

**Don A. Williams School of Education WBUOnline**

1. **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

1. **COURSE NUMBER & NAME:**

CNSL5179X VC01 - Education Preparation Program Application

1. **Term & Year:**

Spring/Summber 2023

(Spring I, Spring II and Summer—syllabus the same)

***\*\*This course will run as an EXPERIMENTAL COURSE for the Spring 2022 and Summer 2022 semester—three sessions***

1. **Professor:**

Dr. Pamela Ray

1. Contact Information: a. Office phone: 806.785.9285

b. Cell phone: 806.781.5427 (Preferred phone number)

c. WBU Email: [rayp@wbu.edu](mailto:rayp@wbu.edu)

1. **Office Hours, Building & Location**:
   1. Lubbock Campus
   2. Office Hours: Tuesday: Noon – 6 PM (Please call to make appointment as I may be out for observations)

Other days by appointment

# **Course Meeting Time & Location**:

# Virtual course

# Catalog Description:

Must enroll in the first session of Graduate School as a means for completing the application process to be formally admitted into the Education Preparation Program (EPP); including but not limited to completion of the application, autobiography, Texas Education Agency (TEA)-required trainings, and an interview. Note: One (1)-Credit Course. Course Fee: $55.00 + course tuition.

Prerequisite**: Course must be taken and completed in the first session upon admission into the**

**Graduate School. If not, then a hold will be placed on the candidate’s account, and s/he will be**

**unable to register for any consecutive sessions until this course is taken and completed.**

1. **Required Textbook and Resource Material:**

No textbook required.

1. Course Outcomes and Competencies**:**

Upon completion of this course, students will have completed the application process for the Education Preparation Program (EPP) including but not limited to:

* Application
* Autobiography
* The student will complete the following required TEA training:
  + Suicide Prevention
  + Drug Awareness
  + Dyslexia
  + Mental Health Awareness
  + Ethics Training
* Participation in an Interview with the Coordinator of the School Counseling Program

1. 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 courses 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 who is 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.

1. 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.
2. 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.
3. Course Requirements and Grading Criteria**:**

* This course is a one (1)-credit-course
* Candidates must submit an application and short autobiography to the Wayland Baptist University Education Preparation Program (EPP).
* Candidates must complete all TEA-required training modules and provide proof of completion (certificates) on the Blackboard course
* Candidates must successfully interview with the Coordinator of the School Counseling Program
* Candidates must be approved by a committee into the EPP

**CNSL 5110 Course Information:**

1. This course is a beginning step into the Teacher Education program.

2. Because this course is a one (1)-credit, Virtual Course on Blackboard, candidates ***must upload ALL of the following components*** of the course at their own pace at some point throughout the course, ***but before the course ends, in order to receive credit for the course***:

a. Application to the Teacher Education Program

b. Autobiography

c. Service Record from current ISD

d. Teaching Certificate

e. Complete all of the following TEA trainings: Ethics (4 modules), Dyslexia, Mental Health, Substance Abuse, and Suicide Prevention.

f. Schedule and complete an interview with Coordinator(s) of candidate’s program before the end of the course

3. Assignments will be checked weekly throughout the 8-week period and “grades” posted for candidates’ assignments. Grades will show up on Blackboard as 1 point per assignment. This will demonstrate that assignments have been received/seen/credited. If there are concerns, they will be returned with comments, and candidates will be allowed to repost assignments.

4. At any point, please feel free to email me (Dr. Ray) directly at [rayp@wbu.edu](mailto:rayp@wbu.edu).

5. Please keep in mind that I serve in multiple roles. I will do my best to return emails to you within a 24-hour period.

**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.

**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.

1. Tentative Schedule**: Virtual Course**

Candidates should submit the application within the first 2 weeks of the session.

<http://catalog.wbu.edu>