

Nashville State Community College
Division of English, Humanities, and Creative Technologies

English Department

The purpose of this syllabus is to tell you how the 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 content changes during the semester, you will be notified.

Course Information:

Course Title: English Composition II (ENGL 1020) (Web Course)

Credits: 3

Class Hours: 3

Prerequisite: English Composition I (ENGL 1010)

Course Description: A study of argumentative and analytical writing. Topics include advanced methods of composition, analysis, and explication of literature/essays, elements of persuasion, use of evidence, and advanced methods of research.

[Academic Calendar](#) [link to current academic year and semester]

Instructor Information: [instructors, please revise]

Name: Brian Curtis

NSCC Email: brian.curtis@nsc.edu NSOnline email preferred for class/assignment questions

Phone: 615-916-5879

Zoom Link: <https://nsc.edu.zoom.us/my/bcurtisofficeroom>

Office Location: Southeast #1340

Office Hours: [please update]

Class Session Zoom Link (if virtual):

Course Delivery

CHOOSE ONE BELOW AND DELETE THE DELIVERY EXPLANATION THAT DOES NOT APPLY.

Online: (Course ID) 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.)

OR IF THIS COURSE IS TO BE SCALED BACK TO HYBRID:

Hybrid:(Course ID) is designated a **hybrid course** in which regularly scheduled class meetings are required to occur virtually or on campus and at least 50% of the course content and/or assignments are available in the [NS Online D2L](#) course.

Class Meeting Requirements/Attendance:

With an online course, students must “engage” in learning by completing course work. While the class does not meet virtually via Zoom or in-person, students are still engaging with course material, participating in NSOnline course discussions, and visiting NSCC Learning Center tutoring opportunity either online, virtual, or in-person.

While there are no live, day and time lectures, students will be engaging with the course material and the professor by asking questions via email, phone, Zoom, and/or during office hours. It is important to address any questions or concerns as soon as possible.

Keeping up with course deadlines and module learning materials is essential.

Please remember that a professor is behind all the course material, activities, and assessments. You are urged to ask questions, express any concerns, and stay in contact with your instructor. Reach out for help. Engagement and course completion relies on you engaging with the course and instructor.

Failure to engage in the course is the same as missing an in-person class. Students are expected to keep up with the course schedule, assignments, and all learning materials. Please keep in contact with the professor for any extenuating circumstances. Life may happen, but another person is grading your work, answering your questions, and helping you make a path through the coursework.

Don't allow a missed assignment to derail your entire course. Keep in contact with your professor, student support, and other helpful resources that NSCC has to offer. Our shared goal is your college and continued success.

Purpose of the Course

English Composition II expands upon the skills from English Composition I (ENGL 1010). All the skills from that course translate to the work in this course. Most notably, students are expected to continue developing their skills in:

- Following the writing process
- Creating thesis statements
- Integrating credible sources into student writing
- Utilizing MLA format for sources, internal quotes, paraphrases, summaries, and works cited pages
- Using critical reading and critical thinking to create works using critical writing
- Researching using credible sources

English Composition II adds more analysis to reading sources and responding in your writing. This skill carries over to other college courses and your eventual career. Future careers want more than a simple “google” search for an answer. Instead, most careers value employees that can analyze data and respond to this data in a meaningful way through written communication. English Composition II allows students to analyze various essays and situations to create their own individual interpretations and responses using valid, credible sources.

Individuality is a goal of the responses too. What is your own view and opinion about the learning materials? By being able to respond in an academic way, you will stand out in your eventual career path.

Structure of the Course

English Composition II follows the writing process of:

- Reading and analysis of Learning Materials
- Discussions/brainstorming of possible responses to the learning materials
- Drafting of essays
- Visiting Writing Tutors/gaining peer review/or self-reflecting for essay feedback
- Completion of finished essays/assignments integrating MLA format and sources
- Strengthen writing with instructor feedback

Remember, writing is still a process. To write finished pieces, students must be able to critically read learning materials, critically think about their responses, and brainstorm via discussions, self-reflection of feedback from writing tutors, peers, and the course professor. The end goal of every major assignment and module is a finished, polished piece of academic writing.

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.

You need two books for this course, the handbook and the textbook. Please refer to e-Text on the Content page.

