

School of Communication Policies, Practices and Expectations

It's important that students in the Nido R. Qubein School of Communication model professional behavior and attitudes. Accordingly, the NRQSC faculty believes that certain standards must be met in all communication classes and have adopted the following policies, practices and expectations consistent with this quest. These represent minimum standards; faculty may adopt more stringent guidelines which are detailed in their syllabi.

- **Attendance.** For classes meeting one day each week, the student will receive two (2) absences. For classes meeting two times each week, each student will receive four (4) absences. For classes meeting three times each week, each student will receive six (6) absences. A subsequent absence will result in the student being dropped from the class.
 - Assignments can be made up for the following absences:
 - University-sanctioned events (documentation required)
 - Illness (documentation needed by student health & by healthcare provider)
 - Religious absences (prior notification required)
 - Death in the immediate family (documentation required)

If a student knows he/she is missing class for a university-sanctioned event or any other reason, he/she must notify the professor before missing class. In the case of a family death/hospitalization, the student must talk to the professor at the latest on the first day he/she is back in class. Documentation is required from the office of academic services or student life before or at the time of absence (not after).

- **Building access.** Students must be cleared by the Dean to have after-hour access to The School of Communication or any of its rooms and labs. Please make sure to carry your student Passport at all times when in the building after-hours. And remember that after-hours access will be revoked if you abuse the privilege by eating or drinking in lab areas, if you engage in abusive behavior with other students or staff or treat the facility with disrespect. Expulsion proceedings will be initiated against any student who steals or purposely damages university equipment or software. There are cameras everywhere!
- **Classroom use of electronic media.** Cell phone use during communication classes is strictly prohibited. This includes voice, text, video, data or any other current or future transmission technology. Any audio or video recording in the class, including the instructor's lecture/discussion, or other classroom activity, is strictly prohibited unless authorized by the instructor and students in the classroom. Inappropriate use of a laptop, desktop or other electronic computing device during class will result in the student being asked to leave the room. An absence will be recorded for that day's class and the student will not be readmitted to class until they have met individually with the Dean of the School of Communication.
- **Copyright.** The use and manipulation of digital and analog photos, graphics, text, audio and video files and artifacts for class assignments and performances at the Nido R. Qubein School of Communication must comply with established US copyright laws and practices. As such, all work or portions of a work must be original unless specifically exempted by the instructor in written instructions. For example, if a given audio recording project accompanies a graphic, that graphic must also be original even though the project was designed to test audio skills. If you're not sure if something is copyright protected, ask your professor before using.
- **Copyright ownership.** Copyright is owned by whoever writes the material and fixes it in a medium. Thus, students own the copyright of their projects even though the assignment was given by a faculty member. Faculty own the copyright for their classes and class materials, if they are already not copyrighted.
- **Course Evaluations.** All students are expected to complete course evaluations in the week preceding final exams. These evaluations, which are delivered online, are an important part of High Point

University's assessment program, so your cooperation in completing them is greatly appreciated. As the end of the semester or academic session draws near, you will receive information from the Office of Institutional Research and Assessment about how to complete the online evaluations.

- **Credit Hour Expectations.** High Point University's accrediting body, the Southern Association of Colleges and Schools, defines a credit hour as follows:

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. *Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester. . . . ,*
2. *At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.*

As such, students are expected to commit an average of at least eight hours per week outside of class on class activities and all COM courses and grade expectations are designed accordingly.

- **Deadlines.** All assignments are due at the time directed by the professor and in the format required for that assignment. Work turned in late but within 24 hours of the deadline will receive an automatic one-letter grade penalty; work turned in between 24 and 48 hours will receive a two letter grade penalty; work turned in between 48 and 72 hours will receive a three letter-grade penalty. Dates and times must be verified by the professor of record, which means students must locate the professor in order to have the late paper accepted. No work will be accepted after 72 hours from the original deadline. All work must be received by the instructor in the manner requested (i.e., paper copy, DVD, etc.). Simply mailing email files within the deadline period will not meet this requirement.
- **Disabilities.** Students who require classroom accommodations due to a diagnosed disability must submit the appropriate documentation to the Office of Accessibility Resources and Services, 4th Floor Smith Library. Requests for accommodations should be made at the beginning of a course. Accommodations are not retroactive. Contact us at <http://www.highpoint.edu/disabilitysupport/contacts/>, or call Dana Bright 336-841-9361, for additional information.
- **Diversity & Inclusivity.** High Point University is committed to fostering an inclusive learning and living environment. We welcome and respect all students, faculty, and staff of all races, ethnicities, religions, genders, sexual orientations, sexual identities and gender expressions, abilities, classes, ages, and political ideas. Diversity in identity, thought, belief and perspective enrich the academic experience and is critical to your growth as a lifelong learner. It is our expectation that every member of our university community uphold a standard of civility and respect both inside and outside of the classroom. HPU Multicultural Affairs (Slane 319) is a campus resource available to anyone seeking support or with questions about diversity and inclusion at High Point University. If you experience or witness an act of bias at HPU or would like to learn more about our Bias Reporting Process, please email diversity@highpoint.edu.

The Nido R. Qubein School of Communication (NQSC) is committed to providing a diversity of opinions and information to our students; creating a diverse and inclusive faculty and student body and; providing a tolerant, inclusive atmosphere where faculty and students are treated with respect and dignity in an environment free of discrimination and harassment.

- **Double Dipping.** Students are absolutely not allowed to "double dip" assignments without the express consent of all instructors involved. This means that students cannot submit one paper/assignment or variations of one paper/assignment to satisfy the requirements in two or more classes. Such practice is considered plagiarism. (See below.)
- **Equipment checkout.** Students are responsible for assuring that any equipment checked out from the School for production assignments is in working order before taking it out of the building. Students can check-out equipment for 48 hours and can renew it online one time for an additional 48 hours.

