

## Faculty Information

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**Name:** Dr. B. Forsyth, Professor of English

**Email:** [bforsyth@odessa.edu](mailto:bforsyth@odessa.edu)

**Phone:** 432-335-6661 (Schedule office visit in Blackboard)

**Office:** Wilkerson Hall, Rm 232

### Office Hours

#### Campus Office Hours:

Office hours are posted online at [www.odessa.edu](http://www.odessa.edu).

#### Online Office Hours:

I check Blackboard numerous times a day during a normal work week.

**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.**

### Preferred Method of Communication:

All communication takes place in Blackboard. Please DO NOT email prior to a class to tell me that you are enrolled in the class. These emails get lost. Blackboard will open on the first day of class. Login to Blackboard, where you will introduce yourself to the class.

Once you are in BB, all communication takes place in the Message Center (private) and Discussion Board (open to the class). Do NOT email the instructor. I will simply tell you to communicate via Blackboard; I will answer your question in Blackboard. Schedule an office visit or phone conference in Blackboard.

### 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). Click on the OC website > Students > Personnel > Click on Instructor's name to see current office hours. Office hours vary each semester.

All communication should take place in Blackboard's *Message Center* (if personal/private message) or *Discussion Board* (a course/class question). Once you are enrolled in the class, do not email. Communicate in Blackboard. If you email, I will direct you to post your question in

## BB.

If you are having a problem with Blackboard, you need to contact the Tutoring Center.

**If there is a question about your enrollment in the class, then send an email to the instructor.**

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. The Student Success Center (Tutoring Center) will be glad to assist you in activating your OC student email account.

## Voice Mail:

My office phone has voice mail. I check my phone when I am in my office; however, I check Blackboard several times in a day. 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. Identify the course in which you are enrolled. **Repeat the phone number twice.** Speak clearly. The most common reason I do not return a call: I'm clueless as to what the student tried to say. If you were in BB but you have suddenly lost access, there is a possibility that you have been expunged from the course (e.g. non-payment). You need to contact the OC Registrar's Office to verify that you are still enrolled in the course.

**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. Write out a brief description of the issue and leave it for me in BB's Message Center. The communication in the Message Center is private.

## Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

- provide clear information about grading policies and assignment requirements in the

course syllabus, and

- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- post grades for discussion postings within one week of the discussion thread closing.
- provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

**Textbook(s):**

*Quick Access Reference for Writers.* 7<sup>th</sup> edition by Troyka and Hesse (Pearson)  
ISBN: 978-0-205-90361-0

**Hardware: Technology Requirements for Internet/Hybrid/Internet Blended Courses:**

In an online or hybrid course, you will be required to use a variety of multimedia tools in order complete your assignments. At a minimum, you will need the following:

- Computer with speakers and a microphone
- Internet access
- Ability to send/receive email
- Ability to browse the Internet
- Skype
- Adobe Reader/Preview
- Media Player (iTunes, QuickTime, Windows Media Player)
- Recording Software (Audacity, GarageBand, QuickTime, Myna)

Students must have daily access to the Internet and be proficient in word processing . This is not a class that you can take by occasionally checking in. Mandatory: You must check Blackboard and your OC email daily.

Do you have access to a backup computer? 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. You need a backup plan if your computer goes down. What computer will you use?

The Student Success Center (Tutoring Center) has numerous computers 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.

**Required Materials:**

Storage device such as thumb drive  
Yellow Highlighter

### **Software:**

Your computer must be current with all updates to view videos and read PFDs (e.g. Java for Collaborate, Adobe Reader (for viewing PDF articles in the course), etc.... Does your computer speakers to listen to audio lectures? A microphone to participate in collaborate?

### **Websites:**

The internet has numerous websites regarding MLA documentation and grammar.

## **Information About the Course**

### **Course Description: Engl 1301: Composition I**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangements, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

### **Institutional Core Objectives (ICO's): 1, 2, 3, 5**

### **Course Prerequisites:**

Engl 0370 passed with a "C" or better or a satisfactory placement score.

