Nashville State Community College

Course Information

School of Business and Professional Studies
Early Childhood Education
Safe Healthy Learning Environments
ECED 2310 W01
Fall 2024
[Academic Calendar](#)
[Department Website](#)

Instructor Information

Name: Melissa Fleck
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Office Location: Clarksville Campus Office 104
Office Hours: See Document in NS Online Content
For appointments use the scheduling link or scan the QR Code
[Click here to make an appointment](#)

Appointment QR Code

Course/Catalog Description

A study of the basic principles and practices of safety, health, and nutrition as they relate to the early childhood setting, home, and community for children ages birth through eight. Topics include a study of the principles of creating appropriate learning environments for young children. Field experience required. This course is eligible for prior learning credit (visit program website https://www.nscc.edu/documents/programs/eced-pla-opportunities.pdf for more information.

Course Delivery

Online: ECED 2310 is an online course in which all the content and interactions will be accessed through the [NS Online D2L](#) course.

Credit Hours: (3 credits)
Prerequisites: (none)

Course Policies

This syllabus sets forth the expectations for course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

Purpose of the Course

The purpose of this course is to prepare candidates for future professional practice in early childhood education that includes real world application that the course provides relating to the early childhood field. Each student is expected to actively contribute as individuals using online resources that will include communication, time management, and project management skills.

Structure of the Course

The course is designed for students to explore topics related to current practices and policies related to the creation of safe, healthy, learning environments for young children. Students will work through the course in weekly modules that contain resources (assigned textbook readings, articles, videos, and website explorations) to support increase your knowledge and understanding on a particular topic related to your work with children, families, and the community in an early childhood setting. Students will apply the content through weekly activities, quizzes, assignments, projects, and discussions. Module content will remain open and available throughout the course. There are no predetermined class meeting times, but students are expected to meet predetermined deadlines and communicate with the instructor, and peers regularly. All assignments are due on Monday at 11:59pm unless stated otherwise on the class schedule linked in the Getting Started Module.

Required Textbook(s) & Other Materials:

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course.

Textbook(s): *Health, Safety, and Nutrition for Young Children (10th edition), Marotz*
ISBN: 9780357040775
Reference Materials: Tennessee Early Learning Developmental Standards (TNELDS)
                               National Center for Pyramid Model Innovations
Supplies: Access to a computer/laptop with internet access, and web camera.

Textbook Information
Before courses begin, you should make sure you have the correct textbook and materials for each course. You can look up your courses on the bookstore's website using your A# or by entering your course information.

Digital Course Materials (DCM):

To ensure the lowest cost for students, this course includes a materials fee. This means that some, or all, of the required textbooks and materials for this course are available through your *NS Online* course shell. When you register for this course, the charge will appear on your account. If you decide you do not want to purchase the course materials embedded in *NS Online*, you can opt out of the program until the end of the second week of classes. If you opt out, you will be responsible for obtaining the required course materials on your own. For more information, please visit the NSCC Bookstore at www.nscc.edu/dcm.

Accommodation and Accessibility Needs

If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center as soon as possible at 615-353-3363 or accesscenter@nscc.edu.

Honors Option

Honors credit is available in some classes. If you are interested in participating in the Honors Program, please contact your instructor within the first four weeks of class.

Learning Objectives (Course Level Learning Outcomes)

To successfully complete this course, the student is expected to:

1. Identify the practices, professional guidelines, and relevant regulations for providing a safe, equitable, indoor, and outdoor environment to support each child's individual needs. (1b, 6b)
2. Demonstrate knowledge of the principles for creating safety, health, and nutrition practices in the early childhood setting. (1c)
3. Identify appropriate resources in the community related to health, safety, and nutrition. (2c)
4. Identify, describe, and compare strategies to create a developmentally appropriate and inclusive learning environment to foster children's physical and mental health, safety, and sense of security. (4a, 4b)
5. Identify and reflect on the role of early childhood educators as informed advocates for young children, families, and the profession. (6a, 6e)

National Association for the Education of Young Children (NAEYC) Standards and Competencies

The Professional Standards and Competencies for Early Childhood Educators is a position statement of the National Association for the Education of Young Children that is held on behalf of the early childhood education profession.

