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## ***NORTHEAST IOWA COMMUNITY COLLEGE***

*Northeast Iowa Community College provides in-demand education and training focused on improving lives, driving business success and advancing community vitality.*

### **SPC 112 60100 Public Speaking**

**Fall 2021**

**Delivery Method:**

- Online - Z Courses

**Meet Days/Times/Location:**

- Online; ONL

**Start and End Dates:**

- 8/17/2021 - 10/11/2021

**Academic Department:** Liberal Arts, Science and Business

### **Required Materials**

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#### **The Public Speaking Project**

An electronic link to the textbook The Public Speaking Project is located in Brightspace. You may request a printed paper copy of the textbook from the NICC bookstore for a small fee.

### **Course Information**

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**Course Description:** An introductory course designed to help students develop skills as speakers and critical listeners, increase understanding of the concepts and principles of verbal communication, and become more effective communicators in formal and informal speaking situations.

**Major Course Objective:**

Students will be able to apply key concepts and principles of oral communication to effectively organize, develop, and deliver a variety of speech types.

**Primary Common Learning Outcome Assessed:** Communicate Effectively

**Educational Learning Outcomes:**

- Students will be able to identify different listening styles and strategies.
- Students will be able to experiment with various strategies for building confidence.
- Students will be able to implement methods for gathering data to analyze an audience.
- Students will be able to demonstrate effective speech preparation and delivery.

## Grading Procedures and Scale

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Grade	Grading Scale by Percent of Total Points	Grading Scale by Points
	Ex. (94 - 100%)	Ex. (940 - 1000+)
A	93-100	738 - 795
A-	90-92	714 - 737
B+	87-89	690 - 713
B	83-86	657 - 689
B-	80-82	633 - 656
C+	77-79	610 - 632
C	73-76	580 - 609
C- (or P)	70-72	555 - 579
D+	67-69	530 - 554
D	63-66	500 - 529
D-	60-62	475 - 499
F	0-59	0 - 474

(or NP)		
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	# of Assignments	Points / Percentage
Discussion Posts	14 x 20 points each	280
Peer Evaluations	8 x 5 points each	40
Learning Reflections	2 x 20 points each	40
Other Activities	5 x various points	35
Introduction Speech	1 x 50 points	50
Informative Speech	1 x 100 points	100
Demonstration Speech	1 x 100 points	100
Persuasive Speech	1 x 100 points	100
Special Occasion Speech	1 x 50 points	50
<b>Total Points possible</b>		<b>795</b>

## Course Calendar

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The course calendar is a guide for activities and subject to change at faculty discretion.

### Week 1 - Tuesday, August 17 - Monday, August 23

#### Wednesday

- Video - Watch Welcome to Public Speaking (located in the Getting Started module)
- Assignment - Complete the Course Syllabus & Brightspace Activity and submit to the Assignments dropbox
- Video - Watch Discussions Overview (located in Discussions)
- Discussion - Practice Video Recording and insertion

#### Friday

- Discussion Response - Respond to a peer's Practice Video Recording and insertion
- Read - Chapter 1: Introduction to Public Speaking
- Discussion - A: Identify the parts of the Communication Process
- Video - Watch Instructor's overview of the Introduction Speech Assignment

- Video - Watch Instructor's discussion of topic selection
- Video - Watch Instructor's discussion of the outline template
- Assignment - Develop outline/script for Introduction Speech and practice delivery

#### Monday

- Read - Chapter 11: Speaking with Confidence
- Discussion Response - Respond to a peer's Discussion post A
- Assignment - Post link to final Introduction Speech video in Discussions
- Assignment - Submit Introduction Speech outline/script to the Assignments dropbox

*Week 1 activities and assignments are associated with course objectives: 9.1, 9.2, 9.4*

#### **Week 2 - Tuesday, August 24 - Monday, August 30**

#### Wednesday

- Assignment - Complete peer evaluations of two Introduction Speeches in Discussions
- Read - Chapter 15: Informative Speaking
- Video - Watch Instructor's brief overview of the Informative Speech assignment
- Video - Watch Instructor's discussion of topic selection for the Informative Speech
- Discussion - B: Audience Demographic Form

