

Nashville State Community College

Academic Affairs

Spring 2023

NSCC 1010 - First Year Experience

The purpose of the 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 of the content changes during the term, you will be notified.

Welcome to NSCC 1010!

We are happy that you are here with us! As one of your first courses at Nashville State, our goal is to help you become a "super student" whether your plan is to continue onto the university or going into the workforce.

Course Information

- Course Title: NSCC 1010 - First Year Experience
- Section:
- CRN:
- Credits: 1
- Course Term:
- Course Days and Times:
- Course Start Date:
- Course Mode:
 - **On-Campus:** Course meets at
 - **Online:** Course is fully online (**asynchronous**) and has no scheduled on-campus meeting requirements.

- **Virtual:** Course meets live via Zoom via this link

Course Description

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

Instructor Information Name:

- Email:
- Office Phone:
- Office Location:
- Office Hours (hours instructor is available to help): if you have scheduled hours
- Instructor Zoom Room Link:
- Schedule Appointment Link: if you have one

Required Textbook

[You've Got This! Your Path to College Success](#) This book is an open educational resource, which means it is entirely online (with downloadable version available too). The link is also available in the NS Online shell for the course. **You did not and will not pay anything to have access to this book.**

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the bookstore's website <https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials> using your A# or by entering your course information. 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@nscc.edu

Honors Option

This course does not have an Honors Option for credit, but most academic classes do. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Course Outcomes

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

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

Course Assessments

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

ASSESSMENT	LOCATION	POINTS
Required in all NSCC 1010 Sections	LOCATION	300
Syllabus Quiz	Quizzes	10
Introduction Discussion	Discussions	10
QEP Value Reflection	Assignment Dropbox	10
TBR Sexual Assault Prevention Course	Assignment Dropbox	20
QEP YouScience Exercises	Assignment Dropbox	20
QEP Career Reflections	Assignment Dropbox	60
QEP Career Competencies Discussion	Discussions	10
QEP Academic Plan Part 1 Advising Sheets	Assignment Dropbox	20
QEP Academic Plan Part 2 Degree Works	Assignment Dropbox	60
QEP Academic Plan Part 3 Reflections	Assignment Dropbox	20
QEP Growth Reflection	Assignment Dropbox	10
TBR Financial Education Course	Assignment Dropbox	10
QEP Open Note Nashville State Resources Exam	Quizzes	40
At Instructor Discretion	LOCATION	100
Chapter Notes (2x10 points each)	Assignment Dropbox	20
Drawing Your Future Discussion	Discussions	10
Equity Discussion	Discussions	10
Advisor Connection	Discussions	10
Engagement (weekly course engagement)	See Grades	50
Total Points	See Grades	400 points

Grading Policy

Students will be graded based on their ability to accurately apply information presented in this course in various assessment contexts. At no point will students be required to adopt a personal belief in any information presented but may be required to answer questions from the perspective presented by course material. All assessments will be graded within one week after the deadline for that assessment. Your final grade will be the percentage of your total accumulated points.

Grading Scale

Letter Grade	Percentage Range
A	90 – 100%, 360-400 points
B	80 – 89%, 320-359 points
C	70 – 79%, 280-319 points
D	60 – 69%, 240-279 points
F	Less than 60%, less than 240 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, [NSCC Academic Calendar](#), looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” If you stop engaging in your course after this date, you will receive an F.

- For the 1st 7-week term, if you are failing, and stop engaging before Feb 17th, then your grade will be an FA.
- For the 2nd 5-week term, if you are failing and stop engaging before April 14th, then your grade will be an FA.

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 & Work

- **Late Work:** Accepting individual late work is rare and at my discretion since deadlines are posted at least a week and many cases, weeks in advance. Deadlines help you get your work done. I am more likely to extend the deadline for the whole class, if to be fair the class needs more time. If you have late work, communicate with me as soon as possible, I may not accept it, but we could consider together how best to meet future deadlines.
- **Make-up Work:** If you are absent from class and/or online engagement, make-up work is rare and at my discretion because I cannot always re-create the class in a make-up assignment or provide different work than the work already assigned. But if you are absent and/or cannot engage, communicate with me as soon as reasonably possible, because I could discuss which assignments you need to do and if there is any make-up work possible.

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.

General Policy for Online Class --

- Online engagement in an online course may affect your final grade.
- You are responsible for all graded assessments regardless of the reason for absences from online engagement (see late work and make-up work policies above).
- If you are not able to engage online, you must notify the instructor as soon as reasonably possible.

Instructor Policy --

The attendance policy for this course is: You are expected to be on time, attend all scheduled classes, and stay for the entire class session. You are allowed to miss 20% of the classes and not trigger a failing grade. For example, if the class meets 10 times, a student may miss two classes and not fail due to breaking the instructor's attendance policy. An absence is defined as non-attendance for any reason, including illness or emergency. If you are more than 15 minutes late or leave before the end of class, you will not be counted as attending. In some cases, and at NSCC 1010 instructor discretion, make-up work or a make-up class may be possible to avoid breaking the instructor's attendance policy. You need to communicate with your instructor as soon as reasonably possible to discuss next steps when absent.

Instructor Policy for Online Class --

The attendance policy for this course is: If you fail to submit any graded assessments for more than one week at any point in the term AND fail to contact me as soon as reasonably possible, you will receive a failing grade, "F." The key to avoid an F in this case is communication, I have this policy to make you communicate with me if something is preventing you from engaging in class. Any exception to this policy is rare and at instructor discretion.

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 and 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.

One way to stay connected to D2L/NS Online is through the free Brightspace Pulse app ([android](#) or [Apple](#)) which you can download to your phone, tablet or computer. The app will send notifications of news items, due dates and grades. Note: the app will notify you of grade percentages. For example, if you have 5/10 on a five point assignment, the notification will show a 50%.

One way to stay connect to myNSCC is through the free Ellucian Go app ([android](#) or [Apple](#)) which you can download to your phone, tablet or computer. The app directly links to the college website, email, and D2L.

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@nscc.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 term grade.

In NSCC 1010, we are looking to see that you are expressing your own thoughts and not copying the thoughts of another. No points will be given to work that is not your own.

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

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need.

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.

Quality Enhancement Plan (QEP)

Improving Student Success through the First Year Experience is a NSCC plan to increase student graduation rates. The plan involves career planning and academic advising. A QEP is an essential part of any college's mission and accreditation.

Sexual Assault Prevention

TBR (The College System of Tennessee) requires all new college students receive training on sexual assault prevention. NSCC 1010 will provide training through an online course in the Assignment Dropbox of NS Online. Students are expected to complete the course. Students for whom completing the course is uncomfortable for personal reasons may satisfy the course requirement by meeting with the Vice President of Student Affairs, Dr. Carol Martin-Osorio, phone 615-353-3261 or email carol.martin-osorio@nscc.edu. For information regarding resources for victims of sexual misconduct, please contact the Vice President of Student Affairs.

Personal statement

I would like to add that, in this class, we come from different backgrounds, & we have different attitudes, beliefs & practices. Although we do not have to agree with others, I ask that we show respect to each other in our differences & disagreements.

Feel free to email me to make an appointment come see me in my office for help in the course outside of class. I can help you learn better if I also work with you individually. I can make appointments with you in addition to my scheduled office hours. One last note, if you have extenuating circumstances in your life or a learning disability, please let me know so we can work together to overcome any barriers that you have that may influence your educational goals.

And remember, it is your job to learn the material & to ASK QUESTIONS!

