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.”

Syllabus
BASC 1201 Best Achievement Strategies for College
Summer 1 2019
Hybrid Course

INSTRUCTOR Elisha Kim
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EMAIL elisha.kim@wayland.wbu.edu
OFFICE HOURS Available by appointment
CLASSROOM LOCATION Hickam
CLASSROOM HOURS Tuesdays 5:30-9:40pm

COURSE DESCRIPTION
Designed specifically for WBU’s campuses serving many adult learners who have been away from school for years as well as students transferring credits from colleges, military, and work experience; intended to assist students in developing skills and habits for college success-effective communication, learning skills, use of technology, time management, ability to research, test taking, emotional/physical wellness, and factors unique to Wayland; incorporates a service learning experience and other activities to promote student awareness that they can succeed and how to succeed; to be taken during the first term.

PREREQUISITES: None

REQUIRED TEXT
2. The 2018-2019 Wayland Baptist University Academic Catalog. You will find the hyperlink to the Catalog from your Blackboard Account in our course, under Course Info/Syllabus.

OPTIONAL MATERIAL:
3. Supplemental course material will be distributed during each class session.
4. The Wayland Online Library: available through the course Blackboard site. At the course Blackboard site, scroll down to the tab marked “Wayland Library”. This tab opens to the WBU on-line library homepage.

HYBRID COURSE
This course will have 3 sessions in the classroom and 2 on-line via Blackboard. See Course Schedule for meetings 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 by selecting the “Current Students” link and clicking on the Blackboard link. For Blackboard first time users, see instructions below about the default user name and password.

Default ID and password
- ID: student ID number
- Password: If a student's name is John Smith, his default password will be "johsmi"

WBU E-MAIL ACCOUNT SETUP
*It is important that all students enrolled in this course, establish 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.*

1. You will find the hyperlink to WBU e-mail from your Blackboard Account in our course, under Course Info/Syllabus.
2. WBU default e-mail ID and password:
   - ID: janet.smith@wayland.wbu.edu (first name.last name@wayland.wbu.edu)
   - Password: jane.SMIT.last4SSN (first 4 letters of first name lower case.first 4 letters of last name lower case.last 4 of social security number)

STUDENT SERVICES WEBSITE ACCOUNT SETUP
You will find the hyperlink to Student Services from your Blackboard Account in our course, under Course Info/Syllabus.
Default ID and password
- ID: student ID number
- Password: jane.SMIT.last4SSN (first 4 letters of first name lower case.first 4 letters of last name lower case.last 4 of social security number)
- Or click on the “Request Account” link.

STUDENT LEARNING OBJECTIVES
The student will be able to:
- Define growth mindset in relation to a personal goal of degree completion.
- Students will analyze academic degree options in the context of past experiences and future career expectations.
- Complete a service learning project and reflect on its value in relation to personal growth and Wayland’s culture.
- Recall pertinent administrative and academic information necessary for successful degree completion: student accounts, textbooks, registration, incompletes, use of Blackboard, Student Services, Wayland Library, academic honesty, and degree-plan management.
- Apply college-level study skills, research, and composition abilities, and English Language communication necessary for successful degree completion.
- Develop competencies to proficiently use technology for successful degree completion.

ATTENDANCE
Students enrolled at one of the University's external campus should make every effort to attend all class meetings. All absences must be explained to the instructor, who will decide whether the omitted work may be made-up. When a student reaches a 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 center director. Any student who misses twenty-five (25%) 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 a part of the University's attendance policy (Online WBU Academic Catalog 2018-2019). As this is a two-credit course with 30 hours of contact, any absence exceeding 7.5 hours will be deemed as excessive. 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. 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 (Online WBU Academic Catalog, 2018-2019)
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” (Online WBU Academic Catalog, 2018-2019).

GRADING POLICY
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. The grade assessment will be composed of the following items:

- **BASC 1201 Course Surveys:** Students will complete two course surveys. The first is designed to capture student's thoughts and feelings as they enter into college. The second survey is designed to capture students’ thoughts and feelings after completing the course. The student will earn 3 points for each survey. The two surveys represent 6 points maximum.

- **Attendance:** The student could earn 2 points for attending/participating in each discussion board assignment. The student will earn 1 point for submitting a discussion board post, at least a paragraph in length. The student will earn 1 point for posting a comment to one of their classmates, at least a paragraph in length. The maximum total points for attendance will be 6 points.

- **Homework:** The student could earn 4 points for each homework assignment due. The maximum total points for homework will be 12 points.

- **On-line Quizzes:** Online quizzes will be multiple-choice and administered through Blackboard. The first test will consist of questions covering assigned sections from the online WBU Catalog readings. The second test will consist of questions covering key learning objectives from assigned sections of the course text-book. The third test will consist of an overview of the work done throughout the course. The student could earn 10 points in each quiz. The three online quizzes represent 30 points maximum.
• **Service Learning Project Proposal:** Students within small groups of three to four, or individually will 1) research, plan, and implement a service learning project. A Service-learning project proposal will be submitted to the instructor. This proposal should be 2 pages in length, including the cover page. The student will earn 1 point for submitting, 1 point if it was submitted on time, and 1 point per question answered. The maximum total points for the service-learning project proposal represents 10 points.