1 - *A Writer's Reference* is the handbook. It is an eTextbook (see the paragraph about DEI Textbooks). Diana Hacker and Nancy Sommers. *A Writer's Reference*. 10th edition. Boston: Bedford/St. Martin's. 2021. ISBN: 9781319333072 .

2 - *Writing and Reading Across the Curriculum, 14th edition* is required. It is an eTextbook (see the paragraph about DEI Textbooks). Please do not attempt the course using an earlier edition of the textbook because all the readings will not appear in earlier editions. Behrens, Lawrence and Leonard J. Rosen, *Writing and Reading Across the Curriculum*, 14th edition. New York: Pearson. 2019. ISBN 9780134681917.

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.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 615-353-3721, 615-353-3741, 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.

Course Outcomes:

At the end of the semester, this is what you should know and/or be able to do:

- **(CO1)** Analyze and evaluate written expression by reading critically for elements that reflect an awareness of situation, audience, purpose, and diverse points of view, as well as credible evidence and persuasive strategies.

- **(CO2)** Research, organize, and compose papers using correct diction, syntax, usage, grammar, mechanics, and MLA format.
- **(CO3)** Incorporate credible evidence and analysis according to MLA standards and demonstrate effective argumentative strategies.

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes.

In addition to the ENGL 1010: Composition 1 competencies, by the end of ENGL 1020: Composition 2, students should be able to:

Content and Structure

- **(CS1)** Integrate sources appropriate to the thesis.
- **(CS2)** Craft logical arguments and address counterarguments.

Academic Voice

- **(AV1)** Use an academic voice (third person, objective), rather than first person, in most or all written work.

Critical Reading

- **(CR1)** Explicate assigned course materials, identifying rhetorical techniques.
- **(CR2)** Analyze arguments and recognize logical fallacies.

Mechanics

- **(M1)** Employ a variety of sentence structures

Research and Documentation

- **(RD1)** Combine a variety of sources, both primary and secondary, *in every essay*.
- **(RD2)** Incorporate scholarly sources as appropriate.

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

- **Write clear, well-organized documents**

- Know how to locate, evaluate, and use information sources
- Use critical thinking skills

Topics to Be Covered

Topics include advanced methods of composition, analysis and explication of literature/essays, elements of persuasion, use of evidence, and advanced methods of research.

Course Assessments:

We will use the following assessments to demonstrate your understanding, knowledge, and skills:

- **Documented Essays-800 possible points 80%**
 - Essay #1 150 points
 - Essay #2 150 points
 - Midterm Essay Exam 150 points
 - Research Paper 150 points
 - Final Essay Exam 200 points
- **Discussions-100 possible points 10%**
 - Five separate discussions (20 points each) over the subject and process of each documented essay
 - Represent the first steps in writing the documented essays
- **Rough Drafts and Feedback Forms-100 possible points 10%**
 - Five separate rough drafts (10 points each) and feedback forms (10 points each) with each module's documented essay
 - 10 points for each module's **essay rough draft (RD)**
 - 10 points for each **Feedback Form (FF)** for each module's essay
 - Feedback Form must be filled out by one of the following methods:
 - Visiting a writing tutor/documenting writing tutor visit
 - Peer review
 - Self-reflection
- **Total-1000 possible points 100%**

Grading Policy:

Feedback will be provided on all written work. The expectation is that you will use the feedback to make improvements on the next writing assignment. The rubric used for essays in the course can be found on the "Content" page. All work will be graded as promptly as possible before the next written assignment is due. Questions about grades are always encouraged.

Remember, writing is a process. Please do not be discouraged by one low grade on an essay or other assignment. As you progress in the course, be sure to take feedback and grading rubric

breakdowns as opportunities to improve. Discuss your work with the writing tutors and your professor. The goal is to grow as a writer. Writing is not something that we either “have or do not”. Writing is a process of reflection and growth. For example, a grammar mistake is an error, but can be corrected for the next draft or assignment. This is not a reflection on your progress as a writer.

Grading Scale:

Letter Grade	Percentage Range
A	90-100% 900-1000 points
B	80-89% 800-899 points
C	70-79% 700-799 points
D	60-69% 600-699 points
F	Below 60% below 600 points

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 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.

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:

Punctuality is an important skill in the workplace and in academic study. This is a soft skill that will always help in your current and future endeavors. Because of the importance of timely assignment submissions, the late work policy is:

- Five points are deducted for each day that a documented essay (Essay #1, Essay #2, and Midterm Essay) is late. Late work will be accepted for **three days only**, after the due

date, except in extenuating circumstances such as hospitalization (documentation required).