### **Course Topics:**

Writing topic will be determined for each class and are subject to change as determined by the instructor.

### **Grading:**

All essays, including the final exam will be 3-5 pages (double spaced, MLA format).

<b>Final Exam</b>	<b>20%</b>
<b>Four essays</b>	
<b>1</b>	<b>10%</b>
<b>2</b>	<b>15%</b>
<b>3</b>	<b>15%</b>
<b>4</b>	<b><u>20%</u></b>
	<b>60%</b>
<b>Participation</b>	<b>20%</b>

(Participation is daily work, quizzes, exams, postings, collaboration, etc.... Daily work cannot be made up.)

### **Two Essay**

Personal narrative  
Descriptive  
Process  
Examples and Illustration  
Classification  
Argumentative/persuasion/position

### **Two Essays**

Analysis  
Comparison/Contrast  
Cause and Effect  
Definition  
Reader Response  
Evaluation

Final Exam: Evaluation essay

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 the same 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). 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.

### **Grading Scale:**

A = 90-100  
B = 80-89.99  
C = 70-79.99  
D = 60-69.99  
F = 0-59.99

### **Grading Policy:**

Please understand that this is a required course for the \_\_\_\_\_ program in order to prepare you \_\_\_\_\_. Quality work and active participation is expected and not to be negotiated. As a general policy, grades will be taken in class. Any written assignments or tests will be graded outside of class. You can expect feedback on assignments within two week's time.

**If you are officially enrolled in this course but cannot access Blackboard, contact Wrangler**

**Express immediately.** You will need to provide the following: full name, Student ID #, name of instructor, course.section, OC email, and (area code)phone number.

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 campus classroom 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 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 assess his/her learning methods. The student is strongly encouraged to contact the Tutoring Center for

Note: A **D** in this course may disqualify you from advancing to the next English course at Odessa College. Most likely a **D** will not transfer to another institution or satisfy the requirements of specific programs (i.e. nursing program).

## **Student Course Participation**

**As a student, I understand that I am responsible for keeping up with the course. To help with this, I will**

- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

**As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to**

- getting “kicked off” of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

**As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will**

- seek out help from my instructor and/or from tutors;
- ask questions if I don't understand; and
- access my course several times during the week to keep up with assignments and announcements.

## **Course Policies**

### **Disclaimer**

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

### **Original Effort**

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

### **Digital Protocol**

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time.** Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be **WORD documents (doc or docx).**

### **Attendance Policy**

Students are expected to attend class regularly. Attendance will be recorded using a "sign-in" sheet. Excessive absences will be grounds for disciplinary action, and will be determined on a case-by-case basis. If you are more than 15 minutes late to class or leave class early, this will count as an absence. Daily work cannot be made up.

### **Grade Inquiry Policy**

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to

meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

### **General Course Requirements**

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **Submit assignments on time. Late work will not be accepted. If the instructor does deem there was, indeed, extenuating circumstances, the assignment will be penalized. The highest grade for an approved late assignment is a 70. All medical emergencies must be fully documented.**

### **Incomplete Policy**

An 'Incomplete' grade may be given only if:

1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.

### **Institutional Core Objectives (ICOs)**

#### **Description of Institutional Core Objectives (ICO's)**

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses 2012-2013, page 73*)

#### **Odessa College's Institutional Core Objectives (ICOs):**

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
6. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

### **ACGM Learning Outcomes**

Upon successful completion of this course, students will:

Demonstrate knowledge of individual and collaborative writing processes.

Develop ideas with appropriate support and attribution.

Write in a style appropriate to audience and purpose.

Read, reflect, and respond critically to a variety of texts.

Use Edited American English in academic essays.

