

**Nashville State Community College  
English, Humanities and Creative Technologies  
Communication Studies**

**Course Syllabus  
2023 - 2024 – Full 15-Week Term**

**COMM 2085 – N01 Business and Professional Comm**

The purpose of the syllabus is to inform you how this course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the course term, you will be notified.

**Course information:**

**Course Title: Business and Professional Comm**

**Credits: 3**

**Class Hours:**

**Class Location:**

**Course Description:**

A study of the principles and skills necessary for appropriate and effective communication in today's organizations. Topics include introduction to communication processes in organizations, leadership, interpersonal principles, listening, nonverbal and verbal communication, conflict, culture, managing group communication, and interviewing. Prerequisite(s): COMM 2025 or COMM 2045 or instructor permission. Honors option is offered. \*This course is part of the general education core.

**Instructor Information:**

**Name:**

**Email:**

**Office Phone:**

**Office Location:**

**Instructor Zoom Room link:**

**Contact Preferences**

When communicating with me, you can contact me via email, text, or phone to ask questions and to set-up appointments to meet.

- Setting up an appointment to meet with me:
  - Use my Calendly link to schedule an appointment with me:  
<https://calendly.com/amybryantnscc/conference-with-amy-bryant>.

- In the Calendly meeting request, please indicate if you prefer to meet in person at the Dickson Campus, White Bridge Road Campus, or virtually via Zoom.
- If my available meeting times on Calendly do not match with your schedule, include three days and times that you are available to meet as options in your email, text, or phone call.
- Email Communication Expectations:
  - Include your preferred name, course number, and course section in each email.
  - Provide your questions or comments in complete sentences.
  - If a meeting is requested, please use my Calendly link to schedule an appointment with me: <https://calendly.com/amybryantnscsc/conference-with-amy-bryant>.
  - If my available meeting times on Calendly do not match with your schedule, include three days and times that you are available to meet as options in your email.
  - Monday through Friday, I answer emails as quickly as possible and will respond within 24 hours. Emails received on Saturdays and Sundays will be responded to within 48 hours.
- Text Communication Expectations:
  - Include your preferred name, course number, and course section in each text.
  - Provide your questions or comments in complete sentences.
  - I will answer text messages received Monday through Friday between 7 am and 5 pm.
  - When I am teaching or engaged in meetings, I will not be able to respond to texts.
  - If you need to communicate with me outside of Monday through Friday between 7 am and 5 pm, email me.
- Phone Communication Expectations:
  - I will answer phone calls received during my student hours.
  - When I am teaching or engaged in meetings, I will not be able to answer, so please leave a voicemail message.
  - Include your preferred name, course number, and course section in each voicemail.
  - Provide your questions or comments in complete sentences.
  - If you need to communicate with me outside of Monday through Friday between 7 am and 5 pm, email me.

### **Course Delivery Method**

- **On-Campus:** Course meets at a designated Nashville State Campus on (days of week) from (time) in (Room and Building), White Bridge Road Campus.

### **Required Textbook(s) & Other Materials:**

**Textbook:** None – We will use open educational resources instead of a textbook this semester. As a result, students will be using LinkedIn Learning, websites, and other materials that are accessible through the NSCC library and online resources.

**Supplies:** computer, access to the Internet, paper, and pens

**Note:** Our textbook is an open education resource textbook that was created for NSCC students to access for free as part of the course.

**Supplies:** computer with Internet access, paper, pen, flash drive, and access to a printer.

If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3363 or [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

**Honors Option:** Honors credit is available in this class. If you are interested in participating in the [Honors College](#), please complete the [Honors College application](#). When you are registered as part of the Honors College, contact your instructor within the first four weeks of class to complete the Honors option paperwork for COMM 2085.

**Course Outcomes:** At the end of the term, this is what you should know and/or be able to :

1. Demonstrate knowledge of communication processes in organizations and understand organizational structures, direction of communication flow, elements of verbal and nonverbal communication, effective listening skills, and communication with multicultural audiences.
2. Apply and demonstrate communication principles of small group communication and decision making including: interpreting interpersonal behaviors in groups, facilitating group participation, applying leadership, managing group conflict, and creating a team presentation.
3. Understand and perform informative and persuasive business presentations including: recognizing effective message design and delivery, analyzing audience needs and adapting messages, researching and utilizing supporting materials and designing visual support material using technology.

