

## ***Instructor Information***

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**E-mail:** [mjones@Odessa.edu](mailto:mjones@Odessa.edu)  
**Office Location:** ET Bldg. Room 202  
Odessa College  
201 W. University Blvs.  
Odessa, TX 79764  
432-335-6886

## ***Course Information:***

### ***Course:***

**Title:** EPCT 2300: DOT Regulations

**Course Dates:** Aug. 27 - Oct. 19 , 2012

**Course Credits:** 3 Credits

**Location:** This course is a full Web course and is conducted in Blackboard

**Course Prerequisites:** None

### ***Course Catalog Description:***

*A detailed study of the United States Department of Transportation regulations CFR 49 with emphasis on identifying applicable regulations, recommending compliance strategies in the transport of dangerous and hazardous materials. Examination of the regulatory requirements for employees and employers involved in all modes of transportation, including road, rail, aircraft and vessels.*

### ***Course Objectives:***

*Exhibit problem-solving, self management and communication skills while working within a safety environmental team. Within this team environment students will be responsible for effective allocation of resources and group monitoring of team decisions.*

### ***Required Materials:***

*Text: No text required. We will use the web.*

*Web sites (Other websites may be included in individual assignments)*

[www.dot.gov](http://www.dot.gov)

[www.state.tx.us](http://www.state.tx.us)

[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

[www.fmcsa.dot.gov/rulesregs/fmcsrhome.htm](http://www.fmcsa.dot.gov/rulesregs/fmcsrhome.htm)

[http://www.dot.gov/ost/dapc/NEW\\_DOCS/subpart\\_a/40\\_3.doc](http://www.dot.gov/ost/dapc/NEW_DOCS/subpart_a/40_3.doc)

### ***Course Calendar:***

Assignment	Web site	Outside Research	Interpretation	Due Date
No. 1	Drug and Alcohol Testing programs	Definitions	What is your opinion?	TBA
No. 2	Employer Responsibilities	DOT Part 40.13	What is your opinion?T	TBA
No. 3	Subpart C-Urine Collection Personnel	DOT Part 40.33	What is your opinion?	TBA
No. 4	Subpart D Collection sites	DOT Part 40.43	What is your opinion?	TBA
No. 5	Test		None I will put in announcements if there is a test.	TBA
No. 6	Subpart O Substance Abuse	DOT Part 40.289	What is your opinion?	TBA
No. 7	Subpart P Confidentiality	DOT Part 40.329	What is your opinion?	TBA
No. 8	CFR 49 subpart A	FMCSR part 383.5	What is your opinion?	TBA
No. 9	CFR 49 part 383.3 FMCSR	FMCSR 383.3	What is your opinion?	TBA
No. 10	CFR 49 part 390.5 FMCSR	FMCSR 390.5	What is your opinion	TBA
No. 11	CRR 49 part 391.11	FMCSR 391	What is your opinion?	TBA

No. 12	CFR 49 part 392	FMCSR 392	What is your opinion?	TBA
No. 13	FMCSR part 395	FMCSR part 396	FMCSR part 397	TBA
No. 15	Final Test			TBA

#### **Course Evaluation:**

*There will be two exams during the semester, online, open book; the last exam will be the final.*

**Discussion Board:** *Discussion assignments will be posted on the Discussion Board.*

#### **Course Grading System:**

*Grades will be awarded on the following percentages:*

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*A = 90-100%*

*B = 80-89%*

*C = 70-79%*

*D = 60-69%*

*F = Below 60%*

#### **Policies and Procedures:**

**I. Grading:** *Most assignments will be graded by the end of the week following the due date.*

**II. Cheating/Academic Dishonesty:** *See student handbook*

**III. Plagiarism:** *See student handbook*

**IV. Discussion Board Topics:** *Discussion topics are posted in the assignment section of Blackboard.*

**V. Disabilities:** In accordance with federal and state laws and regulations, Odessa College does not discriminate on the basis of disability in the recruitment and admission of students, the employment of faculty and staff, and the operation of any of its programs and activities. Students with disabilities should contact the ADA Accommodation/Support counselor, Becky Rivera-Weiss, directly: [brivera@odessa.edu](mailto:brivera@odessa.edu). All requests, including VCT, for accommodations must be channeled through the Accommodation counselor.

**VI. Incomplete Policy:** An Incomplete (I) may be given only if the student has earned a passing grade on all submitted coursework and if the student has completed a minimum of 75% of the required coursework. A grade of "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student. Furthermore, it is the student's responsibility to contact the instructor to complete the missing assignments. Remember, an Incomplete will automatically roll to an F at the end of the first long semester after the Incomplete was issued.

**VII. Withdrawal Policy:** (page 16 of the Spring schedule or 33 of the catalog)

**VIII: Course Mid-Semester and semester-end Evaluation:** Students will be required to participate in a mid-term and end-of-semester course evaluation survey.

**IX. Instructor Response Time:** I check my email daily and will respond to your email within 48 hours. If you do not receive a timely response from me, please assume that I did not receive your email and resend it.