Source: *Academic Course Guide Manual*, Texas Higher Education Coordination Board

## **Odessa College Policies**

### **Tuition Discounts**

The “**First Course is Free**” discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The “**Academic Progress Discount**” provides a 10% tuition discount upon completion of 30 credit hours until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

### **Academic Policies**

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life

(CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities* <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

### **Scholastic Dishonesty**

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

#### **"Cheating on a test" shall include:**

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

### **Special Populations/Disability Services/Learning Assistance**

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.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with

learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at <http://www.odessa.edu/dept/counseling/disabilities/index.htm>. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013*, page 52)

### **Dropping a Course or Withdrawing from College**

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013*, page 36)

**The instructor does not drop a student. It is the student's responsibility to withdrawal from a course before the deadline.**

### **Student Support Services and Technical Support**

#### **Blackboard Support**

##### **I can't log into my Blackboard Course, who do I contact?**

Contact the Student Success Center: 432-335-6673 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm). The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

##### **I'm having a problem in my Blackboard Course, who do I contact?**

For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

#### **Additional Blackboard Help Resources:**

Service	Assistance Provided	Available
<b>Blackboard Help for Students</b>	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online <a href="#">Click here.</a>
<b>Blackboard On Demand Learning Center for Students</b>	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online <a href="#">Click here.</a>
<b>Blackboard Collaborate: First Time Users</b>	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online <a href="#">Click here.</a>
<b>Blackboard Collaborate: Essentials for Participants</b>	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	Online <a href="#">Click here.</a>

### **Student E-mail Support**

#### **How do I set up, access, or update my Odessa College Student E-mail account?**

Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>.

#### **I can't access my student email! I forgot my password!**

Contact the Student Success Center: 432-335-6673 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm). They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

**Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.**

### **Support for Students with Disabilities**

### How do I contact the Office of Special Populations?

<b>Main Number</b>	432-335-6861
<b>Campus Location</b>	SUB 204N in the Student Union Building
<b>Email</b>	Becky Rivera-Weiss - <a href="mailto:brivera@odessa.edu">brivera@odessa.edu</a>
<b>Website</b>	To find out more about services provided by the Special Populations office, please visit: <a href="http://www.odessa.edu/dept/counseling/disabilities/index.htm">http://www.odessa.edu/dept/counseling/disabilities/index.htm</a>

### Learning Resources Center (LRC; Library)

#### How do I contact the Learning Resource Center?

<b>Main Number</b>	432-335-6640
<b>FAQ Service</b>	LibAnswers: <a href="http://libanswers.odessa.edu">http://libanswers.odessa.edu</a>
<b>Contact a Specific OC Librarian</b>	Pat Quintero at 432/335-6350 or <a href="mailto:pquintero@odessa.edu">pquintero@odessa.edu</a> Donna Clark at 432/335-6645 or <a href="mailto:dclark@odessa.edu">dclark@odessa.edu</a> Carolyn Petersen at 432/335-6641 or <a href="mailto:cpetersen@odessa.edu">cpetersen@odessa.edu</a>
<b>LRC Services and Guidelines Website</b>	<a href="https://www.odessa.edu/dept/library/services/index.htm">https://www.odessa.edu/dept/library/services/index.htm</a>

### Equipment and Services Provided:

The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online

Magazines, newspapers, & scholarly journals	Research	On Campus and Online
Computers	Research & word processing	On Campus
Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online
Photocopiers, VHS/DVD players, FAX service	For course work	On Campus
Quiet study areas	For course work	On Campus

## Student Success Center (SSC) / AVID Center

### How do I contact the Student Success Center?

*Appointments are preferred, but walk-ins will be served as soon as possible.*

<b>Main Number</b>	432-335-6673
<b>Campus Location</b>	1st floor of the Library
<b>Website with Additional Help and Information</b>	<a href="http://www.odessa.edu/dept/ssc/">http://www.odessa.edu/dept/ssc/</a>
<b>Live Online Assistance / Chat</b>	<a href="#">Click Here</a> <i>(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)</i>

### Equipment and Services Provided:

The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services	Used For	Available
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Available		
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online <a href="#">Click here for more information.</a>
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online <a href="#">Click here for more information.</a>
Study Skills	Tools needed to succeed	On Campus and Online <a href="#">Click here for more information.</a>
Basic Technology	To navigate classes, email, etc.	On Campus and Online
Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online <a href="#">Click here for more information.</a>
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online <a href="#">Click here for more information.</a>
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus <a href="#">Click here for more information.</a>
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online <a href="#">Click here for more information.</a>

