

Nashville State Community College

Course Information

Business and Professional Studies
Business Communications
ADMN 1310
Seven Week Term
[Academic Calendar](#)

Instructor Information

Name: Karen Kendrick
NSCC Email: Karen.Kendrick@nsc.edu
Phone or Zoom Link: 615-500-7601
Office Location: C-232-C
Office Hours: TBA
Class Session Zoom Link (if virtual):

[Course/Catalog Description](#)

ADMN 1310 - Business Communications

3 Credits
3 Class Hours

A study of the principles, practices, and review of grammar and mechanics of various types of effective written and oral business communications. **Prerequisite(s):** Level 2 placement in English and Reading. **Note:** Administrative Professional Technology majors should complete ADMN 1305 before enrolling in ADMN 1310.

Semester Availability: Fall, Spring

Not part of a Tennessee Transfer Pathway

Course Delivery

Online: ADMN 1310 is an online course in which practically all the content and interactions will be accessed through the [NS Online D2L](#) course. (Online course offerings are expected to be 100% asynchronous. Instructors may add synchronous content to the course, but it should be optional or recorded and available to be viewed later. Mandatory synchronous interactions must be stated in the original course catalog description to inform the student of these types of requirements before registering for an online course. This includes required test proctoring or “in class” meeting requirements.)

Credit Hours: (3 credits)

Prerequisites: Level 2 placement in English and Reading. Note: Administrative Professional Technology majors should complete ADMN 1305 before enrolling in ADMN 1310.

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 support learner's goal to become effective communicators in their chosen professional setting.

Structure of the Course

Learners will complete seven lessons in this seven-week course. Each lesson covers two chapters with quizzes, assignments, and discussions designed to support building business communication skills relevant to the current business environment. There are four exams taken throughout the course. There is one presentation project which will be prepared and delivered via video/recorded Zoom presentation.

All learning materials are available on day one of the course. With the exception of an assigned project, a lesson is scheduled to be completed in one week with cut-off dates published in a course schedule. The project is assigned at the beginning of the course and delivered by learners near the end of the course.

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.

Required Textbook(s) & Other Materials:

Textbook(s): Essentials of Business Communication, 12th edition. Mary Ellen Guffey & Dana Loewy. Cengage Publishing, 2023.

Students have already purchased an e-text copy of this textbook. Loose-leaf copies are available through the NSCC bookstore and direct from the publisher if a student prefers to work with a hard copy text.

- ISBN: 9780357714973 - Hardcopy version. Students wanting to use a hard copy product should shop the various book vendors and websites including the publisher website (www.cengage.com). Several vendors and the publisher offer rental of hard copy textbooks.

- Access Code: None. Students will use link on course homepage to register with online materials.
- Reference Materials: None
- Supplies:
 - A PC computer running on a recent operating system (Windows 10 or higher) with Office 2021 365 installed which includes Word and PowerPoint. All NSCC students can download Office 365 to a personal computer (for free) through their myNSCC account/page. No additional software purchase is required.
 - A computer with a camera and speaker/microphone which supports the taking of tests in Respondus Monitor Lockdown browser. A practice exam is available in the course to help you know early whether your computer is Respondus ready. If your computer does not meet the Respondus Monitor system requirements, you may take the exams in the NSCC test center.
 - A fast and reliable internet connection.
 - A flash drive or other storage device to save completed work securely.
 - Optional for extra-credit: Access to a scanner (can be an app on your cell phone)

Textbook Information

Before courses begin, learners 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.nsc.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@nsc.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)

Course Outcomes:

- Explain communication processes in business.
- Explain the importance of team communication in the workplace.
- Define possible barriers to intercultural communication.
- Apply the concepts for writing and proofing letters, memos, emails, business reports, proposals, and oral presentations.

Course Competencies:

The following are general education or detailed course competencies intended to support the course outcomes:

Lesson 1

- Describe communication skills that fuel career success in a digital age marketplace.
- Analyze a moment of communication using a model to determine effective transmission of a message.
- Describe the goals of business communicators.
- Explain the goals of the three phases of the business writing process.
- Match appropriate communication channels to the audience and purpose of a business message.
- Apply writing techniques to improve the tone, clarity, and effectiveness of a business message.

Lesson 2

- Write effective sentences that avoid fragments, run-ons, and comma splices.
- Write sentences that use active and passive voice effectively.
- Write sentences that use parallelism and placement of modifiers to deliver clear messages.
- Write sentences that are concise, clear, and correct.
- Analyze a message and decide whether the message should be sent using the *direct* or *indirect* strategy.
- Identify five areas to address in general proofreading.
- Explain ways to improve readability with effective document design.

Lesson 3

- Compare informational reports to analytical reports.
- Produce a short informational report.
- Describe the planning process for business presentations.
- Use techniques of organization to encourage audience “buy in” for ideas presented.
- Identify basic visual design principles.
- Utilize delivery techniques which encourage an engaged audience.
- Prepare and deliver a presentation.

