

Top of Form

Name: Dr. Donna Smith

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Office: WH 208

| Office Hours | |
|----------------------|-----------------------------------|
| Campus Office Hours: | MWF: 10-11; TTH: 9:30-11, 12:30-2 |
| Online Office Hours: | MWF: 10-11; TTH: 9:30-11, 12:30-2 |

About Your Instructor

Hello, everybody. My name is Donna Smith. I've been teaching English here at Odessa College since 1982. I'm married (to another English teacher in the department, Dr. Mark Jordan) and we have two daughters who are mostly grown up and away from home. When I have free time, I like to jog, work-out, read, watch bad TV, go to movies, and try to be artistic (pottery, drawing, gardening, sewing, painting).

Preferred Method of Communication:

My preferred form of communication is face-to-face. I'd really like for you to come by sometime so that we can meet face-to-face. However, I welcome emails because that's the best way for me to give you a detailed response. It's also great writing practice for you; you won't get a good answer unless you're careful about crafting your question. I like texting for short questions--you have my cell phone number. If you email me, you'll get an answer within 24 hours, maybe right away if I'm sitting at my computer (as I often am). If I don't pick up the phone, then please leave me a clear voice mail, where you tell me your name and a good number and time to return the call.

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 Information and Required Hardware/Software



Textbook(s):

No textbook required.

Hardware:

You will need speakers to hear Tegrity lectures and online videos.

Software:

You will need a standard word processing software, like Microsoft Office or Open Office. In addition, you may need Adobe Reader (free download: <http://www.downloadtastic.com/pdf-reader/>) to view PDF files and PowerPoint Reader (also free download: http://download.cnet.com/3028-18483_4-

75791830.html?c=SEM&s=fivemill&pid=dlcom_sem&aid=powerpoint%20reader-e&dlc=n&part=fivemill) to view PowerPoints.

↑ Information About the Course



Course Description

This course focuses on applying the essential principles and techniques needed to produce college-level writing. The course emphasizes using critical thinking to write organized and grammatically correct expository and persuasive essays using various modes and strategies; students will learn modes and strategies through class instruction and through the analysis of class readings. In ENGL 1301, students will gain a basic understanding of research and documentation techniques. Requirements include multiple essays, a final exam, collateral readings, and other assignments as determined by the instructor. (ICOs 1, 2, 3, 5) ENGL

Course Prerequisites:

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

Course Topics:

We will write four multi-paragraph essays. Each essay will be based on readings and may involve varied components, including discussion, short-writings, drafting, collaboration, composition, revision, and editing. In writing these essays, you will learn about purpose and audience and become familiar with standard patterns of organization and modes of development.

↑ Grading



| Type of Assignment | Percentage/Points |
|--------------------|-------------------|
| Daily Work | 20% |
| Major Essays | 60% |
| Final Exam | 20% |

Grading Scale:

"A" = 90-100

"B" = 80-89

"C" = 70-79

"D" = 60-69

"F" = 0-59

Grading Policy:

Please understand that this is a required course for your degree. 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 weeks' time.

↑ 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

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. For a web class, I will count your attendance based on logging into Blackboard at least three times a week.

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. All grades are final.

General Course Requirements

Attend class and participate.

Contribute and cooperate with civility.

Submit assignments on time. Late work will lost 5 points per class day. After one week late, the highest grade an assignment can make is 55 points, assuming that it is complete and would have passed had it been submitted on time. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.

Plagiarized work will receive a zero.

Incomplete Policy

An 'Incomplete' grade may be given only if:

The student has passed all completed work

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.

 Course Schedule



(Tentative and Subject to Change)

Module One: Introduction to essay writing, with emphasis on example, narrative and descriptive modes. Each writing assignment will be based on assigned readings, provided by the instructor, and will be the result of discussion, prewriting, drafting, collaboration, revision, editing and proofreading. Each module will take

approximately three weeks to complete and will generate several daily grades plus the final major grade for the essay itself.

Module Two: Emphasizes classification and outlining, with discussion of purpose and audience.

Module Three: Emphasizes comparison/contrast.

Module Four: Emphasizes cause and effect.

↓ 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):

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

↕ Course Objectives



Demonstrate knowledge of individual and collaborative writing processes;

Read a variety of texts and reflect upon and respond critically to those texts;

Learn to write thesis driven essays, with clear internal organization governed by a series of controlled paragraph topic sentences;

Learn to develop ideas by moving 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 Edited American English when articulating ideas in well-organized, lucid prose that exhibits the application of the aforementioned skills.

↕ Learning Outcomes



| Outcome | ICO |
|---|---|
| Develop ideas with appropriate support and attribution. Read, reflect, and respond | Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information |

| | |
|---|---|
| critically to a variety of texts. | |
| Write in a style appropriate to audience and purpose. Use Edited American English in academic essays. | Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication |
| | Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions |
| Demonstrate knowledge of individual and collaborative writing processes. | Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal |
| Read, reflect, and respond critically to a variety of texts. Demonstrate knowledge of individual and collaborative writing processes | Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making |
| | Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities |

[↕ Odessa College Policies](#)



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)

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

| | | |
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| | from reviewing the information here. | |
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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. 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?

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

Learning Resources Center (LRC; Library)

How do I contact the Learning Resource Center?

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

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.

| | |
|--|---|
| Main Number | 432-335-6673 |
| Campus Location | 1st floor of the Library |
| Website with Additional Help and Information | http://www.odessa.edu/dept/ssc/ |
| Live Online Assistance / Chat | Click Here (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.) |

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 Available | Used For | Available |
|--|--|---|
| Tutoring by CRLA & Avid trained tutors | Understanding course work and motivation | On Campus and Online Click here for more |

| | | |
|------------------------------------|---|--|
| | | information. |
| Student Information Seminars (SIS) | Demo email, Blackboard and SSC resources | On Campus and Online Click here for more information. |
| Study Skills | Tools needed to succeed | On Campus and Online Click here for more information. |
| 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 Click here for more information. |
| Project T.I.E. | Practice for GED/COMPASS | On Campus and Online Click here for more information. |
| 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 Click here for more information. |
| Smart thinking | Online tutoring service. Connect with an e-structor and interact with a live tutor. | Online Click here for more information. |

Veterans Support

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


| | |
|-------------|--------------|
| Main Number | 432-335-6833 |
|-------------|--------------|


| | |
|-----------------|---|
| Campus Location | 204M (Help Center) in the Student Union Building |
| Email | Gloria Rangel - grangel@odessa.edu |
| Website | To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm |

Bottom of Form

Table of Contents



 Faculty Information


 Textbook Information and Required Hardware/Software

 Information About the Course

 Grading

 Student Course Participation

 Course Policies

 Course Schedule

 Institutional Core Objectives (ICOs)

 Course Objectives

 Learning Outcomes

 Odessa College Policies

 Student Support Services and Technical Support