## Veterans Support

### How do I contact the office for Veteran's Outreach?

<b>Main</b>	432-335-6833
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<b>Number</b>	
<b>Campus Location</b>	204M (Help Center) in the Student Union Building
<b>Email</b>	Gloria Rangel - <a href="mailto:grangel@odessa.edu">grangel@odessa.edu</a>
<b>Website</b>	To find out more about services provided by the Veteran's Outreach office, please visit: <a href="http://www.odessa.edu/dept/counseling/veterans/index.htm">http://www.odessa.edu/dept/counseling/veterans/index.htm</a>

### **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.

### **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.

### **Grading Rubric for Written Work:**

**A Paper:** Excellent / outstanding / fluent / thought-provoking / original

This paper is a superior and carefully organized response to the assigned topic, each paragraph having a controlling idea and excellent supporting detail, the style fluent and the content thought-provoking. There are few if any mechanical errors. The presentation shows thought and original insights on the part of the writer, independent of the teacher and/or text.

**B Paper:** Average / clear / well-organized.

This paper is a good response to the assigned topic, in which each paragraph has a controlling idea adequately supported by detail. The sentences are clear and show some variety. Mechanical errors are not distracting to the reader. The writer has mastered the material presented by the text and teacher.

**C Paper:** Fair / adequate / competent / unoriginal

This paper is an adequate, routine response to the assigned topic. A central idea is stated, perhaps too generally, but it is more or less held to and supported in token fashion. The style is moderately clear and the mechanics reasonably competent. Errors in grammar, punctuation, usage, and organization do not seriously interfere with a reader's understanding of the paper.

**D Paper:** Below average / inadequate / ineffective / unclear / under-developed.

This paper is an inadequate response to the assigned topic, by reason of significant mechanical errors that make the communication ineffective, weaknesses of word choice, or insufficient support/understanding of the topic. There may be a stated controlling idea, but the relation of details to it is unclear.

**F Paper:** Failure / blocked communication / plagiarism-cheating / major errors / illiteracy / directions not followed / off-topic / badly under-developed.

This paper is an altogether unacceptable response to the assigned topic, whether by failure of the writing, the thought, or both. The voice of the writer fails to appear because someone else's language has been appropriated or because gross errors have blocked communication. A controlling idea is not stated or, if stated, is incoherent or underdeveloped. Errors in diction may suggest illiteracy.

### **Late Work:**

**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. That student must have an agreement with the instructor, a late deadline, and a commitment to work with the OC Tutoring Center. The student must submit documentation from the Tutoring Center when submitting the late/revised assignment.

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

### Learning Resources Center (OC Library):

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

You may use the LRC Internet while on campus. 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 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.

You must have your LRC access codes to view *Films on Demand* in Blackboard. The LRC staff will be glad to assist you in accessing these databases from off-campus.

You paid for this service. It is yours to use.

### Computer Labs:

If you do not have a computer for word processing or you do not have Internet access, you may use the Student Success Center (Tutoring Center) which is located on the first floor of the Learning Resources Center (LRC). Lab assistances are on duty at all times to assist students. 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.

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  
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 exercises, grammar exercise)
- \* 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 is free online tutoring for OC students: Anywhere, Anytime.**

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 or activate your OC student email account. 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, perhaps 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 handouts and web links for each assignment in Blackboard. It is up to the student to consult the appropriate handout and link. 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).

## **Student Participation Expectations**

### **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 will 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. Attendance will be taken in an Internet class.
- \* An Internet-Enhanced or hybrid class have mandatory classroom attendance on campus.

Under NO circumstances does it ever become my responsibility to catch a student up. All assignments are posted in Blackboard.

Important: Poor attendance usually results in class failure.

## **Student Technical Skills Expectations**

### **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 students 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 me from a personal account. It is mandatory that you use your assigned OC student email account.

The student will receive periodic announcements from Blackboard to the OC student email account. All communications go through Blackboard—Message Center or Discussion Board.

