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Updated: 12/1/2011

"Teachers open the door, but you must enter by yourself."

-- Chinese Proverb

English 1301:

Composition I

Syllabus

This syllabus is tentative and may be changed to accommodate student needs.

Prerequisite:

1) Completion of English 0370 with a C or better, 2) successful completion of THEA, COMPASS, or equivalent testing, or 3) placement by an OC counselor.

Course Description:

English 1301: Composition I emphasizes writing analytical research papers. This course emphasizes basic research skills and requires strict adherences to academic documentation. This course prepares students to write the basic research paper required in academic courses. 3 credit hours

Scans: 1, 2, 9:

1. Reading
2. Writing
9. Creative Thinking, Problem Solving, and Decision Making

NOTE: Students enrolling in courses with a SCANS rating of 1, 2 or 3 should have a competency at the high school diploma or equivalency level or satisfactory placement score on an appropriate placement exam. Dual enrollment and early admission students in high school must have the approval of their high school principal or designee. Additional course prerequisites/co-requisites may be found at the end of each course description.

Required Textbook:

Quick Access, Reference for Writers (6th edition) by Lynn Quitman Toyka and Douglass Hesse, Pearson-Prentice Hall. ISBN: 9780205741113

Important: To purchase less than the required components of a course is your sole responsibility, and such an action may mean that you do not always have full access to the same information in test preparation, postings, and papers. As such, your grade may be negatively impacted.

The student will use this book on numerous assignments/tests throughout the course. Purchase a hard copy of the grammar book—not an ebook.

Learning Outcomes as Determined by the Odessa College English Department (August 2010):

Upon successful completion of this course, students will be able to

- Learn to write thesis driven essays, with clear internal organization governed by a series of controlled paragraph topic sentences;
- Learn to move logically in a body paragraph from the generalization of the topic sentence to more specific clarifications;
- Learn to understand and appropriately apply modes of expression in written

communication;

- Learn to maintain a logical movement through an essay with control of transitions, clarifications, and reasonable conclusions to ideas;
- Learn to analyze an audience to determine the best strategies for effectively communicating with that audience;
- Demonstrate an understanding of some basic research techniques and how to use library resources;
- Demonstrate a knowledge of research documentation including quotation integration, proper citation, and some knowledge of bibliographic form;
- Demonstrate competence in using conventional English;
- Articulate ideas in well-organized, lucid prose that exhibits the application of the aforementioned skills.

*** Assignments/paper topics are tentative and can be changed at the discretion of the instructor.**

Unit #1	Grammar Exam Analytical Research Paper	Paper requires intensive writing/revision, audio lectures, research, assigned readings (e.g. textbook), supplemental readings, class interaction facilitated Blackboard	See Blackboard for deadlines. Students are required to check BB and their OC email daily.
	Quotation Integration, MLA Documentation, Works Cited		
Unit #2	MLA Documentation Exam (Textbook Needed for Exam) Analytical Research Paper Quotation Integration, MLA Documentation, Works Cited	Paper requires intensive writing/revision, audio lectures, research, assigned readings (e.g. textbook), supplemental readings, class interaction facilitated Blackboard	See Blackboard for deadlines. Students are required to check BB and their OC email daily.

Unit #3	Grammar Exam Analytical Research Paper Quotation Integration, MLA Documentation, Works Cited	Paper requires intensive writing/revision, audio lectures, research, assigned readings (e.g. textbook), supplemental readings, class interaction facilitated Blackboard	See Blackboard for deadlines. Students are required to check BB and their OC email daily.
Unit #4	Analytical Research Paper Quotation Integration, MLA Documentation, Works Cited	Paper requires intensive writing/revision, audio lectures, research, assigned readings (e.g. textbook), supplemental readings, class interaction facilitated Blackboard	See Blackboard for deadlines. Students are required to check BB and their OC email daily.
Final Exam	Comprehensive Exam (Textbook Required) Analytical Research Paper Quotation Integration, MLA Documentation, Works Cited	Paper requires intensive writing/revision, audio lectures, research, assigned readings (e.g. textbook), supplemental readings, class interaction facilitated Blackboard	See Blackboard for deadlines. Students are required to check BB and their OC email daily. Failure to take the final exam will result in a failing grade for the course. See Syllabus.

