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 Information:

GRAD 0001 – Senior Seminar
Term: 2018 Winter 1-Haw - Section HI51
Dates: November 12th to December 18th, 2018
Evening: Monday *There is only one mandatory in classroom meeting and it will be on Monday evening November 12th, 2018 from 5:30 PM to 7:00 PM.
Hybrid Course

Location: WBU – Hawaii, Mililani Campus

Instructor: Michael Christie
Work phone number: (808) 564-3352 – Fax: (808) 488-8576.
E-mail address: michael.christie@wbu.edu.
Office Hours: *By appointment only.

Blackboard On-line Platform:

This course will use the Blackboard web platform. All registered students automatically have access to Blackboard.

Catalog Description:

On external campuses, students are required to pay the regular application for graduation fee of $75.

Required Text and Materials:

- Course text: None.
- Other materials: non-scientific calculator
- Access to Blackboard is required in order to review course updates and information on how to complete class assignments
Pre-requisites:

The student enrolled in this course must be in the status of a senior. For External Campus purposes, a senior is defined as: an external campus student who has completed 90% of a BAS degree program to include, 1) ENGL 1301 and ENGL 1302; 2) completed 80% in the declared major section. If a student has not reached senior status, then enrollment into GRAD 0001 is by consent of respective Campus Executive Directors.

Cost:

The cost of the Grad 0001 Senior Seminar will be the regular graduation application fee of $75.00. The graduation application fee includes the graduation cap & gown, degree diploma (with diploma cover) and an unsealed, official academic transcript with the degree posted. This fee also covers costs related to the graduation ceremony. Payments can be made via the WBU Student Services web portal.

*For students submitting re-applications or applications for more than one degree, different fees apply.

Attendance:

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 advise the student and file an unsatisfactory progress report with the external campus executive director/dean. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in 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. A student may petition the Academic Council for exceptions to the above stated policies by filing a written request for an appeal to the executive vice president/provost.

All Wayland students are expected to attend the ONLY class meeting for the Grad 0001 Senior Seminar; the minimum percentage of class participation required to avoid receiving a grade of “F” in the class is 75%. Students who miss the ONLY class meeting 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 only class meeting and who wish to remain in the class must inform the instructor in order to discuss possible arrangements for making up the absence.

Grade Assessment:

Grading will be CR - Credit (completed successfully) or NCR - No Credit (not completed successfully). In order to earn CR for this course, students must earn 90 points out of 100.

Grade Appeal:

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.
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 examination or examination materials, forgery or plagiarism. Disciplinary action will be taken for academic misconduct.

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.
Student Learning Objectives:

In order to earn a CR grade for GRAD 0001, the following requirements must be satisfactorily completed:

- Alumni Information Form
- Online Graduating Student Survey
- Graduation Application Package
- Academic Advisor Graduation Pre-Audit (Prepared by the student’s Academic Advisor)
- ETS Exam & Essay (This is WBU’s quality control for its accreditation agency)
- Major Field Exam (This is WBU’s quality control based on degree programs)
- Professional Assessment Essay
- Reflections and Headshot Picture

Classroom Conduct:

Students who disrupt a class will be directed to leave immediately and report to the external campus executive director/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.

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”

Instructions for Assignments Submissions:

All requirements must be submitted via e-mail to michael.christie@wbu.edu.

1) E-mails subject line must indicate the course and section numbers.
   a. If the student is submitting assignments, the e-mail subject line should have the name of the assignment.
   b. If the student is submitting assignments and/or has a question, the e-mail subject line should only have **Question. (You are required to include your student ID and course number in the body of the e-mail.)**
   c. Read each assignment’s instructions carefully.

2) When assignments require digital files to be submitted, please name the file with your last name, first name, student ID number and the assignment name. For example: **Dow, John 000111222 BAS Application for Graduation.**

3) Students are required to have access to Blackboard and may submit assignments ahead of their due dates whenever respective course modules are activated in Blackboard.
Module 1 – 11/12/2018 to 11/26/2018 (in class) 2 Distinct Assignments

- **Mandatory In-classroom meeting will be on Monday evening 11/12/2018** (the only in-classroom meeting)

1. **Professional Assessment Essay - Assignment Due 11/26/2018:**

   One of the keys to long term professional growth is to reflect on your personal development. The purpose of this assignment is to generate a reflective self-analysis of your personal journey to date. Use the topics below as a reference when creating your 2-3 pages professional portfolio essay. You don’t have to cover all areas listed below. This is just for you to have an idea of what to write about.

   A. Brief introduction of yourself, your background.
   B. Assessment of your growth as generated by your educational pursuits
      
      I. Analysis of two academic areas where personal growth has occurred as a result of course work completed at WBU.
      II. Analysis of two academic areas where socio-religious growth has occurred as a result of course work completed at WBU.
   C. Assessment of your growth as generated through your professional experiences
      
      I. Analysis of two academic areas where professional growth has occurred as a result of course work completed at WBU.
   D. Assessment of your key competencies (What are you good at? e.g., computer expertise, managing personnel, leadership, financial management); provide supporting evidence for your assertions.
      
      I. My strengths?
      II. My weaknesses?
      III. What are my skills and abilities?
      IV. What is important to me in an organization?
      V. What are my marketable skills?
   E. Acknowledgment of areas for professional or educational development goals and means for accomplishing such goals
   F. Conclusion

2. **Students’ Reflections and Headshot Picture for Graduation Reflections Book - Assignment Due 11/26/2018:**

   Graduation is a time of celebration and a time to share together with a gathering of graduates, families, and friends as well as the Wayland Baptist University faculty and staff. It is an opportunity to take a look at how far you have come, to share a word of appreciation with your family, special friends and WBU-Hawaii and/or to share a special word of encouragement as you look ahead. It has become a Wayland tradition to publish the graduate’s reflections. Please contemplate upon your time at Wayland Baptist University, write your thoughts and submit the assignment to michael.christie@wbu.edu.

