	<b>MATH211N</b> <b>Calculus II</b>	<b>Spring</b> <b>2022</b>
<b>Department</b>	<b>Department of Mathematics &amp; Science</b>	
<b>Instructor</b>	<b>Christine Morris</b>	
<b>NCC Email</b>	<b>cmorris@ccsnh.edu</b>	
<b>Telephone Number</b>	<b>(603) 578-8900 ext. 1667</b>	
<b>Office Hours</b>	<b>Tuesday &amp; Thursday: 12 - 1</b> <b>Tutoring Center: Wednesday 9 - 11</b>	
<b>Office Location</b>	<b>To Be Determined</b>	
<b>Class Days/ Meeting Time</b>	<b>Tuesday &amp; Thursday: 1 - 2:50 pm</b>	
<b>Class Location</b>	<b>Gregg Hall - G182</b>	

### **Rationale:**

Calculus is one of the few mathematical courses that integrates and builds from knowledge of all previous math courses. The mathematics of calculus apply to fields of studying including business, statistics, computer technology, and engineering, just to name a few. Calculus is essential in understanding population growth, climate change, and economic trends. Calculus students apply and strengthen their analytical and problem-solving skills building a strong foundation for their chosen career path.

### **Course Description:**

This course is a continuation of Calculus I. Topics include definite and indefinite integration and the use of calculus in the calculation of areas and volumes. Various integration methods are covered including: integration by parts, trigonometric substitution, and partial fractions. Improper integrals are introduced as well as the study of infinite sequences and series, power series, Taylor series, and determining convergence or divergence of series.

### **Course Competencies:**

At the successful completion of this course the student should be able to:

1. Evaluate improper integrals
2. Solve problems involving constant of integration
3. Integrate expressions in trigonometric, logarithmic, or exponential form
4. Integrate by trigonometric substitution

5. Integrate by parts
6. Solve first order differential equations
7. Apply integration techniques in solving problems
8. Find the volume using both the disc and shell methods
9. Create and use power series
10. Determine if a sequence converges or diverges

### Essential Questions:

- How do I calculate volume of a solid formed by rotating irregular region?
- How can an infinite region have a finite area?
- What does it mean to be a differential equation?
- What do sequences and series have in common?
- How could the sum of an infinite number of numbers possibly converge?

### Required Materials:

#### Textbook(s)

William Briggs, Lyle Cochran, Bernard Gillett, *Calculus: Early Transcendentals*, Pearson, 3rd Ed.

ISBN: 9780134763644

Click on this link to access the NCC bookstore's website

<https://www.bkstr.com/nashua bookstore/home>

#### Technology

In order to be successful at NCC, all students need a laptop or personal computer (PC) as well as reliable internet access. It is recommended that students purchase a laptop for in-class use. Specifications can be found by clicking on the link below. If you do not have internet access or the right kind of computer equipment (e.g., laptop, webcam, etc.) you may be eligible for the college's technology lending program, which is a first come first served program. Click on this link for more information

<https://www.nashua.cc.edu/technology>

Laptops that meet NCC technology specifications are available for purchase at the NCC bookstore. Financial aid may be used for purchases made at the bookstore. Contact the bookstore for more information

<https://www.bkstr.com/nashua bookstore/home>

## **Supplemental Materials:**

A TI-83, TI-84 is the recommended calculator for this course, but any scientific calculator will do. You may not use your phone.

## **Course Expectations:**

### **Attendance/ Phones/ Laptops:**

Attendance is absolutely vital to the student's success in this course. You are expected to attend all classes and to be on time. It is extremely difficult to make up for lost hours of instruction time. You are responsible for all material and information given in class whether present or not.

When in class please turn off all cell phones and pagers upon entering class. If you need to leave your cell phone on, please use the vibrate mode. Please use appropriate technology etiquette.

The class will consist of lectures, independent problem solving and answering questions. This is your time to learn and practice the material with the support of your instructor and your peers. Use it wisely.

### **Homework and Assignments:**

An outline of assignments and practice for each section is attached to this syllabus and posted on Canvas. The expectation is that you will complete the assignment after each lesson. All assignments and work will be due on the day of the unit exam. Your work will be submitted in-person the day of the exam. Late work will not be accepted. Assignments will be graded based on completeness of work shown. Credit will not be given for solutions only. All work must be organized, labeled, and neatly presented.

Your homework not only contributes 10% to your overall course grade, but it is the means by which you practice the material in order to master it and perform well on the corresponding exams. It is very important that you set aside an appropriate amount of time each week to do the homework assignments.

### **Homework Quiz:**

Occasionally we will have a "homework quiz" where you will be asked to submit the work for a few problems from your homework. These problems will be graded for accuracy and ability to communicate your work. The quiz will be announced in the class prior to the quiz. You can expect at least one quiz per unit.

**Unit Exams and Final Exam:**

There will be 5 unit exams throughout the semester. I do understand that sometimes life happens, and you may be absent the day of the unit exam. For this reason, I give you **one** free pass for exams. Because of this policy **I do not allow missed exams to be made up**. If you do not use this free pass than your lowest score of the five will be dropped.