The following NAEYC Standards and Competencies are addressed in this course.

Child Development and Learning in Context

1b. Understand and value each child as an individual with unique developmental variations, experiences, strengths, interests, abilities, challenges, approaches to learning, and with the capacity to make choices.

1c. Understand the ways that child development and the learning process occur in multiple contexts, including family, culture, language, community, and early learning setting, as well as in a larger societal context that includes structural inequities.

Family–Teacher Partnerships and Community Connections

2c. Use community resources to support young children's learning and development and to support families, and build partnerships between early learning settings, schools, and community organizations and agencies.

Developmentally, Culturally, and Linguistically Appropriate Teaching Practices

4a. Understand and demonstrate positive, caring, supportive relationships and interactions as the foundation of early childhood educators' work with young children.

4b: Understand and use teaching skills that are responsive to the learning trajectories of young children and to the needs of each child, recognizing that differentiating instruction, incorporating play as a core teaching practice, and supporting the development of executive function skills are critical for young children.

Professionalism as an Early Childhood Educator

6a: Identify and involve themselves with the early childhood field and serve as informed advocates for young children, families, and the profession

6b. Know about and uphold ethical and other early childhood professional guidelines.

6e. Develop and sustain the habit of reflective and intentional practice in their daily work with young children and as members of the early childhood profession

Course Policies

As candidates in the Early Childhood Education program, you should strive to obtain as much knowledge and improve skill sets that will aid your work as a future educator. As a NSCC student working in an online environment, you should be courteous, thoughtful, detailed, and diligent in your coursework. Lack of initiative or motivation will make it more difficult for you to complete this course successfully. Remember your WHY. You're here to make a positive impact in the lives of children and families and grow as an early childhood professional. This requires you to take advantage of the learning opportunities offered in this course.

Student Responsibilities

My goal is for you to excel in this class and to develop the skills necessary to succeed in your chosen career. However, you have the major responsibility for doing well. Achievement of

course objectives will require you to know what you need to do to improve your performance and do it. You are expected to research all materials and software needed to complete your projects, apply the feedback returned to you, and document your process throughout. You cannot meet the objectives of this course by being a passive learner. As the semester progresses, you should be able to implement several ideas to improve your performance. In addition, you are expected to ask questions to clarify expectations, evaluations, or other aspects of the course not clear to you. Schedule 5-7 hours per week to complete the content, discussions, activities, quizzes, and projects. Check your NS Online email regularly inside this course.

Nashville State provides many student resources for academic and personal support; see the "Nashville State Community College Resources" section of this syllabus for more information.

Academic Integrity and Student Authentication

This course strives to utilize scholarly writing and plagiarism detection tools like Turnitin. The use of artificial Intelligence such as *ChatGPT, iA Writer, MidJourney, DALL-E, etc. to* complete course activities and projects is prohibited. Cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in your future career. Nashville State has a clear Academic Misconduct Policy that you are expected to follow. The instructor has the authority to assign an "F" or a "zero" for such violations or for the term grade.

Contact Preferences

As we learn in this course, communication preferences vary. I do my best to communicate with you through a variety of formats. Email or text is preferred as my primary modes of contact. Be sure you use your NSCC student email and put "ECED 2310" in the email header. State your question or issue in detail so I can answer it effectively. Reply times may vary from 24-48 hours but I may answer you sooner if I am available. I am available during working hours and by appointment (see Instructor Schedule listed in Getting Started Module).

If you need to contact me over the weekend, please do so by texting 615-398-0809 and I will respond when available (a response should not be expected on the weekends) . I do not check email over the weekend. Additionally, we can meet in my office, by phone and/or zoom for any scheduled appointments.

