



University Mission: Wayland Baptist University exists to educate students in an academically challenging and distinctly Christian environment for professional success, lifelong learning, and service to God and humankind.

**Course Number and Title:** GRAD4101, Grad (Exit) Seminar

**Class Time and Location:** Thursdays, 1730-2140 hours, at CPF Computer Lab

**Term and Date:** Fall 2009, August 17<sup>th</sup> 2009 thru October 31<sup>st</sup>, 2009

<b>Instructor</b>	Dave Wilson	<b>Phone</b>	602-279-1011 / 623-935-6274
<b>Office Hours</b>	0800-1800, Tuesday – Thursday	<b>E-mail</b>	wilsond@wbu.edu

**Catalog Description** This 15-clock-hour seminar is required of all students seeking a degree from one of the University's external campuses. It is to be completed during the final semester prior to graduation and includes all post-testing required for the degree. Students completing the course will receive one semester hour of elective credit. This course may satisfy the requirement for Grad 0001, Senior Seminar.

**Prerequisite** None. Course may only be taken within the last two terms prior to graduation.

**Required Resources Materials** Provided

**Course Requirements:** All tasks, assignments, and testing required for this course must be completed to receive "credit" for the course. Any "missed" assignments must be made-up.

**Course Outcome Competencies:** At the conclusion of the course, the student should be able to:

1. Demonstrate and perform academic research.
2. Identify the structure of Public Education in the United States.
3. Identify significance of items of Academic Regalia.
4. Complete applications and resumes for job opportunities.
5. Understand criteria for employment process.
6. Understand criteria for seeking a Master's Degree.

**Course Outline:**

<b>Class Session</b>	<b>Subject</b>
Aug 20, 2009	Overview, Survey, and "Major" exam.
Sept 10, 2009	Lecture and MAPPS Exam.
Sept 17, 2009	No Classroom session – Complete Resume and Critique.
Sept 24, 2009	MAPPS Essay, Presentations and discussions.

**Means for assessing student achievement of the course competencies:****A. University Grading System**

- CR for credit
- NCR for no credit
- I for Incomplete

A grade of "CR" indicates that credit in semester hours was granted but no grade or grade points were recorded.

*\* Both instructor and student must sign an Incomplete Form for this grade to be given.*

A grade of incomplete is changed if the work required is completed prior to the date indicated in the official university calendar of the next long term, unless the instructor designates an earlier date of completion. If the work is not completed by the appropriate date, the I will be converted to the grade of NCR. An incomplete notation cannot remain on the student's permanent record and must be replaced by the final grade by the date specified in the official university calendar of the next regular term.

**B. Procedure used for computation of final grade:** All required components of the Grad Seminar must be completed. An absence will require the "make-up" of the requirements.

**Internet Links:**

- [WBU Phoenix Home Page](#)
- [WBU Learning Resource Center](#)
- [WBU Home Page](#)
- [WBU Virtual Campus](#)
- [WBU Blackboard Login](#)

**Attendance Policy:** 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 dean. Any student who misses 25 percent or more of the regularly scheduled class meetings will receive a grade of F for the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered part of the University's attendance policy.

**Provisions for Special Needs:** It is University policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University.

**Plagiarism Policy:** Intellectual integrity and truthfulness are fundamental to scholarship. Plagiarism is a form of cheating. Plagiarism occurs when a student fails to give proper credit when information is either quoted or paraphrased or when a student takes credit for another person's work. Plagiarism may result in an "F" in the course or expulsion from the class or the university.

**Syllabus Statement:** This syllabus is not a contract. It can be changed or altered at any time by the instructor. Instructor will notify students of any changes.