The Final Exam must be taken on the scheduled day, which will be announced mid-semester. Only in an extreme case will a make up be permitted for the final exam. The student must provide documentation for the absence, and it is the student's responsibility to notify the instructor of the absence prior to the final exam.

**Course Cancellation Expectation:**

If campus is closed due to weather or other emergency, class will be held via zoom. I will post an announcement on Canvas with the zoom link.

If I need to cancel a class for some other reason, you will be notified through your CCSNH email and a Canvas announcement. I will also have a note posted on the door. In this situation I will post a reading assignment or video related to the lesson on Canvas as well as a practice assignment to be completed before the next class. You are responsible for the posted lesson and practice assignment.

**Instructor's Communication Policy:**

I will usually respond to emails within 24 hours during the week and 48 hours on the weekend. Please note that Sundays are my family time and I rarely check my email.

**Statement:**

This class is a partnership. We will be engaging in many mathematical discussions. Be an active participant. Do not let yourself fall behind, nor assume that it is ok to not understand a topic here and there. You should always ask for clarification of anything you do not understand, and you are strongly encouraged to communicate any other matters relevant to your learning to me. If you do not get a question in-class, you should see me during my office hours or visit me in the math tutoring center.

## Grading:

- Unit Exams 60%
- Homework and Assignments 10%
- Homework Quiz 10%
- Final Exam (comprehensive) 20%

Your course average will be kept up to date in Canvas as the semester progresses.

Grades will be assigned according to the following department scale:

### Mathematics Department Grading Scale:

> 93	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	< 60	F

## Diversity, Equity, and Inclusion Statement:

We are all responsible for creating a diverse, equitable, inclusive, and just environment. Thus, we must treat individuals with respect by valuing all types of diversity. This is fundamental in creating a welcoming and inclusive learning environment. Diversity may include multiple ways of identifying ourselves, including, but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. These diverse identities, among many others not mentioned, influence the perspectives our students, faculty, and staff bring to the NCC community. Through use of various approaches that enhance intellectually rich, respectful, safe, and inclusive learning environments, this dynamic process will demonstrate our sustained commitment at NCC. It is our core belief that diversity, equity, and inclusion promote excellence, collaboration, and innovation while also seeking justice.

## Available Support Services

**NCC Library:** Get help with research for your papers and assignments from the NCC librarian and staff. Email [ncclibrary@ccsnh.edu](mailto:ncclibrary@ccsnh.edu)

**Tutoring and Writing Center:** The Tutoring and Writing Center, located in the library, offers free academic support services to all NCC students. Meet in-person or via Zoom

with experts who can tutor you in math or accounting or help you with writing for any course. Tutoring is drop-in or by appointment. View the current tutoring schedule at <https://library.nashua.cc.edu/home/tutoring>

Online chat tutoring is also available 24/7 with Smarthinking. Find a link on the left navigation menu inside Canvas courses.

**Disability & Accessibility (Reasonable Accommodation Plan):** Students who think they may have or have a documented disability (*physical, learning, or mental health*) and/or had an IEP or 504 Plan in high school who may need classroom accommodations must meet with the Disability Services Coordinator to set up an NCC Reasonable Accommodation Plan (RAP). For more information view the Disability & Accessibility page: <https://www.nashua.cc.edu/student-services/disability-accessibility-information> and/or contact Jodi Quinn, Disability Services Coordinator (office located in the library), at [jquinn@ccnsh.edu](mailto:jquinn@ccnsh.edu) or (603) 578-8996.

In order to receive reasonable accommodations, it is the student's responsibility to email the current semester's RAP to each instructor and as needed meet with instructors to discuss the Plan. Each term the student wants to utilize accommodations, the RAP must be renewed and the student provides the current term Plan to instructors even if provided a Plan to an instructor for a previous term course.

**Audio Record Classroom Lecture:** Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. **Only students with prior written permission** from the instructor or the Disability Services Coordinator may audio record class lectures - *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

Instructors may record their own class lectures, activities, and discussions using electronic video, still photo, or audio recording for educational purposes, including academic research, professional development, and recording of course content for access through online learning and other formats. Every student present will be informed by the instructor of any recording at the beginning of class.

### **CARE Team**

If you need information or a referral to local resources in the areas of Mental Health or basic support services (such as food, clothing, shelter, substance abuse or others including domestic and sexual violence), you can email the NCC CARE team ([NCCCare@ccnsh.edu](mailto:NCCCare@ccnsh.edu)) and we will assist you in connecting to community resources.

## **Department Policies**

Attendance policy is in line with the college attendance and AF policy.

## College Policies

**Non-Discrimination:** The NCC Equity Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination that occur on campus that are not covered under Title IX. View more information here [Non-Discrimination Policy and Grievance Procedure](#)

**Title IX:** Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX Coordinator, Vice President Lizbeth Gonzalez, for support and assistance. She can be reached at Nashua Community College, 505 Amherst Street, Nashua, NH, 603-578-8928 or [lgonzalez@ccsnh.edu](mailto:lgonzalez@ccsnh.edu). View more information here [Title IX Policy and Grievance Procedure](#)

**Attendance:** Regular attendance and active participation are essential for academic success. Every student should carefully review the department and college attendance requirements posted in the Department and College Policies Sections of this syllabus.