Lesson 4

- Identify the unique formatting of the various channels through which neutral and positive messages—e-mails, memos, and business letters—travel in the digital era workplace.
- Explain best practices in messaging and texting in the contemporary workplace.
- Write direct messages that make requests, respond to inquiries, or deliver step-by-step instructions.
- Prepare messages that make direct claims and voice complaints including those messages posted online.
- Compose adjustment messages that restore customers' trust and promote goodwill.
- Create special messages that convey kindness and goodwill.
- Produce the text of a letter or email asking for information.
- List best practices for “special messages” (thank you's/condolence messages) required in the professional setting.

Lesson 5

- Explain the strategies and goals of business communicators in conveying negative news.
- Describe the direct and indirect strategies in communicating unfavorable news.
- Identify the components of effective bad-news messages.
- Compare the delivery of negative messages to internal vs. external customers.
- Write a bad-news message letter.
- Explain the AIDA method of persuasion.
- Craft persuasive messages that request actions.

Lesson 6

- Describe digital tools that support a job search.
- Contrast the open and hidden job markets.
- List digital tools that support resume creation.
- Prepare a resume using current trends.
- Describe current trends as well as the purposes, sequence, and types of job interviews.
- Describe how to prepare for, participate in, and respond after a job interview.
- Create an online presence that will support a meaningful career.

Lesson 7

- Explain the benefits of developing professionalism and business etiquette to improve career advancement.
- Describe techniques to enhance face-to-face communications.
- List techniques for listening that improve communication.
- Describe techniques to project a positive image in a business phone call.
- Discuss considerations when communicating across cultural and language barriers.
- Identify best practices for participating in virtual and face-to-face meetings.
- Describe considerations and best practices when using non-verbal communication.
- Use active listening techniques.
- Identify factors which promote intercultural communication.

The following are general education competencies intended to support the course outcomes:

- Write clear, well-organized documents.
- Locate, evaluate, and use multiple sources of information.
- Prepare and deliver well-organized oral presentations.
- Use critical thinking skills.
- Use and adapt current technologies.
- Appreciate cultural diversity and the influence of history and culture.

Course Policies

While most courses engage learners in content and skills that will be applied later in their professional life, this course focuses on helping learners communicate. The skills and practices that will be seen in the course can help learners communicate better today.

Student Responsibilities

Learners are invited to use the course syllabus, schedule, and lesson resources to support their goal of successful completion of the class. In this online class, the instructor will not always know the questions or challenges you are having. Reach out early and often when barriers are encountered. The instructor can make an appointment with you via Zoom or in-person to work on areas where some assistance is helpful.

Academic Integrity and Student Authentication

Learners have started this academic journey to prepare for a future career. Because of this, it is important that learners engage fully with the materials and assignments presented in the course. Learners are expected to submit work that they have created for this class and this semester.

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 semester grade.

The instructor follows the NSCC Student Code of Conduct and assigns a grade of zero to the assignment when there is an instance of a breach of academic integrity.

The instructor uses two specific tools which give learners feedback on their toward academic integrity. The tools are meant to support and document your hard work.

1. Assignments which are submitted to a course assignment drop box are automatically assessed by Turn It In software looking for similarities to other work found throughout the internet. Work carefully and source completely on work submitted for grading to avoid any hint of academic misconduct. Students will receive a “Similarity Score” (found in the assignment box) soon after an assignment has been submitted. As a general rule, if your similarity score is

higher than 10%, look at your submission and consider whether it is the best representation of YOUR work. If time permits you may turn the assignment in again to lower your similarity score and earn full points as shown on the related rubric. Turn It In is used to support student self-awareness. Use it to your advantage.

2. Exams are taken in Respondus Monitor Lockdown Browser. Exam sessions taken in Respondus Monitor Lockdown Browser are recorded (both taker's face and background and the computer screen view). The instructor has access to the test session. The software is used to provide a convenient way for students to take exams. Students who prefer not to be taped may take exams in the NSCC test center located on any campus.

Each exam has a related Content folder with instructions for successful exam completion. Look for the instructions at the top of the folder.

Artificial Intelligence generated work is not considered the original work of the student and will be assigned a grade of zero.

Contact Preferences

An instructor's NSCC Outlook email is subject to the Tennessee Sunshine laws which means any citizen can (theoretically) ask for copies of our email. To protect your privacy, NS Online email is the best way to contact the instructor. Go to the course Communications tab, choose Classlist, and then select the instructor's name and open the email form. The course name/identifier is automatically inserted as the subject line. Go to the end of that identifier and add a couple of words to help the instructor know (generally) why you are writing. In the message box, state your question or issue in detail so the instructor can answer it effectively. The instructor's goal is to reply within 24 hours during the business week. Email received after noon on Friday will be answered by noon on Monday.