- An exception to this policy is the Research Paper. Because the schedule allows several weeks for students to work on this large paper, the expectation is for all submissions to come in on or before the due date. **Any Research Paper that is submitted after the posted due date can earn only half credit, for up to three days.** To avoid missing this very important date, you will need to **get your topic approved by the date posted on the Weekly Schedule** and give yourself plenty of time on the paper. Students who make high grades on the research paper are typically those who do not delay in getting their topics approved.
- **Final Essay Exam may not be submitted late. It is the end of the entire semester and must be submitted by the specific class final day and time [instructors please update]**

No late discussions are accepted. Discussions represent your first steps in the writing process. This brainstorming is the best way to start your process of writing your own essays and giving feedback to fellow classmates. Think of this as a meeting in a career setting.

No late work is accepted for Essay Rough Drafts and the Feedback forms. Rough drafts and feedback forms are important steps in completing a finished writing project. Punctuality with these assignments is an important step for completing your finished essays on time. Again, punctuality is a soft skill for all career paths.

- **Simply put, the writing process is easier when you follow the steps. The goal is to follow the process to complete finished essays/assignments.**

No late Final Essay Exams will be accepted. These are due during the specific Class Final Exam time period, set by NSCC.

Attendance Policy

Although we do not meet in a classroom on campus, you are “engaged” in learning when you work on the course. I will “count student engagement” after the first week. **All students must e-mail me through the Course Mail with the statement that you have read all the “Getting Started” materials.** If you do not check in with me, I will assume you are not “engaged” in the course, and after the first two weeks, I will make my report through official channels that may affect your financial aid disbursement. During the rest of the semester, I will “count engagement” when you turn in assignments. **In order to be successful in the class, you should do all the work.**

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/NSOnline 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) for classes 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 this website: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.

Computer Labs

Computers are available for student use at each campus during campus 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 @myNSCC.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 those channels. D2L/NS Online contains specific course information and @myNSCC.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 615.353.3741 or 615.353.3721, or e-mail 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. The instructor has the authority to assign an "F" or a "zero" for such violations or for the semester grade.

Note that some examples of plagiarism are using undocumented sources, copying work verbatim from the internet, using someone else's work, recycling work from another class, using unauthorized notes during an exam, and/or looking on a classmate's test/paper. English instructors and many other instructors use turnitin.com for detecting plagiarized work.

To put it simply, plagiarism and academic dishonesty represent cheating yourself, your fellow classmates, and your instructors out of their time, honest work, and your own personal reputation.

The first incident of plagiarism, on any assignment, results in an automatic zero or F. The second incident of plagiarism, on any assignment, results in an automatic failure for the entire course. There are no reasons for this behavior, and none will be taken into account.

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:

<https://www.getrave.com/login/nsc>

The instructions 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: <https://www.nsc.edu/current-students/on-campus-resources/learning-center-and-tutoring>
- 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: <https://www.nsc.edu/current-students/student-online-resources>
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance: <https://www.nsc.edu/current-students/on-campus-resources/student-support-services>

Student Online Resources

- [NS Online D2L Tech Support](#)
- [Learning Center and Tutoring](#)
- [Student Resources for NS Online and Zoom](#)
- [Zoom Basics Tutorial](#)
- [Accessing myNSCC Email and Office 365](#)
- [Free Microsoft Office 365 Applications for Students](#)
- [How to Read Your Schedule](#)
- [myNSCC Quick Start](#)
- [Get Started with NS Online](#)
- [How to Purchase Textbooks](#)
 - Contact the Bookstore at bookstore@nsc.edu

- [Learning Center/ Tutoring](#)

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 www.nsc.edu. Even when campuses are closed, you 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 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 to be sure that you take advantage of opportunities for learning and points toward your grade.

Requirements for Papers and Other Course Elements - Please read carefully so you will not lose points by failing to submit in a correct manner.

Each required paper will have its own set of instructions that students will be given well in advance of the due date. It is important to pay close attention to specific guidelines. The assignments for essays and other papers can be found under the "Assignments" tool.

You are expected to submit all essays and assignments.

