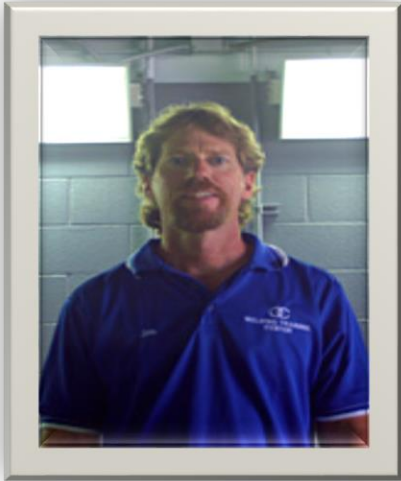


## Faculty Information



**Name:** Jim Mosman, Industrial Technology Dept. Chair.

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

**Office Phone:** 432-335-6474

**Cell Phone:** 432-770-9474

**Office:** Sedate Hall, Rm. 145A

### Preferred Method of Communication:

*Please email for any additional information.*

## About Your Instructor

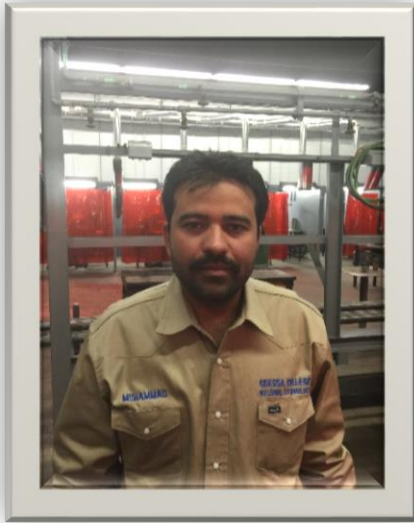
I have been with the Odessa College Welding department since 1997. I had previously worked as a welder, fabricator and production manager with 20 years' experience. I received my AAS at Odessa College and a BA from UTPB. I am a Certified Welding Inspector with the American Welding Society and hold a NCCP Level II Visual Inspection certification. I have been certified as a NCCER Master Trainer with additional welding and core certifications. In my spare time, I serve as a member of the Practical Welding Today Editorial Advisory Board, the Odessa Public Arts Committee and the Odessa College Faculty Senate. I have contributed to several welding magazine articles and am currently writing a textbook on GMAW & FCAW processes. I enjoy traveling and have visited all 50 states and Europe. My passion is training students about life and maybe they will also learn how to weld.

## My Office Hours and Class Times

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			
7:00am-7:30am								
7:30am-8:00am		Office SH 145		Office SH 145				
8:00am-8:30am		Class SH 145		Class SH 145				
8:30am-9:00am								
9:00am-9:30am	Office Hours SH 145				Office Hours SH 145	Office Hours SH 145		
9:30am-10:00am								
10:00am-10:30am								
10:30am-11:00am								
11:00am-11:30am								
11:30am-12:00pm								
12:00pm-12:30pm	Lunch	Lunch	Lunch	Lunch				
12:30pm-1:00pm	OC TECHS  Class A  OC TECHS Class B							
1:00pm-1:30pm		OC TECHS	OC TECHS	OC TECHS	OC TECHS			
1:30pm-2:00pm								
2:00pm-2:30pm		Class A	Class A	Class A	Class A			
2:30pm-3:00pm								
3:00pm-3:30pm		OC TECHS	OC TECHS	OC TECHS	OC TECHS			
3:30pm-4:00pm		Class B	Class B	Class B	Class B			
4:00pm-4:30pm								
4:30pm-5:00pm								
5:00pm-5:30pm								
5:30pm-6:00pm								
6:00pm-6:30pm								
6:30pm-7:00pm								
7:00pm-7:30pm								
7:30pm-8:00pm								
8:00pm-8:30pm								
8:30pm-9:00pm								
9:00pm-9:30pm								
9:30pm-10:00pm								

NOTES: I am available for meetings by appointment at any time, outside of class times, within reason.