Instructor Presence/ Communication Plan

You can expect a weekly email update reviewing the module expectations and assignments as well as a video to supplement an overview of materials. You can expect feedback on course assignments between 7-10 days of the due date. You will be notified if there is a need to vary this schedule.

Please review all your assignment feedback. I provide you with details on what you did well and how you can improve. This remains critical as you continue to progress through the course.

Communication is key. I encourage you to reach out with any questions, comments, and even ideas (check out the cafe on the discussion board). We learn through collaboration.

Participation/Attendance

Participation in this course is dependent entirely upon the student. Along with the required readings and assignments, this course will challenge you to prioritize good time management. You should make it a point to regularly login to the NS Online course at least 3 times a week to check course announcements, posts and respond to weekly assignments, and to communicate effectively with the class and the instructor. Online courses do abide to the Code of Federal Regulations (see NSCC Student [Course Engagement Record-Keeping and Reporting](#)) and will be required to submit assignments within the first three weeks of the semester within NS Online D2L.

Time Management/Expectations

This online course may require approximately 5-7 hours each week to complete all necessary assignments. Just like in face-to-face courses, students may be expected to expect 2-4 hours of homework per credit hour on average in a college course. Associated weekly readings and assignments will also be expected to be completed quickly so plan accordingly. **Pro Tip:** Access the course early in the week and manage time accordingly to complete weekly expectations. Treat this course like a part-time job and set aside several hours a week to dedicate to completing your projects and weekly assignments. Some weeks may be lighter than others, but the work ethic you represent will affect your ability to meet the course learning objectives and successfully pass this course.

Late Work

See the Couse Schedule and Assignment Due Dates for specific dues dates for each assignment. All due dates are Central Standard Time. To receive full-credit, assignments must be submitted on time. A two-day grace period will be given for assignments, and quizzes. *Students who need an extension beyond the two-day grace period should send an email request 24 hours prior to the due date.*

Assignments with an approved extension can be submitted up to 7 days beyond the original due date. Late assignments (any work submitted beyond the due date and time) will have points deducted: There is a 10% deduction based on total points possible, for any assignment submitted after the due date. See example below:

> *EXAMPLE: An assignment worth 100 points is due Nov. 10th. A student submits the assignment after the due date, but by Nov. 17th, a week later. The assignment is late and will have 10% (10 points) deducted from the total score. As for grading, if you turned in the assignment late and earned 90, 10 points will be deducted, and your final score will be 80.*

Assignments submitted late will be graded as time allows, and by the end of the semester.

It's important to keep on track in the course. Continuously delayed submissions will only cause you to fall farther behind. If you are having trouble, please communicate with the course instructor.

Discussions and Exams are not accepted beyond the due date.

Document Formatting and Submission
Students must submit assignments in Microsoft Word format, or PDF format using 12-point font. Spelling, grammar, and punctuation are important so make the effort to submit your best work. All assignments must be submitted to the Assignment Dropbox to receive a grade.

Student Netiquette
I expect you, and your peers, to act as professionals throughout the entirety of the course. This includes posting contributions for communications, discussion contributions, consistent documented progress, and meeting of all established milestones and deadlines. In this course, you are expected to comply with the NSCC Standards for Netiquette, which emphasizes respect, dignity, and integrity.

Assignment Descriptions
For each of the activities listed below, be sure to follow the deadlines provided on the **Course Schedule**, which is available in the Getting Started Module.

Formative Assignments
- **Getting Started Activity:** These activities will be completed in week one and allow each student to reflect understanding of the course expectations and learning objectives. The activity will collect general information about a student's experience working with young children, degree plan, and contact information. Each student will upload a photo to the online profile. There will be a quiz to assess understanding of course expectations. There will be an Introduction Discussion for each student to introduce themselves to the instructor and peers. Also included in the Getting Started Activity is a syllabus sign off that will be sent through the course email. This allows each student to learn how to use the course tools and connect with the instructor through the course email in D2L.
- **Project Review Quizzes:** There are two projects included in the course. Each student will have the opportunity to read through the project instructions and grading rubric. Each student will complete the quiz to assess understanding of each project. The course instructor will review the quiz results and provide feedback and clarification of expectations for each project.
- **Module Quizzes:** Some modules will contain a module quiz. Each student will be given the opportunity to apply knowledge from the assigned readings and content. Each student will be given two attempts for each quiz. The highest score will be recorded in the gradebook.