*** Research papers carry the heaviest course percentage, 60 percent or higher.**

Paper Portfolio Required of On-Campus Class:

At the end of the semester, the on-campus student will submit a paper portfolio (thumb drive). I already have a copy of the students papers saved in the Blackboard Engl 1301 Internet courses. The thumb drive should contain only the polished essays. The disk must contain all assigned essays. Each essay mode should be clearly identified. Do not include rough drafts or assignments from other classes. If you do not have Microsoft Word, then save your file in Rich Text so that I can access your documents. This disk will not be returned. If you wish to retain a copy of your files, be sure to make a file copy for yourself *before* submitting the disk to me.

Create a tag label and attach to the thumb drive for easy identification.

The label must include the following typed information:

English 1301:# Section – Composition I (See Schedule for section #.)

Semester (e.g. Fall 2011, Spring 2011)
Name (Student ID #) See OC Identification Card or Course Receipt.
Address
City, State Zip Code
Phone Number (home)
Phone Number (cell)
Phone Number (work)
Email Address (OC)
Email Address (Personal)

Failure to submit the paper portfolio as required will result in points (eight to ten) deducted from the student's Final Exam.

***** Core Syllabus Updated November 28, 2011 *****

Please DO NOT email prior to a class to tell me that you are enrolled in the class. These emails get lost. Blackboard will open on the first day of class. Login to Blackboard, where you will introduce yourself to the class.

BB tracks your attendance and participation. Once you are in BB, familiarize yourself with the Unit #1, Announcements, Message Center, and Discussion Board.

Once you are in BB, all communication takes place in the Message Center (private) and Discussion Board (open to the class). Do NOT email the instructor. I will simply tell you to communicate via Blackboard.

If you are officially enrolled in this course but cannot access Blackboard, contact the instructor by email. Include the following: full name, Student ID #, name of instructor, course.section, email, and phone number. Many, many times, the student has simply not matched up the correct name with the course.section number.

All of my courses utilize Blackboard (BB). Unless a course is designated as a full Internet course, a student must meet at the scheduled class time as determined by the College. Only a full Internet class is conducted entirely via the Internet. A full Internet class has mandatory attendance in the virtual environment. An Internet-Enhanced or hybrid class has mandatory classroom attendance on campus.

Students enrolling in this course will be expected to have a good command of standard written English. Students with severe grammar problems should expect to be assigned time outside class in the Tutoring Center.

The course is divided into units, and I direct the coursework for each unit as we progress through the semester. The course is not self-paced. The student will have frequent assignments with due dates. The student will complete course units on the schedule that I provide through regular announcements.

I present the same material in a course regardless if it is traditional (face-to-face) or non-traditional (e.g. hybrid, Internet-Enhanced, Internet). The same material is presented in the course regardless of the semester length (mid-winter [10 days], four weeks, eight weeks, or sixteen weeks). Although the medium does impact presentation, students will be required to read the same material and take the same exams. Since the course material and for the most part, course expectations are the same, I do not have a different syllabus for a different medium.

This syllabus is tentative and may be changed to accommodate student needs.

It is mandatory that you check Blackboard and your OC student email daily.

Technology Requirements:

Students must have daily access to the Internet and be proficient in word processing as well as emailing and sending attachments. The Student Success Center (Tutoring Center) has numerous computer available to students, free of charge, during the week and on the weekend. The Student Success Center (Tutoring Center) is located on the first floor of the Learning Resource Center.

If a computer crashes, the student is still responsible for accessing Blackboard and doing the assignments in a timely manner. Blackboard is accessible anywhere there is Internet access. Travel is NOT an excuse for missing a deadline.

Required Materials:

Storage device such as thumb drive
Yellow Highlighter

Office Hours:

The instructor's office hours, which are updated each semester, are posted on the OC website: www.odessa.edu. Office hours vary each semester.

All communication should take place in Blackboard's *Message Center* (if personal/private message) or *Discussion Board* if a course/class question. Once you are enrolled in the class, do not email. Communicate in Blackboard. If you email, I will direct you to post your question in BB.

If you are having a problem with Blackboard, you need to contact the Tutoring Center.

If there is a question about your enrollment in the class, then send an email to the instructor. Response time to an email is 24-48 hours. If you email over the weekend, holiday, or anytime the campus is normally closed, I will respond to your email when the campus reopens. If you do not receive a response from me, please assume that I did not receive your email and resend it

You must send an email from your OC student email account—not a personal account. (Go to the OC website to establish your OC student email account). The OC email account needs to be established before the first day of class. The Student Success Center (Tutoring Center) will be glad to assist you in activating your OC student email account.

