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Updated: 1/16/2011

"Teachers open the door, but you must enter by yourself."

-- Chinese Proverb

English 1301:
Composition I
Syllabus

This syllabus is tentative and may be changed to accommodate student needs.

Prerequisite:

1) Completion of English 0370 with a "C" or better, 2) successful completion of THEA, COMPASS, or equivalent testing, or 3) placement by an OC counselor.

Course Description:

English 1301: Composition I emphasizes writing analytical research papers. This course emphasizes basic research skills and requires strict adherence to academic documentation. This course prepares students to write the basic research paper required in academic courses. 3 credit hours

Scans: 1, 2, 9:

1. Reading
2. Writing
9. Creative Thinking, Problem Solving, and Decision Making

NOTE: Students enrolling in courses with a SCANS rating of 1, 2 or 3 should have a competency at the high school diploma or equivalency level or satisfactory placement score on an appropriate placement exam. Dual enrollment and early admission students in high school must have the approval of their high school principal or designee. Additional course prerequisites/corequisites may be found at the end of each course description.

Required Textbook(s):

Quick Access, Reference for Writers (6th edition) by Lynn Quitman Toyka and Douglass Hesse, Pearson-Prentice Hall.

To purchase less than the required components of a course is your sole responsibility, and such an action may mean that you do not always have full access to the same information in test preparation, postings, and papers. As such, your grade may be negatively impacted.

The student will use this book on numerous assignments/tests throughout the course. Purchase a hard copy of the grammar book—not an ebook.

Learning Outcomes as Determined by the Odessa College English Department (August 2010):

Upon successful completion of this course, students will be able to

- Learn to write thesis driven essays, with clear internal organization governed by a series of controlled paragraph topic sentences;
- Learn to move logically in a body paragraph from the generalization of the topic sentence to more specific clarifications;
- Learn to understand and appropriately apply modes of expression in written communication;
- Learn to maintain a logical movement through an essay with control of transitions, clarifications, and reasonable conclusions to ideas;
- Learn to analyze an audience to determine the best strategies for effectively communicating with that audience;

- Demonstrate an understanding of some basic research techniques and how to use library resources;
- Demonstrate a knowledge of research documentation including quotation integration, proper citation, and some knowledge of bibliographic form;
- Demonstrate competence in using conventional English;
- Articulate ideas in well-organized, lucid prose that exhibits the application of the aforementioned skills.

Unit #1	Grammar Exam Analytical Research Paper Quotation Integration, MLA Documentation, Works Cited	Paper requires intensive writing/revision, audio lectures, research, assigned readings (e.g. textbook), supplemental readings, class interaction facilitated Blackboard	See Blackboard for deadlines. Students are required to check BB and their OC email daily.
Unit #2	MLA Documentation Exam (Textbook Required) Analytical Research Paper Quotation Integration, MLA Documentation, Works Cited	Paper requires intensive writing/revision, audio lectures, research, assigned readings (e.g. textbook), supplemental readings, class interaction facilitated Blackboard	See Blackboard for deadlines. Students are required to check BB and their OC email daily.
Unit #3	Grammar Exam Analytical Research Paper Quotation Integration, MLA Documentation, Works Cited	Paper requires intensive writing/revision, audio lectures, research, assigned readings (e.g. textbook), supplemental readings, class interaction facilitated Blackboard	See Blackboard for deadlines. Students are required to check BB and their OC email daily.
Unit #4	Analytical Research Paper Quotation Integration, MLA Documentation, Works Cited	Paper requires intensive writing/revision, audio lectures, research, assigned readings (e.g. textbook), supplemental readings, class interaction facilitated Blackboard	See Blackboard for deadlines. Students are required to check BB and their OC email daily.
Final Exam	Comprehensive Exam (Textbook Required) Analytical Research Paper Quotation Integration, MLA Documentation, Works Cited	Paper requires intensive writing/revision, audio lectures, research, assigned readings (e.g. textbook), supplemental readings, class interaction facilitated Blackboard	See Blackboard for deadlines. Students are required to check BB and their OC email daily. Failure to take the final exam will result in a failing grade for the course. See Syllabus.
	* Assignments/paper topics are tentative and can be changed at the discretion of the instructor.		

