

ARTS 2356

Basic Photography I

Spring 2015



Name: Professor Steve Goff
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Phone: 432-335-6497
Office: SH203

Office Hours

Campus Office Hours:

MW 8:00-9:00am, 2:00-4:00pm
TTH 8:30-9:30am,
T 1:00-4:00
F 8:00-9:00am

Online Office Hours:

(NA)

About Your Instructor

Steve Goff, Professor and Chair of Photography and Art at Odessa College, received his B.F.A. and M.F.A. from Ohio University and taught at the Maine Photographic Workshops, Lakeland and Cuyahoga Community Colleges and Cleveland State University before moving to Texas in 1984. He has been awarded the Aid to Individual Artist Fellowship from the Ohio Arts Council and the Fellowship Award in Photography, from the Mid-America Arts Alliance/National Endowment for the Arts and represented the Fellowship winners at *Mois de la Photo a Paris* in Paris, France. He has an extensive exhibition record and teaches workshops around the state and region. Steve is on the board of directors of the Odessa Council for the Arts and Humanities and the Texas Photographic Society and originated the TPS Annual Workshop Series.

Preferred Method of Communication:

The best way to get in touch with me is by email at the email address above.

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):

A Short Course in Photography: Film and Darkroom , Barbara London, Jim Stone, Prentice Hall, 2015, 9th Edition,

ISBN-10: 0133810356 • ISBN-13: 9780133810356

Hardware:

THIS CLASS IS A FILM CAMERA CLASS using a black and white film wet darkroom process. You must own, buy or have use of a manual capacity 35mm FILM camera that can swap out lenses. See the information below in the Notes section regarding lenses. A point and shoot camera without the capacity to swap out lenses is not permissible. A cell phone camera is not permissible. A digital camera is not permissible. The department has some older cameras available for checkout, though these are also used for replacement cameras when students send off their camera to be fixed. **Students are responsible for any checkout equipment.**

SUPPLY LIST FOR BASIC PHOTOGRAPHY

- 1 100 foot roll of Kodak Tri-X 400 film. **If only 50 foot rolls are available, you will need (2) 50 foot rolls of film. OPEN ONLY IN THE DARK. Any other kind of film is not permissible as our lab chemistry is set up for Tri-X.
- 5 reusable film canisters (I suggest that you get a few more as they are inexpensive and allow you to have more rolls rolled and ready to be exposed)
- 1 16 x 20 sheet of WHITE foam core or poster board
- 1 package of clear plastic negative files
- 1 small bottle of lens cleaner and lens tissue paper
- 2 large hand towels (can get old ones from a thrift store)
- 1 combination lock (need 1st week of classes)
- 1 roll of masking tape
- 1 thin black (Sharpie) marker

CAN BUY LATER *****

1 100 sheet box of **Ilford Multigrade IV RC DELUXE** paper in the **Pearl surface** (need by 4th week of classes) **OPEN ONLY IN THE DARK**. You can get a 25 sheet box at first, though it will cost more in the long run.

2 thin accordion style (not slippery) folders with stretch band and flaps (Dollar General type store)

CAN BUY EVEN LATER *****

1 00000 spotting brush

1 package of Seal brand dry mount tissue

10 11x14 archival mount boards (also available at the OC Bookstore)

NOTES *****

These photo supplies can be easily found at either:

D & D Photo ph: 552-0131; 2121 E. 42nd (behind Walgreens).

OR

Odessa Camera ph: 550-0211; 4400 Tanglewood (behind Music City Mall).

Some of you may be purchasing your first camera for this class. There are countless quality cameras on the market and I suggest that you look and price carefully. Some retailers and manufacturers offer a package that includes a zoom lens instead of the 50 mm lens. Regardless of what model of camera you purchase, please consider that while zoom lenses do offer variable focal lengths from 35 mm to 80 mm to 105 mm, they do not provide a wide aperture size. This may require the use of a flash or a tripod when a 50 mm lens would allow

you to hand hold the camera. Also, zoom lenses are not as bright, so they are difficult to hand hold and focus in low light situations. Plus a zoom does not offer a depth of field scale on the lens. In the beginning, **I suggest you avoid a zoom.**

Software:

NA

Websites:

www.odessa.edu/dept/photo You will visit various websites to expand your visual knowledge of photography.

Course Description

Includes an introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. There is an emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. The student will assess and select equipment, supplies and techniques to incorporate basic theories of film, exposure, development, filters, and printing. Students will use efficient learning techniques to acquire, apply creative knowledge, and to communicate with others. Lab fee required.

THIS CLASS IS A FILM CAMERA CLASS using a black and white film wet darkroom process. You must own, buy or have use of a manual capacity 35mm FILM camera that can swap out lenses. See the information below in the Notes section regarding lenses. A point and shoot camera without the capacity to swap out lenses is not permissible. A cell phone camera is not permissible. A digital camera is not permissible. The department

has some older cameras available for checkout, though these are also used for replacement cameras when students send off their camera to be fixed. Students are responsible for any checkout equipment.