Voice Mail:

My office phone has voice mail. I only check my phone when I am in my office; however, I check Blackboard several times in a day. If you lose contact with me completely (i.e. you cannot contact me via Blackboard or email), you need to call my office. Explain the reason you cannot contact me and leave a phone number so I can return your call. Leave your full name. State which course in which you are enrolled. **Repeat the phone number twice.** Speak clearly. The most common reason I do not return a call: I'm clueless as to what the student tried to say. If you were in BB but you have suddenly lost access, there is a possibility that you have been expunged from the course (e.g. non-payment). You need to contact the OC Registrar's Office to verify that you are still enrolled in the course.

Important: I cannot return out of area or long distance phone calls from my office phone. You can reach me during my office hours, which are posted on the OC website. Write out a brief description of the issue and leave it for me in BB's Message Center. The communication in the Message Center is private.

Preparation for Computer Emergencies:

Each time you work on a document save it on the computer's hard drive as well as a thumb drive for backup.

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time.

The Student Success Center (Tutoring Center) has numerous computers and printers

available to students free of charge. All you need is a thumb drive to save and/or access the information.

If a computer crashes, the student is still responsible for accessing Blackboard and doing the assignments in a timely manner. Blackboard is accessible anywhere there is Internet access. If you choose to travel during a test or assignment due date, it is your responsibility to meet all course deadlines. Go to the public library, the LRC/computer center, an Internet Cafe, or a friend's house. Travel is NOT an excuse for missing a deadline. Internet access is also available in most hotels. If the student does not have a functional computer or access to a computer, that student is in jeopardy of failing the course.

Lost/Corrupted Files:

You must keep/save a copy of every project/assignment on a thumb drive as well as your hard drive.

In the event of any kind of failure (e.g. Blackboard server crash or virus infection, student's own computer crashes, loss of files in cyberspace, etc...) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I either do not receive it (lost in cyberspace) or it is corrupted when I open it, it is incumbent upon you to resend it to me, corrected, with little or no downtime in regard to the timeline for submission.

Method of Evaluation:

The learner's grade will be determined by weighted activities. I do not curve a course grade. The first time a student earns a grade below a 70, s/he needs to immediately access his/her learning methods. The student is strongly encouraged to contact the Tutoring Center for assistance.

90-100 = A

80-89.9 = B

70-79.9 = C

60-69.9 = D

59.9 or below = F

Note: A **D** in this course qualifies you to take the next level English courses at Odessa College. However, it most likely will not transfer to another institution or satisfy the requirements of specific programs (i.e. nursing program).

Important: I do not ordinarily accept late work. It is never required of me to accept late work. Late work or testing will receive a zero. Emergencies, however, do arise. To

qualify, you must submit documented paperwork immediately and do the assignment/paper/test within one week. For whatever reason, late work or late testing will receive at the very highest a 70 even with documented paperwork. Daily work cannot be made-up. If you fail an exam/paper and/or I allow you to retest or rewrite a paper, the highest possible grade that you can earn on the assignment is a 70. The student will be required to come to the campus Testing Center or a designated location to take the exam. Additional criteria must be met before the instructor will accept late work or allow a missed exam. **That student must have an agreement with the instructor, a late deadline, and a commitment to work with the OC Tutoring Center. The student must submit documentation from the Tutoring Center when submitting the late/revised assignment.**

If the student qualifies, this opportunity must be utilized within a week or the student forfeits the opportunity to raise the failing grade. The work will receive a zero.

Learning Resources Center (OC Library):

OC's Learning Resources Center (LRC) has a large media holding as well as numerous electronic databases.

You may use the LRC Internet while on campus. You can access the databases on-campus or off-campus. All OC facilities are available free of charge to currently enrolled OC students.

If you are off-campus and want to access the databases, you must use a login code. Detailed instructions can be found on the Learning Resources Center web page. There is a help button on the web page for login assistance.

You must have your LRC access codes to view the Films on Demand in Blackboard. The LRC staff will be glad to assist you in accessing these databases from off-campus.

You paid for this service. It is yours to use.

Computer Labs:

If you do not have a computer for word processing or you do not have Internet access, you may use the Student Success Center (Tutoring Center) which is located on the first floor of the Learning Resources Center (LRC). Lab assistances are on duty at all times to assist students. These services are free to OC students.