*** The research papers carry the heaviest course percentage, 60 percent or higher.**

Disk Portfolio Required of On-Campus Class:

At the end of the semester, the on-campus student will submit a disk portfolio. I already have a copy of the students papers saved in the BB Engl 1301. The disk should contain only the polished essays. The disk must contain all assigned essays. Each essay mode should be clearly identified. Do not include rough drafts or assignments from other classes. If you do not have Microsoft Word, then save your file in Rich Text so that I can access your documents. This disk will **not** be returned. If you wish to retain a copy of your files, be sure to make a file copy for yourself *before* submitting the disk to me.

The label must include the following typed information:

- English 1301:# Section – Composition I
- Semester (e.g. Fall 2010)
- Name (Student ID #) See OC Identification Card or Course Receipt.
- Address
- City, State Zip Code
- Phone Number (home)
- Phone Number (work)
- Email Address (OC)
- Email Address (Personal)

***** Core Syllabus *****

All of my courses utilize Blackboard (BB). Unless a course is designated as a full Internet course, a student must meet at the scheduled class time as determined by the College. Only a full Internet class is conducted entirely via the Internet. An Internet-Enhanced or hybrid class has mandatory attendance.

Students enrolling in this course will be expected to have a good command of standard written English. Students with severe grammar problems should expect to be assigned time outside class in the Tutoring Center.

The course is divided into units, and I direct the coursework for each unit as we go through the semester. The course is not self-paced. The student will have frequent assignments with due dates. The student will complete course units on the schedule that I provide through regular announcements.

I present the same material in a course regardless if it is traditional (face to face) or non-

traditional (e.g. hybrid, Internet-Enhanced, Internet). The same material is presented in the course regardless of the semester length (mid-winter [10 days], four weeks, eight weeks, or sixteen weeks). Although the medium does impact presentation, students will be required to read the same material and take the same exams. Since the course material and for the most part, course expectations are the same, I do not have a different syllabus for a different medium.

This syllabus is tentative and may be changed to accommodate student needs.

It is mandatory that you check Blackboard and your OC student email daily.

Technology Requirements:

Students must have daily access to the Internet and be proficient in word processing as well as emailing and sending attachments. The OC campus has numerous computer labs open to students, free of charge, during the week and on the weekend.

If a computer crashes, the student is still responsible for accessing Blackboard and doing the assignments in a timely manner. Blackboard is accessible anywhere there is Internet access. Travel is NOT an excuse for missing a deadline.

Office Hours:

The instructor's office hours, which are updated each semester, are posted on the OC website: www.odessa.edu. Office hours vary each semester.

Response time to an email is 24-48 hours. If you email over the weekend, holiday, or anytime the campus is normally closed, I will respond to your email when the campus reopens. If you do not receive a response from me, please assume that I did not receive your email and resend it

You must send an email from your OC student email account—not a personal account. (Go to the OC website to establish your OC student email account). The OC email account needs to be established before the first day of class.

Voice Mail:

My office phone has voice mail. (Email, however, is the best way to contact me.) If you lose contact with me completely (i.e. you cannot contact me via Blackboard or email), you need to call my office. Explain the reason you cannot contact me and leave a phone number so I can return your call. Leave your full name. State which course you are enrolled. Repeat the phone number twice. Speak clearly.

Important: I cannot return out of area or long distance phone calls from my office phone. You can reach me during my office hours, which are posted on the OC website.

Preparation for Computer Emergencies:

If a computer crashes, the student is still responsible for accessing Blackboard and doing the assignments in a timely manner. Blackboard is accessible anywhere there is Internet access. If you choose to travel during a test or assignment due date, it is your responsibility to meet all course deadlines. Go to the public library, the LRC/computer center, an Internet Cafe, or a friend's house. Travel is NOT an excuse for missing a deadline. Internet access is also available in most hotels. If the student does not have a functional computer or access to a computer, that student is in jeopardy of failing the course.

Computer Crash:

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer that you can use when/if your personal computer crashes.