#### Friday

- Discussion Response - Respond to discussion post B
- Discussion - C: Delivery: Rate of Speech practice
- Read - Chapter 8: Organizing and Outlining
- Video - Watch Instructor's discussion of the outline template for Informative Speech

#### Monday

- Discussion Response - Respond to a peer's discussion post C
- Video - Watch Thesis and Purpose Statements
- Assignment - Submit an Informative Speech topic and purpose statement to Assignments dropbox

*Week 2 activities and assignments are associated with course objectives: 9.1, 9.3, 9.4.1, 9.4.2, 9.4.9*

#### **Week 3 - Tuesday, August 31 - Monday, September 6**

### Wednesday

- Read - Chapter 9: Introductions and Conclusions
- Video - Watch Instructor's review of citing sources during the speech
- Video - Watch Instructor's review of creating the reference list
- Discussion - D: Evaluate speech introductions and conclusions
- Assignment - Submit your Informative Speech outline draft to the Assignments dropbox

### Friday

- Discussion Response - Respond to a peer's Discussion D
- Read - Chapter 4: Listening Effectively
- Discussion - E: Listening experiment
- Receive advice from the instructor to revise and complete your Informative Speech outline. You will find this advice by returning to the Assignments dropbox where you submitted the outline draft
- After revising the Informative Speech outline, practice delivery

### Monday

- Discussion Response - Respond to a peer's discussion E
- Assignment - Post link to final Informative Speech video in Discussions
- Assignment - Submit Informative Speech Final outline (with a References list in MLA format) to the Assignments dropbox

*Week 3 activities and assignments are associated with course objectives:*

*9.1, 9.4.3, 9.4.4, 9.4.5, 9.4.7, 9.4.8, 9.4.9, 9.4.10, 9.4.11.1*

### **Week 4 - Tuesday, September 7 - Monday, September 13**

### Wednesday

- Assignment - Complete peer evaluations of two Informative Speeches in Discussions
- Read - Chapter 7: Supporting Your Ideas
- Video - Watch Instructor's brief overview of Demonstration Speech Assignment
- Video - Watch Instructor's discussion of topic selection for Demonstration Speech
- Discussion - F: Share Demonstration Speech Topic ideas

### Friday

- Discussion Response - Respond to a peer's Discussion F
- Assignment - Begin developing your Demonstration Speech outline
- Read - Chapter 13: Visual Aids
- Video - Watch Instructor's discussion of delivery with visuals
- Discussion - G: Evaluate a speaker's visual aids

#### Monday

- Discussion Response - Respond to a peer's discussion G
- Video - Watch Visual Aids
- Assignment - Submit the Mid-term Reflection paper to the Assignments dropbox

*Week 4 activities and assignments are associated with course objectives: 9.1, 9.4.1, 9.4.2, 9.4.6*

#### **Week 5 - Tuesday, September 14 - Monday, September 20**

#### Wednesday

- Quiz - Complete the Summative Assessment Speech Structure Quiz
- Read - Chapter 12: Delivering Your Speech
- Discussion - H: Evaluate a speaker's delivery
- Video - Watch Transitions
- Assignment - Submit your Demonstration Speech outline draft to the Assignments dropbox

#### Friday

- Discussion Response - Respond to a peer's Discussion H
- Discussion - I: Articulation Practice
- Read - Chapter 3: Ethics in Public Speaking
- Receive advice from the instructor to revise and complete your Demonstration Speech outline. You will find this advice by returning to the Assignments dropbox where you submitted the outline draft.
- After revising the Demonstration Speech outline, practice delivery

#### Monday

- Discussion Response - Respond to a peer's discussion I
- Assignment - Post link to final Demonstration Speech video in Discussions
- Assignment - Submit Demonstration Speech Final outline (with a References list in MLA format) to the Assignments dropbox