Tutoring Center:

For students who need extra help, tutoring is available *on-campus* and *online* at the Student Success Center (SSC). If you need tutorial assistance with your paper(s) and/or grammar

skills, the tutors will work with you on an individual basis. The service is free to OC students. Students can sign up for tutoring help on the OC web page. If you visit the SSC, be sure to take your OC student ID card.

Students will often tell me that s/he could not get an appointment. What happens is that the student waited until the last minute. That student failed to plan ahead.

Student Success Center
Learning Resource Center
First Floor
Ph: 432-335-6878
Walk-ins Welcomed
Appointments Encouraged

URL: www.odessa.edu/dept/ssc

The Student Success Center offers some of the following services, all free to students:

- * Personal academic tutors
- * Lab assistance on-duty at all times
- * Online tutoring (Smarthinking). The tutors and/or lab assistances will show you Smarthinking.
- * Individual and small group study room
- * Access to computers and printers (Remember, to take a thumb drive.)
- * Rosetta Stone Language Software
- * Resources for Learning Styles Assessment
- * PLATO Web (practice exercises, grammar exercise)
- * Study Skills Workshops and Assistance
- * Project Transition in Education (TIE)
- * Mentoring Program (M.O.R.E.) Would you like a faculty mentor? Mentoring Others Results in Excellence (M.O.R.E.) can match you up to a faculty member.

Smarthinking is free online tutoring for OC students: Anywhere, Anytime.

The SSC offers Smarthinking Online Tutoring. Smarthinking uses tutors who are experts in their subject area and often hold a master's degree or a Ph.D. in their area of specialization. Contact the Student Success Center (Tutoring Center) for details.

The Student Success Center (Tutoring Center) can also show you how to navigate Blackboard or activate your OC student email account. If a student needs to know how to

save a document in Rich Text or submit an attachment to Blackboard, the tutors in the Student Success Center can show you.

You need to give the Tutoring Center enough time to work with you. If you wait until the last minute, then you are the one at fault. Contact the Student Success Center for additional information or to schedule a tutoring appointment.

* The Student Success Center (Tutoring Center) does not guarantee a grade. The Tutoring Center can show a student how to correct many common errors, but it is up to the student to absorb and implement the information. A tutor assists with a paper; the tutors does not write the paper for you. If you don't work well with one tutor, perhaps another one is available. However, all responsibility falls upon the student to follow the instructor's criteria. Each paper should reflect the student's increased research and composition skills.

I have numerous handouts and exercise for each assignment in Blackboard. It is up to the student to consult the appropriate handout. It is up to the student to learn the grammar rules. If you don't know the rule, look it up and/or seek assistance with the Student Success Center (Tutoring Center).

Attendance Policy:

At each class meeting, you will be studying materials important to your performance on exams and/or essays; therefore, your attendance and participation are vital to your grade in the course.

Attendance is mandatory for all OC classes. I will track and report attendance.

* Only a full Internet class is conducted entirely via the Internet. A full Internet class has mandatory attendance in the virtual environment. Attendance will be taken in an Internet class.

* An Internet-Enhanced or hybrid class has mandatory classroom attendance on campus.

Under NO circumstances does it ever become my responsibility to catch a student up. All assignments are posted in Blackboard.

Important: Poor attendance usually results in class failure.

Blackboard Technology Problem:

If you have a Blackboard technology problem, the Student Success Center (Tutoring Center) also offers free help with Blackboard and your OC student email. The instructor

cannot help with a BB or email problem.

Blackboard Posting for Internet Course:

Posting in a timely manner is integral to this course. Posting is a record of your attendance and participation in this course. Failure to post is equivalent to an absence (or several days of absence). If you do not post, I count you absent. If you accrue enough absences, you are in jeopardy of receiving a substantially lower grade or failing the course.

OC Student Email Address:

Each student must maintain a correct current mailing address and/or phone number with the instructor and the Registrar's Office. If there is any change in address, the student needs to contact the registrar regarding the new information.

If you have two different names as in a woman who recently married, you need to contact the Registrar and the course instructor immediately.

A student enrolled in Odessa College is required to use his/her OC student email address. The student must activate his/her OC student email address immediately upon registering for the course. To activate your OC student email account, go to the OC website. The Student Success Center also provides student assistance in activating their email accounts. Do NOT email me from a personal account. It is mandatory that you use your assigned OC student email account.

The student will receive periodic announcements from Blackboard to the OC student email account. All communications go through Blackboard—Message Center or Discussion Board.