1. COURSE PURPOSE:

This is a studio course introducing the possibilities of photography as an artistic medium. Topics include a multicultural historical focus on photography as a 20th century artistic medium; application of fundamental photographic theory, methods, materials, equipment and techniques; black and white film processing and printing; aesthetic and ethical issues and processes of digital photography and computer manipulation of photographs. Problems include organization and direction of field assignments and the use of photographs as a medium for artistic expression.

2. COURSE GOALS:

Photography I is designed to extend each student's basis of visual knowledge, critical thinking skills, and working disciplines already developed in design and drawing so that by the end of the semester he or she will:

- a. possess a higher level of perceptual awareness
- b. have translated perceptual awareness into plastic form
- c. have demonstrated confidence in and strategies toward individual creativity
- d. have demonstrated sensitivity for the psycho-physiological language of photography
- e. have demonstrated knowledge of contemporary and historic artistic models
- f. have demonstrated knowledge of art as cultural information

g. have performed exercises in visualization and critical thinking

h. have performed refined, higher level technical practices

A. Fundamental photographic theory and history of photography.

B. Film processing and darkroom printing.

C. Black and white shooting and developing.

D. Aesthetic and ethical issues in photography including the manipulation of photographic imagery.

E. Terminology and vocabulary development relevant to becoming visually literate.

F. Critical thinking strategies for analyzing works of art history and evaluating photographic works done in the classroom.

- - ***** send web tests to: sgoff@odessa.edu & include your email address on the web test when you send them.
 - Pop Quizzes will be randomly given in class.
 - **Course Prerequisites:**

None

Course Topics:

Grading

<i>Type of Assignment</i>	<i>Percentage/Points</i>	<i>Learning Objective</i>
Competition of chapters 1-5, 10, 12 and 13 from the text	20%	1, 2, 3, 4, 5
Shooting Assignments x8	30%	1, 2, 3, 4, 5, 6, 7
Semester Portfolio	30%	5, 6, 7
Attendance	20%	6, 7
	100%	TOTAL

Grading Scale:

“A” = 90-100

“B” = 80-89

“C” = 70-79

“D” = 60-69

“F” = 0-59

Grading Policy:

METHOD OF EVALUATION: The final grade for the class is based on a combination of shooting assignments, exam grades, participation in the critiques, and the final portfolio. There will be written quizzes and a mid-term exam covering the technical aspects of photography. Your shooting assignments will have two grades. The top one is for the technical aspect (how well the picture is printed) and the bottom grade is for the aesthetic aspect (how well the picture relates to the assignment). **Please note that all shooting assignments must be completed. And any late work will automatically be lowered ONE letter grade.** That means IF your work is truly “A” quality work, the highest grade you can make if it is late is a “B”, which is still preferable to a zero. If your work is average (“C”), then the highest you can make is a “D”. If you hand in your work on time, you can redo assignments. We will routinely have class critiques as a way of reviewing and improving work. **You will be graded on the work** that you are presenting, your **presentation**, and your **active participation** in the critiques of other students’ works. A portfolio is required at the end of the semester.

Please understand that this is a required course for the _____ program in order to prepare you _____. Quality work and active participation is expected and not to be negotiated. As a general policy, grades will be

taken in class. Any written assignments or tests will be graded outside of class. You can expect feedback on assignments within a week's time.

Student Course Participation

ACADEMIC ETHICS: You are expected to create, edit, process and print your own assignments and take tests without notes or other outside assistance. **All work is expected to be your own.**

ATTENDANCE POLICY: YOUR attendance is the single greatest predictor of your success. **Student attendance at every class is expected. Four or more absences will result in the lowering of your course grade by one letter.** Please see the instructor regarding anticipated absences or conflicts due to college sponsored activities. **Again, please note that late assignments will be graded down one letter grade.** Effective Fall Term 2010, student absences will be recorded from the day the class meets. Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. **Also, both tardiness and early departure from class may be considered forms of absenteeism.** In all cases, students will be held responsible for completion of course requirements covered in their absence. Additionally, it is the student's responsibility to drop a course for nonattendance. Course instructors establish policy with regard to attendance in their respective syllabi and may drop a student for excessive absences. Absences are counted regardless of whether they occur consecutively. Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a completed Withdrawal Form to the Registrar's Office.

STUDENT ASSISTANCE: The following resources are available to assist you in successful completion of this course:

A. Student assistants are available in the photo lab during all hours of operation and will assist you with the distribution of equipment and supplies and answer questions.

B. The LRC has one of the largest collections of photographic resource materials in West Texas including periodicals, video and slide/audio tapes and photographic books.

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 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.

Use of cell phones in the classroom, studios and labs is prohibited. Please silence phones and put them away prior to entering the photo work areas. If you must take an emergency call, please go to the hallways outside our work areas.