*Week 5 activities and assignments are associated with course objectives:*

*9.4.3, 9.4.4, 9.4.5, 9.4.6, 9.4.7, 9.4.8, 9.4.9, 9.4.10, 9.4.11.2*

**Week 6 - Tuesday, September 21 - Monday, September 27**

Wednesday

- Assignment - Complete peer evaluations of two Demonstration Speeches in Discussions
- Read - Chapter 16: Persuasive Speaking
- Video - Watch Instructor's overview of the Persuasive Speech Assignment
- Video - Watch Instructor's discussion of topic selection for the Persuasive Speech
- Discussion - J: Monroe's Motivated Sequence organization and evaluation

Friday

- Discussion Response - Respond to a peer's Discussion J
- Read - Chapter 5: Audience Analysis
- Video - Watch Relating Your Topic to Your Audience
- Discussion - K: Audience Questionnaire (to gather feedback about Persuasive Speech topic)

Monday

- Discussion Response - Complete all peer's Audience Questionnaires from discussion K
- Video - Watch Instructor's discussion of Monroe's Motivated Sequence
- Assignment - Begin developing your Persuasive Speech outline

*Week 6 activities and assignments are associated with course objectives: 9.1, 9.3, 9.4.1, 9.4.2*

**Week 7 - Tuesday, September 28 - Monday, October 4**

Wednesday

- Read - Chapter 6: Critical Thinking and Reasoning
- Discussion - L: Persuasion and Logical Fallacies
- Assignment - Submit your Persuasive Speech outline draft to the Assignments dropbox

Friday

- Discussion Response - Respond to a peer's Discussion L
- Read - Chapter 10: Using Language Well
- Discussion - M: Intonation & Eye Contact Practice

- Receive advice from the instructor to revise and complete your Persuasive Speech outline. You will find this advice by returning to the Assignments dropbox where you submitted the outline draft.
- After revising the Persuasive Speech outline, practice delivery

#### Monday

- Discussion Response - Respond to a peer's Discussion M
- Assignment - Post link to final Persuasive Speech video in Discussions
- Assignment - Submit Persuasive Speech Final outline (with a References list in MLA format) to the Assignments dropbox

*Week 7 activities and assignments are associated with course objectives:*

*9.4.3, 9.4.4, 9.4.5, 9.4.6, 9.4.7, 9.4.8, 9.4.9, 9.4.10, 9.4.11.3*

#### **Week 8 - Tuesday, October 5 - Monday, October 11**

#### Wednesday

- Assignment - Complete peer evaluations of two Persuasive Speeches in Discussions
- Read - Chapter 17: Special Occasion Speaking
- Video - Watch Instructor's overview of the Special Occasion Speech Assignment
- Video - Watch Instructor's discussion of delivery in Special Occasion Speeches
- Discussion - N: Evaluate a Special Occasion speech
- OPTIONAL Assignment - Submit a Special Occasion Speech outline draft to Dropbox

#### Friday

- Discussion Response - Respond to a peer's Discussion N
- Survey - Complete the NICC Course Evaluation: IDEA Survey to evaluate this Public Speaking course
- Receive advice from the instructor to revise and complete your Special Occasion Speech outline
- After revising the Special Occasion Speech outline, practice delivery

#### Monday

- Assignment - Post link to final Special Occasion Speech video in Discussions
- Assignment - Submit Special Occasion Speech Final outline to the Assignments dropbox
- Assignment - Submit the Final Reflection paper to the Assignments dropbox



*Week 8 activities and assignments are associated with course objectives:*

*9.1, 9.4.1, 9.4.2, 9.4.3, 9.4.4, 9.4.5, 9.4.8, 9.4.9, 9.4.10*

All assignments support the Program Learning Outcome (PLO): "General Education."

All assignments also support the Common Learning Outcome (CLO): "Communicate Effectively."

## Student Course Feedback

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Prior to course completion you will receive an email providing a link to share your feedback. You are EXPECTED to complete the feedback form for each class.

