

# SPCH 1315 Introduction to Public Speaking

## Faculty Information

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**Name:** Horace Griffin  
**E-Mail Address:** [hgriffin@odessa.edu](mailto:hgriffin@odessa.edu)  
**Phone:** 432-335-6616  
**Office:** Jack Rodgers Fine Arts 126

### Office Hours

#### Campus Office Hours:

On Campus 8:00 – 11:00 AM  
 Tuesday - Thursday

#### Online Office Hours:

3:00 – 8:00 PM Monday - Thursday

### About Your Instructor

M. A. Texas Tech University, Lubbock, Texas  
 B. A. Southwestern University, Georgetown, Texas

### Preferred Method of Communication:

*E-mail is the best method to contact me.* Since I'm in class from 8:00 to 10:50 AM at Odessa College and in class from 3:00 to 9:50 PM at Midland College, the e-mail is most effective. I do answer with a reply. The afternoon phone number is 432-686-4811. Do not leave a voice message; it is inaccessible. You may leave a message with a person.

**GRADES: 50% Speeches**

**25% Participation / General Assignments**

**25% Tests, Quizzes, and other forms of Assessment**

*Mid-term and Final Exams* will cover chapters from the text, class notes, and videos.

*Daily Quizzes* – Students will be responsible for reading assignments. If the student is absent, *no* make-up test will be given, and a grade of "0" will be assigned for any unexcused absence. *Speeches must be made up even if points are deducted for late work.*

Keep a current tally of all grades on the Grading Sheet provided in this syllabus. Grades are weighted. Later grades carry more weight than early ones.

**ATTENDANCE: Attendance is expected and critical in PS 1315.**

***Points are deducted for each unexcused absence.*** The deductions can have a deleterious effect on the final course grade. Attendance grades begin with a 95 with *ten*

*points deducted* for each unexcused absence. If there are no unexcused absences the grade becomes 100.

**Listening is as important as speaking.** Your presence is needed!

**Be on time!** Three tardies will be counted as an absence. The instructor will consider legitimate absences on an individual basis. Some form of documentation may be required for certain hardships and legitimate emergencies. Wait in the hall until you hear applause after a speech if students are speaking. If the instructor is speaking, enter the classroom unobtrusively as possible. Be courteous. **Turn off pagers, cell phones, and texting devices while in class.**

**Drops/Withdrawals:** You must drop or withdraw yourself, if the need arises. Instructors may not drop or withdraw you.

**Notify the instructor as soon as possible if you are unable to attend class.** Please, use the e-mail: [hgriffin@odessa.edu](mailto:hgriffin@odessa.edu) for all notifications.

A new job or change of your work schedule will not be considered as a legitimate excuse.

Students participating in O.C. athletics or other extra-curricular activities should meet privately with the instructor to arrange for making up assignments *before* missed classes.

**MISSED ASSIGNMENTS:** There will be no make-up speeches or exams without a legitimate, documented excuse for the absence.

**PARTICIPATION: Class participation is important!** Students are expected to take part in class discussions following lectures, videos, or speeches. Being unwilling to participate or being unprepared will result in points lowered from that area of the grade.

**PLAGIARISM / CHEATING:** Plagiarism, cheating, and/or any other form of academic dishonesty will not be tolerated. Refer to Odessa College Student Handbook for appropriate penalties.

**SPEECHES: Each speech topic must be approved by the instructor. Also, for each missing item on speech day, ten points will be deducted from the student's speech presentation grade.**

**SPECIAL ACCOMMODATIONS:** Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the American 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 or e-mail Becky Rivera Weiss at [brivera@odessa.edu](mailto:brivera@odessa.edu)

#### **LEARNING RESOURCE CENTER (LIBRARY)**

The library, known as the Learning Resource Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and data bases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

**STUDENT E-MAIL:** Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College E-mail. Do include your name in the E-mail. I won't open the E-mail without a name. I reply to all E-mails received. No reply means it was not received

**STUDENT PORTAL:** Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College E-mail.

Technical Support for Blackboard username and password help and for help accessing your online course availability and student E-mail contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

Important School Policies for information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Handbook.

## Speech Information

**Introductions:** Introduce a classmate to the rest of the class. Memorize names and faces.

**Two Item Speech:** Use two items in a speech that reveal something about you. Bring the items to class and describe their importance to you. Suggestions: caps, pictures, awards, trophies, tools, watches, glasses, pottery, stemware, toys, stuffed animals, dolls, sports equipment. This speech is two to four minutes long. Please, no cell phones or keys!