## Faculty Information



**Name:** Syed Muhammad Raza Naqvi

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

**Office Phone:** 432-335- 6306

**Cell Phone:** (601) 562-9353

**Office:** Sedate Hall, 145A

**Preferred Method of Communication:**

*Please email for any additional information.*

### About Your Instructor

This will be my first year with Odessa College as an Associate Professor I. I have an associate's degree in welding technology from Odessa College. I am currently working on a part time basis for Bellows Systems as a welder with four years' experience full time. I have four years of working experience in SMAW, GMAW, GTAW, sub-arc welding, and flux core welding. I've built exhaust manifolds for steam turbine engines, dry and wet manifolds. I've worked on hydro-formation of bellows and expansion joints with exotic materials such as Inconel, stainless steel, and Monel.

Prior to graduating from Odessa College, I obtained a Bachelor's degree in Computer Sciences from the College of Digital Sciences in Pakistan. I've worked as an account's officer at a major bank in Pakistan (Bank Alfala), and at a major telecommunications company as a project manager.

## My Office hours and Class Times

Syed Muhammad Raza Naqvi	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00am-7:30am	Office Hours SH 145		Office Hours SH 145		
7:30am-8:00am					
8:00am-8:30am	Welding Classes SH 163 8 Am to 11:50 Am		Welding Classes SH 163 8 Am to 11:50 Am		
8:30am-9:00am					
9:00am-9:30am					
9:30am-10:00am					
10:00am-10:30am					
10:30am-11:00am					
11:00am-11:30am					
11:30am-12:00pm					
12:00pm-12:30pm	Lunch	Lunch	Lunch	Lunch	
12:30pm-1:00pm	OCTECH SH 145	OCTECH SH 145	OCTECH SH 145	OCTECH SH 145	
1:00pm-1:30pm					
1:30pm-2:00pm					
2:00pm-2:30pm					
2:30pm-3:00pm	Office Hours SH 145	Office Hours SH 145	Office Hours SH 145	Office Hours SH 145	
3:00pm-3:30pm					
3:30pm-4:00pm					
4:00pm-4:30pm					
4:30pm-5:00pm					
5:00pm-5:30pm					
5:30pm-6:00pm					
6:00pm-6:30pm					
6:30pm-7:00pm	Welding Classes SH 163 06:30 Pm to 10:30 Pm	Welding Classes SH 145 06:30 Pm to 10:30 Pm	Welding Classes SH 163 06:30 Pm to 10:30 Pm	Welding Classes SH 145 06:30 Pm to 10:30 Pm	
7:00pm-7:30pm					
7:30pm-8:00pm					
8:00pm-8:30pm					
8:30pm-9:00pm					
9:00pm-9:30pm					
9:30pm-10:00pm					
10:00pm-10:30					
I am available for meetings at any time by appointment.					

## **Engagement Expectations 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.
- 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 you 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.

**As an instructor, I understand that student(s) requiring special accommodations are required of me. Please see me if you have a special need for your success in your course.**

## **Textbook Information and Required Hardware/Software**

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### **Required Texts:**

None, Student will need a Binder type note book for handouts.

### **Required Equipment:**

- Welding Hood with shade 10 or darker lens or auto-darkening lens.
- Welding Cap
- Welding Gloves
- Safety Glasses or Goggles or Face Shield
- Cutting Goggles or Face Shield
- Spark striker
- Chipping hammer
- Hand wire brush
- Combination Square
- Welding Shirt or Jacket
- Notebook & Pen/Pencils

**\*\* All students must have equipment and required textbooks by the 3<sup>rd</sup> class period or arrangements made with your instructor.**

You are encouraged to buy the following *optional* supplies.