All written work is required to be typed in a Word, Rich Text Format, and/or PDF document. I cannot open some programs, and if a student submits in some program other than Word or Rich Text Format, I will have to ask for a new submission, which will cause late points to accrue.

This is like submitting a resume or work document that the recipient cannot open it. Again, this is a skill that reflects on your academic career and your future career.

Students who do not have a mastery of standard English usage and grammar will be expected to refer to appropriate sections of *A Writer's Reference* in order to gain skills in the areas of weakness. The Learning Center provides grammar workshops and free tutoring. Tutors do not

“fix” substandard papers. If you wish to get help from the tutors, choose two areas of weakness, and those will be the areas of focus when you are working with the tutors.

Students must use correct MLA documentation for all written assignments. **This means every paper is required to have citations and a Works Cited page – all essays and the short assignments, as well.** Please pay close attention to this requirement. Failure to use correct MLA documentation will result in the loss of substantial points on written work. The MLA section in *A Writer's Reference* will provide models for you to follow, and I will refer you to those models for citations and Works Cited entries. Remember, this was a substantial part of ENGL 1010.

- **ESSAYS:** Five documented essays are due during the semester. This includes the Research Paper, Midterm and Final essays. Due dates are listed on the “Weekly Schedule” on the Content page. Requirements for all documented essays are under each Essay assignment under Assignment Dropbox and in its respective module. The essays must conform to the course requirements listed. All sources discussed in each essay must be documented according to MLA format and must be listed on the Works Cited page at the end of the paper. Use *A Writer's Reference*, the most recent edition, as a reference. Note: The Midterm Essay and Final Exam Essay will have shorter ranges of submission time. Please understand that these will not be “timed tests”. Instead, you will have all materials needed to do these in a timelier manner than the other essays. The reason for this is to help you in other courses that have shorter essay turn-in times.
- **Rough Drafts and Feedback Form:** Feedback is essential for all written work. Therefore, every documented essay, for each module, requires a rough draft, submitted to the appropriate Assignment Dropbox. Each module has information about the rough draft required. Once a rough draft is submitted, then a Feedback Form must be submitted. This form may be filled out by a writing tutor visit, in-person or virtual, a peer review, and/or self-reflection. This is not to find what is “wrong” with an essay. Instead, it is meant to show you problems that need to be addressed before you complete the finished essay. Look at this as an opportunity to gain feedback and help making your finished essay stronger. This is a required part of the course. Please give yourself plenty of time for this activity before your essay is due.
- **RESEARCH PAPER:** The topic for the argumentative research paper (Essay 4) should relate to one of the broad subjects discussed in “Research Activities” at the end of each chapter we are covering this semester. Refer to the “Course Documents” for the specific requirements. The due date is listed on the “Weekly Schedule.” The paper should be 1200-1500 words in length plus a Works Cited page, and it must conform to the course requirements. The paper must support a clear thesis that sets forth the main idea, and it must present an argument. All sources discussed in the paper must be documented according to MLA format and listed on the Works Cited page at the end of the paper. Refer to *A Writer's Reference*, the most recent edition. **IMPORTANT INFORMATION ABOUT RESEARCH PAPER:** If you submit your research paper after the due date, you can earn only **half credit** for only 3 days. You should plan to be on time with this assignment!

- **DISCUSSIONS:** There are 5 discussion prompts in the course. Use the Discussion board as an opportunity to interact with others in the class, simulating a classroom discussion. **These represent a way for you to engage other students and the materials used to create your documented essays. Late responses will not be graded.**
 - **Each Discussion thread must be at least three paragraphs of at least five to seven sentences. Your student response must be two paragraphs of at least five to seven sentences.**
 - **You are encouraged to add additional replies. These will help you and your fellow students brainstorm and interact with the material.**

Communication with your instructor is essential! The very best method of communication with me is through Course Mail. Go to “Classlist,” find my name, compose a message, and send to me – or reply to a message I have sent you. You will find a new Announcement posted every week on the Home Page. If you do not have internet access at your house, you need a plan for working on this course several times a week, perhaps at the Library where you have free use of computers. You will be able to use D2L to check grades, communicate with other students in the class and with me, and send assignments through the Assignment Dropbox.

Each week you should do these things:

- Click on the Lesson for that week and work through everything!
- Read assignment selections in the textbook.
- Work on upcoming assignments.
- Check your instructor’s comments on previous assignments.
- Check “Weekly Schedule” to stay on target.

