

COMM 203: Understanding Human Communicat

Location:	Evening
Address:	1001 Rogers Street Columbia, MO 65216
Section:	19FALL2/COMM203/AEV
Semester Credit Hours:	3
Class Day(s) and Time(s):	Thursday 5:30 PM - 9:30 PM from October 21, 2019 to December 14, 2019

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Course Information

Catalog Description

Communication theories and models applied to intrapersonal, interpersonal, small-group and public settings. Principles practiced in verbal and non-verbal forms. G.E.

Additional Notes

ASSIGNMENT GUIDELINES

All assignments must be submitted to D2L Dropbox before or on the indicated due date and time. Late assignments may not be accepted or may be accepted for reduced credit, depending on the assignment and the circumstance. Students are responsible for submitting all assignments on time, whether or not they have attended that week's in-seat class meeting.

ATTENDANCE

Regular attendance is expected of all students. Attendance is one of the most important measures of your interest and desire to do well academically. Your attendance helps the class facilitate better discussions and your fellow students benefit from your ideas and experiences. Unforeseen circumstances occasionally dictate that you must miss class; please make every effort to discuss such circumstances with me before the absence. Notify me by email if an emergency occurs and you must miss class. Remember that if you are not in class, you are considered absent - regardless of the reason - and that you are still responsible for all in-class assignments. Attendance is officially entered for Columbia College records after each class meeting. Late arrivals and Early departures from any in-seat class meeting session must be pre-arranged and approved. Missing the beginning or last part of class may cost you participation points. Make the most of your investment - plan to attend class regularly and arrive prepared and ready to play an active role that contributes positively to the class.

THANKSGIVING HOLIDAY SCHEDULE

Class will NOT meet on Thursday, November 28th. As a make-up, Week 6 in-seat class will meet on Thursday, December 5th; Week 7 in-seat class will meet on FRIDAY, December 6th--This is the Make-up schedule for missing a class meeting on Nov. 28th.

Textbooks

As part of TruitionSM, students will receive their course materials automatically as described below.

 Wood. (2016). *Communication Mosaics: An Introduction to the Field of Communication* (8th). Cengage. eText

Bookstore Information

Visit <https://www.ccis.edu/bookstore.aspx> for details.

eText Information

If a course uses an eText, (see textbook information above) the book will be available directly in Desire2Learn (D2L) seven days before the session begins, if registered for courses prior to that date. Upon first login to VitalSource, students should use their CougarMail email address; alternate email addresses cannot be used. More information about how to use the VitalSource platform, including offline access to eTexts, can be found in D2L.

Physical Course Materials Information

Students enrolled in courses that require physical materials will receive these materials automatically at the shipping address on file with Columbia College. Delivery date of physical materials is dependent on registration date and shipping location. Please refer to confirmation emails sent from Columbia College for more details on shipping status.

Returns: Students who drop a class are responsible for returning any physical course materials that were shipped. To initiate a return, visit [Ingram Returns](#) to generate a pre-paid return label. Materials from dropped courses must be returned within 30-days of receipt. **Failure to return physical items from a dropped course will result in a charge to the student account for all unreturned items.**

Note: Students who opt-out of having their books provided as part of TruitionSM are responsible for purchasing their own course materials.

Technology Requirements

THIS IS A TECHNOLOGY-ENRICHED COURSE WHICH COMBINES IN-SEAT INSTRUCTION WITH ONLINE LEARNING.

Participation in this course will require the basic technology for all classes at Columbia College:

- A computer with reliable internet access
- A web browser
- Acrobat Reader
- Microsoft Office or another word processor such as Open Office

For more information, see [technical requirements](#).

Course Learning Outcomes

1. Demonstrate a basic theoretical and practical knowledge of interpersonal, public, organizational, mass and intercultural communication.
2. Explain how technology influences communication.
3. Demonstrate how to be critical consumers of communication as well as being ethical communicators.