• **Service Learning Project Reflection Paper:** Upon competition of the service-learning project, the student will write a personal reflection paper. This personal reflection paper should be 2-3 pages in length, including the cover page. The student will earn 1 point for submitting, 1 point if it was submitted on time, and 1 point per question answered. The maximum total points for the service-learning project reflection paper represents 10 points.

• **Service Learning Project Presentation:** Upon completion of the service-learning project, the student will conduct a five to six-minute presentation of the service-learning project. The student will earn 1 point for presenting, 1 point for creating a power point, and 1 point per question answered. The maximum total points for the service-learning project presentation represents 10 points.

• **Growth Mindset Surveys:** The student will complete two growth mindset surveys that describe how they think and believe about growth mindset, starting college and success in college. The student will earn 2 points for each survey. The two surveys represent 4 points maximum.

• **Growth Mindset Portfolio:** The student could earn 3 points for each portfolio entry. The maximum total points for the Portfolio will be 12 points.

**GRADING SCALE**
Letter grades from "A" to "F" will be issued to students based on individual work. The grading criteria are listed below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100.0 points to 89.5 points</td>
<td>100% to 90%</td>
</tr>
<tr>
<td>B</td>
<td>89.4 points to 79.5 points</td>
<td>89% to 80%</td>
</tr>
<tr>
<td>C</td>
<td>79.4 points to 69.5 points</td>
<td>79% to 70%</td>
</tr>
<tr>
<td>D</td>
<td>69.4 points to 59.5 points</td>
<td>69% to 60%</td>
</tr>
<tr>
<td>F</td>
<td>59.4 points and below</td>
<td>59% and below</td>
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<tr>
<td>Week</td>
<td>Tentative Course Schedule</td>
<td>Homework</td>
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| Week 1    | (Classroom Meeting) BASC 1201 Survey 1; WBU history; syllabus; WBU online library; policies; procedures; Bookstore; WBU student e-mail; Student Services; Blackboard; Academic Progress; Hawaii Campus Testing Center; Academic degree requirements; Tutoring; Growth mindset; Discuss Service Learning Project Opportunities | 1. BASC 1201 Survey 1  
2. Read Chapter 3 & 4  
3. Service Learning Proposal, Due by Week #2  
4. Growth Mindset Survey 1  
5. Growth Mindset Portfolio Entry #1 |
| Week 2    | (Blackboard) WBU ID cards; Kolb Learning Style Inventory; Learning Style Strategies; Self-directed learning skills | 1. Read Chapter 7 & 8  
2. Discussion Board #1  
3. Growth Mindset Portfolio Entry #2  
4. Homework #1  
5. Online Quiz #1 (Catalog Sections 1-7) |
| Week 3    | (Classroom Meeting) Discuss Textbook Chapters as related to a growth mindset; Small Group Discussions on Textbook Chapters and strategies as related to Learning style and Growth mindset | 1. Read Chapter 9 & 10  
2. Service Learning Reflection Paper  
3. Discussion Board #2  
4. Growth Mindset Portfolio Entry #3  
5. Homework #2 |
| Week 4    | (Blackboard) 7 Habits of Effective People as related to a Growth Mindset; Developing a research outline and thesis statement; Organizing and giving the visual presentation | 1. Prepare for Service Learning Presentation  
2. Discussion Board #3  
3. Growth Mindset Portfolio Entry #4  
4. Homework #3  
5. Online Quiz #2 (Textbook) |
| Week 5    | (Classroom Meeting) Service Learning Presentations               | 1. Online Quiz #3 (Course Overview)  
2. Growth Mindset Survey 2  
3. BASC 1201 Survey 2  
Due by Jul 2 at 6:59pm HST via Blackboard |
| Term Ends | Last day of the term Jul 2, 2019.                                |                                                               |

**GRADE APPEAL**

A basic aspect of the teaching-learning process is the evaluation of student performances and the assignment of grades. Student performance is evaluated solely on an academic basis, and not on opinions or conduct in matters unrelated to the course taken.

Faculty are responsible for providing syllabi which clearly specify course objectives and/or competencies, and for making clear the means of evaluation for purposes of grading students. Students are responsible for class attendance, for learning the content of any course of study and for those standards of academic performance established for a given course. Students who violate
academic integrity and regulations by plagiarism, classroom misdemeanor, or academic dishonesty will be held accountable to faculty and may have their grades adjusted accordingly.

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 following grievance and appeal procedures. Appeals are limited to the final course grade. Appeals may not be made for advanced placement examinations or course bypass examinations.