If a student must be absent from class, the student should contact his/her professor and follow the professor's make up policy listed in the syllabus under Course Expectations. In an online or hybrid class, measures of attendance and active participation include contributing to discussion board, submitting an assignment, taking a test or quiz on Canvas, etc. Logging into Canvas does not count as class attendance or participation. (For a complete definition of active participation, see regular and substantive interaction statement in student handbook.)

Rarely, a student may experience a serious situation that prevents that student from attending class for an extended period. This could be for reasons such as illness/hospitalization, loss of child care, or lack of transportation. In these situations, the student should notify his/her professor as soon as possible and contact the advising center for assistance [NCCAcademicAdvisingCenter@ccsnh.edu](mailto:NCCAcademicAdvisingCenter@ccsnh.edu).

**AF Policy: In all cases,** faculty will issue an AF grade if a student has 1) missed more than two consecutive weeks of class and 2) failed to communicate with the instructor by responding to EAB attendance alerts and other outreach.

**Students should also refer to department attendance policy under the Department Policies section of the syllabus.**

In addition, an instructor or administrator may issue an AF grade if a student's behavior violates the Student Code of Conduct and disrupts classroom instruction.


Please be advised that if the behavior of any student (or students) disrupts the learning of his/her classmates, the following steps will be taken by the instructor 1) verbal warning; 2) meeting with instructor and department chair; 3) filing of written complaint and referral to Vice President of Academic Affairs for possible removal from the course with AF grade.

An AF grade may also be issued if a student registered in a clinic, practicum, internship, or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure.

An "AF" grade is calculated in the GPA as an "F". Students should refer to the student handbook for additional information about the AF policy.

**Canvas:** Canvas is the online learning management system used by instructors and learners at Nashua Community College. Instructors will post syllabi, course related documents and grades in Canvas. Students may be required to submit assignments and/or take assessments through Canvas and/or participate in discussion boards. **If class is ever cancelled because of instructor illness or inclement weather, students will need to check Canvas for their assignment.**

**24/7 Canvas Support:** To access support through email, phone or chat

click on the  icon. Students can also find guides, videos, and a Canvas community by clicking on the *CCSNH Resources* icon on the toolbar at the left of the Canvas screen then choosing Canvas Resources.

If you have forgotten your Easy Log In Password information, please visit the following link: <https://password.ccsnh.edu/accounts/Reset>

EAB Alerts Faculty can issue "Alerts" for students at any time. The administration at NCC encourages professors to issue alerts for any student who may be having difficulty in the course. When a faculty member raises an alert, both the student and student's advisor receive an automated email based on the alert raised. Faculty can issue an alert through EAB Navigate on the college website or directly using the following link: <https://nashua.campus.eab.com>

**College Email System:** Nashua Community College has established a College email system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication:



1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.
- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

**Sensitive Materials Policy:** During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student's own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternative learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

**Plagiarism Policy:** Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.
2. A student submitting as his or her own creation the artwork (including but not limited to a painting, drawing, photograph, object, digital representation) of another person.
3. A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and quotation.
4. A student using statistics or other such facts or insights as if they were the result of the student's efforts and thus lacking proper acknowledgment of the original source.

5. The paraphrasing of another person's unique work with no acknowledgment of the original source.
6. Copying another student's work on a quiz or test.

Some instructors may consider self-plagiarism to be a form of plagiarism. Self-plagiarism includes **submitting the same paper** in response to two **different** assignments. Please consult with your instructor and carefully review instructor expectations posted on your syllabus if you have any questions.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the grading penalty. **Depending on the severity of the incident**, this could range from a warning to a loss of credit for the course. In all cases of plagiarism, the instructor will notify the student's advisor by posting an alert on EAB Navigate. The advisor will then document the incident on EAB using advisor notes. If any further incidents of plagiarism are reported to the student's advisor, the advisor or VPAA will file a complaint with the appropriate college Judicial Body. Additional sanctions may be imposed. For other examples of Academic Misconduct and a full description of the Student Disciplinary Process, please refer to the NCC Student Handbook <https://www.nashua.cc.edu/images/PDF/handbook/2021-2022-NCC-Student-Handbook.pdf>

### Credit Hour Guidelines

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.
2. A credit hour shall be allocated based on the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.