Lost/Corrupted Files:

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g. Blackboard server crash or virus infection, student's own computer crashes, loss of files in cyberspace, etc...) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I either do not receive it (lost in cyberspace) or it is corrupted when I open it, it is incumbent upon you to resend it to me, corrected, with little or no downtime in regard to the timeline for submission.

Method of Evaluation:

The learner's grade will be determined by weighted activities. I do not curve a course grade. The first time a student earns a grade below a 70, s/he needs to immediately access his/her learning methods. The student is strongly encouraged to contact the Tutoring Center for assistance.

90-100 = A

80-89.9 = B

70-79.9 = C

60-69.9 = D

59.9 or below = F

Important: I do not ordinarily accept late work. It is never required of me to accept late work. Late work or testing will receive a zero. Emergencies, however, do arise. To qualify, you must submit documented paperwork immediately and do the assignment/paper/test within one week. For whatever reason, late work or late testing will receive at the very highest a 70 even

with documented paperwork. Daily work cannot be made-up. If you fail an exam/paper and/or I allow you to retest or rewrite a paper, the highest possible grade that you can earn on the assignment is a 70. The student will be required to come to the campus Testing Center or a designated location to take the exam.

If the student qualifies, this opportunity must be utilized within a week or the student forfeits the opportunity to raise the failing grade.

Learning Resources Center (OC Library):

OC's Learning Resources Center (LRC) has a large media holding as well as numerous electronic databases.

You will be asked to research several paper topics. You may use the Internet available to you on the OC campus. All OC facilities are available free of charge to OC students.

The Learning Resources Center (LRC) is available via the Internet to access to these electronic databases from off-campus, the student must currently be enrolled at Odessa College. Detailed instructions can be found on the Learning Resources Center web page. There is a help button on the web page for login assistance.

Computer Labs:

If you do not have a computer for word processing or you do not have Internet access, you may use one of several computer labs on the OC campus. There are computers available in the Student Success Center (Tutoring Center) or the Learning Resources Center (LRC). These services are free to OC students.

Tutoring Center:

For students who need extra help, tutoring is available *on-campus* and *online* at the Student Success Center (SSC). If you need tutorial assistance with your paper(s) and/or grammar skills, the tutors will work with you on an individual basis. The service is free to OC students. Students can sign up for tutoring help on the OC web page. If you visit the SSC, be sure to take your OC student ID card.

Student Success Center
Learning Resource Center
First Floor
Ph: 432-335-6878
Walk-ins Welcomed
Appointments Encouraged

The SSC offers Smarthinking Online Tutoring. Smarthinking uses tutors who are experts in their subject area and often hold a master's degree or a Ph.D. in their area of specialization. Contact the Student Success Center (Tutoring Center) for details.

The Student Success Center (Tutoring Center) can also show you how to navigate Blackboard. If a student needs to know how to save a document in Rich Text or submit an attachment to Blackboard, the tutors in the Student Success Center can show you.

You need to give the Tutoring Center enough time to work with you. If you wait until the last minute, then you are the one at fault. Contact the Student Success Center for additional information or to schedule a tutoring appointment.

* The Student Success Center (Tutoring Center) does not guarantee a grade. The Tutoring Center can show a student how to correct many common errors, but it is up to the student to absorb and implement the information. A tutor assists with a paper; the tutors does not write the paper for you. If you don't work well with one tutor, see if another one is available. However, all responsibility falls upon the student to follow the instructor's criteria. Each paper should reflect the student's increased research and composition skills.

I have numerous handouts and exercise for each area. It is up to the student to consult the appropriate handout. It is up to the student to learn the grammar rules. If you don't know the rule, look it up.

Attendance Policy:

At each class meeting, you will be studying materials important to your performance on exams and/or essays; therefore, your attendance and participation are vital to your grade in the course. Under NO circumstances does it ever become my responsibility to catch you up in the course.

Important: Poor attendance usually results in class failure.

Blackboard Technology Problem:

If you have a Blackboard technology problem, the OC website offers free assistance. The Student Success Center also offers free help with Blackboard.

