**WAYLAND BAPTIST UNIVERSITY**

**SCHOOL OF EDUCATION**

**Virtual Campus**

2. 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.

3. Course Title, Number, and Section**:** EDUC 5010 VC01 - Education Preparation Program Application

4. Term: **Winter** 2019

5. Instructor:Dr. Gene Whitfill

6. Office Phone Number and WBU Email Address**:**

Office phone: 806-291-1045

Email address: whitfillg@wbu.edu

7. Office Hours, Building, and Location**:**

 1900 W. 7th Street

 Van Howeling Education Building, Room 204

 Plainview, Texas 79072

 Office hours: Monday – Thursday 8:30am to Noon; 1:30pm to 5 PM

 Friday - 8:30am to Noon; 1:30pm to 4 PM

8. Class Meeting Time and Location**:** Virtual course

9. Catalog Description**:** Must enroll in the first term to complete the application process for the Education Preparation Program (EPP); including but not limited to application, autobiography, and interview. Course Fee: $55.00

10. Prerequisite**: Course must be taken in the first quarter.**

11. Required Textbook(s) and/or Required Material(s): No textbook required.

12. Optional Materials:

13. Course Outcome Competencies**:** Upon completion of this course, students should complete the application process for the Education Preparation Program (EPP) including but not limited to:

* Application
* Autobiography
* Interview
* The student will complete the following required TEA training:
	+ Suicide Prevention
	+ Drug Awareness
	+ Dyslexia
	+ Mental Health Awareness

14. 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 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.

15. 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.

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**:**

1. This course is a credit or no credit course
2. Students must submit an application including a short autobiography to the Wayland Baptist University Education Preparation Program (EPP).
3. Students must interview with representatives of the Teacher Education Action Committee
4. Students must be approved by a committee into the EEP
5. Students must complete all TEA required training modules and provide proof of completion

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 micro term 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.

17. 1 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.

18. Tentative Schedule**: Virtual Course**

Students should submit application within the first 2 weeks of the term.

<http://catalog.wbu.edu>