## MA TH211N – Spring 2022

### Assignment List

Section and Topic	Assignment to Complete
6.1 Velocity/Net Change	<u>Section 6.1</u> pg. 410 - # 7, 9, 11, 15, 17, 19, 23, 27, 31, 35, 41, 49
6.2 Area Between Curves	<u>Section 6.2</u> pg. 420 - # 5, 7, 9, 13, 15, 17, 19, 21, 23, 25, 27, 37, 41, 45, 49
6.3 Volume by Slicing	<u>Section 6.3</u> pg. 434 - # 3, 5, 7, 11, 13, 15, 17, 19, 21, 23, 25, 27, 33, 37, 39, 51, 53, 59
6.4 Volume by Shells	<u>Section 6.4</u> pg. 448 - # 5, 7, 9, 11, 13, 15, 19, 23, 35, 39, 41, 43
6.5 Lengths of Curves	<u>Section 6.5</u> pg. 455 - # 9, 11, 13, 15, 17, 19, 23, 27, 31
6.6 Surface Area	<u>Section 6.6</u> pg. 463 - # 7, 9, 11, 13, 15, 17, 19, 21
<b>Exam 1 (6.1 – 6.6)</b>	<b><u>Due:</u> Sections 6.1, 6.2, 6.3, 6.4, 6.5, 6.6</b>
7.1 Logarithms and Exponentials	<u>Section 7.1</u> pg. 491 - # 7 – 61 odd
8.1 Basic Integration Approaches	<u>Section 8.1</u> pg. 523 - # 7-63 odd
8.2 Integrate by Parts	<u>Section 8.2</u> pg. 529 - # 9 – 39 odd, 47
8.3 Trig integration	<u>Section 8.3</u> pg. 536 - # 9, 11, 21, 23, 27, 29, 35, 37, 41
8.4 Trig Substitution	<u>Section 8.4</u> pg. 543 - # 7, 11, 15, 17, 21, 31, 41, 47, 49, 61
<b>Exam 2 (7.1, 8.1 – 8.4)</b>	<b><u>Due:</u> Sections 7.1, 8.1, 8.2, 8.3, 8.4</b>
8.5 Partial Fractions	<u>Section 8.5</u> pg. 555 - # 29, 31, 35, 39, 43, 51, 55, 57, 67, 77
8.9 Improper Integrals	<u>Section 8.9:</u> pg. 590 - # 7 – 53 odd
9.1 Intro To Diff Eqn's	<u>Section 9.1:</u> pg. 604 - # 7, 11, 17, 19, 21, 23, 25, 33, 35, 37

9.3 Separable Diff Eqn's	<u>Section 9.3:</u> pg. 618 - # 7, 9, 15, 19, 21
9.4 Special First-Order Linear Diff Eqn's	<u>Section 9.4:</u> Pg. 625 - # 5, 9, 11, 13
<b>Exam 3 (8.5, 8.9, 9.1, 9.3)</b>	<b><u>Due:</u> Sections 8.5, 8.9, 9.1, 9.3, 9.4</b>
10.1 Overview for Seq/Series	<u>Section 10.1:</u> pg. 647 - # 13, 15, 17, 23, 27, 31, 35, 37, 41, 45, 51, 53, 55, 61, 67
10.2 Sequences	<u>Section 10.2:</u> pg. 659 - # 7, 9, 13, 15, 17, 19, 31, 33, 35, 39, 43, 45, 47, 55, 57, 61, 67
10.3 Infinite Series	<u>Section 10.3:</u> pg. 668 - # 9, 11, 13, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 39, 41, 49, 51, 55, 59, 61
10.4 Divergence/Integral Test	<u>Section 10.4:</u> pg. 680 - # 9 – 37 odd
10.5 Comparison Test	<u>Section 10.5:</u> pg. 687 - # 9 – 33 odd
10.6 Alternating Series Test	<u>Section 10.6:</u> pg. 694 - # 11 – 27 odd, 45 – 63 odd
10.7 Ratio and Root Tests	<u>Section 10.7:</u> pg. 699 - # 9 – 49 odd, skip # 31
<b>Exam 4 (10.1 – 10.7)</b>	<b><u>Due:</u> Sections 10.1 – 10.7</b>
11.1 Approximating functions with polynomials	<u>Section 11.1:</u> pg. 719 - # 9 – 23 odd, 29, 31
11.2 Properties of Power series	<u>Section 11.2:</u> pg. 729 - # 9 – 61 odd
11.3 Taylor/Maclaurin Series	<u>Section 11.3:</u> pg. 740 - # 9 – 21 odd, 27 – 41 odd
11.4 Working with Taylor/Maclaurin Series	<u>Section 11.4:</u> pg. 748 - # 7 – 35 odd
<b>Exam 5 (11.1 – 11.4)</b>	<b><u>Due:</u> Sections 11.1 – 11.4</b>
<b>FINALEXAM</b>	

**This list is subject to change**

	<b>Human Relations PSYC130NZZ</b>	<b>Spring 2022</b>
<b>Department</b>	Psychology	
<b>Instructor</b>	Lisa S. Yorio, MEd	
<b>NCC Email</b>	Lyorio@ccsnh.edu	
<b>Telephone Number</b>	603-578-8987	
<b>Office Hours</b>	M-F 8-4	
<b>Office Location</b>	Advising Center room 159	
<b>Class Days/ Meeting Time</b>	Online	
<b>Class Location</b>	Online	

## Rationale

This course fulfills a General Education Core Requirement: Behavioral Social Science

## Course Description

This course will promote student exploration of intrapersonal (within self) and interpersonal (between self and others) aspects of human relationships. An understanding of basic psychological concepts and their connection to interpersonal relationships will be presented. Integration of effective communication, stress reduction, and team and leadership strategies in both the home and workplace will be encouraged.

