

NQSC Policies, Practices, and Expectations

It's important that students in the Nido R. Qubein School of Communication model professional behavior and attitudes. Accordingly, the NQSC 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 that are detailed in their syllabi.

FALL 2021 COVID POLICIES AND POLICY EXCEPTIONS

Remote Access to Class

A key component of the HPU experience is student-to-faculty and peer-to-peer engagements on a daily basis. It is one of the hallmarks of an HPU education that prepares you, our students, to achieve your personal and professional goals. As a result, remote learning is reserved only for select situations.

Unless otherwise noted, face-to-face attendance in classes, laboratories, and studios is required. A student may attend approved classes remotely ONLY if*:

- (a) They are approved by the Office of Accessibility Resources and Services (OARS);
- (b) They are isolated because they have been diagnosed with COVID-19;
- (c) They are quarantined because they have been identified as a close contact to an individual diagnosed with COVID-19; or
- (d) They are an international student who has received special permission for remote access because they are unable to enter the United States due to COVID-19 restrictions.

EXPECTATIONS FOR REMOTE LEARNING

To ensure that students accessing classes remotely are successful, all remote students are asked to abide by these guidelines:

- Coordinate with your course instructor about how you will access the class lecture/discussion
- Be responsible for accessing all class materials and adhering to deadlines
- Verify that you have sufficient internet access to attend remotely
- Confirm that you have all the necessary equipment and software for completion of all course requirements
- Adhere to any other remote access policies put forth by the course instructor

Students may request a short-term exception to the remote learning policy for extenuating circumstances that prevent attending class (e.g., extended illness or injury; university sanctioned travel). Students must complete the "Undergraduate Request for Short-Term Remote Access Learning Form" found under Quicklinks on My.Highpoint student resources in order for their request to be considered. The form must be received 72-hours in advance so that the Dean/s may review and verify documentation. Submission of a request does not guarantee approval.

<https://forms.office.com/r/ncLgdeAT8H>

Some courses are not available for long-term remote learning. Please check with Karen Naylor (knaylor@highpoint.edu) about course availability.

Face Covering and Physical Distancing

On Friday, August 13, 2021, the Guilford County Board of Commissioners implemented an indoor public space County-wide face mask mandate for residents, businesses, schools, and institutions of higher education. This mandate includes classrooms, laboratories, and studios and applies to all individuals whether they are unvaccinated or vaccinated against the COVID-19 virus. Since High Point University is located in Guilford County, the University is required by law to comply with the Guilford County Face Mask Mandate. Note that **complimentary face masks are available at Concierge desks.**

ONLINE TEST TAKING

Honorlock may be used to proctor your exams this semester. You do not need to create an account, download software, or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection. To get started, you will need Google Chrome and the Honorlock Chrome Extension. You can download the extension at www.honorlock.com/extension/install.

When you are ready to test, log into Blackboard, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam, as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device. Good luck! Honorlock support is available 24/7/365. If you encounter any issues, you may contact them via live chat.

NQSC Policies, Practices and Expectations

AFTER HOUR ACCESS TO THE NQSC. The NQSC building is unavailable from midnight until 7 AM and on weekends. However, we will provide students in NQSC classes 24/7 access to the building as needed. After hours access to the edit bays, production studio, computer labs, game lab, and Esports arena is reserved for students in classes that use those spaces or for students who are working on special projects. If you need after hour access, your professor must send the request to the Dean of the NQSC. Please make sure to carry your student Passport at all times when in the building after-hours.

After hour access to the NQSC is a privilege. Misuse of the facilities or equipment or disrespectful interactions with any HPU faculty or staff member will result in the privilege being revoked. If an instructor raises a professionalism flag for you, after hours access will be revoked until the situation is resolved. Expulsion proceedings will be initiated against any student who steals or purposely damages university equipment or software.

ATTENDANCE, PARTICIPATION, AND DUE DATES

ATTENDANCE. Attendance plays an essential role in learning and is important not only for your learning but also for our ability to build a community together and maintain a sense of connection and commitment to one another (especially important as we emerge from a pandemic). Your presence in class matters.

