

· Name: Dr. Donna Smith
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| <i>Office Hours</i> | |
|-----------------------------|-------------------|
| Campus Office Hours: | MTWTH: 9:30-10:30 |
| Online Office Hours: | By arrangement |

About Your Instructor

I've taught at Odessa College since 1982. I have a bachelor's in English from Texas Tech, a master's in English from The University of Texas at Austin, and a Ph.D. in Composition and Rhetoric from Texas Tech.

Preferred Method of Communication:

You can reach me by phone or email, and I will respond within 24 hours, unless it's over the weekend.

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):

Quick Access: Reference for Writers. Seventh ed. Lynn Q. Troyka and Douglas Hesse. Students will use this textbook for all English courses offered at Odessa College.

Software:

Students must have word processing software, such as Microsoft Office. There are free word processors that you can download in place of buying Microsoft Office. You can read about them at this link: <http://www.pcadvisor.co.uk/features/software/3452325/whats-best-free-word-processor/>. However, if you use something other than Microsoft Office, you must learn how to save your work in rich text format so that I can read it.

Hardware:

Students need speakers or headphones and access to a computer for this course.

Websites:

Students will use Blackboard regularly in this class.

·  Information About the Course



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 Student Learning Outcomes

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

Course Prerequisites:

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

Course Topics:

Module 1: Narrative/Example/Descriptive

Module 2: Classification

Module 3: Comparison/contrast

Module 4: Cause and Effect

·  Grading



| <i>Type of Assignment</i> | <i>Percentage/Points</i> | <i>Learning Objectives</i> |
|---------------------------|--------------------------|----------------------------|
| Essay One | 10% | 1,2,3,4,5 |
| Essay Two | 15% | 1,2,3,4,5 |
| Essay Three | 15% | 1,2,3,4,5 |
| Essay Four | 20% | 1,2,3,4,5 |
| Miscellaneous | 20% | 1, 4 |
| Final | 20% | 1,2,3,4,5 |
| | | 100% |

Grading Scale:


"A" = 90-100

"B" = 80-89

"C" = 70-79

"D" = 60-69

"F" = 0-59

·  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.

As a student, I understand that I will have the opportunity to provide feedback on my experience in this course through an end-of-course Student Evaluation of Instruction (SEI).

·  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 a timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course.

Digital Protocol

1. Cell phones must be placed on either *vibrate* or *silent* mode and are not to be abused. Abuse includes (a) disruption of class; (b) distraction of the person using the phone; (c) breach of security during tests or quizzes. Phones should only be rarely used for non-course related matters, not routinely (this includes texting), and under no circumstances may a call be taken during class; emergency calls may be taken in the hallway. Phones must be put away entirely during tests.
2. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. You should always keep a back-up and/or additional copy of all assignments submitted. 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.

Attendance Policy

Students are expected to attend class regularly; attendance will be recorded daily. Absences will affect a student's participation grade, and are never an excuse for coming unprepared to the next class. You should contact me or a classmate to learn what was missed and what may have been assigned. Any assignment done during class time (example: pop reading quizzes) cannot be made up,

and absent students earn zeroes on such grades. Extreme late arrival, leaving early without permission, or extended and/or frequent comings and goings may count as absences.

Grade Inquiry

It is the responsibility of the student to keep track of assignment submissions and grades. At any point, you are welcome to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment.

General Course Requirements

1. Attend class regularly, come prepared and participate.
2. Turn in all work (unless otherwise specified) as a file attachment on Blackboard.
3. If you miss a daily assignment which depends on timeliness to be effective, such as group work or a pop quiz, you must take a zero for that assignment.
4. For other late work, late penalties will be assigned as described below. Since you are turning in all work online via Blackboard, these penalties refer to calendar days rather than class days.
 1. One day late = -5
 2. Two days late = -10
 3. Three days late = zero for a daily assignment and a maximum of 55 points for a major essay, assuming the essay is complete and follows the assignment's direction. You probably will not be able to pass the class unless you turn in all four of the major assignments, even if you have to turn in one of them late for reduced points.
 4. GRACE DAYS: You may choose TWO assignments to turn in 24 hours late for no penalty. When you turn in the assignment, note that you are using either your first or your second Grace Day.
5. Medical and/or family circumstances that warrant an extension on assignments need to be presented to me as soon as possible. Extensions are allowed at my discretion.

No work of any sort is accepted after the end of the semester except in the case of formal incompletes.

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.
3. An Incomplete form is submitted

· [↑ Course Schedule](#)



(Tentative and Subject to Change)

| | | |
|-------------|---|---------------------------|
| Essay One | Discussion, pre-writing, composition, revision, editing, grammar. | Approximately three weeks |
| Essay Two | Discussion, pre-writing, composition, revision, editing, grammar | Approximately four weeks |
| Essay Three | Discussion, pre-writing, composition, revision, editing, grammar | Approximately four weeks |
| Essay four | Discussion, pre-writing, composition, revision, editing, grammar | Approximately three weeks |

-  General Education - Core Objectives (COs)



(Note to course instructor: Delete this entire section if this course is not part of the Core Curriculum or General Education courses.)

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 (COs), 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* - 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

·  Discipline Core Statement




(Note to course instructor: If this course is a CORE CURRICULUM course, fill in the following area. Please consult with your department chair if you have any questions regarding this section.)

English

(Your department will provide you with a body of text that will be copied and pasted into this area.)

= Required Core Objectives

| Foundational Component Area | SCH | CT | COM | EQS | TW | SR | PR |
|---|-----|----|-----|-----|----|----|----|
| Communication | 6 | | | | | | |
| <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> | | | | | | | |

·  Student Learning Outcomes (SLOs)



The following table details how this course’s STUDENT LEARNING OUTCOMES (SLOs) align with COs.

Directions for Instructor:

1. *In the left-hand column, list specific SLOs that indicate what students will be able to do at the end of the course. You may reference the number from the Learning Outcomes listed in the Course Learning Outcomes list under the Course Description.*

2. Determine, as appropriate, how your SLOs align with the CO's that are listed in the right-hand column. NOTE: A course may not incorporate all 6 COs. Every course should include an SLO that aligns with "critical thinking" and "communication" skills. Every Core course has assigned CO's indicated in the chart above that should correlate to SLO's here.

| Student Learning Outcome(s) | Core Objectives (CO's) |
|-----------------------------|--|
| 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 |
| | <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 |
| | <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



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. These behaviors will earn an automatic zero on the assignment.

"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 | Online Click here. |

| | | |
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| | benefit from reviewing the information here. | |
|--|--|--|

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?

| | |
|------------------------|---|
| <i>Main Number</i> | 432-335-6861 |
| <i>Campus Location</i> | SUB 204N in the Student Union Building |
| <i>Email</i> | Becky Rivera-Weiss - brivera@odessa.edu |
| <i>Website</i> | 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?

| | |
|--|---|
| <i>Main Number</i> | 432-335-6640 |
| <i>FAQ Service</i> | LibAnswers: http://libanswers.odessa.edu |
| <i>Contact a Specific OC Librarian</i> | 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 |
| <i>LRC Services and Guidelines Website</i> | 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 <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 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?

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