- **Discussions:** Each module includes a discussion. This is a place where students come together to share perspectives and collaborate on ideas from course content. Each student will make an original post, review peers' posts, and provide a thoughtful response to at least two of their classmates. There is a discussion grading rubric to communicate discussion expectations and criteria. Discussion must be submitted by the deadline to earn points.
- **Case Study:** One module will include a case study. This is an opportunity for each student to apply knowledge to real world scenarios. The case study will include a scenario and specific questions for students to answer and submit to the Dropbox.
- **Communicable Illness Handout:** The purpose of this assignment is to help students become more informed by developing a handout that includes the signs, symptoms, actions to take, prevention, and possible long-term effects of communicable illnesses commonly found in early childhood settings.
- **Playground Evaluation:** The purpose of this assignment is to help students become mindful of playgrounds that meet accessibility and safety standards. Each student will visit a community playground and evaluate the selected playground for accessibility and create a plan for improvement based the completed evaluation.
- **Safety Scenario:** The purpose of this assignment is to help students apply principles of risk management to prevent unintentional injury in common situations that may occur in an early childhood setting. Each student will respond to specific safety scenarios to develop competency in preventing unintentional injuries.
- **Emergency Preparedness Activity:** The purpose of this assignment is to help students think about ways to proactively support young children in emergencies. Each student will select learning activities to teach emergency and disaster preparedness to young children to prepare children physically and emotionally for emergencies and disasters.
- **Cooking Project Activity Plan:** The purpose of this assignment is to help students plan the cooking activity for the cooking project. Each student will complete the cooking project activity plan and include a list of possible documentation to collect while doing the cooking project with the small group of children
- **TN Mandatory Reporter Child Abuse Training:** The purpose of this assignment is to help students recognize the signs and symptoms of child abuse and to understand the law for reporting suspected child abuse in the state of TN.
- **Mental Health Info graph:** The purpose of this assignment is to help students understand the many factors that contribute to a mentally healthy early childhood classroom. Each student will create an infographic (a visual representation of information about a specific topic) of ways a teacher can provide a mentally healthy environment for young children.

Summative Assignments
- **Outdoor Learning Project:** In this assignment you will plan a safe, inclusive, engaging, developmentally appropriate outdoor learning environment that connects children to nature.
- **Cooking Project:** In this assignment each student will plan, implement, document, reflect, and evaluate a developmentally appropriate cooking experience with young children. The completion of this project will provide an opportunity to apply knowledge to a real-world environment where you will practice leading a learning experience with young children.

Grading Policy and Feedback
There are several gradable elements in this course. Be sure to review the grade scale to view each assessment and the associated points. Be sure to follow the associated rubrics for assignments. The instructor will provide feedback on each assignment. The purpose of the feedback is to improve your work and you should strive to reflect and improve your own learning when given these opportunities.

Grades are posted in the Gradebook on NS Online. All your grades are visible to you, and you can track your progress in the course. If you have questions about grades please email the instructor using the course email in D2L.

All Early Childhood Education Majors must earn a grade of C or better to pass the course. Any student who does not submit both projects and/or earns a grade lower than C will be required to retake the course to earn credit towards degree completion.

Redo Policy
After instructor feedback has been provided, any student can send an email request to the instructor to resubmit an assignment for additional points. The email should clearly communicate which assignment the student is resubmitting to earn additional points. The instructor will communicate the approval to the student and provide access to the Dropbox. All redo assignments must be submitted to the Dropbox within 7 days of receiving instructor feedback, and no more than 14 days of the original due date. Discussions, Quizzes, and Projects are not eligible for redo.

