

ADDENDUM

ARIZONA TEACHING SITES AND CLASSROOM DESCRIPTIONS

Wayland Baptist University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees and certificates at the associate, baccalaureate, master's, and doctoral levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 in order to (1) learn about the accreditation status of the institution, (2) file a third-party comment at the time of the institution's decennial review, or (3) file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not to the Commission's office.

Wayland Baptist University operates at the following locations in the state of Arizona. All locations have been approved and/or communicated to the institution's regional accreditor the Southern Association of Colleges and Schools Commission on Colleges.

Wayland Baptist University - Arizona Campus

7777 E. Speedway Blvd.
Tucson, AZ 85710
(520) 792-1506

Teaching sites associated with the Arizona Campus:

Luke Air Force Base Site

7383 N. Litchfield Rd.
Luke AFB, AZ 85309
(623) 935-6274

Phoenix Site (The Fordham)

1430 East Missouri Ave. Suite B 165
Phoenix, AZ 85014
(602) 279-1011

Tucson Mall Site

4500 N. Oracle Road Suite 157
Tucson AZ 85705
(520) 792-1506

Tucson (WAATS) Site

Department of the Army
Western ARNG Aviation Training Site
22440 Ease Pinal Airpark Road
Silverbell AHP, Building L-4500
Red Rock, AZ 85145
(520) 792-1506

Sierra Vista - Haymore Plaza

500 E. Fry Blvd., Suites M1 and M2
Sierra Vista, AZ 85635
(520) 459-1610

Fort Huachuca Site

Army Education Center (Rascon Learning Center)
2288 LaGuardia
Fort Huachuca, AZ 85613
(520) 533-1047

Description of facilities including space, equipment and instructional methods.

Arizona Campus

Facility space 7000 square feet, consisting of:

- 1 Computer Lab (19' x 35') containing 8 student computers, projector/screen, and instructional whiteboard
- 4 Classrooms (28' x 28') with 4 projectors/screens, 4 instructional whiteboards, 2 TVs, 2 mimio smart boards, 1 DVD player, and 4 instructional computers
- 1 advising office (14'6" x 9'11")
- 2 advising offices (7'9" x 13'10")
- 1 business office (11'6" x 12')
- 1 coordinator's office (12' x 15')
- 1 dean's office (11'6" x 13')
- 1 file/copy room (10'2" x 15'5")
- 1 break room (22'4" x 8'7")
- 4 supply closets (4' x 8')

Instructional method is Resident and Hybrid.

Teaching sites associated with the Arizona Campus:

Luke Air Force Base Site

Facility Space 1246 square feet, consisting of:

- Office space (22' x 29') with two desktop computers
- One classroom (22' x 30'), overhead projector, DVD/VCR player.

The instructional method is Resident and Hybrid.

Phoenix Site (The Fordham)

Facility space 2000 square feet consisting of:

- 2 classrooms (15' x 36') and (15' x 24') with projector/screen and 7 laptop computers available for student access
- 2 office spaces (15' x 15') and (15' x 15') with two desktop

computers The instructional method is Resident and Hybrid.

Tucson Mall Site

Facility space 2800 square feet, consisting of:

- 1 Classroom (15' x 30') with projector/screen, instructional whiteboard, 2 TVs, DVD Player, and instructional computer.
- 1 Classroom (45' x 30') with projector/screen, instructional whiteboard, 2 TVs, DVD Player, and instructional computer.

Instructional method is Resident and Hybrid.

Tucson (WAATS) Site

Facility space 1000 square feet, consisting of:

- 1 advising office (8' x 13')
- 2 classrooms (25' x 20') with smart boards and instructional computers

Instructional method is Resident and Hybrid.

Sierra Vista - Haymore Site

Facility space 1648 square feet, consisting of:

- One Computer Lab (11x18), instructor computer, 10 computers for student use, 65-inch Flat Screen Smart TV, Printer/Copier
- One Classroom (18x19), instructor computer, 65-inch Flat Screen Smart TV

Instructional method is Resident and Hybrid.

Fort Huachuca Site

Facility space 500 square feet, consisting of:

- Office space
- One classroom and Instructor computer, projector, DVD Player, SmartBoard.