## Prerequisites

There are no course prerequisites for this class but students having good writing and oral expression skills will have a better chance of successful completion of this course

## Course Competencies

<b>Competency (Knowledge and Skills)</b>	<b>Critical Thinking Level</b>
1. Define and describe basic psychological concepts as they relate to human relationships.	Knowledge and Comprehension

2. Describe basic concepts related to personality and apply to understanding of self and others.	Comprehension and Application
3. Define emotion and analyze the role it has on individual behavior.	Knowledge, Analysis and Synthesis
4. Describe effective communication within social networks and promote student assessment of their own	Application and Evaluation
5. Define stress and identify the effect it has on behavior and performance.	Comprehension, Analysis and Synthesis
6. Critically analyze the role human factors play in one's ability to be an effective worker.	Analysis
7. Identify characteristics associated with teamwork and leadership and evaluate one's application of those characteristics.	Analysis and Evaluation
8. Compare strategies intended to improve difficult relationships	Analysis
9 Synthesize and apply knowledge of human relationships to professional settings	Analysis and Application

## Essential Questions

There are many questions that generate critical analysis in the field of human relationships. We will explore and discuss several and the following are a few of the essential topics:

- How do biological processes relate to our behavior?
- What makes individuals unique from one another?
- How do communication abilities affect our personal and professional relationships?
- How important are individual personality types in creating effective teams?
- How can leadership style either make or break a team?

## CANVAS Student Orientation

If this is your first online course at CCSNH, please complete the online student orientation under the NCC Online Orientation tab. Be sure to check your syllabus to see if the instructor requires the assignments. Also, CCSNH offers the opportunity to familiarize you with online courses at <http://www.ccsnh.edu/students/orientation-online-learning>

### CCSNH Online Student Policies:

Students registered for online courses must comply with all policies and guidelines (such as civil rights, disabilities services, harassment, and plagiarism) in the student handbook and other publications of the college offering the course. For more information, refer to: <http://www.ccsnh.edu/distancelearning/policies.html>.

### Academic Honesty

Students registered in online courses shall abide by the academic honesty principles as defined in the Student Handbook of the college offering the course.

### Netiquette

Students shall comply with [CCSNH Netiquette](http://www.ccsnh.edu/distancelearning/documents/april08_Netiquette.html) as articulated on the system web site ([http://www.ccsnh.edu/distancelearning/documents/april08\\_Netiquette.html](http://www.ccsnh.edu/distancelearning/documents/april08_Netiquette.html)).

## Required Resources

**Textbooks:** Interpersonal Communication with Access Code 4th Edition Floyd, K.; McGraw Publication  
ISBN: 978-125-987-6776

Textbooks, materials and software are available online at: the NCC bookstore's website <https://www.bkstr.com/nashuaccstore/home>

### Technology

In order to be successful at NCC, all students need a laptop or personal computer (PC) as well as reliable internet access. It is recommended that students purchase a laptop for in-class use. Specifications can be found by clicking on the link below. If you do not have Internet access or the right kind of computer equipment (e.g., laptop, webcam, etc.) you may be eligible for the college's technology lending program, which is a first come first served program. Click on this link for more information <https://www.nashuacc.edu/technology> **check links**

Laptops that meet NCC technology specifications are available for purchase at the NCC bookstore. Financial aid may be used for purchases made at the bookstore. Contact the bookstore for more information <https://www.bkstr.com/nashuaccstore/home>

## Overview of Course Structure

This interactive online course utilizes readings, video, journal writing, discussion board postings and quizzes. Online courses are not "easier" than those held on campus. In fact, some people say they are more difficult since you must be self-motivated and carefully manage your time. You should expect to devote at least 5-9 hours per week working on an online 3 credit course. Some of this time may be spent online in a discussion board, reading texts, completing written assignments, performing research, or interacting with classmates in a chat room. Students who login to their course regularly often find a rewarding, interactive, and rich learning environment. As with on-site classes, students who interact and participate more tend to be more successful in the course.

### **Course Expectations:**

**Missing classes and not keeping up with the chapter reading and homework** will most likely cause you to feel confused and reduce the chances of succeeding in the course. When you study without having been to class you are learning the material for the first time. When you study after you have been to class you are reviewing. **Attendance is especially important in our class since here learning is cumulative with each class building on the previous one. If you fall behind it becomes increasingly difficult to catch up.**

Students are expected to attend ALL classes and log into canvas during any online weeks. This is essential to your academic success at college and specifically to this class.

Students are expected to be on time. **Students are expected to check email at least twice a week,**

Students are responsible for any information presented in class. If you must be absent, contact one of your peers for missed notes.

An assigned paper is **LATE** if it is not turned in at the beginning of class (or if in an online week) on the day it is due. A late paper will be penalized **10 points for every day it is late. After 3 days, the paper will not be accepted. Problems with your computer, printer, disk or CD are not valid reasons for work being turned in late. There are no extra credit opportunities in this course.** Students are expected to submit all assessment to demonstrate proficiency of the student learning objectives.

**Attendance:** Regular attendance and active participation are essential for academic success. Every student should carefully review the department and college attendance requirements posted in the Department and College Policies Sections of this syllabus.

If a student must be absent from class, the student should contact his/her professor and follow the professor's make up policy listed in the syllabus under Course Expectations. In an online or hybrid class, measures of attendance and active participation include contributing to discussion board, submitting an assignment, taking a test or quiz on Canvas, etc. Logging into Canvas does not count as class attendance or participation. (For a complete definition of active participation, see regular and substantive interaction statement in student handbook.)