Grading

Grading Scale

Grade	Points	Percent
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A	900 - 1000	90-100%
B	800 - 899	80-89%
C	700 - 799	70-79%
D	600 - 699	60-69%
F	0 - 599	0-59%

Grade Weights

Assignment Category	Points	Percent
Online Learning Activity	150	15%
Case Studies	70	7%
Reflect and Discuss/Take Action	350	35%
Twelve Angry Men film analysis of Group Communication	120	12%
Consuming Kids: The Commercialization of Childhood	90	9%
Exam I	100	10%
Exam II	100	10%
In-seat class Response Writing / Class participation	20	2%
Total	1000	100%

Schedule of Due Dates

Week 1

Assignment	Points	Due
Discussion 1	25	Post #1 by Sunday, 11:59 pm; Posts #2 & #3 by Wednesday 11:59 pm
Chapter Readings	--	October 24
Chapter Reflect & Take Action written responses for Chapters 1,2,3	75	Tuesday 11:59 pm, submit to D2L Dropbox
Case Study Written Response	15	Tuesday, 11:59 pm, Submit to D2L Dropbox

Week 2

Assignment	Points	Due
Discussion 2	25	Post #1 by Sunday, 11:59 pm; Posts #2 & #3 by Wednesday 11:59 pm
Chapter Readings	--	October 31st
Chapter Reflect & Take Action written responses for Chapters 4 & 5	50	Submit to D2L Dropbox by Tuesday 11:59 pm
Case Study Written Response	10	By Tuesday, 11:59 pm, Submit to D2L Dropbox

Week 3

Assignment	Points	Due
Exam I Chapters 1-7	100	Wednesday, Nov. 13, 11:59 pm
Chapter Readings	--	November 7
Chapter Reflect & Take Action written responses for Chapters 6 & 7	50	Tuesday, 11:59 pm
Case Study Written Response	10	Tuesday, 11:59 pm

Week 4

Assignment	Points	Due
Discussion 3	25	Post #1 by Sunday, 11:59 pm; Posts #2 & #3 by Wednesday 11:59 pm

Assignment	Points	Due
Chapter Readings		November 14
Chapter Reflect & Take Action written responses for Chapters 9 & 10	50	Tuesday, 11:59 PM
Case Study Written Response	10	Tuesday, 11:59 pm
Week 5		
Assignment	Points	Due
Culture-Identity-Relationship Paper	50	December 4th, 11:59 pm
Twelve Angry Men film analysis of Group Communication	120	November 27, 11:59 pm
Chapter Readings	--	November 21st
Chapter Reflect & Take Action written responses for Chapter 11	25	Tuesday, 11:59 pm
Case Study Written Response	5	Tuesday, 11:59 pm
Week 6		
Assignment	Points	Due
Chapter Readings	--	December 5th
Consuming Kids: The Commercialization of Childhood - written responses	90	Wednesday, December 11, 11:59 pm
Chapter Reflect & Take Action written responses for Chapter 14	25	Tuesday, 11:59 pm
Case Study Written Response	5	Tuesday, 11:59 pm
Week 7		
Assignment	Points	Due
Discussion 4	25	Post #1 by Sunday, 11:59 pm; Posts #2 & #3 by Wednesday 11:59 pm
Chapter Readings	--	December 6th
Chapter Reflect & Take Action written responses for Chapter 15	25	Tuesday, 11:59 pm
Case Study Written Response	5	Tuesday, 11:59 pm
Week 8		
Assignment	Points	Due
Chapter Readings	--	December 12th
Exam II Chapters 8,9,10,11, 12, 14, 15	100	Exam will be available until Friday, December 13, 11:59 pm
Chapter Reflect & Take Action written responses for Chapters 8 & 12	50	Thursday, December 12th, 11:59 pm
Case Study Written Response	10	Thursday, December 12th, 11:59 pm
Total Points: 1000		

Assignment Overview

Online Component Summary and Expectations

Online Discussions

There are four online discussions for the course valued at 25 points each. The discussions center around concepts selected from their assigned week. These assignments delve further into the topics and require you to reflect on their interpretations and experiences. Online discussions require an initial post and a minimum of two responses to classmates. Initial posts are worth 15 points and must be at least 200 words. You must submit an initial post before viewing the posts of your classmates. Each initial post should be cited from the text using MLA style.