- Welding Leather sleeves
- 25 foot tape measure
- 2<sup>nd</sup> pair of Welding Gloves

## Information about the Course

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### **WLDG 1437 Introduction to Metallurgy (48.0508) (2---6) 4 hours**

A study of ferrous and nonferrous metals from the ore to the finished product. Instructional emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. The student will describe technical terms used in the various phases of metallurgy, from early history to classification of steel. The student will discuss ferrous and nonferrous metals and how they are processed and used in industry; and describe mechanical and physical properties, surface treatment and heat treatment of metals. Lab fee required. (ICOs 1, 2, 5).

### **Course Prerequisites:**

*None*

#### **Fall 2015 Calendar**

<b>Classes Begin 8 A.M.</b>	<b>Aug. 24 (Mon)</b>
<b>Holiday (Labor Day – Offices &amp; Campus Closed - No Classes)</b>	<b>Sept. 7 (Mon)</b>
<b>Census Day</b>	<b>Sept. 9 (Wed)</b>
<b>Spring 2016 Registration Begins</b>	<b>Nov. 2 (Mon)</b>
<b>Last Day to Drop Fall Semester</b>	<b>Nov. 10</b>
<b>Thanksgiving Holiday: Campus Closed</b>	<b>Nov. 25-29 (Wed. - Sun.)</b>
<b>Last Class Day</b>	<b>Dec. 3 (Thurs.)</b>
<b>Final Exams</b>	<b>Dec. 7-10 (Mon-Thurs)</b>
<b>End of Semester</b>	<b>Dec. 10 (Thurs)</b>
<b>Fall Graduation</b>	<b>Dec. 12 (Sat)</b>

### **Course Student Learning Outcomes:**

<b>Outcomes</b>	<b>ICO's</b>
The student will use these skills to develop welded pipe and plate designs and fabricate projects.	Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
Students will follow written and verbal instructions to fabricate welded projects.	Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
The student will use numerical data to design, and understand welding related prints and projects.	Empirical and Quantitative Skills - to include the manipulation and analysis of numerical

	data or observable facts resulting in informed conclusions.
Students will develop work skills and habits necessary to work in a manufacturing environment as part of a production team.	Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
Students will develop ethical choices, actions and consequences for the production and inspection of welded products used in a manufacturing environment.	Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making.
Students will use their skills and knowledge to engage in community outreach and volunteer programs. The students will become effective community citizens through these activities.	Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

## Grading

<i>Type of Assignment</i>	<i>Percentage/Points</i>	<i>Learning Objective</i>
Homework Average/theory	10%	<ul style="list-style-type: none"> <li>To enable all students to achieve their full potential.</li> <li>To develop the skills of an independent learner.</li> <li>To consolidate, reinforce, and promote a partnership between home and school.</li> <li>To develop good work habits for the future.</li> </ul>
Section Quiz/theory	20%	<ul style="list-style-type: none"> <li>To assess all students' theoretical knowledge and identify learning needs.</li> </ul>
Lab Work/applied skills/projects	50%	<ul style="list-style-type: none"> <li>The student demonstrates theoretical knowledge through applied skills.</li> </ul>
Professionalism	10%	<ul style="list-style-type: none"> <li>The student will exhibit traits of courtesy, honesty, integrity, and responsibility.</li> </ul>
Final Exam	10%	
	100%	<b>Total</b>

### Grading Scale:

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



## 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.

**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

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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 a timely manner.

Original Effort

- The work submitted for this course must be your own original work prepared by you, the student enrolled in this course.

## Course Alignment with Industry Standards

This course follows the guidelines set forth by the American Welding Society SENSE program, along with the WELD-ED National Core Curriculum.

## 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 learning.

For online submissions, 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 (301303); 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 follow the file-type requirements provided by the instructor.

## Attendance Policy

Regular and consistent attendance at all class sessions is expected of all Students. This is a significant part of instilling a good work ethic for future employment. For this reason, if a student must be absent for any reason he/she will be required to notify the instructor(s) as soon as practical for each absence and reasons why. Attendance will be recorded daily **at the beginning of class and at class end**. 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 2 absences before a loss of point(s). If the student has incurred 7 absences in the course, the instructor will recommend withdrawing from the course to avoid course failure.

