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.”

Spring 2017 Micro Term
UNIV 1101 – Foundations of University Life
February 27th through April 4th, 2017
Tuesdays: Feb 28, March 7, March 21, and March 28
Hybrid Course

Instructor: Kurt Shimada (shimadak@wbu.edu)
Classroom Location: Hickam Air Force Base, Hangar 2, Computer Lab
Classroom Hours: 5:30pm-10:00pm
Office Hours: Before and after class.
Work phone number: (808) 564-3350 Fax: (808) 488-8576

Catalog Description
Designed to assist students in developing skills and habits necessary to be successful in the university; course includes study skills, effective listening and note-taking skills, time management techniques, technology skills, library research skills, and techniques addressing the preparation for and taking of exams, emotional/physical health and wellness, as well as the customs, traditions, policies, and procedures unique to WBU. The course is specifically designed for WBU’s external campus students, many of whom are adult learners who are transferring in college transfer credits, military credits, work experience, and assessed credits. All external students should take UNIV 1101 in their first term.

Required Text

Hybrid Course
This course will have 2 sessions in the classroom and 2 online via Blackboard. See Course Schedule for class meeting dates.

Blackboard On-line Platform
This course will use Blackboard courseware. All registered students automatically have access to Blackboard. An enrolled student can link to Blackboard through the Wayland Baptist University
main website and clicking on the Blackboard link. Click here to go to Blackboard https://wbu.blackboard.com. For first time users of Blackboard, see instructions below about the default user name and password for Blackboard.

Default example:
- ID: student ID number
- Password: If a student's name is John Smith, his default password will be "johsmi"
- Should you have trouble call 1-866-547-9192

It is important that all students enrolled in this course setup a Wayland e-mail account. The instructor will periodically send emails to students. E-mails to Wayland students from the instructor will be addressed to “wayland.wbu.edu” e-mail accounts, which are created after the students enroll in their first course. See below for e-mail account setup.

- WBU e-mail account set-up
- Open Internet Explorer and brose to http://email.wbu.edu.
- Default example:
  - ID: (janet.smith@wayland.wbu.edu)
  - Password: jane.SM.1234
  - Should you have trouble call 1-800-203-9048

Student Learning Objectives
The student will demonstrate course proficiency in the following course learning objectives:

- Discuss customs, traditions, policies, and procedures unique to WBU.
  - History of Wayland Baptist University
  - Christian environment
  - Admission process
- Application
- Preliminary Degree Plan
- First term
- Deadline to complete application
- Permit to Enter
  - Hawaii Campus calendar
  - Registration process (Civilian, Military; enrollment contract; base pass)
  - Class attendance
  - Policies on adding, dropping, or withdrawing from a University course
  - Tuition and fees refund policy
  - Financial Aid/ Scholarships
  - Policy for issuing and receiving a course “incomplete”
  - Course grade appeal
  - Academic honesty
  - Academic Advising
• Student services awareness.
  o WBU website - www.wbu.edu ; www.wbu.edu/hawaii
  o Access Student Self-Services website
  o Configure student’s WBU e-mail account
  o Access and navigate Blackboard on-line platform
  o On-line Learning Resource Center (LRC)
  o Student ID card
  o Tutoring/ Workshops
  o Hawaii Campus bookstore and course textbooks; renting textbooks
  o Hawaii Campus Testing Center (CLEP/DSST; Pearson Vue)
  o Important contact information

• Understand academic degree requirements.
  o ENGL 1301, ENGL 1302 and RSWR 3345
  o COSC 2311 Challenge testing
  o Upper level core courses
  o Professional Experience
  o Professional development courses
  o Student’s academic progress
  o CLEP/ Testing options
  o Procedure for proctored exams (Mililani site)
  o Residency requirements (Associates and Bachelor's)
  o APA Writing style
  o GPA

• Develop study skills such as effective listening, note-taking skills, time management techniques, technology skills, library research skills, and techniques addressing the preparation for and taking of exams.
• Discuss physical/emotional health (general wellness) habits.

Attendance
All Wayland students are expected to attend every class meeting; the minimum percentage of class participation required to avoid receiving a grade of “F” in the class is 75%. Students who miss the first two class meetings without providing a written explanation to the instructor will be automatically dropped from the roster as a “no-show.” Students who know in advance that they will be absent the first two class meetings and who wish to remain in the class must inform the instructor in order to discuss possible arrangements for making up absences (Academic Catalog 2016-2017).

Grade Assessment
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 Executive Vice President/Provost 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. This course will be graded on a CREDIT (CR) or NO CREDIT (NCR) grade method. A student who achieves a score of 90% or greater score on the graded activities listed above will be issued a grade of CREDIT (CR). A student who scores less than or equal to 89% will be issued a grade of NO CREDIT (NCR). Any student who receives a NCR grade must re-register for the next scheduled UNIV 1101 course. The grade assessment will be composed of the following items:

- Homework: There will be 2 homework assignments for this course. Each homework assignment is worth 200 points each for a total of 400 points
- Discussion Board: There will be 2 discussion board assignments for this course. Each board post is worth 150 points each for a total of 300 points.
- Attendance/Classwork: The will earn 150 points for attending each class meeting. The total attendance will be 300 points. You will only receive credit at the end of class.

**Grade Scale:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>40%</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>30%</td>
</tr>
<tr>
<td>Attendance</td>
<td>30%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

100%-89% CR
88%-0 NCR

**Academic Honesty**

University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. Plagiarism is the presentation of the work of another as one’s own work. It is the student’s responsibility to be familiar with penalties associate with plagiarism (WBU Catalog, 2016-2017)

**Classroom Conduct**

“Students who disrupt class will be directed to leave immediately and report to the campus dean, who will discuss with the student the cause of the disruption. The student will only return to the class with the permission of the campus dean and the faculty member involved.” (WBU Catalog, 2016-2017)

**Special Needs**

“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” (WBU Academic Catalog, 2016-2017).

Week 1: (class meeting) WBU customs, traditions, policies, and procedures. Student services info.

Week 2: (online) Homework: ID cards, WBU emails, discussion boards

Week 3: (class meeting) Academic degree requirements, APA writing style, health and wellness

Week 4: (online) Homework: Online assignment, discussion boards.

Week 5: (online) Turn in homework assignments.