You are required to respond to at least two different classmates' initial posts. Responses should contain a minimum of 100 to 200 words, should be thoughtful, and add to the discussion and knowledge base. Simply agreeing with the original post does not count towards credit. Outside sources are not required for response posts, but, if used, also require a citation. Response posts are worth up to 10 points. However, you are encouraged to check in to the discussion area often during the week.

Culture, Identity, and Relationships Paper

For this assignment, you are expected to interview someone with whom they have a relationship and write a 2-3 page paper, including MLA citations. You are expected to draw connections between your relationship and communication theories relating to culture, identity and personal relationships. You will use knowledge you gained from the interview to further research an aspect of your friend or acquaintance's background and how that impacts their culture and ultimately communication. This can be geographic origin, educational background, organizational associations or any other element of their culture and identity that you found salient to its impact on communication. A minimum of two scholarly references, excluding the text, are to be used in the paper. Research can be conducted using the Columbia College online library and databases or through other online sources relevant to the topic selected. This research should inform the paper and connections drawn. The paper will be submitted to the appropriate dropbox in D2L.

Assignments

Readings (Before each in-seat class meeting)

All assigned eText chapters should be completed prior to coming to the in-seat portion of class. Utilize the information from the readings and incorporate it into all assignments within the course.

Case Studies Analysis

Analysis of 14 case studies (one per chapter) valued @ 5 points each

An "Experience Communication Case Study", located at the close of each chapter, provides questions to guide your analysis of the case study. Your written responses to those questions will apply what you have learned in each chapter. Each case study illustrates how ideas covered in the chapter show up in actual communication. Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

Reflect and Discuss / Take Action—Written responses

Prompts for 14 Chapters valued @ 25 points each

Following each chapter are study resources gathered under the headings Review, Reflect, Extend, and Take Action. These resources include questions that encourage you to reflect on and discuss what you have read, and to extend and apply the material presented in the chapters. You will write responses to those prompts, using as many key terms as possible in the writing. Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

Twelve Angry Men film analysis of Group Communication

Written responses to questions valued @ 120 points

The film will be viewed in class, the analysis will be written outside of class, based on a series of questions that guide you to identify examples of behavior from the film that illustrate group communication terms and concepts. Due Date: Submit to D2L Dropbox by Wednesday, 11:59 pm

Consuming Kids: The Commercialization of Childhood

Written responses to questions valued @ 90 points

The film will be viewed in class, your responses will be written outside of class, based on a series of questions designed to help you reflect critically and independently about the material from a number of different perspectives. You will apply concepts from the study of Mass Communication, Communication and Personal Identity, Verbal and Nonverbal Communication. Due Date: Submit to D2L Dropbox by Wednesday, 11:59 pm

In-seat class Response Writing / Class participation

These activities are valued @ 20 points

Brief response writing to reflect your thoughts following viewing of TED talks and media programs, role play exercise / Quantity and Quality of your participation in discussions and group activities.

Examinations

Exam I Chapters, 1 – 7

Valued @100 points

The online exam will consist of 22 True-False and Multiple choice items.

Due Date: Exam is available on D2L> Quizzes until Wednesday, November 13th 11:59 pm

Exam II Chapters 8,9,10,11, 12, 14, 15

Valued @100 points

The online exam will consist of 22 True-False and Multiple choice items.

Due Date: Exam is available on D2L> Quizzes until Friday, December 13th, 11:59 pm

Course Outline

Click on each week to view details about the activities scheduled for that week.

Week 1:

Discussion 1

Discussion 1:

Perception and Identity Management using Technology and Mediated Communication

In this discussion, you will discuss the perception process. Describe how people create various identities for themselves using technology and mediated communication.

The phrase “your perception is your reality” can be applied to both face-to-face interactions and those we experience through online or mediated communication. Consider how online (including social media) communication is used to shape others’ perceptions.

In your initial post, include a description of the perception process and how technology aids in creating a specific identity. Provide specific examples of how someone could use technology to create his identity and how the perception process could create different interpretations of that identity.

