me know you have read and understand the information.  Career Services Info: This is information only. To receive credit, send me an email to let me know you have read and understand the information.  Graduate Studies Info: This is information only. To receive credit, send me an email to let me know you have read and understand the information. | none |
| Due  Feb 2 | Major Field Assessment  Business majors, please let me know what your major or specialization is so the Dean of the School of Business can load the correct exam onto your blackboard. After you complete this exam, you must download and send the completion certificate to me at [kings@wbu.edu](mailto:kings@wbu.edu).  All other majors will take the BAS Exit Exam – this will take approximately 2 hours, and may only be opened ONE time. Be sure you are ready to take the exam before opening.  Both exams can be found on blackboard  These exams will not affect graduation, but please do your best. Scores are used for research purposes. Email your scores to me at kings@wbu.edu. | none |
| Due  Feb 16 | ETS Proficiency Profile:  This an essay test and a multiple choice test – the link to directions is under the assignment tab in blackboard. No proctor is needed. You will be able to access the exam ONE time. Be sure you allow 2 hours for completion. Once both sections are complete, send me the score sheets by email at [kings@wbu.edu](mailto:kings@wbu.edu).  This test covers areas from the general education core courses. Scores will not affect graduation, but please do your best. |  |
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