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Updated: 8/20/2011

"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 adherences 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/co-requisites may be found at the end of each course description.

### Required Textbook:

*Quick Access, Reference for Writers* (6<sup>th</sup> edition) by Lynn Quitman Toyka and Douglass Hesse, Pearson-Prentice Hall. ISBN: 9780205741113

**Important:** 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 Needed for 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 #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.		

**\* Research papers carry the heaviest course percentage, 60 percent or higher.**

### Paper Portfolio Required of On-Campus Class:

At the end of the semester, the on-campus student will submit a paper portfolio (thumb drive). I already have a copy of the students papers saved in the Blackboard Engl 1301 Internet courses. The thumb drive 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.

Create a tag label and attach to the thumb drive for easy identification.

The label must include the following typed information:

- English 1301:# Section – Composition I (See Schedule for section #.)
- Semester (e.g. Fall 2011, Spring 2011)
- Name (Student ID #) See OC Identification Card or Course Receipt.
- Address
- City, State Zip Code
- Phone Number (home)
- Phone Number (cell)
- Phone Number (work)
- Email Address (OC)
- Email Address (Personal)

**Failure to submit the paper portfolio as required will result in points (eight to ten) deducted from the student's Final Exam.**

\*\*\*\*\* Core Syllabus for All English Classes \*\*\*\*\*

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. A full Internet class has mandatory attendance in the virtual environment. An Internet-Enhanced or hybrid class has mandatory classroom attendance on campus.

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 progress 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, four weeks, eight weeks, or sixteen weeks). Regardless of the medium, students are required to read the same material, take the same exams, and fulfill the same course objectives. Since the course material and 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 Student Success Center (Tutoring Center) has computers, printers, and Internet access available to students, free of charge, during the week and on the weekend. The Student Success Center (Tutoring Center) is located on the first floor of the Learning Resource Center.

### **Apps:**

OC has several student apps for the iPhone and iPad/tablet on the OC website: [www.odessa.edu](http://www.odessa.edu). With the Blackboard app, you are able to access Blackboard on your iPhone or iPad/tablet.

### **Required Materials:**

Storage device such as thumb drive

Yellow Highlighter -- Highlight important material in your textbook.

Purchase the required textbook for the course. See textbook section.

**Important: 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.**

\* If you are enrolled in a traditional or hybrid class, purchase the physical textbook -- not an ebook. I strongly recommend a hardcopy textbook regardless of the medium. You will be required to bring the textbook to class. The textbook can be purchased at the OC Bookstore.

**Office Hours:**

A student may visit or call during office hours.

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

Appointments are strongly encouraged.

Response time to an email is 24-48 hours during normal college operating hours. If you email over the weekend, holiday, or anytime the main campus is closed, I will respond to your email immediately when the campus reopens. (An exception to this would be a mid-winter class where the campus is closed but class is in-session.) If you do not receive a response from me, please assume that I did not receive your email and resend it.

I have a designated section in Blackboard where I respond to students' questions regarding the course. I check this section daily.

If you need to know if the campus is closed for a holiday or weather related event, check the OC website: [www.odessa.edu](http://www.odessa.edu).

You are required to send email from your OC student email account—not a personal account. A personal email may be directed to a junk mail site and the instructor may never even know that there was an email. Read the information regarding creating a student signature when you send an email.

Go to the OC website to activate your OC student email account. The OC email account needs to be activated before the first day of class. If you need help, the Student Success Center (Tutoring Center) will be glad to assist you in activating your OC student email account.

**Important:** If you do receive any emails from me regarding Blackboard, then you are not receiving emails. Once the class begins, I will send numerous emails in a week in regard to the class. If you experience any problem with your OC email, immediately contact the Student Success Center (Tutoring Center) to correct the problem.

**Voice Mail:**

My office phone has voice mail. If you lose contact with me (i.e. you cannot contact me via Blackboard or email), you need to call my office during my office hours. An instructor's office hours are posted on the OC website. If you should need to leave a voice message, please follow the following points: 1. Leave your full name. 2. Identify the course (and section) in which you are enrolled. 3. Explain the reason you cannot contact me and leave a phone number so I can return your in-area call. 4. **Repeat the phone number twice.** 5. Speak clearly.