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

\* Communicate in BB. If there is a Blackboard issue in which you can't access BB, I will only respond to students using their OC student email account.

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

### Create Email Signature for Course:

All communication should go through BB—See BB's Message Center or Discussion Board. With that clearly understood, sometimes you need to send an email to either myself or another OC person:

Only email if you are unable to access Blackboard or there is an enrollment issue, which prohibits you from accessing BB.

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 (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.###)

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. I did NOT ask for your social security number. NEVER post your social security number where others may see it. The Student ID number is your unique identifier at OC.

**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 (OC Student ID #)

VCT -- Identify Your College

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

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.

All communication should take place in Blackboard. Do not email a question. If you email, I will direct you to post your question in BB.

You should specifically check BB's Announcements, Message Center, and Discussion Board daily. I often add new documents and/or links. It is the student's responsibility to check for added/updated material.

### Things to remember:

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

Daily work cannot be made-up. Daily work is also tied into attendance.

**Pet Peeve:** Do not tell the instructor that you have to pass this course or that you must make a certain grade or that you must pass because you are going 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 show what you are capable of by the work you produce and the deadlines you keep. 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. I want to know if you read a story for the second time. I want to know if you reviewed the supplemental material to study. Did you take the practice exercises? If you scored low, how many times did you take those practice exercises? Did you listen to the Tegrity class lecture? How many times?

Mute your cell phone immediately upon entering class.

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

If your phone number is outside the 432 area code, I cannot return a call from my phone office. Check my office hours on the OC website 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 a student does need to visit with me in my office, I expect the student to come fully prepared with the graded work with comments. I want you to come fully prepared to discuss your paper.

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 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.

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

If you share information of any activity that is illegal or threatening in any manner, I will report the incident.

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

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.

When you visit/contact OC personnel, address individuals by *Mr.*, *Ms.* or *Dr.* Only use *Mrs.* if a woman has expressed a desire 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. Over familiarity or an inappropriate address screams beginner, amateur, unprofessional.

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 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.

Do not ask for money. Do not ask donations for a charity or requests to sponsor you in a charity event.

Do not ask me to proof a paper for you for another class. You are welcome to visit the Tutoring Center for assistance in your revisions.

I do not "friend" students on Facebook.

### Plagiarism:

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.

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 be reported to the College.

Plagiarism will result in a failing grade for the course.

A reliable website for information on plagiarism is <http://plagiarism.org/>.

OC employs SafeAssign, a plagiarism software system that matches the student's work against Internet sources. SafeAssign flags a student's paper who has exceeded an acceptable level. A student who has exceeded 15 percent is treading on dangerous grounds.

#### 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. The assigned textbook has a chapter devoted to MLA documentation.

#### Late Work Policy:

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. 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 Policy::

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. 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. Emailing a paper to the instructor will result in a zero. If you do not know how to submit a file in Blackboard, you need to visit the Student Success Center (Tutoring Center) well in advance of the deadline.

Once the instructor has graded a student's paper, that paper is saved to Blackboard. If you do not know how to access the graded paper with comments, the OC Tutoring Center can show you how to access your graded paper with comments.

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, 12 font, etc...). Failure to submit in the correct format will result in a zero for that coursework.

All assignments must be typed.

### **Late Submission Policy:**

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. 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 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 fulfill 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.

### **Student Participation Expectations:**

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.

### Etiquette /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 one's creativity. This class expects you to adhere to scholarly rules. You are judged by what you produce.

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.

### Expectations for Engagement:

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

### 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/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. 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.

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 a student meets the late/revised paper criteria, the regarded assignment is reflected on the next grade report.

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 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.

If a student and/or parent comes to my office to request a grade change, I will direct them to their 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. If there is an emergency, the student must contact me *before* the exam deadline. Students taking exams at proctored locations need their OC ID to take the exam. I submit course grades within hours of the deadline. Once that grade is submitted, that becomes the official grade.

### 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](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
- \* Deliver emergency messages

Ph: 432-335-6666 (Regular hours)

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

- \* Always report suspicious activity.