The student is required to check his/her OC student email daily. Failure to check BB or your OC email account puts you in jeopardy. **During a testing period or paper deadline, you are required to check your email several times in a day to see if the instructor has contacted you. Failure to do so could result in missed dated communication and deadline.**

* I will only respond to students using their OC student email account.

Before sending your email, spell check the content. Your email reveals a lot about you. I expect your email to be written on a college level.

Create Email Signature for Course:

All communication should go through BB—See BB's Message Center or Discussion

Board. With that clearly understood, sometimes you need to send an email to either myself or another OC person:

Only email if you are unable to access Blackboard or there is an enrollment issue which prohibits you from accessing BB.

I often email numerous learners within a day. I have numerous students from across the state to across the nation. Whenever a learner sends an email to the instructor, provide full identification each time you email. Create a signature for yourself. Include the following information EACH time you send an email:

First Last Name (Student ID #) -- See Receipt or Student ID card for ID #

The Student ID # is NOT your Social Security number.

Program or School (OHS Concurrent, PHS Concurrent; AVID/PHS Concurrent)

Course.Section # (Example: Engl 1301.#####; Engl 1302.###; Engl 2327:#####)

Email: (personal)

Email: (school)

Ph: (home) Include area code

Ph: (alternate cell or work) Include area code

* See the course schedule on the Internet for the section number. You can also look at your receipt. I did NOT ask for your social security number. The Student ID number is your unique identifier at OC.

Make it easy for me to find you if one or more communication approach fails. Also make it known if you are with a specific program or school. Most students are with Odessa College, but I do have some students who grades I have to report to other academic institutions. Example: the Virtual College of Texas (VCT)

Example: Jane Doe (OC Student ID #)
VCT -- Identify Your College

It is the student's responsibility to stay in communication with the instructor at all times.

Check Blackboard Daily:

It is mandatory that a student daily check BB and his/her OC student email account for announcements, assignments, updates, and deadlines. It is the student's responsibility to keep current on all BB information. Failure to do so could result in a failing grade.

All communication should take place in Blackboard. Do not email a question. If you email, I will direct you to post your question in BB.

You should specifically check BB's Announcements, Message Center, and Discussion Board daily. I often add new documents and/or links. It is the student's responsibility to check for added/updated material.

Things to remember:

Attendance is mandatory. I call roll at the beginning of class. Do not interrupt class to ask if I counted you. You may visit with me after class.

Daily work cannot be made-up. Daily work is also tied into attendance.

Pet Peeve: Do not tell the instructor that you have to pass this course or that you must make a certain grade or that you must pass because you are going to graduate. Please don't share those details with me. It is best to funnel that energy into your work -- not into a conversation. You show what you are capable of by the work you produce and the deadlines you keep. I want to know what you are doing to help yourself succeed. I will want to know if you are working with the Tutoring Center. I want to know if you read a story for the second time. I want to know if you reviewed the supplemental material to study. Did you take the practice exercises? If you scored low, how many times did you take those practice exercises? Did you listen to the Tegrity class lecture? How many times?

Mute your cell phone immediately upon entering class.

Do not text during class. This is distracting to the instructor/students.

If your phone number is outside the 432 area code, I cannot return a call from my phone office. Check my office hours and call during my office hours if you need to speak to me directly. Email is the best way to communicate with me.

Tardiness is rude. Everyone is late occasionally. Persistent tardiness is distracting and disrespectful.

I only deal with the student or in the case of a concurrent student, a high school counselor/facilitator. Do not have a parent contact me to say that you do not understand an assignment. If there is a question, the student needs to call.

It is NOT incumbent on the instructor to accept late work. Late work will receive a zero.

If a student does need to visit with me in my office, I expect the student to come fully prepared with the graded work with comments. I want you to come fully prepared

to discuss your paper.

If late work is accepted, the work will be heavily penalized. The student must contact the instructor immediately and must demonstrate his/her commitment to learning. This section is discussed in greater detail later in the syllabus. The student must contact the instructor within seven days. Unless arrangements have been made, any assignment over a week late receives a 0. An excused school activity does not excuse you from the due date of an assignment. If you know you will be gone when an assignment is due, then you need to make arrangements to submit the work in a timely manner.

Any behavior that distracts or disrupts the learning environment can be a cause for the student's removal. In a traditional classroom, this could be talking, perpetual tardiness, a cell phone ringing, texting, etc.... In an BB environment, this could be flaming (all caps that is the equivalent of shouting) at another student.

Abusive language and/or hostility will result in a student's removal.