**Important:** I cannot return an out-of-area or long distance phone calls from my office phone. You are welcome to call me during my office hours, which are posted on the OC website.

In Blackboard, I have established an area where students can leave questions regarding the course.

### **Preparation for Computer Emergencies:**

Each time you work on a document save it on the computer's hard drive as well as a thumb drive for backup.

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.

The Student Success Center (Tutoring Center) has numerous computers **and** printers available to students free of charge. All you need is a thumb drive to save and/or access the information.

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.

Travel is NOT an excuse for missing a deadline. If you plan to travel, plan how to meet a deadline.

### **Testing Requirements:**

**Mandatory:** The student is required to download the free software program *Respondus LockDown Browse* for Blackboard testing. Downloading instructions and the OC link to *Respondus LockDown Browser* are located in Blackboard. The Student Success Center (Tutoring Center) can show a student how to download the free browser into his/her personal computer.

Blackboard information can be viewed on mobile devices (e.g. iPhone, iPad, tablets); however, when tests are offered via *Respondus Lockdown*, the student must use a computer where the *Respondus Lockdown* has been preloaded on a computer. The browser must be downloaded before the exam. The student must plan ahead.

\* The Student Success Center (Tutoring Center) does have Respondus Lockdown loaded on their computers. Students are able to take a Blackboard exam in the SSC. Tutors will show a student how to access the exam.

A student is expected to read the test requirements in Blackboard before attempting each exam. Test requirements vary for different tests. Don't assume that you know.

**Important:** You must allow yourself sufficient time to take a test online. Most exams generally

take about two – three hours to complete. Time varies with each exam. I suggest that you allow at least three hours test time before the exam deadline. A test ends at the designated deadline. A test exceeding the deadline will result in a zero.

A test left *in-progress* is a zero. Read the test guidelines in Blackboard to determine course of action.

Upon submission of the exam, you are required to verify that the grade successfully recorded in BB's Grade Center.

An exam (or assignment) date is subject to change. You are required to check Blackboard (announcements, etc...) and your OC student email *daily* for (communications from instructor, updates, and announcements).

Since the test guidelines vary from exam to exam, it is incumbent on the student to read the test guidelines for each test. See test guidelines in Blackboard.

### **Lost/Corrupted Files:**

You must keep/save a copy of every project/assignment on a thumb drive as well as your hard drive.

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, and I do not offer extra points so a student can pass. The first time a student earns a grade below a 70, s/he needs to immediately access his/her learning methods. If the student tells me that s/he doesn't have time to get help to succeed, I will believe you. At that point, I have no further suggestions. The student is strongly encouraged to contact the Tutoring Center for assistance before failing becomes an issue.

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. Additional criteria must be met before the instructor will accept late work or allow a missed 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 can check out e-books, which you can read on your iPhone, iPad, or tablet.

You may view a large selection of educational *Films on Demand* videos on your computer or iPhone. These videos are the same ones that instructors often show in class. At present, not all iPads/tablets will play these videos. If you have an iPhone and earbuds, this is a great way to make use of dead time when you are simply waiting (e.g. between classes, doctor's appointments, picking up children).

You can access the databases on-campus or off-campus. All OC facilities are available free of charge to currently enrolled OC students.

If you are located off-campus and want to access the databases, you must use a login code. Detailed instructions can be found on the Learning Resources Center web page. There is a help button on the web page for login assistance.

As an OC student, the LRC services are free for you to use.

### **Computer Labs:**

Computers, printers and Internet services are available to students free of charge in the the Student Success Center (Tutoring Center). The SSC is located on the first floor of the Learning Resources Center (LRC). Lab assistances are on duty at all times to assist 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 Student Success Center (Tutoring Center), be sure to take your OC student ID card.

Students will often tell me that s/he could not get an appointment. What happens is that the student waited until the last minute. That student failed to plan ahead.