Blackboard Posting for Internet Course:

Posting in a timely manner is integral to this course. Posting is a record of your attendance and participation in this course. Failure to post is equivalent to an absence (or several days of absence). If you do not post, I count you absent. If you accrue enough absences, you are in jeopardy of receiving a substantially lower grade or failing the course.

OC Student Email Address:

Each student must maintain a correct current mailing address and/or phone number with the instructor and the Registrar's Office. If there is any change in address, the student needs to contact the registrar regarding the new information.

All students enrolled in Odessa College must use his/her OC student email address. The student must activate his/her OC student email address immediately upon registering for the course. To activate your OC student email account, go to the OC website. Do NOT email me from a personal account. It is mandatory that you use your assigned OC student email account.

The student is required to check his/her OC student email daily. Failure to check your OC email account puts you in jeopardy. During a testing period or paper deadline, you are required to check your email several times in a day to see if the instructor has contacted you. Failure to do so could result in missed dated communication and deadline.

Create Email Signature for Course:

I often email numerous learners within a day. I have numerous students from across the state to across the nation. Whenever a learner sends an email to the instructor, provide full identification each time you email. Create a signature for yourself. Include the following information EACH time you send an email:

First Last Name

Program or School (OHS Concurrent, PHS Concurrent; AVID/PHS Concurrent)

Course.Section # (Example: Engl 1301.#####; Engl 1302.###; Engl 2327:#####)

Email: (personal)

Email: (school)

Ph: (home) Include area code

Ph: (alternate cell or work) Include area code

* See the course schedule on the Internet for the section number. You can also look at your receipt.

Make it easy for me to find you if one or more communication approach fails. Also make it known if you are with a specific program or school. Most students are with Odessa College, but I do have some students who grades I have to report to other academic institutions. Example: the Virtual College of Texas (VCT)

Example: Jane Doe

VCT -- Identify Your College

It is the student's responsibility to stay in communication with the instructor at all times.

Check Blackboard Daily:

A student is required to check BB daily for announcements, assignments, updates, and deadlines. It is the student's responsibility to keep current on all BB information. Failure to do so could result in a failing grade.

Things to remember:

Daily work cannot be made-up.

Mute your cell phone immediately upon entering class.

Do not text during class. This is distracting to the instructor/students.

Tardiness is rude. Everyone is late occasionally. Persistent tardiness is distracting and disrespectful.

I only deal with the student or in the case of a concurrent student, a high school counselor/facilitator. Do not have a parent contact me to say that you do not understand an assignment. If there is a question, the student needs to call.

It is NOT incumbent on the instructor to accept late work. Late work will receive a zero.

If late work is accepted, the work will be heavily penalized. The student must contact the instructor immediately. The student must contact the instructor within seven days. Unless arrangements have been made, any assignment over a week late receives a 0. An excused school activity does not excuse you from the due date of an assignment. If you know you will be gone when an assignment is due, then you need to make arrangements to submit the work in a timely manner.

Any behavior that distracts or disrupts the learning environment can be a cause for the student's removal. In a traditional classroom, this could be talking, perpetual tardiness, a cell phone ringing, texting, etc.... In an BB environment, this could be flaming (all caps that is the equivalent of shouting) at another student.

Abusive language and/or hostility may be a cause for the student's removal.

Any threats will be taken seriously and immediately reported to the institution.

Education is often offensive. Why? The student is learning material that is often outside his/her comfort zone.

Education is a privilege.

When you visit/contact OC personnel, address individuals by *Mr.* or *Ms.* (Only use *Mrs.* if a woman has expressed a desired to be addressed so.) If that person has a Ph.D., then address the individual as *Dr.* Learning how to properly address someone is part of the student's learning curve.

I do not offer extra homework so a student can pass. I expect the student to do the assigned work and earn a passing grade within the designated time frame. If you can't do that, then I view a repeat of the course as developing an essential knowledge base.

Students who are taking extra-curricular activities must meet all deadlines. If a student is required to travel, the student must still meet the deadline. An approved activity does not mean the instructor must accept the assignment late. It means the student must decide how s/he wants to fulfill her/his academic responsibilities.