## Assessment

Northeast Iowa Community College is an institution dedicated to continuous instructional improvement as part of our assessment efforts. It is necessary for us to collect and analyze course level data. Data drawn from student work for the purposes of institutional assessment will be posted in aggregate and will not identify individual students. Your continued support in our ongoing effort to provide quality instructional services at NICC is appreciated.

## College Policies

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### Attendance/Academic Engagement

(See College Handbook for more details) Regular attendance is expected. A strong relationship exists between success in college and class attendance. Absence in class interferes with the learning process and may lead to academic failure. Students should confer with the instructor immediately following an absence. When there is advance knowledge of an absence, students should discuss this with the instructor prior to the absence.

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

### Academic Integrity

Academic integrity is the commitment to and demonstration of honesty, ethics, and taking personal responsibility for your work in an academic setting. Academic integrity includes honesty, fairness, respect and responsibility. Academic integrity requires student's work to be the product of their own thought and effort, and to ensure that the intellectual contribution of others is properly documented. Academic integrity applies to all academic activities, including, but not limited to, classwork, labs, clinical field, practicum or co-op assignments. Examples of violations of academic integrity include, but are not limited to, plagiarism, cheating, lying, falsifying data, and aiding dishonesty. Violations of academic integrity are addressed according to the [Academic Integrity Policy](#), and sanctions may include, but not be limited to, warnings (either verbal or written), grade reduction for an assignment, project or test, or a failing grade for the course. Sanctions for violations of academic integrity for a course shall be determined by the faculty member for the course. Pursuant to the Student Conduct Code, egregious or repeated violations of the academic integrity policy may result in the suspension or expulsion from a class or from the College, as determined by the College.

## Class Continuation during Campus or Center Closing

Instructional continuity is critical to the College mission and to your success in this class. As such, should a campus or center close due to weather or unforeseen circumstances, please check your Brightspace class for specific instructions and expectations from your instructor due to the campus closure.

Classes will not be canceled, and students will be expected to continue to engage in this class remotely until such a time as classes can return to normal.

For notification on campus closures, please refer to the following:

<https://www.nicc.edu/about/consumer-information/emergency-response-and-procedure/>

## Campus Emergencies

In the event of a campus emergency, an alarm will sound or an appropriate announcement will be made. An emergency response guide, building evacuation routes and severe weather shelter areas are posted in each room. Safety drills are held on a regular basis. For more information, visit campus emergencies in the college catalog.

## Course Section Policies

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### **Attendance/Academic Engagement**

You are expected to fully participate in class. You fully participate when you:

- login to this course in Brightspace a minimum of three times per week.
- complete the assigned readings, video viewings, and activities before the due dates.
- read and follow instructions carefully. (This will be demonstrated by reducing the number of questions that are already answered in the instructions, such as due dates and other assignment requirements).
- actively engage in discussion forums.
- provide constructive feedback to others as well as show respect for others and their opinions.
- bring a positive attitude and a willingness to learn.

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

#### **ZOOM/COVID-19 ATTENDANCE AND SPEECH DELIVERY ADDENDA:**

- A. When you read the “Speech Recording Requirements and Expectations” document in our Brightspace module called Resources to Support Your Learning, you will discover that this on-line speech course requires that five people be physically present while you deliver and record each speech (four audience members plus a videographer). This expectation remains in place; however, your safety and well-being is a priority. As a result, the instructor is asking you to be honest and to act in good faith. If you are fully capable of having five audience members, please do so. If concerns involving COVID-19 prevent you from meeting this expectation, please clearly communicate this with the instructor before each of the five graded speeches.
- B. It is important for the instructor and your peers to see your face fully, so please, do not wear a face mask while delivering your recorded speech. Be sure to practice safe social distancing in a quiet room with good ventilation whenever possible. Members of your audience may wear masks if they choose.

### **Academic Dishonesty**

As students of NICC you are expected to maintain academic honesty and integrity. Violations of the academic misconduct policy include, but are not limited to cheating, plagiarism, and misrepresentation. More information about cheating and dishonesty can be found in the NICC College Catalog ([www.nicc.edu/catalog](http://www.nicc.edu/catalog)).