**Student Success Center (Tutoring Center)**  
**Learning Resource Center**  
**First Floor**  
**Ph: 432-335-6878**  
**Walk-ins Welcomed**  
**Appointments Encouraged**  
**URL: [www.odessa.edu/dept/ssc](http://www.odessa.edu/dept/ssc)**

The Student Success Center offers some of the following services, all free to students:

- \* Personal academic tutors
- \* Lab assistance on-duty at all times
- \* Online tutoring (Smarthinking). The tutors and/or lab assistances will show you *Smarthinking*.
- \* Individual and small group study room
- \* Access to computers and printers (Remember, to take a thumb drive.)
- \* Rosetta Stone Language Software
- \* Resources for Learning Styles Assessment
- \* PLATO Web (practice grammar exercises, practice tests)
- \* Study Skills Workshops and Assistance
- \* Project Transition in Education (TIE)
- \* Mentoring Program (M.O.R.E.) Would you like a faculty mentor? Mentoring Others Results in Excellence (M.O.R.E.) can match you up to a faculty member.

***Smarthinking*, available 24 hours a day, is free online tutoring for OC students: Anywhere, Anytime. This service is free of charge to an OC student.**

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

1. To access *Smarthinking*, go to the OC Portal: <http://www.odessa.edu/portal.htm>
2. You will be given instructions on getting into the Student Portal.
3. Once in the portal, scroll down until you see *Smarthinking* – Click on the link.
3. Once you are in *Smarthinking*, you gave access to all the resources.

**If you need assistance with *Smarthinking*, contact the OC Student Success Center (Tutoring Center) at 1-432-335-6878.**

The Student Success Center (Tutoring Center) can show you how to navigate Blackboard, save a document in Rich Text, submit an attachment, post in Blackboard, or activate your OC student email account.

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 (Tutoring 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 tutor does not write the paper for you. If you don't work well with one tutor, perhaps another one is available. However, all responsibility falls upon the student to follow the instructor's criteria. Each paper must reflect the student's increased research and composition skills as the class progresses.

I have numerous handouts and exercise for each assignment in Blackboard. 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 and/or seek assistance with the Student Success Center (Tutoring Center). It is up to the student to seek assistance in a timely manner.

### **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.

Attendance is mandatory for all OC classes. I track and report attendance.

\* Only a full Internet class is conducted entirely via the Internet. A full Internet class has mandatory attendance in the virtual environment. Failure to post or test by the deadline often counts of several days of attendance in a full Internet class.

\* An Internet-Enhanced or hybrid class has mandatory classroom attendance on campus as well as virtual attendance.

Under NO circumstances does it ever become my responsibility to catch a student up. All dates and deadlines are clearly posted in Blackboard. A student is required to daily check Blackboard and his/her OC student email.

Important: Poor attendance usually results in class failure.

### **Blackboard Technology Problem:**

If you have a Blackboard technology problem, the Student Success Center (Tutoring Center) also offers free help with Blackboard and your OC student email. The instructor cannot help with a

BB or email problem.

### **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.

If you have two different names as in a woman who recently married, you need to contact the Registrar and the course instructor immediately.

A student enrolled in Odessa College is required to 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. The Student Success Center also provides student assistance in activating their email accounts. Do NOT email 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 a missed communication and deadline.**

\* I will only respond to students using their OC student email account.

Before sending your email, spell check the content. Your email reveals a lot about you. I expect your all communication be written on a college level.

### **Create Email Signature for Course:**

I often email numerous students within a day. I have 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 (Student ID #) -- See Receipt or Student ID card for ID #

The Student ID # is not your Social Security number.

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. The Schedule is also online at [www.odessa.edu](http://www.odessa.edu). The course section number will also appear on your receipt.

**Make it easy for me to communicate with you.** If you are with a specific program or school, tell me. 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 (OC Student ID #)  
VCT -- Identify Your College

It is the student's responsibility to stay in communication with the instructor at all times. The student is required to check Blackboard and his/her OC student email account daily. Failure to check BB and your OC email account means you are not in compliance with the course requirements.

### **Check Blackboard Daily:**

It is mandatory that a student daily check BB and his/her OC student email account 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:**

I believe the relationship between a student and instructor is sacred.

Attendance is mandatory. I call roll at the beginning of class. Do not interrupt class to ask if I counted you. Please visit with me after class.

Daily work (e.g. posting) cannot be made-up. Daily work is also tied into attendance.

If I should return a phone call from my cell phone, this is not an invitation to text. All communication should be formal and come through your OC student email.

I strongly believe in a formal relationship between student and instructor. I do not accept students on Facebook nor do feel it appropriate to accept Facebook invitations from a student.