In your responses, analyze and evaluate the perception process application and explain your perceptions of the identities described in the initial post.

As a class, please be sure that ALL students receive feedback. You are encouraged to check in often this week.

Chapter Readings

Read chapters 1,2,3 by in-seat class meeting on October 24th

Chapter Reflect & Take Action written responses for Chapters 1,2,3

Following each chapter are study resources gathered under the headings Review, Reflect, Extend, and Take Action. These resources include questions that encourage you to reflect on and discuss what you have read and to extend and apply the material presented in the chapters. You will write responses to those prompts, using as many key terms as possible in the writing.

Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

Case Study Written Response

An “Experience Communication Case Study”, located at the close of each chapter, provides questions to guide your analysis of the case study. Your written responses to those questions will apply what you have learned in each chapter. Each case study illustrates how ideas covered in the chapter show up in actual communication.

Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

In-Class Response writing /Class participation

brief responses written to value orientation exercise: 3 points

class participation in discussion /attendance on time: 1 point

Week 2:

Discussion 2

Discussion 2:

Nonverbal Communication: We are Always Communicating

Describe the way you use nonverbal communication in your surroundings at home and what this says about you and your family. Your description should include the following:

- Artifacts
- Environmental
- Olfactics

In your initial post, tell us what is in your home and what it communicates about you and your family. Also include whether or not you think this accurately represents your personalities and lifestyle and what you would change to more accurately reflect you and your family. You can include a picture of a room in your home for clarity.

In your response posts, interpret the description of the initial poster's home. How would you interpret the way he or she has described the surroundings? How would you describe your impression of an individual with similar artifacts, organization, and other nonverbal communication?

As a class, please be sure that ALL students receive feedback. You are encouraged to check in often this week.

Chapter Readings

Read chapters 4 & 5 by in-seat class meeting on Thursday, October 31st

Chapter Reflect & Take Action written responses for Chapters 4 & 5

Following each chapter are study resources gathered under the headings Review, Reflect, Extend, and Take Action. These resources include questions that encourage you to reflect on and discuss what you have read and to extend and apply the material presented in the chapters. You will write responses to those prompts, using as many key terms as possible in the writing.

Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

Case Study Written Response

An "Experience Communication Case Study", located at the close of each chapter, provides questions to guide your analysis of the case study. Your written responses to those questions will apply what you have learned in each chapter. Each case study illustrates how ideas covered in the chapter show up in actual communication.

Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

In Class Response writing / Class participation

Response writing for TED talk by Amy Cuddy: 3 points

class participation in discussion /attendance on time: 1 point

Week 3:

Exam I Chapters 1-7

50 questions @ 2 points each

The online exam will consist of True-False and Multiple choice items.

Due Date: Exam is available on D2L> Quizzes until Wednesday, November 13th, 11:59 pm

Chapter Readings

Read Chapters 6 & 7 by in-seat class meeting on November 7th

Chapter Reflect & Take Action written responses for Chapters 6 & 7

Following each chapter are study resources gathered under the headings Review, Reflect, Extend, and Take Action. These resources include questions that encourage you to reflect on and discuss what you have read and to extend and apply the material presented in the chapters. You will write responses to those prompts, using as many key terms as possible in the writing.

Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

Case Study Written Response

An "Experience Communication Case Study", located at the close of each chapter, provides questions to guide your analysis of the case study. Your written responses to those questions will apply what you have learned in each chapter. Each case study illustrates how ideas covered in the chapter show up in actual communication.

Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

Class participation

Quality of participation in class discussions; attendance on time : 1 point

Week 4:

Discussion 3

Discussion 3:

Communication Climates: Confirming and Disconfirming Messages

Choose an interpersonal relationship in your life. This can be current or past. Describe several confirming or disconfirming messages, both verbal and nonverbal, that have worked to create the relationship climate. Tell us whether or not you are satisfied with the ratio of confirming to disconfirming messages in this relationship.

In your responses to your classmates, evaluate the climate of the relationship and how they might improve communication within the relationship.