Any threats regardless of the medium will be taken seriously and immediately reported to the College.

If you share information of any activity that is illegal or threatening in any manner, I will report the incident.

Any activity that is deemed a threat and/or danger to another will be immediately reported to the College.

Education is often offensive. Why? The student is learning material that is often outside his/her comfort zone.

Education is a privilege.

Education is a responsibility.

When you visit/contact OC personnel, address individuals by *Mr.*, *Ms.* or *Dr.* Only use *Mrs.* if a woman has expressed a desired to be addressed so. If that person has a Ph.D., then address the individual as *Dr.* Learning how to properly address someone is part of the student's learning curve. Over familiarity or an inappropriate address screams beginner, amateur, unprofessional.

I do not offer extra homework so a student can pass. I expect the student to do the assigned work and earn a passing grade within the designated time frame. If you can't do that, then I view a repeat of the course as developing an essential

knowledge base.

If a student tells me that s/he has too many responsibilities and/or personal problems to complete assignments in a timely manner, I will believe that student. My suggestion is that education should be pursued when the mind is relatively free of major distractions.

Students who are taking extra-curricular activities must meet all deadlines. If a student is required to travel, the student must still meet the deadline. An approved activity does not mean the instructor must accept the assignment late. It means the student must decide how s/he wants to fulfill her/his academic responsibilities.

Do not ask for money. Do not ask donations for a charity or request to sponsor you in a charity event.

Do not ask me to proof a paper for you for another class. You are welcome to visit the Tutoring Center for assistance in your revisions.

I do not “friend” students on Facebook.

Plagiarism:

Plagiarism is academic dishonesty, which is a euphemism for cheating. The student is expected to do his/her own work. The student may receive help in revising and editing a paper, but anything written work should be substantially his/her own work.

When you submit a piece of writing that bears your name as author, you are claiming that all the words and ideas in that work are yours unless otherwise noted. Failure to identify and document other sources of information that reside within that piece of writing constitutes academic dishonesty in this course.

In academe, all facts and/or ideas are documented. English uses MLA (Modern Language Association). That means, *each fact* in *each sentence* must be (parenthetical) documented.

Each quotation must be properly cited. If you do not document each fact and/or quotation, this is considered plagiarism.

Plagiarism will be reported to the College.

Plagiarism will result in a failing grade for the course.

A reliable website for information on plagiarism is <http://plagiarism.org/>.

OC employs SafeAssign, a plagiarism software system that matches the student's work against Internet sources. SafeAssign flags a student's paper who has exceeded an

acceptable level. A student who has exceeded 15 percent is treading on dangerous grounds.

MLA Documentation:

You are required to use the Modern Language Association (MLA) documentation for all postings and/or papers. There are many excellent sites regarding MLA documentation that reside free of charge on the Internet.

Policies and Procedures:

Tests are usually handled through Blackboard. The dates are fixed and the exams are timed, and this is non-negotiable. I do not allow late testing. When there is an exception, a late test penalty is imposed. The highest possible grade for a late test is a 70. You may be required to come to the OC campus or an approved test site.

At any point I suspect that the enrolled student is NOT taking the course exam(s) or that the student is cheating, I will require the enrolled student take exams under the supervision of his/her school's testing center. That student must produce valid ID as proof of identification. **IMPORTANT:** I reserve the right to require a student to come to the OC campus for proctored testing if this should occur. All I need is to suspect cheating to require this of you.

To print/copy a test or attempt to print/copy a test from Blackboard is considered cheating. The student will receive a zero for a test that has been printed/copied. If allowed to continue in the course, the student will be required to come to the OC campus or an approved proctored test site for all future testing.

Written Work/Papers:

Research paper(s) will follow standard MLA guidelines for documentation. Each fact in each sentences must be documented. Each quotation must be documented. Failure to properly document a fact or idea constitutes academic plagiarism. A student who plagiarizes will receive a zero in the course.

Writing components should illustrate an appropriate level of critical thinking, which incorporates independent thought, self-awareness, relevance, and academic integrity.

All essays must be submitted in Rich Text (RTF) format. A paper not submitted in Rich Text will receive a zero. The Student Success Center (Tutoring Center) can show a student how to submit a paper in the required Rich Text Format.

All work must be submitted to the correct location in Blackboard. Failure to submit to the correct location will result in a zero for that coursework. If you do not know how to submit a file, you need to visit the Student Success Center (Tutoring Center) well in advance of the deadline.