Do not tell me that you have to pass this course or that you must make a certain grade or that you must pass because you need to graduate. Please don't share those details with

me. It is best to funnel that energy into your work -- not into a conversation. You need to show what you are capable of by the work you produce and the deadlines you keep. I don't want to hear why you can't attend class or meet an assignment deadline. I want to know what you are doing to help yourself succeed. I will want to know if you are working with the Tutoring Center. Did you read the story/material for the second time? The third time? Did you look up the supplemental study material? Did you take the practice exercises? If you scored low, how many times did you take those practice exercises? Did you listen to the audio lectures? If you don't have the time to help yourself succeed, you need to determine if you are in the right place at this time in your life.

Mute your cell phone immediately upon entering class.

Texting is prohibited during class. This is distracting to the instructor/students. If it persists, you will be asked to leave.

Talking during class is distracting to the instructor/class. If it persists, you will be asked to leave.

If your phone number is outside the 432 area code, I cannot return a call from my phone office. Check my office hours and call during my office hours if you need to speak to me directly.

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 and must demonstrate his/her commitment to learning. This section is discussed in greater detail later in the syllabus. The student must contact the instructor within seven days. Unless advanced 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 will result in a student's removal. If necessary, I will call security.

Any threats regardless of the medium will be taken seriously and immediately reported to the College.

Any activity that is deemed a threat and/or danger to another will be immediately reported to the College.

Education is a hard work. Some days are fun, and some days are a drudge. The goal is learn. Learning itself is the reward, and with that satisfaction, often comes, increased income.

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

Education is a privilege.

Education is a responsibility.

Properly address people. 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.

If a student tells me that s/he has too many responsibilities and/or personal problems to complete assignments in a timely manner, I will believe that student. My suggestion is that education should be pursued when the mind is relatively free of major distractions.

Students who are taking extra-curricular activities must meet all course deadlines. If a student travels, the student must still meet the assignment 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. The student is always welcome to submit an assignment early.

### **Plagiarism/Cheating:**

Plagiarism is academic dishonesty, which is a euphemism 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.

Plagiarism will be reported to the College.

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.

English uses MLA (Modern Language Association). In academe, all facts and/or ideas are documented. 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 plagiarism.

Plagiarism will result in a failing grade.

**Mandatory:** Students are required to submit their written work (e.g. papers/formal postings) to SafeAssign, a plagiarism software, located in the Blackboard course. SafeAssign compares a student's submitted assignment against published works/websites. The Student Success Center (Tutoring Center) can show a student how to submit a paper to SafeAssign.

### **MLA Documentation:**

You are required to use the Modern Language Association (MLA) documentation for all postings and/or papers. There are many excellent sites regarding MLA documentation that reside free of charge on the Internet. It is the student's responsibility to consult the appropriate help source (e.g. Internet sites, textbook, *MLA Handbook for Writers of Research Papers* in the Learning Resources Center). The student may also contact the Student Success Center (Tutoring Center) for free assistance. Documentation is mandatory at a college level. As a college student engaged in higher learning, you are required to correctly document all quotations and facts.

### **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 for all exams 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. If allowed to continue in the course, the student will be required to come to the OC campus or an approved proctored test site for all future testing.



**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, quotation, 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. The Student Success Center (Tutoring Center) can show a student how to submit a paper in the required Rich Text Format.

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.

On occasion, I allow a student to submit a late paper or to revise a paper. At the instructor's sole discretion, circumstances may arise where the instructor accepts a late paper and/or revised paper. This offer DOES NOT apply to a student who misses numerous assignments. If you miss numerous assignments, this is a pattern.

**Important:** A late/revised paper exception comes with a major commitment from the student.

It is required that student has a personal conference with the instructor before this privilege is

even a consideration. A back and forth email is not adequate. A late/revised paper must be submitted within one week of the original deadline.

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

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:**

The student 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. The Student Success Center (Tutoring Center) provides free service regarding these basic skills.

### **Discussion, Participation, and Grading Criteria:**

In addition to your textual reading assignments during the semester, the student may have multiple on-line lectures, interactive discussions/postings, analytical writing components, 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/Posting 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 student may poke his head in the classroom, but unless s/he comes to class and participate, that student is considered absent. Pay close attention to deadlines.

A student is required to check BB and his/her OC email daily.