### **Online Course Participation:**

"Attendance" in an online course is indicated through academic engagement, including but not limited to:

- Submitting an academic assignment
- Taking an exam
- Participating in an interactive tutorial or computer-assisted instruction
- Attending a study group that was assigned by the institution



- Contributing to an academic online discussion (e.g. posting and responding to Discussion Board)
- Initiating contact with the faculty member to ask a question about the academic subject studied in the course.

Rarely, a student may experience a serious situation that prevents that student from attending class for an extended period. This could be for reasons such as illness/hospitalization, loss of childcare, or lack of transportation. In these situations, the student should notify his/her professor as soon as possible and contact the advising center for assistance [NCCAcademicAdvisingCenter@ccsnh.edu](mailto:NCCAcademicAdvisingCenter@ccsnh.edu).

## **Instructor’s Communication Policy**

### **Email Response Time:**

Using my e-mail [lyorio@ccsnh.edu](mailto:lyorio@ccsnh.edu) is the best way to contact me. I will respond to your messages within 48 hours. In the event you feel your message is urgent, please indicate so in the Subject heading. Be sure to indicate the best way to contact you in your message.

### **Assignment/Homework Response Time:**

Your assignments are graded throughout the week. All assignments are graded by the following week’s end.

### **Assessment**

Example:

<b>Assignment</b>	<b>Weight</b>
Weekly Connect Chapter Work	25%
Final Journal Entry	15%
Connect Quiz	15%
Observation Papers	25%
Discussion Board Participation	20%
<b>Total</b>	<b>100%</b>

### **Observation Assignments-25%**

During the course of this semester you will be responsible to participate in two observation activities (yielding two papers). During these observations you will observe for specific behaviors, based on the topic for that observation, then complete a 2-3 page paper based on the summary below.

Please be sure to include for each of the observations completed the specific environment where your observation (e.g. restaurant, toy store, television show, etc) was conducted.

### **Observation Project I**

#### **This paper is due on Saturday night by 11:59 PM on , 2022.February 26, 2022**

This 2-3 page paper requires that you observe a situation and describe what might be happening based upon your interpretation of the non-verbal behaviors observed. It is best to observe a situation that you are not a participant in. Please be sure to include the specific environment where your observation (e.g. restaurant, toy store) was conducted.

Describe a situation in which you observed an interaction between two or more individuals. Begin your paper by describing the specific environment that this interaction took place, and any other specific details that you feel might be important to this observation (for example, time of day, background noise, cultural influences, etc). Then complete the following:

**Please submit your paper by attaching a word document or PDF file\***

- 1) Describe and analyze the nonverbal communication between two or more individuals. Explain what you believe is happening in the particular situation that you are observing. Describe in detail the nonverbal behaviors that you are observing.
- 2) Explain the components of the communication. Using as many of the 10 channels of nonverbal communication from the chapter, support your analysis with evidence. (what exactly was happening to make you believe/think this is what is going on?) What do you believe each of the nonverbal behaviors mean, why (use your book for reference)?

### **Observation Project II-**

**This paper is due on Saturday night by 11:59 PM on April 16, 2022.**

**\*Please submit your paper by attaching a word document or PDF file.**

Write a 2-3 page paper on how COVID-19 has affected your interpersonal communications and/or relationships. You must choose at least one particular chapter topic and apply the general concept and some of the concepts from the chapter to your story.

This could be one particular situation/observation or a more general presentation (Have you had disagreements within your family or friends about how to quarantine? Have your relationships been strained due to the situation and/or have there been unexpected joys in spending more time with friends/family?) How did your interactions with family and friends differ through this period?

The focus of this paper is for you to describe in detail what occurred during your social distancing period and how the concepts in, at least one, of the chapters that we have studied, were relevant to your experience.

For example, in chapter 3 we learned about “self -identity”, if you were an avid gym- goer, how did you deal with “what makes you, you”? Or, for example; Did you experience an increase in “interpersonal conflict”? Explain the components as described in chapter 10. For example; Did you observe any “problematic behaviors” during the interaction? Any possible triggers? Did you witness any of the five approaches to conflict utilized?

**\*Please submit your paper by attaching a word document or PDF file.**

**All assignments must be typewritten, using word processing software or typewriter, unless otherwise instructed. Please use a 12 font and the Times New Roman style. Also, be sure your documents are double-spaced.**

### **Mid-term Connect Quiz – 25%-Due 03/12/2022**

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- There will be a mid-term Connect quiz covering questions from chapters 1-7. It is to be completed and submitted by **11:59 PM Saturday night**; you will not be allowed to take the test past that time. You can take the quiz twice as it is not timed; feel free to use your book to help you answer the questions.
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### **Discussion Board Participation – 30%**

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- This is where the majority of the class discussion and interaction will take place.
- Each week you will have a question to respond to based on a question from your reading or a posted video.
- Post your response by **Wednesday night** of each week.
- Then you will need to reply to at least two other student postings by the **end of the week (Saturday 11:59 PM.)**
- Participation, discussion and shared experiences are encouraged.
- Please remember to be respectful to fellow students in your writing just as you would in a traditional class discussion.
- Please do not reveal the names of “real” children or people if you are writing about a specific person.
- These posts will be graded using a rubric – please review the rubric. Because grammar and punctuation is counted as part of your grade, you may find it helpful to your response in a word document and then transfer it to the discussion board.