We recognize that there are unavoidable circumstances that sometimes make it impossible for you to attend class, so each instructor has indicated the number of class sessions that can be missed before you are dropped from the class or your grade is reduced for lack of participation. We trust that you will use your absences wisely, so please note, there are no "excused" absences, only absences.

Unless otherwise noted, for classes meeting one day each week, the student will be allowed (2) absences. For classes meeting two times each week, each student will be allowed four (4) absences. For classes meeting three times each week, each student will be allowed six (6) absences. A subsequent absence will result in the student being dropped from the class. (Instructors might limit the number of absences before the midterm). Please keep track of your absences.

In addition, there is an arrive late/leave early policy. Each time you are more than 10 minutes late, you will be counted as absent. Also, if you leave early without discussing it with your instructor, you will be counted as absent.

The last day to withdraw from a class with a "W" is Friday, October 22.

If you will not be in class for any reason, it is your responsibility to inform your instructor in advance via email.

Participation. Participation is distinct from attendance and is also an essential part of courses in the school of communication. In-class discussions, participation in class activities, etc. will be factored into your participation grade. Engaging with the classroom space — including by helping to create an environment where all of

us can learn, helping others on productions, and being an active and engaged audience for presentations — will also be factored into participation. Please note that certain class meetings might be required for you to earn points toward your participation grade. Missing these required class meetings might result in your being dropped from the class or your assignment/final project grade being reduced.

It is important to remember that we all have different styles of expression. If you have not been able to participate in a class discussion for any reason, including being remote, but want to demonstrate your active engagement, please send your instructor an email after class with a comment or an idea you had that you would have liked to share but were not able to during class.

Please note: It may be that illness or other unexpected situations will require you to be away for class in excess of the number of allowed absences, necessitating that we consider the possibility of withdrawal.

DUE DATES: All assignments are due at the time directed by the instructor and in the format required for that assignment. Unless noted otherwise by your instructor, late work turned in within 24 hours will receive a full letter grade deduction; work turned in between 24 and 48 hours will receive a two-letter grade deduction; work turned in between 48 and 72 hours will receive a three- letter grade penalty. After 72 hours from the original deadline, assignments will no longer be accepted for credit. Dates and times must be verified by the instructor, which means students must communicate with the instructor in order to have the late work accepted. All work must be received by the instructor in the manner requested (i.e., paper copy, Blackboard submission, etc.).

Assignment deadlines can only be modified for the following reasons:

- University-sanctioned events (documentation required)
- Illness or injury (documentation needed by student health & by healthcare provider)
- Religious absences (prior notification required)
- Death in the immediate family (documentation required)

If you know you will miss class for a university-sanctioned event or religious observance reason, you must notify the instructor before missing class. In circumstances of health or loss of a loved one, you must talk to the instructor at the latest on the first day you are back in class. Documentation is required from the office of academic services or student life before or at the time of absence (not after).

CLASSROOM USE OF ELECTRONIC MEDIA. Cell phone use during communication classes is prohibited. This includes voice, text, video, data or any other current or future transmission technology.

Any audio, video, or photographic 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. This includes the unauthorized recording and screenshots of online classes and discussions and online breakout rooms.

Inappropriate use of a laptop, desktop or other electronic computing device during class

will result in you being asked to leave the room. An absence will be recorded for that day's class and you will not be readmitted to class until you have met individually with the Dean of the School of Communication.

COPYRIGHT. The use and manipulation of photos, graphics, text, audio and video files and artifacts for assignments and performances in the NQSC 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, you own the copyright of your 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.

COUNSELING SERVICES. Students may sometimes experience a range of issues that can cause barriers to learning. These might include strained relationships, anxiety, high levels of stress, substance use concerns, feeling down, or loss of motivation. Counseling Services is here to help year-round with these or other concerns you may experience. These services are covered in your student fees and are confidential. You may reach Counseling Services by calling 336-888-6352 or check out their website at www.highpoint.edu/counseling. Office hours are Monday-Friday from 8:30-5:00. Follow them on Instagram (@pantherprevention).

COURSE EVALUATIONS. You 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, or*
- 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, you 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.