Rubrics
This class uses rubrics. A rubric is a scoring guide for assignments that details criteria for earning points. It is expected that students follow instructions carefully, study the grading criteria, and ask questions if they do not understand an assignment. For some assignments, you will be required to complete the grading rubric as a self-grading component of the assignment. The purpose of this self-grading is to focus your attention on the expectations for the assignment and enhance your own self-evaluation and critical thinking skills. Completing the rubrics will help you practice self-assessment and identify areas for improvement; these are very important skills for early childhood professionals. Even though you may submit a self-scored rubric, the instructor will make the final determination on all grades and scores.

Grading Scale and Weighting

Grade Weighting: Each assignment in the course will count towards a calculated weight distribution.

Assessment	Points	Approximate Percentage of Grade
Getting Started Activity (1) • Student Profile • Student Photo • Email Confirmation Syllabus Statement	12	2%
Module Quizzes (4 @ 10 points each)	40	6%
Project Review Quiz (2 @ 10 points each)	20	3%
Module Discussions (8 @ 10 points each)	80	12%
Case Study (1)	20	3%
Communicable Illness Handout (1)	40	6%
Playground Evaluation (1)	40	6%
Safety Scenario (1)	20	3%
Emergency Preparedness Activity (1)	20	3%
Cooking Project Activity Plan (1)	20	3%
TN Child Abuse Training (1)	10	2%
Mental Health Info graph (1)	20	3%
*Outdoor Learning Project (1)	175	27%
*Cooking Project (1)	140	21%
*Each student must submit both course projects to meet learning outcomes and pass the course.	Total Points: **657**	100%

Grade Scale

- A = 90%-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = below 59%
- FA (never withdrew and stopped attending)
- FN (never attended)

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F. An FN is awarded to students who never attended class.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

Technology Statement

- All classes at NSCC are web enhanced.

- It will be essential for students to have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials and technologies through D2L/NS Online course shells.

- Students may also be required to use free video conferencing platforms (ex: Zoom, Teams) for classes and meetings.

- Students will be responsible for appropriate dress while on video, to ensure a distraction free environment (mute sound as needed) and to ensure their background is neutral for others to view.

- If you have questions or concerns regarding access to a computer or internet resources, please review [Nashville State's Laptop Loaner Program and Internet Access](#) information or contact your instructor.

- Certain publisher materials or supported technologies may not work on cell phones, mobile devices, or Chromebooks.

Minimum Technology Requirements

Students taking courses that utilize online learning will be required to access a reliable computer and high-speed internet. You should have or will acquire the following technology skills throughout this course:

1. Downloading and installing software applications.

2. Using Microsoft Office 365 (or similar alternative software) to draft and save in multiple file formats.

3. Copying and pasting between documents and D2L. To **select all** press and hold *Ctrl* (the control key) on the keyboard and then press the *A* on the keyboard. To **copy**, press and hold *Ctrl* and then press the *C* on the keyboard. To **paste**, press and hold down *Ctrl* and then press *V*.

4. Communicate effectively using a webcam and microphone in synchronous interactions using supported video conferencing tools (Zoom or Microsoft Teams) to participate in video conferencing sessions, view recordings, or create recordings (if applicable).

5. Using D2L to upload files, post to discussion boards, complete tests, and submit files and assignment entries (where applicable).

6. Using NSCC email accounts to communicate with your instructors.

If you need additional support with any of these technology skills, please schedule an appointment with the Learning Center to meet with a Tech Tutor.

You should also have access to the following software and hardware:
- Computer or Laptop; Chromebooks or mobile devices may not be sufficient.

- High-Speed Internet

- **Internet Browsers:** Google Chrome and Firefox are the recommended browsers to use with NS Online D2L.

- Install Office 365 (free)

- **Mandatory Accessory:** Webcam (built-in or external),

- Recommended Accessory: Noise-cancelling headphones/microphone (external, not one built into your computer)

- Student Wi-Fi Zones: Wi-fi is available for students on all campuses.