The instructional method is Resident and Hybrid

ADDENDUM

MAINTENANCE OF SUPERVISED HOURS FOR PRACTICUMS AND INTERNSHIPS

School of Behavioral and Social Sciences

Master of Arts in Clinical Counseling

Tracking and supervision of students enrolled in the counseling field experience (i.e. Practicum, internship, and advanced internship).

The student is not allowed to begin building their clinical hours at their approved site until the semester in which the student is enrolled has commenced and a site agreement has been completed by all parties (instructor of record, student, and site supervisor). The site agreement outlines the responsibilities of the instructor of record, the site, the site supervisor, and the field experience student. The instructor of record will monitor the progress of the student throughout the course experience and will remain in contact with the site supervisor during the duration of the semester. The student is required to maintain graduate counseling student liability/malpractice insurance for the duration of their field experience courses. The syllabus for each practicum and internship experience contains hourly requirements that meet the minimum standards as required by the state. If any issues of concern arise during the field experience, the instructor of record and the site supervisor will immediately work with the student to resolve the issue. The student understands that at any time they may be suspended from accruing hours or seeing clients if a significant issue arises that warrants such action. The instructor of record will maintain a copy of the student's completed logs of direct and indirect hours in a locked filing cabinet for 7 years and the student is also responsible for maintaining the original logs throughout the licensing process.

JUAD 4360 - Practicum

Practicums for the criminal justice programs in the School of Behavioral and Social Sciences are undertaken as part of a practicum course, JUAD 4360. Supervision & tracking is maintained by a site supervisor and course professors. Hours and activities are tracked on a Practicum Log Form.

School of Business

Students wanting internships must take one of the Practicum/Internship courses: ACCT 4360, 5360; BUAD 4360, 5360.

Application: The student will complete this agreement form, and return the signed form to the WBU professor assigned responsibility for the course by WBU. The WBU professor will forward the completed and signed agreement form with Practicum/Internship application and course syllabus to the Dean, School of Business for final approval. After final approval, the student will be allowed to enroll in the practicum/internship.

Duration: The practicum/internship will be performed within the duration of a scheduled academic term as outlined in the course syllabus.

Hours: The student enrolled in a practicum/internship course must be available to work a nominal eight (8) to fifteen (15) hours per week at the approved work site and to meet periodically with the instructor.

Course Syllabus: The WBU professor will provide the student and work site supervisor with a copy of the course syllabus.

Record Keeping: Throughout the duration of the practicum, the student will maintain an up-to-date, weekly work record in accordance with the format provided by the WBU professor.

Final Course Grade: The WBU professor will grade the course as Credit (CR) or No-Credit (NCR). To receive a CR grade, the student must complete and submit all required course work and assignments as outlined in the course syllabus, and provide the university professor two work evaluation forms completed and signed by the supervisor assigned supervisory responsibility by the business. All work must be completed by the end of the term in accordance with University policy.

School of Christian Studies

Practicums within the School of Christian Studies, undergraduate and graduate, are undertaken as part of a practicum course. Supervision & tracking is multi-layered. 1) Students participate in weekly sessions with the course instructor--reports, analysis, reflection, and assignments are submitted and discussed. 2) Each student participates in supervised learning experience, with an onsite mentor. Biweekly review sessions with the mentor and student review experiences--this is in addition to regular class meetings. The practicum "Supervised Learning Outcomes Covenant" guides the experiential learning process. Regular reports and interaction with the course instructor assist in vetting the supervised learning experience. 3) Written assignments--research, reports, & journal--guide in recording, tracking, and assessing the overall practicum experience.

School of Education

School of Education interns are post-bac and have been hired by a school district. The district, Wayland Baptist University, and the intern sign a deficiency plan. The deficiency plan lists the remaining required items to complete the internship. We also complete an internship eligibility form. All internships – initial certification and professional certification (Ed Diag, Principal, School Counselor) – require 5 formal supervisions by a university supervisor. The university supervisor creates and document the observation. In addition, the university supervisor may also do several informal observations.

School of Nursing

Nursing always has at least one faculty with 10 students in the clinical or lab.