### Final Journal Reflection Assignment – 15%

- Students will submit a Journal Page at the final point of the course. You will reflect and write about what you have learned. Does it apply to your life? In what ways? Did you expand on concepts you already knew? Does any part remind you of people in your life? Use the text to explain the concepts you are referring to, include page numbers and activities. There is no right or wrong answer. Clearly written submissions, with examples from the text while reflecting on your own learning are important to this assignment. You may want to write the content in Word save as you go, and then copy and paste in to the Journal to avoid accidentally losing work.
- Journals should be 1-2 pages in length.
- This journal is due on **Thursday-May 5, 2022**

### Grades will be assigned according to the following department scale...

<b>A = 100 – 94</b>	<b>B = 86 - 84</b>	<b>C = 76 – 74</b>	<b>D = 66 – 64</b>
<b>A- = 93 - 90</b>	<b>B- = 83 - 80</b>	<b>C- = 73 – 70</b>	<b>D- = 63—60</b>
<b>B+ = 89 – 87</b>	<b>C+ = 79 – 77</b>	<b>D+ = 69 – 67</b>	<b>F = 59 or Below</b>

**\*\*ALL SOCIAL, EDUCATIONAL, AND BEHAVIORAL SCIENCE COURSES must use this grading scale when determining final grades.\*\***

## Course Calendar

(This calendar is subject to change)

WEEK	WEEK	ASSIGNMENTS

1	1/18-1/22	<p><b>Complete Online Orientation</b>  <b>Chapter 1 "About Communication"</b></p> <p><b>Chapter Readings/ Connect Chapt. Work Discussion Board (DB) posts Wed.</b>  <b>DB replies by Saturday</b></p>
2	1/23-1/29	<p><b>Chapter 2 "Culture and Gender"</b></p> <p><b>Chapter Readings/ Connect Chapt. Work Discussion Board (DB) posts Wed.</b>  <b>DB Replies by Saturday</b></p>
3	1/30-2/5	<p><b>Chapter 3 "Communication and the Self"</b></p> <p><b>Chapter Readings/ Connect Chapt. Work Discussion Board (DB) posts Wed.</b>  <b>DB replies by Saturday</b></p> <p><b>Chapter 4 "Interpersonal Perception"</b>  <b>Chapter Readings/ Connect Chapt. Work Discussion Board (DB) posts Wed.</b>  <b>DB replies by Saturday</b></p>
4	2/6-2/12	<p><b>Chapter 5 "Language"</b></p> <p><b>Chapter Readings/ Connect Chapt. Work Discussion Board (DB) posts Wed.</b>  <b>DB replies by Saturday</b></p>
5	2/13-2/19	<p><b>Chapter 6 "Nonverbal Communication"</b></p> <p><b>Chapter Readings/ Connect Chapt. Work Discussion Board (DB) posts Wed.</b>  <b>DB replies by Saturday</b></p>
6	2/20-2/26	<p><b>*Observation Project Due*</b></p>

7	2/27-3/5	<p><b>Chapter 7 “Listening”</b></p> <p>Chapter Readings/ Connect Chapt. Work  Discussion Board (DB) posts Wed.  DB replies by Saturday</p>
8	3/6-3/12	<p><b>*Mid-Term Quiz*</b></p>
9	3/13-3/19	<p><b>*Spring Break*</b></p>
10	3/20-3/26	<p><b>Chapter 8 “Emotion”</b></p> <p>Chapter Readings/ Connect Chapt. Work  Discussion Board (DB) posts Wed.  DB replies by Saturday</p>
11	3/27-4/2	<p><b>Chapter 9 “Forming &amp; Maintaining Personal Relationships”</b></p> <p>Chapter Readings/ Connect Chapt. Work  Discussion Board (DB) posts Wed.  DB replies by Saturday</p>
12	4/3-4/9	<p><b>Chapter 10 “Interpersonal Communication”</b></p> <p>Chapter Readings/ Connect Chapt. Work  Discussion Board (DB) posts Wed.  DB replies by Saturday</p>
13	4/10-4/16	<p><b>*Observation Project II Due</b></p>

14	4/17-4/23	<b>Chapter 11 “Interpersonal Conflict”</b>  <b>Chapter Reading/ Connect Chapt. Work Discussion Board (DB) posts Wed.</b> <b>DB replies by Saturday</b>
15	4/24-4/30	<b>Chapter 12 “Deceptive Communication”</b>  <b>Chapter Readings/ Connect Chapt. Work Discussion Board (DB) posts Wed</b> <b>DB replies by Saturday</b>
16	5/1-5/7	<b>*Final Reflective Journal Assignment Due*</b>

### **Diversity, Equity, and Inclusion Statement:**

We are all responsible for creating a diverse, equitable, inclusive, and just environment. Thus, we must treat individuals with respect by valuing all types of diversity. This is fundamental in creating a welcoming and inclusive learning environment. Diversity may include multiple ways of identifying ourselves, including, but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, and ancestry, belief, veteran status, or genetic information. These diverse identities, among many others not mentioned, influence the perspectives our students, faculty, and staff bring to the NCC community. Through use of various approaches that enhance intellectually rich, respectful, safe, and inclusive learning environments, this dynamic process will demonstrate our sustained commitment at NCC. It is our core belief that diversity, equity, and inclusion promote excellence, collaboration, and innovation while also seeking justice.

