

## 13FA.ENGL.1301.2: Composition I

### Faculty Information

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**Name:** Ms. Marshalla Hutson

**E-Mail:** [mhutson@odessa.edu](mailto:mhutson@odessa.edu)

**Office Phone:** 432-335-6585

**Office:** WH 224

<i>Office Hours</i>	
<b>Campus Office Hours:</b>	11a-12p M-F; 12p-1p F; 2p-4p T/Th

### About Your Instructor

I earned my Associate's Degree in Nursing from Seward County Community College before returning to college to earn my BA and MA in English from UTPB. My interests are as varied as my titles, so when you want to know more about me, please be sure to ask!

### Preferred Method of Communication:

Email is my primary means of contact.

However, feel free to call my office during my office hours. If I am not in, be sure to leave your name, the class you are in, your phone number, and a brief message. I will contact you as soon as possible.

### 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**

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**Textbook(s):** *Quick Access Reference for Writers* 7th edition by Troyka and Hesse (Pearson) ISBN: 978-0-205-90361-0

**Hardware:** Computer with Microsoft Word, internet, and printer access

This course uses a computer lab, so you have access to a computer and printer during class hours. OC students also have access to computers and printers in the Student Success Center during campus hours. However, you should also have a back-up computer plan for access to another computer and printer at home, the library, or a friend's house. Computer problems will not be accepted as an excuse for lost work or failing to submit work on time.

I recommend that you purchase a USB ("thumb") drive and bring it with you to each class period so that you can save your assignments. If you do not have a USB drive, use your OC email account to email a copy of all of your work to yourself. Any work saved on a lab computer's hard drive can be deleted or changed at any time, and other students who work on that computer can have access to your work. As a general practice, always make a hard copy (print out) of your work in addition to emailing it to yourself and/or saving a copy on your USB drive.

**Software:** Microsoft Word, internet, and printer access

**Websites:** If your computer does not have at least PowerPoint 2000 loaded, you can download a free viewer here: <http://www.microsoft.com/en-us/download/details.aspx?id=13>

The Free Adobe Reader will allow you to open .pdf files: <http://get.adobe.com/reader/>

You will need Microsoft Word to complete major writing assignments. If you do not have Word on your personal computer, you can download Open Office by Apache. It is free software that is like Word: <http://www.openoffice.org/download/>

## **Information About the Course**

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### Course Description

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, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

### Course Prerequisites:

C or better in ENGL 0370 or proper placement scores based on TSI

### Course Topics:

Various academic essays with a focus on the writing process, essay structure, and various grammar topics.

### Grading

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<i>Type of Assignment</i>	<i>Percentage/Points</i>
<b>Participation/Daily Work</b>	200 pts
<b>4 Essays</b>	
<b>Essay 1</b>	100 pts
<b>Essay 2</b>	150 pts
<b>Essay 3</b>	150 pts
<b>Essay 4</b>	200 pts
<b>Final Exam (Essay)</b>	200 pts
	<b>1000 points</b>

### Grading Scale:

“A” = 900-1000 points

“B” = 800-899 points

“C” = 700-799 points

“D” = 600-699 points

“F” = 0-599 points

### **Grading Policy:**

Quality work and active participation is expected and not to be negotiated. Any written assignments or tests will be graded outside of class. You can expect feedback on major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

All assignments are due at the beginning of class (the first five minutes). Most in-class writings will be done during this time and cannot be made up if missed. Late assignments will receive a deduction of 10 points off the final grade each day for three days. Late assignments will not be accepted after one week. Any assignment that is plagiarized will receive a grade of zero with no chance to make it up.

### **Essay Grading Rubric**

A = Excellent/outstanding/fluent/thought-provoking/original

Follows all instructions; addresses question(s) asked, carefully organized, contains an effective thesis, fluent style, appropriate voice and/or tone, clear and concise writing, contains few--if any--mechanical errors, shows thought and analysis, in-depth and detailed, presents original insights independent of the teacher/text, goes well beyond what was expected

B = Good/above average/clear well-organized

Follows all instructions, addresses question(s) asked, organized, contains a thesis, style, mostly appropriate voice/tone, clear and concise writing, contains some mechanical errors that are not distracting to the reader, shows some thought or analysis, detailed, presents few insights independent of the teacher/text

C = Average/adequate/competent/fair/unoriginal

Follows most of the instructions, addresses most of the question(s) asked, some organization, contains a weak thesis, some style, some appropriate voice/tone, lacks clarity, contains mechanical errors that are obvious but do not interfere with reader's understanding of the work, shows little thought or analysis, little detail, presents little insight independent of information supplied by teacher/text