- **How to Login to Student WiFi**: Nashville State also has WiFi Zones in designated parking areas at its **White Bridge**, **Clarksville**, **Humphreys County**, and **Southeast** campuses.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

NS Online/ D2L

It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes. To register or access Nashville State online courses, go to NS Online. NSCC web courses have a "W" section number. Any course ending with section number R50 is a TN eCampus course.

Student Email

Find student email within Office 365. Use your student email address as the login ID and your myNSCC password. Download the Microsoft Office suite once you are logged in by clicking the "Office 365" download link on the upper left.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). Nashville State complies with the Americans with Disabilities Act (ADA) and so provides accommodations for students with a documented physical, emotional, and/or learning condition. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615-353-3363, or e-mail accesscenter@nscc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

Academic Misconduct

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the Academic Misconduct Policy in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an "F" or a "zero" for the exercise, paper, or examination, or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

Classroom Misconduct

Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

Sexual Misconduct Policies

It is the policy of Nashville State Community College, in order to maintain an environment in which the dignity and worth of all members of the institutional system are respected, that sexual harassment of employees or students is prohibited. Such conduct is a form of behavior, which seriously undermines the atmosphere of trust essential to the academic environment. This policy is consistent with federal and state laws prohibiting sex discrimination. It is also a policy of the University that willful false accusation of sexual harassment shall not be condoned. Review NSCC's Sexual Misconduct Policies.

Copyright

Nashville State Community College urges everyone in its community to abide by the computer acceptable use policy and comply with copyright law. Copying or sharing music or other copyrighted material, including software, without a permissible copyright defense, such as Fair Use, or a valid license, is not only a violation of the colleges and the Tennessee Board of Regent's policies, but also illegal. It may have dire personal consequences and jeopardize the individual's continued enrollment or continued employment, as well as future job prospects.

Acceptable Use Policy (PDF)

Academic Early Alert System

Nashville State Community College uses an Early Alert System to let students know of a faculty member's concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student's academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring provides assistance beyond the classroom to help you make the most of your college education.
- These resources include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, and procedures on campuses.
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

Nashville State Community College has a relentless commitment to the transformation of our institution through the intentional design of college experiences that expect and promote excellence from students, faculty, staff, and administration. We consider equity to be an obligation of higher education. We strive to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We do this through an evidence-based and collaborative effort, understanding that our student population has diverse needs that must be addressed. We recognize that this effort may not always be comfortable and that partnering with students is the driving force to overcome barriers to success.

Academic Freedom

"Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matters which have no relation to the subject." The preceding comes from the American Association of University Professors' statement on academic freedom. Though the entire statement speaks to many issues, it is this portion on the conduct of the course that is most relevant. This means that faculty members have the right to conduct their classes in a fashion they deem appropriate as long as the material presented meets the learning objectives laid out by the entire faculty.

Financial Aid and Attendance

The College is not an attendance taking institution as defined by [34 CFR 668.22(b)(1)](#) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes and laboratories.

- Absences in a course may affect a student's final grade.
- Tardiness may also affect a student's final grade.
- Students are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.
- Students who are sick or not well enough to attend class must notify the instructor as soon as possible before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as reasonably possible.
- If a student has an unavoidable conflict with a scheduled class session, students must notify the instructor, preferably before the class session, or as soon as possible.

For purposes of financial aid continued attendance is determined via engagement in the course. This can be accomplished in several ways including, but not limited to, continued attendance and/or participation in on-ground class sessions, participating in D2L as prompted (e.g., responding to an instructor's email, posting to a discussion board), and/or completing and submitting assignments.

Inclement Weather, Campus Closings, and RAVE

Emergency events can happen at any time, and Nashville State Community College wants to notify students if and when they occur. For this reason, all students can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: https://www.getrave.com/login/nscc.

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check [the Nashville State web site home page](#) at www.nscc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Your RAVE Username is your NSCC email address. If you have never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you. Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor

regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy (not applicable to online classes)

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course or e-mailing through D2L/NS Online. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.