Once the instructor has graded a student's paper, that paper is saved to Blackboard. If you do not know how to access the graded paper with comments, the OC Tutoring Center can show you how to access your graded paper with comments.

Never send a file (e.g. paper assignment/posting entry) to the professor's email. That paper will receive an automatic zero.

All work must be submitted in the correct format (e.g. paper heading, essay format). Failure to submit in the correct format will result in a zero for that coursework.

All assignments must be typed.

Late Submission Policy for Written Work:

Late work will receive a zero. I am under no obligation to accept late work. A paper needs to be submitted on or before the deadline. If I do accept late work, late work is heavily penalized. The highest possible score will be the grade of 70.

If you fail an exam/paper and/or I allow you to retest or rewrite a paper, the highest possible grade that you can earn on the assignment is a 70. The student will be required to come to the campus Testing Center to retake the exam.

On occasion, I allow a student to submit a late paper or to revise a paper. At the instructor's sole discretion, circumstances may arise where the instructor accepts a late paper and/or revised paper. This offer DOES NOT apply to a student who misses numerous assignments. If you miss numerous assignments, this is a pattern. A late/revised paper exception comes with a major commitment from the student.

It is required that student has a personal conference with the instructor before this privilege is even a consideration. A late/revised paper must be submitted within one week of the original deadline.

This opportunity must be utilized within a week or the student forfeits the opportunity to raise the failing grade.

The student must agree to the following: 1. The student must commit to working with the OC Tutoring Center (Student Success Center) on that paper. 2. That visit must be documented by the Tutoring Center. 3. The student must provide that documentation to

the instructor. 4. The student must submit by the specified date. 5. The Tutoring Center does not guarantee a grade. 6. The highest grade a student can earn on a late and/or revised paper is a 70. If the student does not full this agreement, I will not accept the late and/or revised paper. The paper will earn a 0. Since papers are usually a major percentage of a course grade, a zero on a paper often sends the student on a downward spiral with no chance of recovery.

Computer Skills:

The student must be able to type, research via Internet, upload and download files, send attachments, and save files in Rich Text Format. All written work must be submitted to the designated location in Blackboard. An assignment submitted to the incorrect location will receive a 0 for that assignment. Never send an attachment to the instructor's email address. The assignment will receive an automatic 0. The Student Success Center (Tutoring Center) provides free service regarding these basic skills.

Discussion Requirements, Participation Guidelines, and Grading Criteria:

In addition to your textual reading assignments during the semester, the student may have multiple on-line lectures, interactive discussions, analytical writing component, exams, and audio/video presentations/lectures. Periodically, you will post to Blackboard's *Discussion Board* for interaction with other learners to address assigned topics. These postings are required class participation. Failure to post before the deadline will result in a zero for the assignment and count as an absence (or several absences).

Interactive Discussion Components:

Learners are required to participate in all posting. A posting always counts as attendance. If a student fails to post, that student, in effect, missed class and will be counted "absent" for one to several days depending on the type of posting and the duration of the posting. A posting serves several purposes:

1. Topics are set up to assist you in better understanding the works so that you are better-prepared for exams;
2. They provide an arena for collegiality among learners;
3. They alert me if you do not understand material or struggling with concepts;
4. Postings count for attendance, so if you miss a posting then you are "absent" from class that week. For this course, if you miss the assigned postings, you are in academic jeopardy due to your absences in addition to the loss of grade points; and
5. Postings have a deadline. Each posting may carry a weighted grade percentage. If a learner misses a posting, a 0 will be entered for that posting. A posting cannot be made-up.

Netiquette Guidelines:

Anything a learner types in the Discussion Board is visible, which means that every student in this class (including your professor) will see what is written. Pay attention to the language used and adhere to the following:

1. Do not post information of a sensitive nature;
2. Do not use language that is inappropriate for an academic setting (curse words, slang, vulgar, etc...);
3. Do not use language that is inflammatory or prejudicial in regard to gender, race, ethnicity, religion or sexual orientation;
4. Do not post in all caps;
5. Do not use "text messaging" language/abbreviations (u, r, c,). Remember your audience, which is an English professor. So, use language that is appropriate.
6. Adhere to basic grammar and punctuation rules and write in complete sentences.
7. Any threat, explicit or implied, to an individual and/or group will be immediately report to the College and campus security.
8. This is not a class where the student gets in touch with one's creativity. This class expects you to adhere to scholarly rules. You are judged by what you produce.