### **Course Competencies:**

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

- Write clear, well-organized documents.
- Know how to locate, evaluate, and use information sources.
- Prepare and deliver well-organized oral presentations.
- Use critical thinking skills.

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- Write clear, well-organized documents.
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- Prepare and deliver well-organized oral presentations.
- Use critical thinking skills.

### **Topics to Be Covered:**

- Organizational Communication, Interpersonal Communication, Leadership, Small Group Communication, and Public Speaking

**Course Philosophy:**

The primary focus of this course is for students to use the communication concepts learned in the course in daily life. Students should develop the habit of thinking about the communication context before they begin to communicate and to consider their role in communication interactions. Ultimately, students should learn to analyze communication interactions and think about what could be done differently to impact the outcome.

**Topics to Be Covered:**

Communication Model, Self in Communication, Listening, Verbal and Nonverbal Messages, Interpersonal Communication, Leadership, Small Group Communication, and Public Speaking.

**Course Assessments:** The following performance assessments will be used to demonstrate students’ understanding, knowledge, and skills: The following performance assessments will be used to demonstrate students’ understanding, knowledge, and skills: tests, assignments, class participation, and speeches.

**Grading Policy:**

Grades in this class will be based on a 700-point scale. The points will be based on the following:

- Test 1 50 points
- Test 2 50 points
- LinkedIn/Resume/Interview Assignment 150 points
- Individual Informative Presentation 100 points
- Individual Persuasive Presentation 100 points
- Group Presentations 75 points
- LinkedIn Learning Certificates 100 points
- Participation in Class Activities 75 points

**Grading Scale:**

Letter Grade	Percentage Range
A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 and below

**FA**

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA,

which means you have failed due to not attending class and not completing your assignments. 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).” If you stop attending your course after this date, you will receive an F.

For Spring 2023, the last day to earn an FA for attendance is March 24, 2023.

## **FN**

An FN is awarded if you have never attended your course or done any of the work in an online course.

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

We learn to communicate by communicating, engaging with others, and observing others. Therefore, being present in class, participating, and turning all work in on time is essential.

Students are expected to submit work following the weekly schedule and to attend all classes. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

## **Attendance Policy**

### **General Policy**

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

### **Instructor’s Policy**

The attendance policy for this course is to attend class and be on time for class meetings. If you are absent, you cannot make up any points earned during the class.

**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 D2L as prompted
- responding to an instructor’s email

- posting to a discussion board
- completing and submitting assignments

### **Technology Statement**

- All classes at the College are web enhanced. “Web enhanced” means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website](#).

### **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.

### **D2L/NS Online and myNSCC**

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

### **ADA Compliance Statement**

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional,

and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. 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](mailto:accesscenter@nsc.edu).

### **Classroom Misconduct**

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. 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**

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructors' permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature. The instructor has the authority to assign an “F” or a “zero” for such violations or for the term grade. If plagiarism or cheating occurs once, the plagiarized work will receive a zero, and communication will be sent from the instructor to the student reminding of the academic misconduct policy. If plagiarism or cheating occurs a second time, the student will receive an F for the course. Instructors at NSCC have access to a variety of sources to search for plagiarized work. Assignments and papers are checked by Turnitin.com before I grade them. Students charged with Academic Misconduct will receive written notice via NSCC email. Students have five working days to appeal the sanction to the Vice President of Student Affairs & Enrollment Management.

### **Academic Early Alert System**

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

## **RAVE Emergency Alert System**

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses through the [RAVE app \(https://www.getrave.com/login/nscc\)](https://www.getrave.com/login/nscc). The instructions for this are listed below.

- 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.

## **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](#) can assist you 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 strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

## **Inclement Weather & Campus Closings**

You get notices about campus closings in these places: text messages from RAVE and [the Nashville State website](#).

Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

## **Class Cancellation Policy**

Our instructors post messages about cancelling classes in the [D2L/NS Online](#) course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.