DISABILITIES. High Point University is committed to ensuring all students have equal access to all services and benefits at High Point University. If you are a student with a disability and require academic accommodations due to a diagnosed disability, you must register with the Office of Accessibility Resources and Services (OARS) and submit the appropriate documentation. Requests for accommodations should be made at the beginning of a course. Accommodations are not retroactive. Contact us at oars@highpoint.edu or by telephone at 336-841-9026, for additional information. The Office of Accessibility Resource and Services is located on the 4th Floor of Smith Library.

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.

EQUIPMENT CHECKOUT. You 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. You can check-out equipment for 24 hours and can renew it online one time for an additional 24 hours (pending availability). If there has been any delay in equipment return, you will have to meet with the Dean before checking out equipment again. If you fail to return equipment for a second time, you 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 allow you to reschedule your final exams is the Dean and she will only for a medical emergencies or the death of an immediate family member.

GRADE EXPECTATIONS--UNDERGRADUATE. The NQSC uses the following grading rubric for

undergraduate classes. Professors might choose to include a +/- system in grading. A 2.0 is required to graduate with a BA degree.

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 that, although 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 that, although 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.

GRADE EXPECTATIONS-GRADUATE. The NQSC uses the following grading rubric for graduate classes. Professors might choose to include a +/- system in grading. Note there are no "D" grades. Graduate students who earn below a "B-" will be placed on probation. A second grade below a "B-" will result in the student being dismissed from the program. All graduate students must maintain a 3.0 GPA (a 3.0 is required to graduate with a MA degree).

A (Outstanding). This grade is reserved for those students whose work is of a markedly superior quality.

B (Good). Is the grade given for work that, although not notably superior, demonstrates a strong understanding of the material.

C (Adequate). Is the grade given for work that meets the minimum expectations.

F (insufficient). Is the grade given for failure and indicates that no credit can be received for the course. A student who earns a "F" grade will be dismissed from the MA program.

GRADE APPEAL: If a student has a complaint or concern about a faculty member regarding a grade, they should first try to resolve it with the instructor in question. If the complaint is not resolved through this interaction, the student should then go to the department. If the instructor of the course also serves as the chair, then the student should approach the Dean as the first step in the process. The decision of the chair is final.

GRIEVANCE PROCEDURE. If a student has a complaint or concern about a faculty member regarding any matter other than a grade, they should first try to resolve it with the instructor in question. If the complaint is not resolved through this interaction, the student should then address the issue with the following—in this order—until resolved or at the final step:

1. the Department Chair;
2. the Dean of the School of Communication; then
3. the senior vice-president of academic affairs, 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 will 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 and the Wanek Center Learning Commons (open 24/5 with extended weekend hours). You can also call, email, text, or chat online with a librarian anytime the libraries are open. Visit our [help guides](#) for access to class and subject resource guides. For more information about the library, or to [schedule a research appointment](#) with a subject specialist, visit HPU Libraries' website at <http://www.highpoint.edu/library/>. **Phone:** 336-841-9101 **Text:** 336-289-9974 **Email:** reference@highpoint.edu

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.

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.

PROFESSIONAL CONDUCT AND COMMUNICATION

In the NQSC, we want you to be successful after college and work to prepare you for the norms of conduct that will be expected of you. Therefore, during your study within the NQSC, faculty will require you to adhere to the professional standards described below:

Email: This is one of the most common ways we communicate on a daily basis, so, it is important that we follow proper etiquette with everyone we email. This means, our messages should always include a clear subject line; should begin by addressing your target recipient appropriately, using correct titles; briefly explain your issue, or ask your question, and be sure to start and end your email with a proper salutation (for example: Good morning & thank you). Also, unless this is someone you know really well, avoid using slang (totes, facepalm, etc.), text language (LMK, TBH, etc.), and always read your email to make sure you are using proper grammar, spelling and punctuation.

Forms of Address: The way we address others is important. In professional settings, including university, you want to make sure you use the correct form of address when speaking to or emailing someone. Generally, when communicating with someone who is in a different role than you, you should use the person's specific title and last name (Dr., Professor, Mr., etc.). Unless invited to do so, it is not appropriate to address them by their first name or nickname. Your instructors will work very hard to call you by the name you prefer and to pronounce it correctly. If you don't know how to address the person, it's OK to ask.