   Please use the reflections template provided in module 1. Save the file name as “last name, first name, student ID, and Reflections-Picture”. While we acknowledge that individual writing is often personal, we also know how important it is to share your thoughts about attaining this remarkable milestone. Accordingly, Reflections may not be submitted anonymously.
Reflection Template:
- Name:
- Degree:
- Major:
- Specialization:
- Hometown:

Here are some writing prompts to get you started. Please choose one or two of them – or create your own – and write two to three paragraphs to be included in the Graduate Reflections booklet.

- When I started at WBU, I never expected …
- My most memorable (humorous/touching) experience at WBU was …
- I would not have made it through without someone’s love/help/patience…
- Words of appreciation to family, friends, or co-workers
- Words of appreciation to WBU instructors/staff
- What I hope to do now that I have my degree from WBU is …
- Parting words to my fellow classmates

Headshot Picture:
- Crop a picture of yourself covering just your face (just like a passport picture).
- The picture should be about 2” by 2” in size (a little bigger will be okay)
- Please utilize the reflections and pictures Word document template available in the module. It will be easier to include your headshot picture by right clicking on the template picture and selecting the “change picture” option.

Module 2 – 11/27/2018 to 12/03/2018 (On-line) 3 Distinct Assignments.

1-2. ETS Exam & Essay - Assignments Due 12/03/2018

Go to “Course Modules” link under the “Course Content” section on blackboard’s left menu panel. Click on the Module 2 link. Download the ETS Exam & Essay instructions sheet. Please submit your exam and essay scores confirmation page to michael.christie@wbu.edu.

Read this: please make sure you have access to a printer before taking the ETS exam and essay. When you complete your exam or essay, use the print function on the ETS lock browser to print the final score report. If you don’t have access to a printer, please use the computer “printscreen” key and paste the content to the body of an e-mail or word document. Another option is to take a picture of the computer screen with your cell phone (make sure it is a good picture showing your name and scores). Please scan the final score report to an e-mail and send to michael.christie@wbu.edu.

3. Major Field Exam - Assignment Due 12/03/2018:

Go to “Course Modules” link under the “Course Content” section on blackboard’s left menu panel. Click on the Module 2 link. See major field exams’ instructions. Remember to submit your major field exam scores to the course instructor at the Miliilani campus, by mail, or by e-mail at michael.christie@wbu.edu. Depending on which degree major you are pursuing, you might not be required to complete the major field exam. Check the course module in Blackboard for detailed information. Ask questions if you are not sure which degree program you are pursuing.
1. **Graduation Application Package – Assignment Due 12/10/2018:**

Student will be guided through the process of filling out the appropriate graduation application package. All graduation application package forms are available in Adobe PDF fillable format. Students are expected to fill out the application for graduation forms electronically. It follows a list of each application package and its required forms based on degree programs. All graduation application forms will be forwarded to the course instructor electronically via e-mail to michael.christie@wbu.edu.

1. **Application for Graduation Academic pre-audit Form**
   a. The academic pre-audit form will be produced by the student’s Academic Advisor and submitted to the course instructor before the fourth week of class. Please make sure you have a copy of your academic pre-audit form because it will be helpful to fill out the application for graduation form accurately.

2. **Students Applying for Bachelor of Applied Science or Bachelor of Christian Ministry**
   a. Application for Graduation (BAS/BCM)
   b. Malama Award Form

3. **Students Applying for the Associate of Applied Sciences**
   a. Application for Graduation (AAS)
   b. Malama Award Form

4. **Other Forms Required (if applicable)**
   a. Request to Graduate in Absentia

**Graduation Application fee:**

The graduation application fee includes graduation ceremony, graduation cap & gown, official diploma (with diploma cover) and an unsealed official academic transcript with the degree posted. Students are expected to provide payment for the application for graduation fee via WBU’s Student Services platform with a credit card or electronic check.

2. **Online Student Survey - Assignment Due 12/10/2018:**

   Go to “Course Modules” link under the “Course Content” section on blackboard’s left menu panel. Click on the Module 3 link. Instructions to take the on-line student survey will be available there. You will receive an e-mail confirmation after you have completed the survey. Please forward the confirmation e-mail to michael.christie@wbu.edu.
3. **Alumni Information Form - Assignment Due 12/10/2018:**

Go to “Course Modules” link under the “Course Content” section on blackboard’s left menu panel. Click on the Module 3 link. Instructions to complete the Alumni information will be there. Use the “Print Screen” key to copy and paste the confirmation page to the body of an e-mail. Forward the e-mail to michael.christie@wbu.edu.

**Course Schedule** - Assignments, Due Dates and Points:

You are required to review the course schedule below and submit all assignments by the due dates. There are a total of eight assignments required for the Grad 0001 Senior Seminar course. Please remember that the contents of this syllabus is subject to change - requirements may be added or removed during the duration of the course in order to comply with Wayland regulations or policies.

**Module 1: All Assignments Due on November 26th, 2018**

1. Professional Assessment – 15 points
2. Reflection and Picture – 15 points

**Module 2: All Assignments Due on December 3rd, 2018**

1. ETS Exam – 15 points
2. ETS Essay – 15 points
3. Major Field Exam – 10 points

**Module 3: All Assignments Due on December 10th, 2018**

3. On-line Student Survey – 5 points
4. Alumni Form – 5 points
5. Application for Graduation Forms – 20 points

Total Possible Points: 100 points
Passing Score: **Minimum of 90 points**

*No late or make-up assignments will be accepted after the last day of the term (Tuesday December 18th, 2018).*