A. **Plagiarism** occurs when a student presents the work of someone else as if it were his or her own, new, and original effort. Self-plagiarism or recycle fraud is a special form of plagiarism in which a

student submits an assignment as original work, but it was previously submitted in a different section or a different course. Additional examples of plagiarism include, but are not limited to, the following:

- Using or copying text from a source without citing the source, and/or using quotation marks
- Paraphrasing information without citing the original source
- Using an idea from a resource without properly citing the source
- Recycling previously submitted speeches, essays or assignments from your other classes or semesters
- Submitting another student's speech or essay
- Paying a person or business to write your speech or essay
- Downloading a speech or essay (wholly or partially) from the Internet to submit as your own

**NOTE:** When you submit your work to Brightspace Dropbox, it will automatically undergo an originality check with Turnitin.com.

B. **Cheating** is any behavior that involves dishonest or deceitful actions. Examples of cheating include, but are not limited to, the following:

- Using unauthorized materials during an assessment
- Copying assignments from another student
- Discussing exam questions and answers with other students
- Purposefully allowing another student to copy your work and submit that work as their own
- Submitting a paper or assignment for which so much help has been received that the writing is significantly different from your own

**CONSEQUENCES:** Plagiarism and cheating are serious academic offenses because they are unethical. Students who plagiarize or cheat will receive 0 points for the assignment. Students who have plagiarized or cheated will not have an opportunity to redo the assignment. Please note that a speech or essay receiving 0 points may mean the student will be encouraged to withdraw from the class.

## **Late Work**

Late work will not be accepted in this course. If you fail to submit an assignment before the due date, you will receive 0 points. In some exceptional cases, prior approval may be granted for requests for an alternative due date; you should communicate with the instructor as soon as possible if an extenuating circumstance will prevent you from meeting a deadline.

## **Missing Assignments**

See the “Late Work” policy above.

## **Makeup Testing**

In this class, the tests are in the form of speeches; therefore, the “Late Work” policy above stands. Late speech delivery is not allowed.

## **Use of Technology in the Classroom**

**Brightspace Classroom Management:** The classroom management platform called Brightspace will be used extensively in this course. It is in your best interest to follow the instructor’s advice at the beginning of the semester to explore the course page and to become familiar with the organization of materials since each instructor uses Brightspace differently.

**Technology Requirements:** Use Microsoft Word when submitting all work to Brightspace Assignments dropbox. Do not use Mac Pages because it is not compatible with Brightspace.

NOTE: If your computer does not have Microsoft Word, you can download a free copy from the NICC Bookstore’s Webpage. You may also go to the NICC Technology Help Desk in Wilder Hall to request assistance with the download. If your computer or electronic device cannot support Microsoft Word, you will need to adjust your schedule so that you can use one of the many campus computer labs to complete and submit your work. Additionally, most towns have a public library with computers that already use Microsoft Office programs; you should be able to use these computers upon request.

Because this is a fully online course, students need access to video recording technology as follows:

1. Digital video recording equipment or software capable of recording up to 10 minutes of video footage that allows you to immediately upload video with good sound to the web.
  - NOTE: Edited speech videos will not be accepted for credit.
2. Ability to record a video from a distance, to transfer it to the computer, compress it if necessary, and upload it to YouTube.
  - NOTE: An integrated or external web camera attached to a computer may not be sufficient for recording speeches in this class; also, a smartphone may not consistently allow for proper sound or proper lighting and recording from the waist up.
  - Expect penalties for poor videography, poor sound quality, and poor lighting on final speech videos.
3. A functioning computer with consistent access to high speed internet.
  - NOTE: In most cases, problems with internet access or technical issues will not be accepted as excuses for missing a deadline, so be sure to plan ahead as much as possible.