The student will have to meet with the Dean before checking out equipment again if there has been any previous delay in equipment return. If the student fails to return equipment for a second time, they will be permanently prevented from checking out equipment. (A word of advice: do not check out equipment for a friend as their failure to return the equipment may affect your ability to use equipment going forward.)

- **Final Exams.** All students are expected to attend final exams. Do not schedule events that will require you to miss final exams or expect a faculty member to move a final to accommodate your plans. This includes attending vacations arranged by parents (do not get plane tickets that depart before your last final exam); do not buy tickets to rock concerts that occur during final exams; do not plan to get married during final exams; do not schedule internship or job interviews during final exams, and do not expect to have car troubles during final exams. The only person who can excuse you from final exams is the Dean and he will only do so for a medical emergency requiring hospitalization or the death of an immediate family member.
- **Grade expectations.** The School uses the following grading rubric. Please note that in The School of Communication, a grade of B is NOT average:
 - A (superior). This is the highest grade given: it is reserved for those students whose work is of a markedly superior quality.
 - B (excellent). Is the grade given for work which, while not notably superior, is clearly above average.
 - C (average). Is the grade given for satisfactory work done by the average student.
 - D (inferior). Is the grade for work which, while not altogether satisfactory, is good enough to entitle the student to receive credit for the course.
 - F (failure). Is the grade given for failure and indicates that no credit can be received for the course except by repetition.
- **Grievance procedure.** If a student has a complaint about a faculty member regarding a grade or other matter, they should first try to resolve it with the instructor in question. If the complaint is not resolved the student should then go to the (1) department chair; the next step is to go to (2) the Dean of the School of Communication; then (3) the Provost, which is the final step in the grievance process. Bypassing any of these steps—going directly to the president, for example—will not resolve the issue and only delay resolution. Senior administration will not deal with grievance issues unless it has been discussed at the appropriate level.
- **Library.** HPU Librarians provide research and citation assistance to all students in any subject area. During regular semesters, experienced librarians are available at Smith Library (open 24/7) and the WC Learning Commons (open 24/5). You can also call (336-841-9101), email (reference@highpoint.edu), text (336-289-9974) or chat with a librarian online at any time, day or night. For more information about library resources, services or facilities, visit HPU Libraries' website at <http://www.highpoint.edu/library>.
- **Plagiarism.** The Honor Code relates particularly to the issue of plagiarism. Many students think it is okay to quote someone word-for-word without quotation marks if they just cite the source in a reference list—they will insist this is not plagiarism. This is plagiarism. Still others think it's okay to claim someone else's video or audio as their own if it was already posted on the Internet. No. **All instances of plagiarism will be reported:** https://cm.maxient.com/reportingform.php?HighPointUniv&layout_id=1 If the student accepts responsibility, the instructor can adjudicate this case directly by completing the Resolution Form provided by the Office of Student Life. Second and subsequent offences will automatically be reported to the Honor Court.
- **Tardiness.** Instructors may adopt any reasonable policy regarding student tardiness. This may include locking the door and not allowing students in class, recording absences for students arriving late, or other penalties.

- **Title IX.** High Point University faculty are committed to supporting students and upholding the College's non-discrimination policy. Under Title IX, discrimination based upon sex and gender is prohibited. If you experience an incident of sex- or gender-based discrimination, we encourage you to report it. While faculty want you to feel comfortable coming to them with issues you may be struggling with or concerns you may be having, please be aware that they have some reporting requirements that are part of their job requirements at High Point University. As "responsible employees" of High Point University, all faculty and staff must report to the university's Title IX coordinator what you share. For example, if you inform a faculty member of an issue of sexual harassment, sexual assault, or discrimination, he/she will keep the information as private as they can, but they are required to bring it to the attention of the institutions' Title IX Coordinator. If you would like to speak with someone who may be able afford you privacy or confidentiality, you can contact the minister of the university (Mr. Preston Davis, pdavis@highpoint.edu or 1 (336) 841-9241) or the manager of chapel programs, (Ms. Andria Williamson, awillia5@highpoint.edu or 336-841-9132). You can also get confidential support at the campus counseling center (336-888-6352 or counseling@highpoint.edu). If you would like to talk to the Title IX Director directly, her name is Megan Karbley and she can be reached at mkarbley@highpoint.edu or (336) 841-9457. Additionally, you can also report incidents or complaints to law enforcement (High Point Major Crimes 336-887-7820 or High Point Non-Emergency 336-883-3224).
- **University Honor Code.** Each of you signed the HPU Honor Code. To refresh your memory, it is at the following site:
<http://www.highpoint.edu/campuslife/sga/index.cfm?DeptCategory=19&PageID=1705>
It is your responsibility to abide by the Honor Code.
- **Writing Center.** The Writing Center provides writing assistance for students at any level of study – from freshman to graduate – at any stage in the writing process, from invention through revision. The Writing Center staff will be available in a variety of locations around campus during various hours throughout the day, Monday through Friday. Go to <https://highpoint.mywconline.com/> to make an appointment. Appointments can only be made through the online portal. Appointments will be available starting August 27, 2018 for the Fall 2018 semester. Writing Center tutors do not proofread or edit students' papers for them, but they do work with students to help them develop strategies for improving their writing in light of their respective assignments, instructors, and writing styles. For more information, contact Writing Center Director, Dr. Leah Schweitzer at lschweit@highpoint.edu or 336-841-9106.

Excellence is difficult!!!!