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.
8. This is not a class where the student gets in touch with her/his inner feelings and/or creativity. You are judged by what you produce on a scholarly level.
9. Be careful of what you reveal about yourself on a personal level. The whole class has access to a BB posting.

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.

### Drop/Withdrawal Policy:

#### Schedule Changes:

The first five days of a long semester (fall and spring) and the first two days of each summer session are the time periods in which students may change their schedules, add and/or drop classes, with the guidance of a counselor/advisor.

A student who drops before the Census Day (the first few days at the beginning of a semester) will not appear on the official class roster. A student expunged by the college before Census Day will not appear on the official class roster. Census Day is printed in the Course Schedule. You can find the Semester Schedule online at [www.odessa.edu](http://www.odessa.edu).

If you decide a course is not right for you, you need to transfer or drop in the first few days of the course. Semesters of different lengths have different census days. The Census Day is always listed in the Schedule.

#### Dropping Course After Census Day:

Unexpected events arise in everyone's life. Before dropping the course, please make an appointment to visit with me during my office hours. Sometimes it is possible for a student to get back on track. Sometimes a major event is only a temporary setback.

Before dropping a course, a student needs to consider all the options. There are regulations (e.g. Six Hour Drop Rule) to consider before withdrawing from a course. Dropping a course may result in current and future ramifications, which could negatively impact academic success. Please consult with an advisor/counselor to determine if you really want to take this step. The drop date is published in the Schedule.

Students who cannot complete the course must take the responsibility upon themselves to drop. The instructor will not withdraw a student. Failure to withdraw before the drop date will result in a grade of F. See Schedule for the deadline. The Schedule appears on the OC website: [www.odessa.edu](http://www.odessa.edu).

**Alternative to Dropping Class:** Most student for a variety of reasons, decide to drop about mid-semester when they realize they are too far behind to catch up. Is there an alternative? Due to current laws such as the Six Hour Drop Rule, it may be best to stay in a class even though you will receive an F in the course. **So what is the option?** Repeat the same OC course in the future, perhaps the next semester. You do not have to take the same instructor. Once the OC course has been successfully repeated, the student must request from the Registrar's office a GPA recalculation, which will allow the college to use the last grade earned in the calculation. The previous grade will appear on the transcript but be tagged as a repeat

course and the previous (failing) grade will no longer appear in the GPA calculation. The passing grade “wipes out” the failing grade. The new grade is used in the GPA calculation.

Mandatory: My blurb is a brief and unofficial overview of the OC drop policy. Consult the OC Catalog for official policy regarding drops. Make an appointment with an OC counselor for the latest information regarding withdrawals.

### **Check/Print 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 at all times. 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 **all** his/her BB grades and graded coursework with the instructor's comments as documentation should a technical irregularity occur. The student is required to print **all** 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 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.

I do not determine if a student participates in an extracurricular activity. I report the student's grade at the time I am required by the College and to the College. The high school makes the determination of eligibility based on the grade earned by the concurrent student.

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. As stated earlier, a test left *in-progress* is a zero. If you do not print out the grade, you are not in compliance with the course requirements. Blackboard documents the time a paper/exam was submitted. Blackboard records the time it took for you to take a test. 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. 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 a student meets the late/revised paper criteria, the revised assignment grade is reflected on the next grade report required by the College and reported to the College.

It is crucial that a concurrent student keep all grades 70 or above to avoid a negative grade report that could adversely impact extracurricular eligibility. If the activity (sports, cheerleading, UIL, etc...) is important to you, consider how you would feel if you suddenly could not participate. If a student tells me that s/he is too busy with other classes and extracurricular activities to seek help in maintaining a passing grade, I will accept that answer. However, that decision could prevent you from participating in the very activity that you love best. If you are struggling in this course, perhaps your schedule is simply too hectic to accommodate a college class at this time.

A student must 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.

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

### **Final Exam:**

The final exam is comprehensive. 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 *WebAdvisor*. Go to [www.odessa.edu](http://www.odessa.edu) and peruse the OC webpage for *WebAdvisor* for grade access instructions. If you cannot access *WebAdvisor*, 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 department
- \* Deliver emergency messages

Ph: 432-335-6666 (Regular hours)

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

- \* Always report suspicious activity.