**Narrative Speech:** Give a short 2-4 minute speech telling us about something that happened to you, or you may use another person's experience. In either case tell it as a story. Focus on the audience! No reading, please.

**Informative Speech:** This is the first speech you truly develop and give to your Classmates. Here are the requirements for the speech:

- It must be between 5 and 7 minutes long. If you are speaking at 12 minutes, I'll stop you.
- For the topic you may choose any suitable one that does not offend. Please get the instructor's approval.
- On the day that you speak hand in a final typed speech outline including the transitional statements along with the Works Cited with at least three (3) sources cited in MLA style. Staple the outline to the Works Cited. Indicate on the outline which **informative** organizational pattern you used.
- Cite your sources within the speech.

- Wikipedia or Wikidictionary are not acceptable sources to use.
- You may use the lectern for this speech.
- Dress professionally.
- Deliver your speech in extemporaneous delivery style. You must use note cards.
- When your speech is ready, review these requirements to make sure that you have everything ready when you speak:
  1. Outline and Works Cited are stapled together.
  2. You dressed professionally.
  3. You will cite your sources within the speech.
  4. You have a presentation aid.

When speaking ***what you say and how you say it*** are equally important in any oral presentation. Any speaking event is a performance, and you want to make as positive an impression on your audience as possible. Your overall appearance and how you dress are a very important part of making an impression.

**Special Occasion Speeches:** Everyone will present a 2-3 minute speech of introduction a speaker at a meeting or banquet. We will also present a toast to bride and groom at a wedding reception. We will do other speeches such as commemorative speeches as time permits.

**Persuasive Speech:** Your Persuasive Speech will be the second speech you develop and give to your classmates. Here are the requirements for this speech:

- It must be between 5 and 7 minutes long. If you are still speaking at 10 minutes, I'll stop you.
- You will hand in a rough draft of your speech outline.
- On the day you speak, you hand the instructor a final speech outline including transitional statements along with your typed Works Cited with at least (3) three sources cited in MLA style. Indicate on the outline which *persuasive* organizational pattern you used.
- Wikipedia and Wikidictionary are not acceptable sources to use.
- You may not use the lectern for this speech nor stand behind the desk.
- You must have a presentation aid of some kind for this speech.
- Dress professionally.
- Deliver your speech in extemporaneous delivery style. You must use note cards.
- When your speech is ready, review these requirements to make sure that you have everything ready when you speak:
  1. Outline and Works Cited are stapled together.
  2. You dressed professionally.
  3. You will cite your sources within the speech.
  4. You have a presentation aid.

**Special Notes:**

- Grades for speeches are based on how well a student meets assignment

specifications.

- Type (double-space) all submitted work using the MLA format for the Works Cited page.
- **Avoid offensive, inappropriate language, or innuendo.**

**Supplies Needed:**

- **Text and Handouts**
- **3 x 5 index cards (critiques of classmates)**
- **5 x 8 index cards for speech outlines**

**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 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):**

***The Speaker's Primer*** © 2013 Valenzano, Braden and Broeckelman-Post ISBN 978-159871620-7

**Software:**

Access to Odessa College Library Online Catalog <http://www.odessa.edu/dept/library/>

Access to Blackboard: <https://blackboard.odessa.edu/webapps/login/> Access to

Technical Support: If you need help learning how to access the OC Portal or any of the above sites, or have issues logging into BlackBoard, WebAdvisor or your student email, please call 432-335-MORE.

Many of my activities require watching speech presentations. For the duration of this course, it will be helpful to you to have access to a streaming Netflix account (first month is free and subsequent months

are about \$9 per month). You will also need to occasionally access YouTube and Vimeo for viewing Speeches.

[www.youtube.com](http://www.youtube.com)

[www.vimeo.com](http://www.vimeo.com)

[www.netflix.com](http://www.netflix.com)

### **Hardware:**

Computer: Minimum of 64 MB of RAM, 1 G Free Space, 150 MHz or higher recommended, a monitor capable of at least 800 x 600 resolution.

Peripherals: Speakers to be used to listen to audio files.

A camcorder or smartphone or flip cam to be used to record your voice, video and images. You must have access to a device that can create a digital recording up to ten minutes in length. You will also need to be able to take pictures of digital images and upload them. It must also be able to save and then transfer the file or upload the file directly into a website such as YouTube.

A thumb drive or flash drive with 4GB of memory or more to be used exclusively for this class

Internet Connection: Make sure you are using a 56K Modem or better.