Plagiarism:

Plagiarism is academic dishonesty, which is a nice word for cheating. The student is expected to do his/her own work. The student may receive help in revising and editing a paper, but anything written work should be substantially his/her own work.

When you submit a piece of writing that bears your name as author, you are claiming that all the words and ideas in that work are yours unless otherwise noted. Failure to identify and document other sources of information that reside within that piece of writing constitutes academic dishonesty in this course.

In academe, all facts and/or ideas are documented. English uses MLA (Modern Language Association). That means, *each fact* in *each sentence* must be (parenthetical) documented.

Each quotation must be properly cited. If you do not document each fact and/or quotation, this is considered plagiarism.

Plagiarism will result in a failing grade in the course.

MLA Documentation:

You are required to use MLA documentation for all postings and/or papers. There are many excellent sites regarding MLA documentation that reside free of charge on the Internet.

Policies and Procedures:

Tests are usually handled through Blackboard. The dates are fixed and the exams are timed, and this is non-negotiable. I do not allow late testing. When there is an exception, a late test penalty is imposed. The highest possible grade for a late test is a 70. You may be required to come to the OC campus or an approved test site.

At any point I suspect that the enrolled student is NOT taking the course exam(s) or that the student is cheating, I will require the enrolled student take exams under the supervision of his/her school's testing center. That student must produce valid ID as proof of identification. **IMPORTANT:** I reserve the right to require a student to come to the OC campus for proctored testing if this should occur. All I need is to suspect cheating to require this of you.

To print/copy a test or attempt to print/copy a test from Blackboard is considered cheating. The student will receive a zero for a test that has been printed/copied. The student will be required to come to the OC campus or an approved proctored test site for all testing.

Rules for Exams in Blackboard:

1. If the computer crashes, the learner is still responsible for accessing Blackboard and doing the assignments in a timely manner. Blackboard is accessible anywhere there is Internet access. All OC labs are available free of charge. Go to the public library, the LRC/ computer center, an Internet Cafe or a friend's house. Travel is NOT an excuse for missing a deadline. Internet access is also available in most hotels.
2. If you begin an exam in Blackboard and then you have technical difficulties and are "thrown out" of the test, then this is what may happen: I can ask you to take an alternate exam in my office or at a college testing center near you; however, I need to be notified immediately or I will not even consider an option for you. I will set the time and place for you to retake the exam or an alternate exam. If this happens, be prepared to miss school or work to get the exam completed because it is my option to require that. So, you need to be sure you are on a reliable computer and have a reliable server. The highest grade a student can earn is a 70 on the retake.
3. If you miss the deadline for an exam, then it is up to you to contact me immediately with an explanation. The decision of whether your explanation is valid is entirely up to me. However, you need to realize that the sooner you contact me, the better. If I allow late testing, a penalty will be imposed. The highest grade possible is a 70. The student must contact and take the late test within one week of the deadline or this offer is no longer valid. I am not required to offer a makeup exam.
4. If you miss the Final Exam, then you will receive an F in the course. I submit grades within hours of the final exam. Once I have submitted the grade, the course is officially closed. I do not change a grade. See Final Exam.

Written Work/Papers:

Research paper(s) will follow standard MLA guidelines for documentation. Each fact in each sentences must be documented. Each quotation must be documented. Failure to properly document a fact or idea constitutes academic plagiarism. A student who plagiarizes will receive a zero in the course.

Writing components should illustrate an appropriate level of critical thinking, which incorporates

independent thought, self-awareness, relevance, and academic integrity.

All essays must be submitted in Rich Text (RTF) format. A paper not submitted in Rich Text will receive a zero. For assistance, go to the Student Success Center (Tutoring Center).

All work must be submitted to the correct location in Blackboard. Failure to submit to the correct location will result in a zero for that coursework. If you do not know how to submit a file, you need to visit the Student Success Center (Tutoring Center) well in advance of the deadline.

Never send a file (e.g. paper assignment/posting entry) to the professor's email. That paper will receive an automatic zero.

All work must be submitted in the correct format (e.g. paper heading, essay format). Failure to submit in the correct format will result in a zero for that coursework.

All assignments must be typed.