As a class, please be sure that ALL students receive feedback. You are encouraged to check in often this week.

Chapter Readings

Read Chapters 9 & 10 by in-seat class meeting on November 14th

Chapter Reflect & Take Action written responses for Chapters 9 & 10

Following each chapter are study resources gathered under the headings Review, Reflect, Extend, and Take Action. These resources include questions that encourage you to reflect on and discuss what you have read and to extend and apply the material presented in the chapters. You will write responses to those prompts, using as many key terms as possible in the writing.

Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

Case Study Written Response

An "Experience Communication Case Study", located at the close of each chapter, provides questions to guide your analysis of the case study. Your written responses to those questions will apply what you have learned in each chapter. Each case study illustrates how ideas covered in the chapter show up in actual communication.

Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

Class Participation

quality of class participation in discussion /attendance on time: 1 point

Week 5:

Culture-Identity-Relationship Paper

Culture, Identity, and Relationships Paper:

Choose someone with whom you have a relationship. This can be a friend, colleague, classmate, or acquaintance to interview. You will use the interview questions below as a guide and a start to conduct your interview. You can expand on the interview questions and develop follow-up questions to further your conversation.

Using the responses from the interview, write a 2 to 3-page paper as described below. The paper will be submitted to the dropbox.

- The paper should:
 - Clearly identify the person you interviewed and explain the relationship between the student and the interviewee.

Here are some interview questions to get the ball rolling. Again, you can expand on these and create follow-up questions to gain further knowledge of the individual you are interviewing:

1. Describe your relationship with the interviewer (the student.) Are you friends, acquaintances, relatives, co-workers, classmates?
2. What was your opinion of me the first time we met?
3. Did you think we were similar or different when we first met?
4. Has your opinion of me changed since we have gotten to know one another?
5. Could you describe your upbringing?

6. Do you think your background impacts the way you communicate? If so, how?
7. Do you recall just knowing certain things about the way you were supposed to act? For example, you always save 10% of your paycheck or you always have family dinner on Sundays at aunt Mary's.
8. Do you identify as belonging to specific organizations or social groups?
9. Which organizations or social groups do you belong to?
10. Could you describe the tone of the communication when you get together?
11. Are there specific things you do, say or celebrate as a group?
12. Would you say that any of the groups you mentioned have their own culture? If so, could you describe the culture?
13. How do you describe yourself as you are today?
14. How would you describe yourself ten years ago?
15. What do you think has the most impact on how you see yourself and how you communicate with others?

Twelve Angry Men film analysis of Group Communication

The film will be viewed in class, the analysis will be written outside of class, based on a series of questions that guide you to identify examples of behavior from the film that illustrate group communication terms and concepts.

Use as many key terms from Chapter 11 as possible in your writing.

Due Date: Submit to D2L Dropbox by Wednesday, November 27th, 11:59 pm

Chapter Readings

Read Chapter 11 by in-seat class meeting on November 21st

Chapter Reflect & Take Action written responses for Chapter 11

Following each chapter are study resources gathered under the headings Review, Reflect, Extend, and Take Action. These resources include questions that encourage you to reflect on and discuss what you have read and to extend and apply the material presented in the chapters. You will write responses to those prompts, using as many key terms as possible in the writing.

Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

Case Study Written Response

An "Experience Communication Case Study", located at the close of each chapter, provides questions to guide your analysis of the case study. Your written responses to those questions will apply what you have learned in each chapter. Each case study illustrates how ideas covered in the chapter show up in actual communication.

Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

In-class Response writing / Class participation

brief responses written to group role play exercise: 3 points

class participation in discussion /attendance on time: 1 point

Week 6:

Chapter Readings

Read Chapter 14 by in-seat class meeting on December 5th

Consuming Kids: The Commercialization of Childhood - written responses

The film will be viewed in class, your responses will be written outside of class, based on a series of questions designed to help you reflect critically and independently about the material from a number of different perspectives. You will apply concepts from the study of Mass Communication, Communication and Personal Identity, Verbal and Nonverbal Communication.