Students are a successful in the course have a few traits in common:

- They observe all due dates.
- They contact me through the Course Mail with questions.
- They read everything I provide/assign.
- They make sure they understand MLA documentation.
- They study every returned paper so they won’t make the same mistakes again.

I look forward to hearing from you the first week of class, telling me that you have read all the “Getting Started” materials and you understand the requirements of the course.

Contact Preferences [instructors please revise to your policy]

For emails, I prefer the NSOnline course email, especially for assignment drafts and feedback questions. However, feel free to use brian.curtis@nsc.edu for any and all questions too. During the week, I will return emails within 24 hours, usually earlier. After my Friday office hours, I check my emails at noon on Sunday. All weekend emails will be answered at this time. Phone calls, to my office phone, are always appreciated. If I miss your call, please leave your name, number, and a brief message. I will return calls as soon as possible.

Office hours are the time reserved for you and your concerns. Besides any administrative work or meetings pertaining to NSCC, this time is your direct time for all questions. This time is set aside for students. It is never a bother to address your concerns.

Instructor Presence/ Communication Plan [instructors please revise]

All written work will contain feedback of some kind. In fact, there are grading rubrics provided for all course work. You are always welcome to discuss your specific course grades during office hours and email. Please review the feedback and grading rubrics for all assignments before your office visits. This will help address your specific concerns. I am here to help you understand the writing process. This includes your grades.

Time Management/Expectations

I fully understand that students have outside obligations. That is a part of life, so it is a part of your college career. However, navigating both is essential for completion of any course. Please devote at least the regular, on-ground “class time” of three hours a week for instruction and reading the learning materials. In addition, you should set aside around five hours a week for assignments. I have designed this course to not have “busy” work. All assignments are centered around your continued steps in the skill of writing. Please devote the time necessary to work on your assignments. I promise I will devote the time to help you succeed. There will be weeks where the work load may seem larger, but there will be weeks that may seem “easier”. I assure you that your journey through the course is my priority.

Student Netiquette

I expect you, and your peers, to act as professionals throughout the entirety of the course. This includes 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.

Rubrics

All documented essays and discussions have an associated grading rubric. These are not a quick way to grade your work. In fact, these are to help you interpret your results and get your feedback quicker. Please feel free to ask me about your specific grades after looking at the rubric and feedback.

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.

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.

Student Support Services

[Student Support Services](#) include resources you may need through the NSCC Foundation and include Campus Cupboard, Child Care Assistance, Textbook Assistance, Transportation Assistance, Community Support Services by County, Mental Health Resources, Health Insurance, Financial Empowerment Center, Support from Monroe Harding, and Homeless Student Liaison.

At the [Student Success Center](#), we'll connect you to resources and opportunities to maximize your success at Nashville State. At the center you will find our Student Success Advisors, Financial Empowerment Counselors, and Student Resource Managers.

Student Online Resources

- [NS Online D2L Tech Support](#)
- [Learning Center and Tutoring](#)
- [Student Resources for NS Online and Zoom](#)
- [Zoom Basics Tutorial](#)
- [Accessing myNSCC Email and Office 365](#)
- [Free Microsoft Office 365 Applications for Students](#)
- [How to Read Your Schedule](#)
- [myNSCC Quick Start](#)
- [Get Started with NS Online](#)
- [How to Purchase Textbooks](#)
 - Contact the Bookstore at bookstore@nsc.edu
- [Learning Center/ Tutoring](#)

Student Grievance/Complaint Procedure

Grievances under [College Policy and this Procedure](#) are limited to adverse action(s), by the College, affecting a student, which:

1. Violates Nashville State or Tennessee Board of Regents policy, or involves an inconsistent application of these same policies;
2. Violates state or federal discrimination statutes in that the adverse action is based on race, sex, national origin, age, disability, or veteran status; or
3. Violates any constitutional right.

All student complaints, grievances and appeals must be submitted in writing to the Associate Vice President of Student Services and Student Life. Please visit the [Student Grievances and Complaint Procedure page](#) for more information.

ON-CAMPUS RESOURCES

Find what you need on-campus with these [Nashville State resources](#) for students and faculty. Search for jobs at the Career Services Office, find that umbrella at the NSCC Lost and Found or buy textbooks at the bookstore.

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.