Presentations Dress Code: You will likely be asked to give presentations in front of an audience. This includes in-class presentations in your various courses on campus. It is important that you demonstrate that you understand the norms of presenting in public and give thought to how you dress and present yourself. To do that, try to stick to a business casual attire, unless you are instructed otherwise by your supervisors (professor, director, boss, etc.). Refer to your specific discipline's dress code guidelines to make sure you are dressed appropriately for your presentation. (And if you have questions, visit career services for tips and suggestions).

Conduct. All students using NQSC facilities and equipment are expected to demonstrate professionalism and courtesy. Misuse of or carelessness with equipment or facilities or disrespectful interactions with faculty, staff, or other students will result in a professionalism flag in Starfish. When the professional flag is raised, the student will lose after hours access to the NQSC and equipment until the situation is resolved.

REMOTE LEARNING. Remote learning is only available for students with university approval.

For regular meetings of online or remote synchronous class meetings, faculty may ask (and sometimes require) students to turn on their webcams. Students attending remotely should respond regularly to questions, participate in class discussion, and otherwise engage in class activities via audio.

Faculty may record synchronous online class sessions. These recordings might be shared with students, but will only be viewed by the faculty member and students enrolled in the class during the semester in which they are enrolled.

Faculty may ask students to activate their webcams during online proctored tests and exams.

STARFISH:

STARFISH SYLLABUS STATEMENT (UNDERGRADUATE)

This course is part of a HPU initiative that utilizes Starfish Connect, a communication tool for students and faculty. Through Starfish, instructors, coaches, and advisors provide feedback to you about course progress by emailing you about your academic performance. The emails are designed to be helpful by identifying strategies that increase your success in courses. Be sure to open any emails you receive and follow the recommendations.

Your instructor, coach, or advisor may also recommend that you contact a specific campus resource, such as the Learning Lab or Counseling Center. If an instructor makes a referral, you may also be contacted directly by this campus service as a follow--up.

Starfish also allows you to schedule appointments with various offices and individuals across campus and request help on a variety of topics.

STARFISH SYLLABUS STATEMENT (GRADUATE)

Graduate courses DO NOT utilize Starfish Connect. Rather, we are confident that,

as a graduate student, you will manage your course obligations and track your progress. If you have questions about your progress or how to be more successful in your studies, please talk with your instructor.

TARDINESS. Instructors may adopt any reasonable policy regarding student tardiness. This may include not allowing students in class, recording absences for students arriving late, or other penalties.

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/studentconduct/university-honor-code/>

It is your responsibility to abide by the Honor Code.

REPORTING SEXUAL ASSAULT, HARASSMENT, AND MISCONDUCT

High Point University faculty are committed to supporting students and upholding the university's non-discrimination policy. Under Title IX, discrimination based upon sex and gender is prohibited. If you or someone you know experiences stalking, partner violence, sexual assault, or sexual harassment we encourage you to report it. Please know that you are not alone.

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 "required reporters" 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 Coordinator directly, call (336) 841-9138 or email at TitleIX@highpoint.edu. 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).

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. Visit <http://www.highpoint.edu/academicservices/writing-center/> to learn more. Go to <https://highpoint.mywconline.com/> to make an appointment. Appointments can only be made through the online portal. 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,

THE NQSC VALUES EXPRESSION, INTEGRITY, EXCELLENCE, ACCURACY, DIVERSITY, CURIOSITY AND AWARENESS
THE NQSC EMPHASIZES ANALYTICAL THINKING, COMMUNICATION SKILLS, INTERPRETATION OF CONVERGING INFORMATION,
TECHNOLOGICAL DEVELOPMENT, AND INTEGRATION OF THEORY & PRACTICE

instructors, and writing styles. For more information, contact Writing Center Director, Dr. Justin Cook at jcook3@highpoint.edu or [\(336\) 841-2841](tel:(336)841-2841).

Choose to be Extraordinary!