Due Date: Submit to D2L Dropbox by Wednesday, December 11, 11:59 pm

Chapter Reflect & Take Action written responses for Chapter 14

Following each chapter are study resources gathered under the headings Review, Reflect, Extend, and Take Action. These resources include questions that encourage you to reflect on and discuss what you have read and to extend and apply the material presented in the chapters. You will write responses to those prompts, using as many key terms as possible in the writing.

Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

Case Study Written Response

An "Experience Communication Case Study", located at the close of each chapter, provides questions to guide your analysis of the case study. Your written responses to those questions will apply what you have learned in each chapter. Each case study illustrates how ideas covered in the chapter show up in actual communication.

Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

In-class Response writing / Class participation

brief responses written to reflect on media programs : 3 points

quality of class participation in discussion /attendance on time: 1 point

Week 7:

Discussion 4

Discussion 4:

Applying Communication to Your Career

One of the most common items listed in job postings is “effective communication skills.” Coming into this course, what were the areas where you felt you needed the most work to improve your communication? After taking this course, what are the areas you feel you have learned the most from and how can you incorporate your new knowledge and skills into the career you want?

In your responses to your classmates, give feedback on the area of communication they most wanted to improve and constructively evaluate their application of their new communication competency to their current or future careers.

As a class, please be sure that ALL students receive feedback. You are encouraged to check in often this week.

Chapter Readings

Read Chapter 15 by Friday in-seat class meeting (make-up session) December 6th

Chapter Reflect & Take Action written responses for Chapter 15

Following each chapter are study resources gathered under the headings Review, Reflect, Extend, and Take Action. These resources include questions that encourage you to reflect on and discuss what you have read and to extend and apply the material presented in the chapters. You will write responses to those prompts, using as many key terms as possible in the writing.

Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

Case Study Written Response

An “Experience Communication Case Study”, located at the close of each chapter, provides questions to guide your analysis of the case study. Your written responses to those questions will apply what you have learned in each chapter. Each case study illustrates how ideas covered in the chapter show up in actual communication.

Due Date: submit to D2L Dropbox by Tuesday, 11:59 pm

Class Participation

quality of class participation in discussion /attendance on time: 1 point

Week 8:

Chapter Readings

Read Chapters 8 & 12 by in-seat class meeting on December 12th

Exam II Chapters 8,9,10,11, 12, 14, 15

50 questions @ 2 points each

The online exam will consist of True-False and Multiple choice items.

Due Date: Exam is available on D2L> Quizzes until Friday, Dec. 13, 11:59 pm

Chapter Reflect & Take Action written responses for Chapters 8 & 12

Following each chapter are study resources gathered under the headings Review, Reflect, Extend, and Take Action. These resources include questions that encourage you to reflect on and discuss what you have read and to extend and apply the material presented in the chapters. You will write responses to those prompts, using as many key terms as possible in the writing.

Due Date: submit to D2L Dropbox by Thursday, December 12th, 11:59 pm

Case Study Written Response

An “Experience Communication Case Study”, located at the close of each chapter, provides questions to guide your analysis of the case study. Your written responses to those questions will apply what you have learned in each chapter. Each case study illustrates how ideas covered in the chapter show up in actual communication.

Due Date: submit to D2L Dropbox by Thursday, December 12th, 11:59 pm

Class participation

quality of class participation in discussion /attendance on time: 1 point

+ Additional Resources

Online databases are available at library.ccis.edu. You may access them using your CougarTrack login and password when prompted.

Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Technology Solutions Center, or the D2L Helpdesk for assistance. If you have technical problems with the VitalSource eText reader, please contact VitalSource. Contact information is also available within the online course environment.

- Columbia College Technology Solutions Center: CCHelpDesk@ccis.edu, 800-231-2391 ex. 4357
- D2L Helpdesk: helpdesk@d2l.com, 877-325-7778
- VitalSource: support@vitalsource.com, 1-855-200-4146

Online Tutoring

Smarthinking is a free online tutoring service available to all Columbia College students. Smarthinking provides real-time online tutoring and homework help for Math, English, and Writing. Smarthinking also provides access to live tutorials in writing and math, as well as a full range of study resources, including writing manuals, sample problems, and study skills manuals. You can access the service from wherever you have a connection to the Internet. I encourage you to take advantage of this free service provided by the college.