If a student feels the matter is not satisfactorily resolved at the student-faculty level, the student should follow the steps below:

1. A student shall first present, in writing, the matter of grievance to the instructor of the course. This must be done within thirty days after the beginning of the next regular term. If agreement is reached, the faculty member will either sustain the judgment made or make a change according to the agreement reached within two weeks.

2. If the student feels the matter is not satisfactorily resolved at the student-faculty level, the external campus student should submit the grievance to the campus executive director within two weeks after the decision by the professor. The external campus executive director will either sustain the judgment of the professor or make a change according to the agreement reached with the student within two weeks. The executive director will notify the appropriate school dean of this decision.

3. If the student feels the matter is not satisfactorily resolved at student-executive director level, the grievance should be submitted to the dean of the school in which the course is taught. The appeal must be made in writing within two weeks after the faculty member or external campus executive director has acted on the grievance; otherwise, the grievance shall be considered withdrawn. The dean of the school will review all facts and evidence in the case and mediate a decision within two weeks after the receipt of the grievance. If the grievance is not further appealed, it will be considered resolved.

4. If the student is not satisfied, he/she may request the executive vice president/provost to refer the appeal to the university Faculty Assembly Grade Appeals Committee. This request must be made in writing, must include the basis for the appeal, and must be submitted within two weeks following receipt of the decision of the dean of the school.

5. The student or faculty member may appeal the findings of the committee in writing to the executive vice president/provost within one week after receiving the committee’s report. The executive vice president/provost will render a decision within two weeks and copies of such decision will be sent to the student, the faculty member, the external campus executive director, and the dean of the school involved. This decision shall be final in all cases of grade appeals.

6. Failure to submit grievances within the required time period will negate the student’s complaint.
ACADEMIC HONESTY

University students are expected to conduct themselves per 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.)

Disciplinary action for academic misconduct is the responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty and with giving sanctions to any student involved. Penalties that may be applied to individual cases of academic dishonesty include one or more of the following:

1. Written reprimand.
2. Requirement to redo work in question.
3. Requirement to submit additional work.
4. Lowering of grade on work in question.
5. Assigning the grade of F to work in question.
6. Assigning the grade of F for course.
7. Recommendation for more severe punishment (see Student Handbook for further information).

The faculty member involved will file a record of the offense and the punishment imposed with the school dean, external campus executive director/dean, and the executive vice president/provost. The executive vice president/provost will maintain records of all cases of academic dishonesty reported for not more than two years.

Any student who has been penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed. The appeals procedure will be the same as that specified for student grade appeals. (See Student Handbook for further information or, for external students, the external campus executive director/dean).

Wayland Baptist University
STATEMENT ON PLAGIARISM AND ACADEMIC DISHONESTY

Writing is a collaborative art. Working out ideas for your paper with an instructor, writing tutor, classmate, family member, or friend is encouraged not only for this class, but also for other classes that involve writing. Discussion and collaborative brainstorming are good. However, passing off another's writing or ideas as your own is plagiarism. It is unethical, it constitutes Academic Dishonesty (cheating), and it is sufficient grounds both for failure of a course and suspension from the university.

Common examples of plagiarism or academic dishonesty include the following:

- Copying any amount of text directly from an internet website, book, or other document without appropriate citation and synthesis into one’s own discussion.
• Paraphrasing the ideas presented in any source or oral discussion without appropriate citation.
• Using the evidence and conclusions of any source as the controlling framework for one’s own paper.
• Recycling work from a previous or current course, whether your own work or another student’s work.
• Purchasing or otherwise downloading a paper from an internet website.

In some writing assignments, you will be expected to incorporate scholarly sources into your document. ALL OF THE FOLLOWING must be met to constitute appropriate citation of any source:

• Including MLA, Chicago, or APA parenthetical or note-style citation format as required by the instructor.
• Placing borrowed text directly from another source within “quotation marks.”
• Introducing clearly another author’s voice into the document by means of a signal phrase (an introduction of that author).
• Offering, in short, a clear distinction between one’s own voice or ideas and those of any outside authors brought into the discussion.

Wayland Baptist University observes a ZERO TOLERANCE policy regarding Academic Dishonesty.

• Any suspected instance of academic dishonesty, including plagiarism, will first be evaluated by the instructor and discussed individually with the student.
• If the instructor determines that a student’s actions constitute Academic Dishonesty, the case will be filed with the dean of the School of Languages and Literature and reported to the university executive vice president/provost, as per university policy.
• Per university policy, second offenses RESULT IN SUSPENSION FROM THE UNIVERSITY.
• In this course, the first instance of Academic Dishonesty may also result in a zero on the assignment.

CLASSROOM CONDUCT
Students who disrupt a class will be directed to leave immediately and report to the external campus executive director/campus dean or dean of students, who will discuss with the student, the cause of the disruption. The student will return to the class only with permission of the executive director/campus dean or dean of students and faculty member involved (Online WBU Catalog, 2018-2019).