***Instructor Feedback for Students:*** Most feedback is accessible through the "Grades" tab in Brightspace. However, feedback for speech outline drafts will be attached to the assignment that you submitted; you can access through the "More" tab and select "Assignments" to return to the dropbox. It is important for you to read this feedback as it is intended to support your learning and to provide advice to help you make positive progress in meeting the course objectives.

***Recommendation:*** Save all of your outlines and assignments in one folder on your laptop or on a flash drive so you can easily locate and upload them. Also, save each assignment with a similar naming scheme such as: FNameLname.Assignment Name (example: Joe Jones.Informative Speech Final Outline).

## Classroom Conduct

Behavior: We are all in this together, so it is important that our classroom be an environment where everyone feels welcome and encouraged to develop communication skills. This is a course that will put many of us outside of our comfort zone, so let's all work together to support each other, to be respectful of differences, and to cooperate in our efforts to become better communicators.

## Classroom Conduct

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As a student in this course (and at this College) you are expected to maintain a high degree of professionalism, commitment to active learning and participation in this class; and also integrity in your behavior in and out of the classroom in which the rights, dignity, worth, and freedom of all members of the class are respected. Please refer to the [College Catalog](#) for detailed information on the [Student Conduct Code](#).

## Additional Information

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### Learning Center

The NICC Learning Centers provide tutoring assistance free of charge to any student in person Monday through Friday or virtually online with our online tutoring service 24/7 with [Upswing](#). Students are encouraged to utilize the Learning Centers in Calmar, Peosta or Dubuque.

### Access

Take advantage of the *ReadSpeaker Listen Button* to enhance understanding and comprehension of the materials in this and any syllabus within the content area. All of the materials posted in the content area of NICC Brightspace classrooms have a *Listen Button* to have the text highlighted and read for you. Listening to text read aloud is shown to improve reading comprehension.

[www.nicc.edu/readspeaker](http://www.nicc.edu/readspeaker)

## ReadSpeaker for Brightspace by D2L



## Course Copyright

All course materials students receive or to which students have online access are protected by copyright laws. Students may use course materials and make copies for their own use as needed, but unauthorized distribution and/or uploading of materials without the instructor's express written permission is strictly prohibited. Students who engage in the unauthorized distribution of copyrighted materials may be held in violation of the College's Code of Conduct, and/or liable under Federal and State laws.

## Netiquette

The term "Netiquette" refers to the etiquette guidelines for electronic communications, such as e-mail and bulletin board postings. Netiquette covers not only rules to maintain civility in discussions, but also special guidelines unique to the electronic nature of forum messages.

## Accommodation Policy

In accordance with the Americans with Disability Act, NICC ensures the accessibility of its programs, classes, and services to students with disabilities. For any questions or to apply for disability services please contact the Accessibility Services Office to set up an appointment, or visit the Accessibility Services website at: <https://www.nicc.edu/academic-support/disability-services/accommodations/> for additional information. Any student eligible for and needing academic accommodations because of a disability is requested to speak with their instructor.

Sally Mallam, M.S.

Director of Accessibility Services

844.642.2338 ext. 1258

[mallams@nicc.edu](mailto:mallams@nicc.edu)

## Statement of Non-Discrimination

It is the policy of Northeast Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights regulations. If you have questions, concerns or to read the full policy at: <https://www.nicc.edu/aboutnicc/nondiscriminationpolicy/>.

## Title IX: Confidentiality and Responsible Employee Statement

Northeast Iowa Community College faculty are committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available. The College strongly encourages all members of the community to take action, seek support and report incidents of sexual misconduct to the Title IX Office. Please be aware that under Title IX of the Education Amendments of 1972, I am required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact one of NICC's Counselors (Calmar Campus 844.642.2338, ext. 1378 / Peosta Campus 844.642.2338, ext. 2215). For more information about reporting options and resources visit [Sexual Respect and Title IX](#).

## Disclaimer

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This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check the Learning Management System (Currently Brightspace) for corrections or updates to the syllabus. Any changes will be clearly noted by your instructor or listed in the course announcements or through NICC email.