Access Smarthinking through CougarTrack at [Students -> Academics -> Resources](#).

! Columbia College Policies and Procedures

The policies set forth in the **Policy Library** are the current official versions of College policies and supersede and replace any other existing or conflicting policies covering the same subject matter. For more information on policies applicable to students, see **Student Policies**. For more information on policies applicable to the entire Columbia College community, see **College-Wide Policies**.

Students are expected to read and abide by the College policies. Policies of particular interest to students include, but not limited to the following:

- Graduate Grading Policy
- Undergraduate Grading Policy
- Registration Policy and Procedures
- Withdrawal Policy
- Alcohol and Other Drugs Policy
- Family Educational Rights and Privacy Act (FERPA)

Additional Policies:

Academic Integrity and Plagiarism

Academic integrity is a cumulative process that begins with the first college learning opportunity. Students are responsible for knowing and abiding by the **Academic Integrity Policy and Procedures** and may not use ignorance of either as an excuse for academic misconduct. Additionally, all required papers may be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers may be included in the Turnitin.com reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Disability Resources

If you have a disability that requires an accommodation, please speak with the instructor and consult the **Student Accessibility Resources** office. Student Accessibility Resources staff will determine appropriate accommodations and will work with your instructor to make sure these are available to you. To find additional information, see our **ADA and Section 504 Policy for**

Students.

Notice of Non-Discrimination and Equal Opportunity:

The College has a process through which students, faculty, staff and community members who have experienced or witnessed incidents of discrimination, harassment, or retaliation on the basis of protected status, can report their experiences to a College official. For more information, see our [Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedure](#).

Title IX and Sexual Misconduct

The College is committed to addressing the issues of discrimination, harassment and sexual misconduct in the educational and workplace landscape and will continue to modify policies, procedures and prevention efforts as needed. For more information, see the College's [Title IX and Sexual Misconduct Policy](#).

Course Policies and Procedures:

Attendance Policy

Columbia College students are expected to attend all classes and laboratory periods for which they are enrolled.

For classes with an online component, attendance for a week includes submitting any assigned online activity. Assigned activities are scheduled prior to the course commencing. Assigned activity due dates are subject to change based on actual course progression and will be adjusted as necessary. Attendance for the week is based upon the date work is submitted. A class week is defined as the period of time between Monday and Sunday (except for week 8, when the work and the course will end at 11:59 PM Central Time on Saturday.) The course and system deadlines are based on the Central Time Zone.

Students are directly responsible to instructors for class attendance and work missed during an absence for any cause. If absences jeopardize progress in a course, the College reserves the right to drop or withdraw students from classes. For additional information, see the Administrative Withdrawal for Non-Attendance heading in the [Withdrawal Policy](#).

CougarMail

All students are provided a CougarMail account when they enroll in classes at Columbia College. You are responsible for monitoring email from that account for important messages from the College and from your instructor.

Students should use email for private messages to the instructor and other students. The class discussions are for public messages so the class members can each see what others have to say about any given topic and respond.

Late Assignment Policy

All classes rely on participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion and writing assignments. You must keep up with the schedule of reading and writing to successfully complete the class.

No late assignments will be accepted without the prior approval of the instructor.

Acceptance of a late assignment is at the discretion of the instructor.

Make-up examinations may be authorized for students who miss regularly-scheduled examinations due to circumstances beyond their control. Make-up examinations must be administered as soon as possible after the regularly scheduled examination period and must be administered in a controlled environment.

Student Conduct

All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College's [Student Conduct Code](#) and [Acceptable Computing Use Policy](#). Students violating these policies or any other College policy will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct, the [Student Behavioral Misconduct Policy and Procedures](#), and the Acceptable Computing Use Policy can be found in the Policy Library at ccis.edu/policies. The adjunct faculty member maintains the right to manage a positive learning environment all students must adhere to the conventions of online etiquette when enrolled in a course with an online component.