



SYLLABUS: SENIOR SEMINAR GRAD 0001

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.

COURSE PREFIX, NUMBER & NAME: GRAD 0001: Senior Seminar

TERM: 2024 Fall 1st 8 Weeks Session A (August 1st - October 5th)

INSTRUCTOR: Karen Nascimento

CONTACT INFORMATION: Office phone: (808) 563-3350, Email: karnascimentok@wbu.edu

OFFICE HOURS, BUILDING & LOCATION: Available by appointment, Kapolei Campus

COURSE MEETING TIME & LOCATION:

This course will have one required in-person meeting on Monday, August 1st, 2024, from 5:30 PM to 9:00 PM at the Kapolei campus. There will be no additional meetings.

CATALOG DESCRIPTION:

This course is mandatory for all students to complete before the last session to graduate. It is a 15-hour seminar that allows students to complete graduation requirements and testing. The graduation application fee will be charged during the session. A \$75 (for the Associate's degree) or \$125 (for Bachelor's degree) graduation application fee will be due during the week session, as well as a \$42 Major Field Exam fee for students with a major in Business Administration. **Banking and Finance Note:** Credit/No Credit

PREREQUISITE:

The student must have reached senior status and approval of their academic advisor to enroll in the course.

REQUIRED TEXTBOOK AND RESOURCES: No textbook is required for this course. Materials will be accessible through the course on Blackboard so you may complete the interviewing, and other related tasks.

- 4) Received valuable content related to life after college, including spending, saving, and debt repayment; communicating professionally; and taking advantage of alumni benefits available.

ATTENDANCE REQUIREMENTS:

Students enrolled at one of the university's external campuses should adhere to the attendance policy of that campus. All absences must be explained to the instructor, who will then determine if the student is excused. When a student reaches that number of absences considered unacceptable, the instructor will so advise the student and file an unsatisfactory progress report with the dean/director. Any student who misses 25 percent or more of the

grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the syllabus, are considered a part of the university's attendance policy. A student may petition the Academic Council for exceptions to the stated policies by filing a written request for an appeal to the vice president of academic affairs. (Online WBU Academic Catalog, 2022)

All Wayland students are expected to participate in Week 1 assignments. A minimum percentage of class participation required to avoid receiving a grade of F in the class is 75%. Students who miss a week's assignment without providing a written explanation to the instructor will be automatically dropped from the class as a no-show. This course is primarily completed through Blackboard and there is no weekly attendance. It is highly recommended to complete the steps in the course checkbook by the suggested times. Students may work at the desired pace, as long as all assignments are completed by the session. Do not procrastinate, as several assignments take planning and time to complete.

STATEMENT ON PLAGIARISM & 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 result in suspension from the university. The policy statement is in the Catalog and in the Course Information of your course. 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).

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 Disability Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806)-291-2911.

1. A student shall first present, in writing, the matter of grievance to the instructor of the course. This shall be done within thirty days after the beginning of the next regular term. If agreement is reached, the instructor 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