In addition to working by email, the instructor can set aside time for one-on-one appointments in person or via Zoom within their available office hours.

Note: The instructor's office/desk phone number operates in Microsoft "Teams". If you leave voice mail, it is translated via voice recognition and is not always the most accurate. For the best service, please do not leave a voice mail. Follow-up with an email.

Instructor Presence/ Communication Plan

The instructor's goal is to grade assignments and exams within one week of the cut-off date for that assignment. Research shows that "like assignments" are most fairly graded when the grading is done in one session. The instructor leaves comments on the attached rubrics as well as in the assignment boxes. The chapter quizzes are graded by the software which supports NS Online. You may work those quizzes as many times as you would like.

Participation/Attendance

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric.

The attendance policy for this class is: In this online course, attendance is signaled by logging on to the NS Online course, participating as prompted (e.g., responding to an instructor's email, posting to a discussion board, and/or completing and submitting assignments). Campus closures do not affect attendance and assignment completion in online courses.

For financial aid purposes, attendance is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in NS Online as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Time Management/Expectations

This 7-week online course may require approximately 15 to 20 hours a week to complete all necessary assignments. **Pro Tip:** Treat this course like a part-time job and set aside several hours a day to dedicate to completing your projects and weekly assignments. Some weeks may be lighter than others, but your efforts will affect your ability to meet the course learning objectives and successfully pass this course.

Late Work

To protect the privacy, security, and integrity of students' work, no assignments are accepted via email. All assignments and discussions must be submitted to the appropriate assignment or discussion box within NS Online. This allows the grade to be attached to the submitted work within the grading system.

Any work which is not submitted by the cut-off date is assigned the grade of zero. Assignments, discussions, and exam deadlines are firm. The instructor believes all students are engaged and intend to complete all work.

At the same time, the instructor understands that you are adults and have the realities of the adult world to deal with. (The boss requires unexpected overtime; the baby has a bad night; your flu shot wasn't as protective as you had hoped; or the computer crashes just as you sit down to do your work.) The box below shows the number of grades in each category which are dropped before the course grade is calculated to help students navigate the unexpected.

| Grading Category | Number of Lowest Grades Dropped |
|---|---------------------------------|
| Chapter Assignments and Discussions. Most lessons you will submit at least one assignment file or a quiz as that week's assignment <u>and</u> one discussion prompt. | 3 |
| Tests – Any exam/test not taken by the deadline is assigned a grade of zero. | 0 |
| Presentation – If the presentation is not turned in, the assigned grade becomes a zero. The presentation must be submitted to both the corresponding discussion box AND the corresponding assignment box to earn credit. | 0 |
| Quizzes – There is a quiz for each chapter. | 2 |

The idea is that the equivalent of about one week of work is dropped. If you complete all required items, the course grade software looks for the lowest items in each grading category as shown below. If a student misses work, the zero recorded for that week becomes a dropped item up to the number of lowest grades dropped.

Watch exam due dates as they are firm.

Because the instructor understands the importance of grades to eligibility for financial aid, if you inadvertently miss a discussion or a chapter assignment, go ahead and work it and hold onto the file. If your calculated course grade is lower than a "C" (in other words, your calculated grade is a grade of D or F), your instructor will allow you to submit the work at the end of the semester for consideration. However, the grade cannot be improved beyond a C with work submitted late so watch the schedule carefully.

Student Netiquette

In this course, you are expected to comply with the [NSCC Standards for Netiquette](#), which emphasizes respect, dignity, and integrity toward peers and the instructor..

Assignment Descriptions

For each of the activities listed below, be sure to follow the deadlines provided on the **Course Schedule**, which is posted in the second Content Folder labeled *Syllabus*, *Course Schedule*, and *Instructor Contact Info*. Missed activities will result in a zero for that assignment. See additional penalties and policies listed under the Late Work section of this syllabus.

Exams (4) (45% of course grade):

Exams are timed. Exams can be taken on the student's local computer (or in a campus-based lab, if needed.) The proctoring service Respondus Monitor will be used so exams can be taken wherever the student is comfortable and has a reliable internet connection. Exams contain multiple-choice items, discussion questions, and the creation of written documents as examples of business communication. The allowed time assumes the student is well-prepared and well-versed in the material and can answer questions in a time-efficient way. Students may not use notes or access study materials during the exam period.

Respondus Monitor requires students to show picture ID. Students must sit at a table or desk while the exam is taken. A camera is recording sound and video of the test environment. The environment should be quiet. The test taker should be the only person in the test environment.

