



Wayland Baptist 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 Name: ENGL 5102 - Comprehensive Exam

Term and Year: Winter 2019

Full Names of Instructors: Dr. Kimberlee Mendoza, Dr. Erin Heath, Dr. Karen Beth Strovas

Office Phone and WBU Email Address: Dr. Mendoza – 806-291-1100 (office);
mendozak@wbu.edu

Office Hours, Building, and Location: Online, by appointment

Class/EXAM Meeting Time and Location: The Comprehensive Exam takes place near the end of the term, preferably in Week 8 or 9 for four hours, usually from 1:00-5:00 p.m. Students in the West Texas area may schedule to meet on the University's campus in Plainview, Texas.

***If a student is unable to travel to the Plainview campus** for the exam, the student may locate an eligible proctor and an alternate site closer to the student's home location or may use Examity through Blackboard.

1. **Proctors must first be approved through the Virtual Campus process**—see [here](#) for details and form. **ALSO**, the location, date, proctor, and proctor's official email address **MUST** be submitted to Dr. Mendoza (mendozak@wbu.edu) a minimum of two weeks prior to the exam date—**In this case: Friday, January 10, 2020.** (If I do not know of an approved proctor and a date, I cannot send the exam on time.)

Catalog Description: Written analytical essays in response to a minimum of three pre-selected texts. Required of all MA in English students. May be repeated one time.

Prerequisite: Completion of all required coursework, minimum of 24 graduate English hours.

Required Textbook and Resources –The Comprehensive Exam requires all three texts; all three are available through the [Wayland University Bookstore](#), and elsewhere:

1. Potock, Chaim. *My Name is Asher Lev*. ISBN: 978-1400031047 (Note: Do NOT buy *A Gift of Asher Lev* by accident—it will not count)

2. Williams, Tennessee. *A Streetcar Named Desire*. ISBN: 978-0-822-21089-4
3. Lee, Harper. *To Kill a Mockingbird*. ISBN: 978-0446310789

In addition to the above texts, students must bring to the exam proof of identification in the form of an **official photo ID** (such as a driver's license or military ID).

Students should also bring at least one **blank flash or jump drive** so that they may periodically save written responses throughout the course of the exam. Once the student completes the exam, s/he should print a hard copy and submit it, and an electronic version, to the proctor. A computer, printer, and paper are provided at the Plainview, Gates Hall location, and must also be available at each proctor site.

- If completing exam at an alternative approved site with an approved proctor (both of which must be finalized a minimum of two weeks prior to the exam date—see **red** above), proctor is responsible for submitting a .docx version of the completed exam to Dr. Mendoza via email (mendozak@wbu.edu) immediately upon completion. If proctor has access to WBU's ImageNow, s/he may also upload it to as well. The proctor should maintain both an electronic and a printed version of the final submission for at least two weeks following the completion of the exam.

Optional Materials:

- Students may choose to read secondary sources (significant journal articles or scholarly commentaries) related to the assigned texts above, but these secondary sources may not be consulted during the actual writing of the exam.

*Only print or approved e-book versions of the primary texts/books/novels may be accessed during the exam period. Brief handwritten notes within the texts are permissible.

- Web/Internet and/or cell phone access is not permitted during the course of the exam.

Course outcome competencies: Upon the conclusion of this course, students actively engaged in learning at the graduate level will be able to:

1. analyze and synthesize information and/or themes, etc. located in the assigned texts
2. demonstrate mastery of writing skills
3. demonstrate the ability to write creatively and critically under time limitations
4. present a well-organized and persuasive written argument

The more the student puts into the course, the higher his or her outcome competencies will be.

Attendance Requirements: Once an agreed upon date for the exam is set (this will happen early in the term), student(s) must commit to completing the exam on the specified date at the appropriate time.

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:

As stated in the WBU Catalog:

“Comprehensive Exam (1 [credit] hour) - Students in both tracks, thesis and non-thesis, must complete a comprehensive exam one or two semesters prior to the completion of course work. The exam requires students to familiarize themselves with specific texts from the current reading list and write analytical essays in response to those texts. A committee of three full-time English professors, selected by the Dean of the School and approved by the full-time faculty, read and evaluate all comprehensive exams completed in a term.

Results of the comprehensive exam are “Credit/CR” or “No Credit/NCR.

*Students who do not receive credit for the comprehensive exam on the first attempt may attempt the exam a second time in the next four terms. If a student fails the exam a second time, he or she will not be allowed to take the exam again without taking additional course work.”

“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 are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process.”

Course Schedule/Outline:

Week 1 (November 11 – November 17):

- Access course in Blackboard and review syllabus, etc.
- Begin reading texts if have not done so already.

Weeks 2-7 (November 18 – January 12):

- Continue reading and studying texts.
- Perhaps meet (f2f or virtually) with other MAE comp exam takers to discuss texts.
- Locate a proctor and confirm with Virtual Campus. (See section in red above.)
- Inform Dr. Mendoza. (mendozak@wbu.edu) of proctor name, location, and email address by **Friday, January 10, 2020** (See section in red above.)

Weeks 8-9 (January 13-January 26):

- Complete four-hour comp exam on Plainview campus OR at personally scheduled time and location.

Week 10-11 (January 27 – February 9):

- Comp Exam scored by faculty, and evaluation results shared with students via Wayland email.

Reminders and FAQs/Frequently Asked Questions:

- As stated above, the exam is traditionally set from 1:00-5:00 on a Saturday; the maximum time allowed for exam completion is four hours.
- Bring an official photo ID, such as a driver's license or military ID, paper copies of the texts, and a blank flash or jump drive to the exam. Save and/or print exam answers often.
- Students may create an outline or draft at the beginning of the exam if they choose to do so. Only the final version of each question needs to be submitted, and nothing other than brief marginal notes in hard copy texts (no pre-created outlines or drafts) may be brought to the exam.
- No specific requirements are in place for font style—any font that is grammatically correct (not all caps, not all italics, etc.) can be used. 10-12 size font is strongly recommended. Use standard English, typing, and documenting techniques to answer the questions as fully as possible in the time allotted. Basic MLA style is nice but not required.
- No required written length is set for the MAE comprehensive exam. However, we encourage students to write 3 to 4 pages per question for a total of 9 to 12 pages.
- Students will respond to three questions—one question per text. Students' responses should be appropriate for a literary analysis and should include primary references to the text through direct quotation and paraphrase.
- No secondary sources, commentaries, or web sources may be accessed during the exam. Students may not access the Internet, personal laptops, or cellular devices during the course of the exam.
- Students may leave the testing area to take short breaks, use the restroom, etc. Food and drink are also fine if allowed in that computer/testing area.
- Once students have completed all three essay questions of the exam (or have reached the end of the four-hour testing period), they must provide the proctor with an electronic version of the final answer to each question. *NO EXTRA TIME IS ALLOWED.
- Proctors are made aware of the fact that they are responsible for sending the electronic version to Dr. Mendoza via email: mendozak@wbu.edu.