### **Hardware/Software Requirements**

#### **Computer:**

A minimum of 64 MB RAM, 1 G of free disk space, 150 MHz or higher recommended, a monitor capable of at least 800 x 600 resolution

**Peripherals:**Speakers to be able to listen to audio files.

**Software: Anti-virus software** is highly recommended for students and instructors. Online courses involve much file sharing, which increases your risk of computer virus infection. Anti-virus software will help protect your computer in case of exposure to a computer virus.

**Other software:** You are required to submit assignments typed in Microsoft Word document, and I will ask you to view course content that is in the form of Microsoft Word. In this case, you must have access to Microsoft Word (2003), and documents must be sent in that format.

There will be audio/video files in the course for which you will need [Windows Media Player](#) or [QuickTime](#) or [Real Player](#).

**Internet connection:**56 K modem or better

#### **Browser and settings:**

Microsoft Internet Explorer 6" (IE 6) works best with Blackboard on computers running the Microsoft Windows operating system.

Java and Cookies must be enabled. To enable Java:

1. In Internet Explorer 6, go to the "Tools" menu and choose "Internet Options".
2. Choose the "Privacy" tab and move the slider to "Medium" (which is the default setting) to enable Cookies.

3. To enable Java (if not installed, first see next item "Java Plug-in for Windows..." or Java Plug-in for Macintosh" below), while remaining in the "Internet Options" window choose the "Advanced" tab.
4. Scroll down until you see the "Java (Sun)" item and check the box beside "Use Java...".
5. Click "OK".
6. You may need to close your browser and all other applications and restart your computer before this setting takes effect.

**Email:** Students enrolled in Odessa College must use Odessa College email address. Go to <http://www.odessa.edu/dept/it/studentemail.htm> to set up your email account.

### **Preparation for Computer Emergencies**

#### **Computer Crash**

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. NOTE: Identify a second computer that you can use when/if your personal computer crashes.

#### **Server problems**

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email. \_

#### **Complete Loss of Contact**

If you lose contact with me completely (i.e. you cannot contact me via Blackboard or email), you need to call me at my office, 335-6585, and explain the reason you cannot contact me and leave me a way to contact you.

#### **Lost/Corrupt/Disappeared files**

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students 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.

### **Student Support Services**

#### **ADA Accommodation/Support**

Becky Rivera-Weiss	432-335-6861	<a href="mailto:brivera@odessa.edu">brivera@odessa.edu</a>
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#### **Admissions & Registration & Transcripts**

Becky Beard, Director	432-335-6443	<a href="mailto:bbeard@odessa.edu">bbeard@odessa.edu</a>
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#### **Blackboard Technical Support**

Corey Davis	432-335-6781	<a href="mailto:cdavis@odessa.edu">cdavis@odessa.edu</a>
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**Bookstore** Heather Stevens

432-335-6655

[ocbookstore@texasbook.com](mailto:ocbookstore@texasbook.com)

### **Business Office**

Pollock, Debbie (Manager)

432-335-6600

[dpollock@odessa.edu](mailto:dpollock@odessa.edu)

### **Computer Services**

Carson, David (Director)

432-335-6649

[dcarson@odessa.edu](mailto:dcarson@odessa.edu)

### **Counseling**

### **Help Desk (Student Learning Center)**

### **Financial Aid and Scholarship**

Nesmith, Dee (Director)

432-335-6429

[dnesmith@odessa.edu](mailto:dnesmith@odessa.edu)

### **Library**

Petersen, Carolyn (Director)

432-335-6641

[cpetersen@odessa.edu](mailto:cpetersen@odessa.edu)

### **Testing Center/Career Center**

Pease, Terri (Coordinator)

432-335-6816

[thilliard@odessa.edu](mailto:thilliard@odessa.edu)

### **Vice President of Instruction**

Alred, Dr. Clayton

432-335-6413

[calred@odessa.edu](mailto:calred@odessa.edu)

### **Vice President of Student Services**

Bauske, Dr. David

432-335-6683

[dbauske@odessa.edu](mailto:dbauske@odessa.edu)

### **Tutoring Services:**

*Tutoring services are available free of charge to OC students, and use of the Student Learning Center is encouraged. The Center is located on the third floor of the LRC (Library Bldg). It is easy to find because it is the only three story building on campus. Online tutoring services are also available, and I encourage you to use them. Contact the Director (see info below) for help and directions.*

Phone Number: 432-335-6878

Director Phone Number: 432-335-6714 (Angela Tombs)

Please refer to their website for more information about the Center <http://www.odessa.edu/dept/slc/> or email the director,

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

### ***Expectations for Engagement – Face to Face Learning***

*To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.*

#### *Reasonable Expectations of Engagement for Instructors*

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages in a timely manner through telephone, email, or next classroom contact; 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 emergencies during the time I'm unavailable.*
  
2. 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.*

3. 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
  - return classroom activities and homework within one week of the due date and
  - *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.*

#### *Reasonable Expectations of Engagement for Students*

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
  - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
  - *understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.*
2. 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,
  - missing class when a major test is planned or a major assignment is due;
  - having trouble submitting assignments;
  - dealing with a traumatic personal event; and,
  - *having my work or childcare schedule changed so that my classroom attendance is affected.*
3. 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,
- attend class regularly to keep up with assignments and announcements