## AVID (teaching and learning strategies)

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

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 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:

The student has passed all completed work

If he/she has completed a minimum of 75% of the required coursework, a grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student. An Incomplete form is required and submitted.

## Course Schedule

### Schedule (Tentative and Subject to Change)

Class	Instructional Approach (* denotes a strategy adopted by AVID)	Topic	Assignment	Assignment Submission
1	Lecture	Review Syllabus, Class Introduction, requirements, safety	Read handouts Obtain equipment	---
2	Lecture/ Lab/ Exam*	Lab Safety Video and discussion, Oxy---fuel welding and cutting Safety <b>Exam</b>	Read handouts Obtain Equipment	---
3	Lecture/ Lab	Introduction to Metallurgy	Read Handouts Provided	<b>Equipment and supplies check list, counts as homework assignment</b>
4	Lecture/ Lab	Introduction to the Ferrous and Nonferrous Metals Overview	Review Notes*	Assigned Questions from Units covered
5	Lecture/Lab	Basic Chemistry of Metals	Read Handouts Provided Review Notes*	Assigned Questions from Units covered
6	Lecture /Lab	Properties of Ferrous Metals.	Read Handouts Provided Review	Assigned Questions from Units covered

			Notes*	
7	Lecture /Lab	Properties of Nonferrous Metals – Aluminum and Copper.	Read Handouts Provided Review Notes*	Assigned Questions from Units covered
8	Lecture/Lab	Manufacturing Processes of Metals.	Review Notes*	Assigned Questions From Units covered
9	Lecture/Lab	Standards and Specifications.	Read Handouts Provided Review Notes*	Assigned Questions from Units covered
10	Lecture /Lab	Cutting Methods and Processes OFC, PAC, CAC---A.	Read Handouts Provided Review Notes*	Assigned Questions from Units covered
11	Lecture /Lab	Welding Methods and Processes SMAW and GTAW.	Read Handouts Provided Review Notes*	Assigned Questions from Units covered
12	Lecture /Lab	Welding Methods and Processes GMAW, FCAW, and SAW.	Read Handouts Provided Review Notes* Study for <b>Exam</b>	Assigned <b>Homework</b> Questions from Units Covered <b>Due.</b>
13	Lecture /Lab/ <b>Exam</b>	Other Welding Processes Review. <b>Exam on all Introductory Material.</b>	Review Homework Review Notes*	
14	Lecture /Lab	The Effects of Temperature On Welded Structures – Temperature Phase Chart.	Read Handouts Provided Review Notes* Correct <b>Returned Exam</b>	Assigned Questions From Units covered
15	Lecture /Lab	The Effects of Temperature on Welded Structures – Heat Treating, Hardness Testing.	Review Notes*	
16	Lecture /Lab	The effects of Shielding Gases and Fluxes	Read Handouts Provided Review Notes*	Assigned Questions from Units covered
17	Lecture /Lab	Stainless Steel Weldability and Metallurgy.	Read Handouts Provided Review Notes*	Assigned Questions from Units covered
18	Lab	Aluminum Weldability and Metallurgy.	Read Handouts Provided Review Notes*	Assigned <b>Homework</b> Questions from Units covered <b>due</b>
19	Lecture /Lab	Inspection of Welded Structures AWS Codes	Read Handouts Provided Review Notes* Study For Exam	Assigned Questions from Units covered.
20	Lecture /Lab/ <b>Exam</b>	Inspection of Welded Structures ASME Codes <b>Exam On Units Covered</b>	Read Handouts Provided Review Notes*	Assigned Questions from Units covered.
21	Lecture /Lab	Inspection of Welded Structures API Codes	Read Handouts Provided Review Notes*	Assigned Questions from Units covered.