Late Submission Policy for Written Work:

Late work will receive a zero. I am under no obligation to accept late work. A paper needs to be submitted on or before the deadline. If I do accept late work, late work is heavily penalized. The highest possible score will be the grade of 70.

If you fail an exam/paper and/or I allow you to retest or rewrite a paper, the highest possible grade that you can earn on the assignment is a 70. The student will be required to come to the campus Testing Center to retake the exam.

This opportunity must be utilized within a week or the student forfeits the opportunity to raise the failing grade.

On occasion, I allow a student to submit a late paper or to revise a paper. A late/revise paper must be submitted within one week of the original deadline. This offer does not apply to a student who misses numerous assignments. If you miss numerous assignments, this is a pattern. A late/revise paper exception comes with a major commitment from the student. The student must agree to the following: 1. The student must commit to working with the OC Tutoring Center (Student Success Center) on that paper. 2. That visit must be documented by the Tutoring Center. 3. The student must provide that documentation to the instructor. 4. The student must submit by the specified date. 5. The Tutoring Center does not guarantee a grade. 6. The highest grade a student can earn on a late and/or revised paper is a 70. If the student does not full this agreement, I will not accept the late and/or revised paper. The paper will earn a 0. Since papers are usually a major percentage of a course grade, a zero on a paper often sends the student on a downward spiral with no chance of recovery.

Computer Skills:

You must be able to type, research via Internet, upload and download files, send attachments, and save files in Rich Text Format. All written work must be submitted to the designated location in Blackboard. An assignment submitted to the incorrect location will receive a 0 for that assignment. Never send an attachment to the instructor's email address. The assignment will receive an automatic 0.

Discussion Requirements, Participation Guidelines, and Grading Criteria:

In addition to your textual reading assignments during the semester, the student may have multiple on-line lectures, interactive discussions, analytical writing component, exams, and audio/video presentations/lectures. Periodically, you will post to Blackboard's *Discussion Board* for interaction with other learners to address assigned topics. These postings are required class participation. Failure to post before the deadline will result in a zero for the assignment and count as an absence (or several absences).

Interactive Discussion Components:

Learners are required to participate in all posting. A posting always counts as attendance. If a student fails to post, that student, in effect, missed class and will be counted "absent" for one to several days depending on the type of posting and the duration of the posting. A posting serves several purposes:

1. Topics are set up to assist you in better understanding the works so that you are better-prepared for exams;
2. They provide an arena for collegiality among learners;
3. They alert me if you do not understand material or struggling with concepts;
4. Postings count for attendance, so if you miss a posting then you are "absent" from class that week. For this course, if you miss the assigned postings, you are in academic jeopardy due to your absences in addition to the loss of grade points; and
5. Postings have a deadline. Each posting may carry a weighted grade percentage. If a learner misses a posting, a 0 will be entered for that posting. A posting cannot be made-up.

Netiquette Guidelines:

Anything a learner types in the Discussion Board is visible, which means that every student in this class (including your professor) will see what is written. Pay attention to the language used and adhere to the following:

1. Do not post information of a sensitive nature;
2. Do not use language that is inappropriate for an academic setting (curse words, slang, vulgar, etc...);
3. Do not use language that is inflammatory or prejudicial in regard to gender, race, ethnicity, religion or sexual orientation;
4. Do not post in all caps;
5. Do not use "text messaging" language/abbreviations (u, r, c.). Remember your audience, which is an English professor. So, use language that is appropriate.
6. Adhere to basic grammar and punctuation rules and write in complete sentences.

7. Any threat, explicit or implied, to an individual and/or group will be immediately report to the College and campus security.

If you do not adhere to the guidelines, you will lose the points that would have been granted, and I reserve the right to remove your posting and to deny you any further posting privileges.

If a student makes an inappropriate posting, that student will be blocked from additional postings; the student will be required to visit with the instructor during office hours. If a student refuses to comply, the student will be prohibited from participating in posting activities which could sufficiently lower the course grade. The student may also be removed from the course.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Course Evaluation(s):

Students may be required to participate in an end-of-semester course evaluation survey.

