

**Nashville State Community College
Social, Behavioral & Applied Sciences**

2018 Master Course Syllabus

NSCC 1010 – First Year Experience

(This master course syllabus template is a general guide for providing an overview of each course offered at Nashville State. Each instructor will further clarify specific criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her individual course syllabus.)

Course Information

Course Title: NSCC 1010 – First Year Experience

Credits: 1

Class Hours: 1

Course Description

A one credit hour course designed to meet three hours per week for five weeks introducing first year students to strategies and resources for academic success. Students will set academic and career goals and explore the connections between these goals and their degree plan. Students will also identify college resources, study skills, and technologies that support their path towards graduation.

Instructor Information

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Required Textbook

Textbook: *Step by Step to College & Career Success* – custom, by John A. Gardner and Betsy O. Barefoot
(Publisher: Bedford/St. Martin's, 2016)

ISBN: 9781319137434

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. 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 at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

Course Outcomes

Upon successful completion of this course, students should be able to:

- Identify student support resources for achieving academic success.
- Create academic and career goals.
- Explain and apply strategies that support academic success.
- Describe personal barriers to academic success and how you will overcome them

Course Assessments

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

ASSESSMENT	TOTAL POINTS
Career Goals and Reflection Assignment	100 points
Academic Plan Assignment	100 points
College Resources Final Exam	70 points
Introduction Discussion Post and Reply	10 points
Everfi Online Modules Financial Well-being Part 1 <i>Completion of Part 2 for 5 Bonus Points</i>	10 points
Everfi Online Modules Financial Well-being Part 1 <i>Completion of Part 2 for 5 Bonus Points</i>	10 points
At Instructor Discretion	100 points
Total Points	400 points

Grading Policy

The instructor will adhere to the point distribution outlined above. All assessments will be graded within one week after the deadline for that assessment.

Late Work Policy & Make-up Procedures for Missed Assignments and Work

At Instructor Discretion. Each instructor will provide policy.

Attendance Policy

1. Each student is expected to be on time, attend all scheduled classes, and stay for the entire class session.
2. An absence is defined as non-attendance for any reason, including illness or emergency.
3. If a student is absent from more than 20% of the classes, that student will receive an F.
4. At instructor discretion: accumulation of tardies may count as an absence and missing a significant portion of the class may count as an absence.

5. At instructor discretion: a make-up class may be arranged before the end of term for students that need to make-up one absence to avoid an F due to breaking the attendance policy.

(Each instructor will provide additional information on how attendance influences student assessment and grading.)

Grading Scale

Letter Grade	Percentage Range
A	90 – 100%, 360-400 points
B	80 – 89%, 320-359 points
C	70 – 79%, 280-319 points
D	60 – 69%, 240-279 points
F	Less than 60%, less than 239 points

FA

According to NSCC policy, if a student fails a course, but has not officially withdrawn from the course, and her/his last date of attendance is before the last date to withdraw the student will receive a grade of FA (i.e., “Failure for Attendance Reasons”).

FN

An FN is awarded to students who never attended class.

Technology Statement

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

D2L/NS Online and myNSCC

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.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.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.

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.

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.

(Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.)

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.

RAVE Emergency Alert System

Emergency events can happen at any time and Nashville State Community College wants to be able to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://www.getrave.com/login/nscc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've 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.

Inclement Weather & Campus Closings

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.nsc.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.

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

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. 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.