Three test environment considerations are:

1. Turn off your phone. Answering, handling, looking down at a phone during the test period is an automatic zero for the test. (Remember, the exam is being recorded.)
2. Look directly at your screen. Respondus Monitor reports your test session as unreliable if your eyes and person are not in the recording during the entire test period.
3. Do not leave the test/camera window during the exam. Plan for emergencies and child-care/ pet-care needs before the test is started. If you leave the camera during the exam, the test is recorded as a zero.

Lesson assignments and discussions (30% of course grade):

Assignments are produced in each course lesson. There is generally one assignment per chapter. Most lessons also have a discussion prompt. The skills used to prepare the assignments and discussions are the skills needed to answer/work exam items and to succeed professionally. Assignment boxes use *Turn It In Academic Integrity* software to give feedback on the originality of the work.

Turn It In looks at your submitted file and compares it with files submitted by other students (both at NSCC and nationally). When files are submitted, learners will see the *Turn It In* similarity score. The rubric for the assignments shows the maximum allowed similarity score. (Since everyone is working the same assignment, the integrity software notes similar words.) Work to create your assignments without reliance on the examples or the problem wording to avoid inadvertent high similarity scores. Since the similarity score is only shown after you turn in a file, the assignments can be turned in numerous times if needed to work on lowering your similarity score. For that reason, the instructor grades assignments within one week of the due date of the assignment. Assignments and discussions have a related rubric to show how the submission will be assessed. Use the rubric to earn high scores on each assignment. If you do not understand the rubric, ask. A best practice is to look at the rubric before you complete the assignment!

There is a discussion post required for each lesson. A rubric is attached to the discussion board. The instructor grades discussions within one week of the close date.

Presentation (1) (20% of course grade):

Each student will prepare a presentation on a topic assigned by the instructor.

Because the use of video-conferencing and communication is an important skill professionally, in order to earn full points on the presentation, the learner will create the presentation and then tape themselves using the presentation to present. Twenty percent of the available course grade points are earned by recording and posting the presentation. The presentation is submitted in an assignment box which has *Turn It In* enabled and to a discussion box. A rubric associated with the related assignment box is used to assess the presentation.

Lesson Quizzes (5% of course grade):

A quiz is posted for each chapter that is assigned. Quizzes help student's assess their understanding and mastery of the information presented in the chapter. Quizzes may be taken as many times as is necessary to earn the grade the student would like carried to the gradebook prior to the cut-off date for the lesson.

Study Notes for each lesson (Extra-credit -- up to seven additional points added to your calculated course grade average)

Research shows that taking handwritten notes supports the learning process. A study guide has been posted for each chapter. If the study guide is printed and completed in handwritten notes, up to 7 points will be added to the calculated course grade before grades are posted. In order to earn the whole 7 points, the study guide must contain legible handwritten notes, be complete, accurate and a scanned copy turned into the designated assignment box by the posted date. (Note: Though study notes should be turned into the designated assignment box per the posted schedule, the instructor does not "grade" the extra-credit until course grades are calculated and extra points would help earn a higher grade. The study notes are to help you prepare for the related exams without having to read the material multiple times. And, historically, learners who submit the study notes do the best on the exams.)

Grading Policy and Feedback

The instructor's goal is to grade assignments, discussions, and exams within one week of the cut-off date. The instructor writes feedback in the assignment feedback box, on the rubric notes, and sometimes corrected copies of your work is attached.

Rubrics

A rubric is a scoring guide for assignments that details criteria for earning points. Learners are encouraged to use the rubrics to self-grade before turning in work. A best practice is to look at the rubric even before the assignment is completed. Rubrics are attached to assignment boxes and discussion prompts. The instructor notes points earned in the rubric and may leave notes in the feedback note on each rubric category.

Grading Scale and Weighting

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

- Exams = 45%
- Assignments and Discussions = 30%
- Presentation = 20%
- Quizzes = 5%

Grade Scale

- A = 90-100%
- B = 80 to 89%
- C = 70-79%
- D = 65-69%
- F = 64% and below
- FA (never withdrew)
- 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 and discussions. 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.

In first term January 2024, the W date is shown on the NSCC is February 16, 2024

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
 - [White Bridge Campus](#)
 - [Southeast Campus](#)
 - [Clarksville Campus](#)
 - [Humphreys County Campus](#)

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@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.

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, COVID-19 information 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.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.

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](#)

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.

[Coronavirus Resources](#)

Nashville State Community College continues to monitor COVID-19. We encourage faculty, staff, and students to remain vigilant with personal health. Please refer to the latest [Coronavirus Resources](#) for the latest updates at Nashville State Community College. Students who have been exposed to COVID-19 or who have tested positive must email virusinfo@nsc.edu.

- [Latest news and updates](#)
- [Responsible Return to Campus Phase Plan](#)
- [Current status for campuses](#)
- [Campus safety requirements](#)
- [What students need to know \(Phase 2 &3\)](#)
- [How to self-report for COVID-19](#)