If you do not adhere to the guidelines, you will lose the points that would have been granted, and I reserve the right to remove your posting and to deny you any further posting privileges.

If a student makes an inappropriate posting, that student will be blocked from additional postings; the student will be required to visit with the instructor during office hours. If a student refuses to comply, the student will be prohibited from participating in posting activities which could sufficiently lower the course grade. The student may also be removed from the course.

Special Needs

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.

Course Evaluation(s):

Students may be required to participate in an end-of-semester course evaluation survey.

Withdrawal Policy:

See the current schedule for withdrawal policy criteria. Students who cannot complete the

course must take the responsibility upon themselves to drop. The instructor will not drop a student. Failure to drop before the deadline (see Catalog or schedule of classes for the deadline) will result in a grade of F.

Check/Print Grades in BB's Grade Center:

Individual assignment grades for the course are visible in Blackboard's Grade Center. The student has full access to his/her grades. Blackboard keeps a record of all assignments and when that assignment was submitted. **Immediately upon testing, the student is required to check BB's Grade Center to verify the test attempt successfully recorded.** The student is required to print all his/her BB grades and graded coursework with the instructor's comments as documentation should a technical irregularity occur. **The student is required to print all BB grades after each test or paper grade.**

Concurrent Grade Reports / Ineligibility:

Several times during the semester, a high school will request from the College the grade status of a concurrent student (a student who is simultaneously enrolled in high school and college). The high school requests the grade from the College. The College requests the grade from the instructor. When this happens, I report directly to the College (not the high school). A concurrent student who is failing at that particular time in the course semester is often deemed ineligible to participate in high school extracurricular activities (sport, cheerleading, band, choir, debate, etc...). That means the high school will not allow the student to participate in the school event.

A student has access to his/her grades in Blackboard's Grade Center at all times. A student can learn his/her score at any point. In fact, I require students to print out the BB's grade at the end of the testing period as a record should an irregularity occur. (The last score, not the highest score, is the official score.) Blackboard documents when a student tested, the length of the test, and the number of attempts. If you do not print out the grade, you are not in compliance with the course requirements. Blackboard documents the time a paper was submitted. You are required to print the graded version with instructor's comments. If you do not print the graded version with comments, you are not in compliance with the course requirements. Daily work cannot be made-up. Blackboard documents a posting/blog/journal. The BB component will close at the designated deadline. If a student decides not to check in for (a) week(s) or skip the instructions, that is his/her decision. Review the syllabus section regarding the Tutoring Center (Student Success Center). If a student is too busy to get help on an assignment (if needed), that student is probably too busy to do well in a college course.

I will not change a grade report once I have submitted the report. If a student meets the late/revised paper criteria, the regarded assignment is reflected on the next grade report.

It is crucial that a concurrent student keep all grades 70 or above to avoid a negative grade report that could adversely impact extracurricular eligibility.

If you are struggling in this course, perhaps your schedule is simply too hectic to accommodate a college class at this time. A student must request to be moved back to a high school classroom. Carefully read the syllabus regarding late and/or revised work.

If you think you are the exception to the rule, please let me assure you that you are not. The exceptional will follow the rules.

If a student and/or parent comes to my office to request a grade change, I will redirect them back to the high school and the appropriate chain of command.

Final Exam:

All learners are required to take a final exam for the class on the date that coincides with a scheduled time. Failure to take the final exam will result in a failing grade for the course. If there is an emergency, the student must contact me *before* the deadline. If the student is taking a full Internet course, the student may be required to take the final exam at an approved proctored site. If proctored, the student will need ID before s/he is allowed to take the exam. I submit course grades within hours of the deadline. Once that grade is submitted, that becomes the official grade.

End-of-Semester Course Grade:

All OC students must access their end-of-the-semester course grades through Web Advisor. Go to www.odessa.edu and peruse the OC webpage for *WebAdvisor* for grade access instructions. If you cannot access *WebAdvisor*, you need to contact the OC Registrar's office to see if there is a hold on your grade.

Campus Police:

The Odessa College Campus Police Department may be contacted on a 24-hour basis for emergencies on campus. The Department is available to help students with a variety of issues including the following:

- * Retrieve keys locked in vehicles
- * Jump start vehicles
- * Escorts to and from vehicles
- * Maintain a lost and found
- * Deliver emergency messages

Ph: 432-335-6666 (Regular hours)

Ph: 432-238-6334 (After-Hours EMERGENCY Cell)

* Always report suspicious activity.