Browser Settings: Microsoft IE Explorer works best with Blackboard on computers running

### **Software:**

Email: Students enrolled in Odessa College must use an Odessa College email address. I will only contact you at your OC email account so you need to check your student email at least three times a week. Go to <http://www.odessa.edu> and click on Student Email to set up your email account. You should contact 335-MORE if you are not able to log on using the instructions provided or if you experience any issues with your OC email account.

Microsoft Windows. Java and cookies must be enabled.

Microsoft Word, Powerpoint and Excel.

Anti-virus Software is highly recommended for students. Online courses involve much file sharing which increases your risk of computer virus infection.

You will also need to make sure that your computer is equipped to read Adobe Acrobat files using Acrobat reader. There may be video files requiring you to use Windows Media Player or Quick Time or Real Player.

### **Websites:**

Access to Odessa College Library Online Catalog <http://www.odessa.edu/dept/library/>

Access to Blackboard: <https://blackboard.odessa.edu/webapps/login/>

Access to Technical Support: If you need help learning how to access the OC Portal or any of the above sites, or have issues logging into BlackBoard, WebAdvisor or your student email, please call 432-335-MORE.

Many of my activities require watching speech presentations. For the duration of this course, it will be helpful to you to have access to a streaming NetFlix account (first month is free and subsequent months are billed by the month. You will need about 90 days of access). You will also need to occasionally access YouTube and Vimeo for viewing Speeches.

www.youtube.com  
www.vimeo.com  
www.netflix.com

## Information About the Course

### Course Description :

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. (*From the ACGM*).

### Course Prerequisites:

*There are no prerequisites for this course.*

### Course Topics:

- \*Communication Theory and Self Awareness
- \*Overcoming Speaking Anxiety
- \*Principles of Ethical Communication and Teamwork
- \*Speaking to Inform
- \*Speaking to Persuade

## Grading

Type of Assignment	Percentage/Points	Learning Objective
Presentations and Projects	50%	1,2,4,5,6
Class Assignments and Participation	25%	1,3,5,6
Quizzes, Tests and Exams	25%	1,3,6
	#####	TOTAL

### Grading Scale:

- "A" = 90-100
- "B" = 80-89
- "C" = 70-79
- "D" = 60-69
- "F" = 0-59

**Grading Policy:**

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 generally expect feedback on assignments within a week's time. For online classes, some major assignments such as speeches will require two weeks of time in grading.

## Student Course Participation

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**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

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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.

**Course Alignment with Industry Standards**

(Insert Here)

**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.—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 \_\_\_\_\_ absences before \_\_\_\_\_.

### **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. 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. 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.

## **Core Objectives (COs)**

### **Description of Core Objectives (CO’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 Core Objectives (COs):**

1. *Critical Thinking Skills (CT)* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. *Communication Skills (COM)* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. *Empirical and Quantitative Skills (EQS)* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. *Teamwork (TW)* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. *Social Responsibility (SR)* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6. *Personal Responsibility (PR)* - to include the ability to connect choices, actions and consequences to ethical decision-making

## Discipline Core Statement





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### Speech Communication

This course meets the requirements set forth by Odessa College for 3 Hours of credit in the CORE Curriculum under the foundational component of Communication. For students who have already met their communication requirements, this course may also be used to satisfy the Component Area Option of the CORE curriculum. This course may only be applied to one foundational component area.

The Introduction to Public Speaking course meets the CORE required objectives in Critical Thinking, Communication, Teamwork and Personal Responsibility ICOs. Speech Communications courses require at least three formal presentations that apply skills in oral and visual literacy as well as written skills. All students in these courses are required to submit written outlines and personal assessments of presentation projects. They use communication technologies to conduct research and create visual aids using presentation software. They also are required to collaborate in team settings to create and analyze speech presentations. The speech presentations that are required in this course require the student to use analytical skills to create contextually and ethically appropriate messages that are adapted to the audience, the occasion and the communication task. A minimum of three oral presentations are required in this course.

 = Required Core Objectives

Foundational Component Area	SCH	CT	COM	EQS	TW	SR	PR
Communication or Component Area Option	#						
<p>Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively.</p> <p>Courses involve the command of oral, aural, written and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.</p>							

## Course Objectives

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From the ACGM: Upon completing this course, students will be able to:

1. Demonstrate an understanding of the foundational models of communication.
2. Apply elements of audience analysis.
3. Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic
4. Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
5. Demonstrate effective usage of technology when researching and/or presenting speeches.
6. Identify how culture, ethnicity and gender influence communication.
7. Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive).

## Learning Outcomes

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Outcome	CO
1,2,3,5	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2,4,5,7	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
3,4	<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
6	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
6	<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

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

	videos for student activities performed in Blackboard.	
<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>

**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 <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>
<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>