22	Lecture /Lab	Inspection Forms & Practice. WPS, WPQR, Weldor Certifications	Read Handouts Provided Review Notes*	<b>Exam corrections Due.</b>
23	Lecture /Lab	Welding Inspection Overview --- Responsibilities	Read Handouts Provided Review Notes*	Assigned Questions from Units covered.
24	Lecture /Lab	Welding Inspection Destructive Testing	Read Handouts Provided Review Notes*	Assigned Questions from Units covered.
25	Lecture /Lab	Begin 3G Qualification Testing	Review Notes*	<b>Note books checked for Homework Grade*</b>
26	Lecture /Lab	Welding Inspection Non Destructive Testing	Read Handouts Provided Review Notes*	
27	Lecture /Lab	Welding Inspection Non Destructive Testing	Read Handouts Provided Review Notes*	
28	Lecture /Lab	Weld Defects and Discontinuities	Review Notes*	
29	Lecture /Lab	Final Review / Lab Clean-up	Study for Final Exam	
30	Final Exam	<b>Final Comprehensive Written Exam</b>		

## General Education – 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 (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

## **General Education – Core Objectives (CO's)**

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### **Description of Core Objectives**

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.

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As part of the Design for Completion initiative, your Odessa College Student Success Coach and faculty mentor will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert. Your Student Success Coach or faculty mentor will contact you to work toward a solution.

### **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.

## Student Learning Outcomes (SLO's)

Student Learning Outcome(s)	Core Objectives (CO's)
Interpret Technical information used on industrial working and assembly drawings.	Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
Explain the importance of weld print reading skills in industry.	Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
Clearly describes what students are asked to do using action verbs (write an essay/ complete a laboratory exercise.	Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
Demonstrate teamwork during the development of a welding project	Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
Demonstrate <b>personal responsibility</b> necessary for success in the workplace.	Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making.
Works effectively with others, despite differences; can respectfully discuss differences with others. Recognizes advantages of moving outside existing "comfort zone". Seeks out others with different backgrounds and/or perspectives to improve decision making. Appreciates the importance of diversity and conveys this value to others. Understands and respects the values and beliefs of others.	Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

## 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*" provide 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 but not limited to:

- 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 un-administered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered 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 un-administered test or information about an un-administered 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, cutting or welding 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 Support 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).

## 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>

## \*\*\*Dropping a Course, unexcused absences, or withdrawing from College\*\*\*

### \*\*\*WARNING—READ CAREFULLY! \*\*\*

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 classes' 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).

Unexcused absences exceeding 10% of the total eighty clock-hours required for this course by the Texas Higher Education Coordinating Board, you will be dropped from class. You will receive the grade of W. If the final semester withdrawal date has passed, and do not withdraw in prior to that time you will receive the grade of F, and If you are failing, you will be locked in that course for the duration with no way to avoid the final course grade of F. If it becomes necessary for you to withdraw yourself from this course, consult the calendar in the current Course Schedule for the last day to withdraw and still receive the grade of W (approximately two weeks before the end of the semester). It is not your instructor's responsibility to remind you of this date.

## 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
Blackboard Help for Students	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online <a href="#">Click here.</a>
Blackboard On Demand Learning Center for Students	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online <a href="#">Click here.</a>
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 <a href="#">Click here.</a>
Blackboard Collaborate: Essentials for Participants	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	Online <a href="#">Click here.</a>

## College Student E-mail accounts?

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

Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>. Contact the Student Success Center: 432-335-6673 or online at <https://www.odessa.edu/dept/ssc/helpdeskform.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.**

### Learning Resources Center (LRC; Library)

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

<b>Main Number</b>	432-335-6640
<b>Email</b>	<a href="mailto:library@odessa.edu">library@odessa.edu</a>
<b>Campus Location</b>	1 <sup>st</sup> floor of the Learning Resources Center (LRC)
<b>Website with Additional Help and Information</b>	<a href="http://www.odessa.edu/dept/library">http://www.odessa.edu/dept/library</a> Ask A Librarian: <a href="https://www.odessa.edu/dept/library/askalibrarian.htm">https://www.odessa.edu/dept/library/askalibrarian.htm</a>

### Equipment and Services Provided:

The Murry H. Fly Library, located in the Learning Resources Center, is a full-service academic library whose mission is to provide research and other educational resources to the Odessa College community. Super Search, the library's centralized search engine, offers easy access locating materials in the library's collection. The following resources are available through the library.

