



School of Business  
WBU Online – Virtual Campus

## **2. 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 NUMBER & NAME:**

GRAD0001, Exit Seminar

## **4. TERM:**

Winter, 2018

Term: Winter-CMP Section VC02,

Dates; from November 12, 2018, to February 16, 2019

Virtual Campus

## **5. INSTRUCTOR:**

Dr. Henrique Regina

## **6. CONTACT INFORMATION:**

Office phone: (808) 222-9407

WBU Email: hregina@wbu.edu

Cell phone: (808) 222-9407

## **7. OFFICE HOURS, BUILDING & LOCATION:**

Monday through Saturday, 9 AM to 5 PM CST

## **8. COURSE MEETING TIME & LOCATION:**

Meeting day & time: On-line, weekly activities starting on Mondays.

## **9. 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.

## **10. PREREQUISITE:**

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.

#### **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:**

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

#### **12. OPTIONAL MATERIALS**

None

#### **13. COURSE OUTCOMES AND COMPETENCIES:**

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)

#### **14. ATTENDANCE REQUIREMENTS:**

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. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. 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 campus executive director. Any student who misses 25 percent 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.

#### **15. 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.

#### **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.

#### **17. COURSE REQUIREMENTS and GRADING CRITERIA:**

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 GRAD0001VC02SUM18. 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 - Four assignments**

**The module period is from 11/12/2018 through 12/16/2018**

#### 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 11/18/2018, 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 now 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, 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.

1) 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. Assignment due date is 12/02/2018, at any time. (5 points)

2) 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. Assignment due date is 12/09/2018, at any time. (5 points)

3) 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 regarding 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 12/16/2018, 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 regard 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.

**Module 2 - Three assignments**

**The module period is from 01/07/2019 through 01/27/2019**

- 1) ETS Exam
  - a. ETS exam assignment due date is 01/13/2019, at any time. (15 points)
- 2) ETS Essay
  - a. ETS essay assignment due date is 01/20/2019, at any time. (15 points)

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

- 3) Major Field Exam
  - a. Major Field assignment due date is 01/27/2019, at any time. (10 points)

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, depending on your major. Check the course module in Blackboard for detailed information.

**Module 3 - Two assignments**

**The module period is from 01/28/2019 through 02/16/2019**

- 1) Professional Assessment Essay (all students)
  - a. Assignment due date is 02/03/2019, 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 02/10/2019, 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.

**17.1 Include Grade Appeal Statement:** "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."

**18. TENTATIVE SCHEDULE**

| Module 1                         |            |        |
|----------------------------------|------------|--------|
| Assignment                       | Due Date   | Points |
| General Questions                | 11/18/2018 | 5      |
| Student Survey                   | 12/02/2018 | 5      |
| Alumni Form                      | 12/09/2018 | 5      |
| Application for Graduation Forms | 12/16/2018 | 20     |
|                                  | Total      | 35     |

| Module 2   |          |        |
|------------|----------|--------|
| Assignment | Due Date | Points |

|                  |            |    |
|------------------|------------|----|
| ETS Exam         | 01/13/2019 | 15 |
| ETS Essay        | 01/20/2019 | 15 |
| Major Field Exam | 01/27/2019 | 10 |
|                  | Total      | 40 |

| Module 3                              |            |        |
|---------------------------------------|------------|--------|
| Assignment                            | Due Date   | Points |
| Professional Assessment               | 02/03/2019 | 15     |
| Reflections and Picture (HI Students) | 02/10/2019 | 10     |
|                                       | Total      | 25     |

**19. ADDITIONAL INFORMATION**

Please ask questions as needed.