Attendance Policy

ATTENDANCE POLICY: YOUR attendance is the single greatest predictor of your success. **Student attendance at every class is expected. Four or more absences will result in the lowering of your course grade by one letter.** Please see the instructor regarding anticipated absences or conflicts due to college sponsored activities. **Again, please note that late assignments will be graded down one letter grade.** Effective Fall Term 2010, student absences will be recorded from the day the class meets. Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. **Also, both tardiness and early departure from class may be considered forms of absenteeism.** In all cases, students will be held responsible for completion of course requirements covered in their absence. Additionally, it is the student's responsibility to drop a course for nonattendance. Course instructors establish policy with regard to attendance in their respective syllabi and may drop a student for excessive absences. Absences are counted regardless of whether they occur consecutively. Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a completed Withdrawal Form to the Registrar's Office.

Students are expected to attend class regularly. Attendance will be recorded using a "sign-in" sheet. 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 a loss of _____ point(s) _____.

AVID

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

Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

General Course Requirements

18. Attend class and participate.
19. Contribute and cooperate with civility.

20. 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:

21. The student has passed all completed work

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

Course Schedule

(Tentative and Subject to Change)

Date	Instructional Approach	Topic	Assignment	Assignment Submission
8/25&27/2014	Introduction and overview	Review syllabus, tour of facilities, camera donation review, lighting demo	N/A Using a cell phone capture the four	N/A Review in class examples of the four

			directions of light	directions of light
9/3/		Camera fundamentals	N/A	N/A
9/8 to 9/12		In-depth review of shutter and aperture	N/A	N/A
9/15 to 9/19		Distribute donation roll of film, review exposure controls and light meter, focus issues	N/A	N/A
9/22 to 9/26		Last review of camera and 1t shooting assignment announced	Window light	See shooting assignment handout
9/29 to 10/1		Bulk film loading demo, darkroom demo over 2 class meetings	N/A	N/A

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):





23. *Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
24. *Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
25. *Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
26. *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
27. *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making
28. *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

Photography

ARTS 2356 Photography I meets the Creative Arts area by an introduction to basic photographic processes including black & white film processing and printing, issues that are common to imaged-based art in general, whether it is accomplished through photo/chemical, digital or any other printing process. The student examines various aesthetic approaches to photographing as well as an introduction to the history of photography.

 = Required Core Objectives

Foundational Component Area	SCH	CT	COM	EQS	TW	SR	PR
Creative Arts	3						
<p>Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.</p>							

-  Student Learning Outcomes (SLOs)

Student Learning Outcome(s)	Core Objectives (CO's)

1, 2, 3, 4	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
1, 5, 6, 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
5, 6, 7	<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
	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
5, 6, 7	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Course Objectives

1. Explain camera care
2. Demonstrate knowledge of basic film and digital camera operation
3. Demonstrate camera manipulation and correct camera exposure settings for most lighting and subject situations
4. Utilize aperture and shutter to control motion and depth of field
5. Utilize compositional design elements to create communicative photographic images

- 6. Respond critically to photographic works in the arts and humanities
- 7. Participate meaningfully in group and individual critiques

Outcome	ICO
1, 2, 3, 4	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
1, 5, 6, 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
5, 6, 7	<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
	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
5, 6, 7	<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

ACADEMIC ETHICS: You are expected to create, edit, process and print your own assignments and take tests without notes or other outside assistance. **All work is expected to be your own.**

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your

concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at <http://www.odessa.edu/dept/counseling/disabilities/index.htm>. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the

student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

Student Support Services and Technical Support

Blackboard Support

I can't log into my Blackboard Course, who do I contact?

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

I'm having a problem in my Blackboard Course, who do I contact?

For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

Additional Blackboard Help Resources:

Service	Assistance Provided	Available
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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	Online Click here.

	resources area.	
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 Click 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?

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

Learning Resources Center (LRC; Library)

How do I contact the Learning Resource Center?

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

Equipment and Services Provided:

The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online
Magazines, newspapers, & scholarly journals	Research	On Campus and Online

Computers	Research & word processing	On Campus
Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online
Photocopiers, VHS/DVD players, FAX service	For course work	On Campus
Quiet study areas	For course work	On Campus

Student Success Center (SSC) / AVID Center

How do I contact the Student Success Center?

Appointments are preferred, but walk-ins will be served as soon as possible.

Main Number	432-335-6673
Campus Location	1st floor of the Library
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/

**Live Online
Assistance / Chat**

[Click Here](#)

(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)

Equipment and Services Provided:

The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online Click here for more information.
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online Click here for more information.
Study Skills	Tools needed to succeed	On Campus and Online Click here for more information.
Basic Technology	To navigate classes, email, etc.	On Campus and Online

Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online Click here for more information.
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online Click here for more information.
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus Click here for more information.
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online Click here for more information.

Veterans Support

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

Main Number	432-335-6833
Campus Location	204M (Help Center) in the Student Union Building

Email

Gloria Rangel - grangel@odessa.edu

Website

To find out more about services provided by the Veteran's Outreach office, please visit:
<http://www.odessa.edu/dept/counseling/veterans/index.htm>