- **Books, Videos, CDs** – 30,000+ books and 4,000+ media holdings
- **Ebooks** – 50,000+
- **Specialized databases** for current students – 60+  
\*Remote access requires OC login
- **Magazines, newspapers, & scholarly journals**
- **Interlibrary loan services** of material from participating Texas libraries
- **Online Tutorials**  
\*Tips for research strategies
- **Computers for online research, homework, and printing**
- **Selected textbooks** for short-term use in the library only
- **Photocopier and FAX service** – There is a charge associated with these services

- **VHS/DVDs** – in library use only
- **Quiet study rooms** for individual and group study  
\*Must check in at the main desk
- **Larger meeting rooms** – for events, educational workshops, and group computer use. Reservations required

## TUTORING SERVICES

Odessa College provides tutoring services to assist students in meeting their academic and career goals. The College strives to provide new and updated resources and services at no charge to OC students. Computers provide Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing, and mathematical skills.

Appointments are preferred, but walk-ins are accepted as availability allows. Tutoring services are offered in a number of locations on and off campus. For more information or to make an appointment:

- **Student Success Center**, located in the Learning Resources Center, provides support for a variety of academic subjects as well as TSI test prep, AVID, study skills training, workshops, assistance with Blackboard, student email, OC portal, student orientation tours, and more.

<b>Main Number</b>	432-335-6878
<b>Email</b>	<a href="mailto:studentsuccesscenter@odessa.edu">studentsuccesscenter@odessa.edu</a>
<b>Campus Location</b>	1st floor of the Learning Resources Center (LRC)
<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 Chat Assistance</b>	<a href="#">Click Here</a> Subject to availability. <i>(If no one is currently available, call or email)</i>

- **Math Lab**, located on the second floor of the Wood Math and Science building, provides support for all math-related tutoring

<b>Math Lab Main Number</b>	432-335-6537
<b>Email</b>	<a href="mailto:mymathlab@odessa.edu">mymathlab@odessa.edu</a>
<b>Campus Location</b>	Wood Math and Science building, Room 201
<b>Website with Additional Help and Information</b>	<a href="http://www.odessa.edu/dept/ssc/math_lab.htm">http://www.odessa.edu/dept/ssc/math_lab.htm</a> Provides support for all math related tutoring

- **Synapse Lab**, located on the third floor of the Wood Math and Science building, provides support for all science-related tutoring

<b>Synapse Lab Main Number</b>	Coming soon
<b>Email</b>	<a href="mailto:SynapseLab@odessa.edu">SynapseLab@odessa.edu</a>
<b>Campus Location</b>	Wood Math and Science building, Room 308
<b>Website with Additional Help and Information</b>	<a href="http://www.odessa.edu/dept/biology/tutoring.htm">http://www.odessa.edu/dept/biology/tutoring.htm</a> Provides support for all science related tutoring

- **Writing Center**, located on the first floor of Wilkerson Hall, provides support for all writing-related tutoring

<b>Writing Center Main Number</b>	Coming soon
<b>Email</b>	<a href="mailto:writingcenter@odessa.edu">writingcenter@odessa.edu</a>
<b>Campus Location</b>	Wilkerson Hall, 106
<b>Website with Additional Help and Information</b>	<a href="#">Coming soon</a> Provides support for writing related tutoring

- **Offsite tutoring services** are available in the Rodeo and Agriculture Graham Center located in Gardendale
- **Online tutoring** is available 24/7 through Upswing, which will start Fall II, a web-based, student-friendly service

## Student Success Center (SSC) / AVID Center/ Veteran Support

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> (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.

<b>Equipment/Services Available</b>	<b>Used For</b>	<b>Available</b>
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 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>