Withdrawal Policy:

See the current schedule for withdrawal policy criteria. Students who cannot complete the course must take the responsibility upon themselves to drop. The instructor will not drop a student. Failure to drop before the deadline (see Catalog or schedule of classes for the deadline) will result in a grade of F.

Check Grades in BB's Grade Center:

Individual assignment grades for the course are visible in Blackboard's Grade Center. The student has full access to his/her grades. Blackboard keeps a record of all assignments and when that assignment was submitted. Immediately upon testing, the student is required to check BB's Grade Center to verify the test attempt successfully recorded. The student is required to print his/her BB grades and graded coursework with the instructor's comments as documentation should a technical irregularity occur. The student needs to print BB grades after each test or paper grade.

Concurrent Grade Reports / Ineligibility:

Several times during the semester, a high school will request from the College the grade status of a concurrent student (a student who is simultaneously enrolled in both high school and college). The high school requests the grade from the College. The College requests the grade from the instructor. When this happens, I report directly to the College (not the high school).

A concurrent student who is failing at that particular time in the course semester is often deemed ineligible to participate in high school extracurricular activities (sport, cheerleading, band, choir, debate, etc...). That means the high school will not allow the student to participate in the school event.

A student has access to his/her grades in Blackboard's Grade Center at all times. A student can learn his/her score at any point. In fact, I require students to print out the BB's grade at the end of the testing period as a record should an irregularity occur. (The last score, not the highest score, is the official score.) Blackboard documents when a student tested, the length of the test, and the number of attempts. If you do not print out the grade, you are not in compliance with the course requirements. Blackboard documents the time a paper was submitted. You are required to print the graded version with instructor's comments. If you do not print the graded version with comments, you are not in compliance with the course requirements. Daily work cannot be made-up. Blackboard documents a posting/blog/journal. The BB component will close at the designated deadline. If a student decides not to check in for (a) week(s) or skip the instructions, that is his/her decision. Review the syllabus section regarding the Tutoring Center (Student Success Center). If a student is too busy to get help on an assignment (if needed), that student is probably too busy to do well in a college course.

I will not change a grade report once I have submitted the report.

If you are struggling in this course, perhaps your schedule is simply too hectic to accommodate a college class at this time. You need to request to be moved back to a high school classroom. Carefully read the syllabus regarding late and/or revised work.

If you think you are the exception to the rule, please let me assure you that you are not. The exceptional will follow the rules.

If a student/parent comes to my office to request a grade change, I will redirect them back to the high school and the appropriate chain of command.

Final Exam:

All learners are required to take a final exam for the class on the date that coincides with a scheduled time. Failure to take the final exam will result in a failing grade for the course. (If the student is taking a full Internet course, the student may be required to take the final exam at an approved proctored site. If proctored, the student will need ID before s/he is allowed to take the exam.)

End-of-Semester Course Grade:

All OC students must access their end-of-the-semester course grades through Web Advisor. Go to www.odessa.edu and peruse the OC webpage for *WebAdvisor* for grade access instructions. If you cannot access *WedAdvisor*, you need to contact the OC Registrar's office to see if there is a hold on your grade.

Campus Police:

The Odessa College Campus Police Department may be contacted on a 24-hour basis for emergencies on campus. The Department is available to help students with a variety of issues including the following:

- * Retrieve keys locked in vehicles
- * Jump start vehicles
- * Escorts to and from vehicles
- * Maintain a lost and found
- * Deliver emergency messages

432-335-6666 (Regular hours)

432-238-6334 (After-Hours EMERGENCY Cell)

- * Always report suspicious activity.

Quotation to Ponder:

“The world ain't all sunshine and rainbows. It is a very mean and nasty place and it will beat you to your knees and keep you there permanently if you let it. You, me, or nobody is gonna hit as hard as life. But it ain't how hard you hit; it's about how hard you can get hit, and keep moving forward. How much you can take, and keep moving forward. That's how winning is done. Now, if you know what you're worth, then go out and get what you're worth. But you gotta be willing to take the hit, and not pointing fingers saying you ain't where you are because of him, or her, or anybody. Cowards do that and that ain't you. You're better than that!”

-- Rocky, *Rocky Balboa* (2006)