D = Below average/inadequate/ineffective/unclear/under-developed

Follows only the most basic assignment requirements/instructions, addresses question(s) on a very general level, lacks organization, lacks a thesis, lacks style, lacks appropriate voice/tone, little to no clarity, contains significant mechanical errors that make communication of ideas ineffective, shows minimal thought or analysis, few details, shows insufficient understanding of the material

F = Failure/blocked communication/plagiarism or cheating/major errors/illiteracy/severely underdeveloped

Follows none of the instructions, does not address question(s) asked, fails to address the given topic, lacks organization, lacks a thesis, lacks style, lacks appropriate voice/tone, contains mechanical errors that make work unreadable and/or incapable of being understood, some or all of the content was plagiarized, shows no thought or analysis, fails to address the given topic, minimal detail

### **Student Course Participation**

#### **Content**

**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**

### **Content**

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## **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.

However, you are expected to do your own work. You may receive help in revising and editing your papers, but anything you submit with your name on it should be your own work.

## **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 a laptop computer or other digital devices are permitted in order to facilitate note-taking relative to instruction.

All students are expected to exercise self-discipline and a respect for the rights of others at all times. Please be sure that cell phones and beepers are off or silent. Courtesy to others is important. That means respecting the opinions of others, and in general, doing your part to make this a positive learning environment for all students.

Written assignments may be submitted electronically on Blackboard at the instructor's discretion. **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 students 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. 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 without notifying the instructor, this will count as an absence. Students are permitted 3 excused absences. Missing 2 weeks of class time will be grounds for failure of the course.

### **AVID**

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the legal program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

### **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 (during the first 5 minutes of class). Late work will receive a deduction of 10 points per day for three days. Late work will not be accepted after one week. 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.**

## **Incomplete Policy**

An 'Incomplete' grade may be given only if:

1. the student has passed all completed work.
2. the student 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**

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NOTE: Your success in this class is important to me. Therefore, please note that this general calendar is tentative and may change depending upon instructor and/or class needs.

Week 1, August 26

Introduction to course; Syllabus, Q & A

In-class writing diagnostic, no grade

Journals

Week 2, September 2

2 September is Labor Day. There is no class.

Student Success, Understanding Texts, Analyzing & Evaluating Texts

Journal due: Expectations; Success; Goals

Week 3, September 9

Writing Effective Paragraphs

M.E.A.L. and 5-Wh Plus 1

Reading: "The Saturday Evening Post" Russell Baker (handout)

Journal due: What kind of writing do you do (writing process); 5-Wh Plus 1 (self/bio-poem)

Week 4, September 16

Developing a Thesis Sentence/Draft

Narration: Personal literacy narrative draft due

Journal due: Favorite childhood book/story; first memories of reading/writing

Week 5, September 23

Revising Techniques: Workshop/peer review

Narration final draft due

Journal: Reflection

Week 6, September 30

Explaining with Examples

Reading: "Public and Private Language" Richard Rodriguez (handout)

Example paragraph due

Journal: Examples of positive thinking, success

Week 7, October 7

Example and Illustration (continued)

Example paragraph due

Journal: Examples to develop topic (diet fads, flowers, peer pressure)

Week 8, October 14

Revising Techniques: Workshop/peer review

Examples essay final draft due



Journal: Reflection

Week 9, October 21

Compare and Contrast

Reading: "You're Short, Besides!" Suchen Chan (handout)

Comparison paragraph due

Journal: Similarities between two things; how am I similar to --?

Week 10, October 28

Contrast paragraph due

Compare & Contrast essay draft due

Journal: Differences between two things that seem the same; how am I different from --?

Week 11, November 4

Revising Techniques: Workshop/peer review

Compare & Contrast final draft due

Journal: Reflection

Week 12, November 11

Analyzing texts/visuals

Reading: "Justice: Childhood Love Lessons" bell hooks (handout)

Summary/paraphrase paragraph due

Journal: Analyzing advertisements, book reviews, film reviews

Week 13, November 18

Analyzing visuals (photos/films)

Argumentative essay draft due

Journal: Why is this -- a great ad/film/book/music?

Week 14, November 25

Thanksgiving Holiday (begins 9pm 11/26 - 11/30)

In-class writing

Week 15, December 2

Revising Techniques: Workshop/peer review

Argumentative essay final draft due

Journal: Reflection

Final Exam Week, December 9-12

Final Exam: Dec. 11 8:00a-10:30a

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

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

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

**Course Objectives**

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Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

**Learning Outcomes**

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Outcome	ICO
1,2,4	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2,3,4,5	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
2,3,4,5	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

1	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
1,2	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
1,2	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

## Odessa College Policies

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### 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)

## Student Support Services and Technical Support

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### 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	Online <a href="#">Click here.</a>

	training and resources area.	
<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>
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**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 Available	Used For	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 Number</b>	432-335-6833
<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>

***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>