### **Available Support Services**

**NCC Library:** Get help with research for your papers and assignments from the NCC librarian and staff. Email [ncclibrary@ccsnh.edu](mailto:ncclibrary@ccsnh.edu)

**Tutoring and Writing Center:** The Tutoring and Writing Center, located in the library, offers free academic support services to all NCC students. Meet in-person or via Zoom

with experts who can tutor you in math or accounting or help you with writing for any course. Tutoring is drop-in or by appointment. View the current tutoring schedule at <https://library.nashua.cc.edu/home/tutoring>

Online chat tutoring is also available 24/7 with Smarthinking. Find a link on the left navigation menu inside Canvas courses.

**Disability & Accessibility (Reasonable Accommodation Plan):** Students who think they may have or have a documented disability (*physical, learning, or mental health*) and/or had an IEP or 504 Plan in high school who may need classroom accommodations must meet with the Disability Services Coordinator to set up an NCC Reasonable Accommodation Plan (RAP). For more information view the Disability & Accessibility page: <https://www.nashua.cc.edu/student-services/disability-accessibility-information> and/or contact Jodi Quinn, Disability Services Coordinator (office located in the library), at [jquinn@ccnsh.edu](mailto:jquinn@ccnsh.edu) or (603) 578-8996.

In order to receive reasonable accommodations, it is the student's responsibility to email the current semester's RAP to each instructor and as needed meet with instructors to discuss the Plan. Each term the student wants to utilize accommodations, the RAP must be renewed and the student provides the current term Plan to instructors even if provided a Plan to an instructor for a previous term course.

**Audio Record Classroom Lecture:** Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. **Only students with prior written permission** from the instructor or the Disability Services Coordinator may audio record class lectures - *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

Instructors may record their own class lectures, activities, and discussions using electronic video, still photo, or audio recording for educational purposes, including academic research, professional development, and recording of course content for access through online learning and other formats. Every student present will be informed by the instructor of any recording at the beginning of class.

#### CARE Team

If you need information or a referral to local resources in the areas of Mental Health or basic support services (such as food, clothing, shelter, substance abuse or others including domestic and sexual violence), you can email the NCC CARE team ([NCCcares@ccsnh.edu](mailto:NCCcares@ccsnh.edu)) and we will assist you in connecting to community resources.

**Canvas:** Canvas is the online learning management system used by instructors and learners at Nashua Community College. Instructors will post syllabi, course related documents and grades in Canvas. Students may be required to submit assignments and/or take assessments through Canvas and/or participate in discussion boards. **If class is ever cancelled because of instructor illness or inclement weather, students will need to check Canvas for their assignment.**

**24/7 Canvas Support:** To access support through email, phone or chat



click on the icon. Students can also find guides, videos, and a Canvas community by clicking on the *CCSNH Resources* icon on the toolbar at the left of the Canvas screen then choosing *Canvas Resources*.

If you have forgotten your Easy Login Password information, please visit the following link: <https://password.ccsnh.edu/accounts/Reset>

EAB Alerts Faculty can issue "Alerts" for students at any time. The administration at NCC encourages professors to issue alerts for any student who may be having difficulty in the course. When a faculty member raises an alert, both the student and student's advisor receive an automated email based on the alert raised. Faculty can issue an alert through EAB Navigate on the college website or directly using the following link: <https://nashua.ccsnh.edu/eab.com>

**College Email System:** Nashua Community College has established a College electronic mail ("email") system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.
- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".



**Sensitive Materials Policy:** During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student's own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternate learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

**Plagiarism Policy:** Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.
2. A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and that the material is quoted.
3. A student using statistics or other such facts or insights as if these were the result of the student's efforts and thus lacking proper acknowledgment of the original source.
4. The paraphrasing of another person's unique work with no acknowledgment of the original source.
5. Copying another student's work on a quiz or test.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the grading penalty. **Depending on the severity of the incident**, this could range from a warning to a loss of credit for the course. In all cases of plagiarism, the instructor will notify the student's advisor by posting an alert on EAB Navigate. The advisor will then document the incident on EAB using advisor notes. If any further incidents of plagiarism are reported to the student's advisor, the advisor or VPAA will file a complaint with the appropriate college Judicial Body. Additional sanctions may be imposed. For other examples of Academic Misconduct and a full description of the Student Disciplinary Process, please refer to the NCC Student Handbook <https://www.nashuacc.edu/images/PDF/handbook/2021-2022-NCC-Student-Handbook.pdf>

### **Credit Hour Guidelines**

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.
2. A credit hour shall be allocated based on the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

\* 2009 Community College System of New Hampshire  
Revised 2017 for NCC Social, Educational, and Behavioral Science Department