

Course Syllabus

NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

Department : RAD TECH

Course Title : PATIENT CARE

Section Name : RADR 1303

Start Date : 8/27/12

End Date : 12/14/12

Modality : LECTURE (3 HOURS)

Credits : 3

Instructor Information

Name : Catherine Laney

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Course Description

An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology. Also includes introduction to locating and understanding information on the patient chart.

Prerequisites/Corequisites

PREREQUISITE: RADR 1311

COREQUISITES: RADR 1266, RADR 2301 and RADR 2309

[Scans](#)

ICO: 1,2,3,4,5,6

Course Objectives

End-of-Course Outcomes: Explain general safety in patient care practices; assess patient condition; describe infection control procedures; recognize and respond to emergency situations; and identify relevant pharmaceuticals and their applications. The student will also be able to identify and label the parts of a basic EKG pattern;; assess effective interpersonal communication skills; identify contrast media types, reactions and responses; and demonstrate ability to perform proper sterile technique; and perform venipuncture on a phantom arm.

COURSE COMPETENCIES

1XRA.01.00 KNOW/ADHERE TO THE RULES AND REGULATIONS OF THE EDUCATIONAL PROGRAM

1XRA.01.01 State/adhere to the rules and regulations of the educational program regarding class attendance, grading, vacation/sick leave, and the appeals procedure.

1XRA.01.02 Define/abide by the Essentials and guidelines of an Accredited Educational Program for the Radiographer and state its purpose.

1XRA.08.00 RECALL HISTORICAL AND PHILOSOPHICAL ASPECTS OF RADIOGRAPHIC ETHICS

1XRA.08.01 Identify/appreciate specialized standards of behavior for the healing arts as a continuum with historical & philosophical roots in the earliest periods of human history.

1XRA.09.00 DISCUSS ETHICS - A BRANCH OF PHILOSOPHY

1XRA.09.04 Recognize "ethics" as a branch of philosophy, and the moral, social and cultural basis of the development of an ethic.

1XRA.09.05 Appreciate medical/professional ethics in the context of a broader societal ethic.

1XRA.09.06 Explore, reflect upon, and appreciate ethics as a "search for ideal behavior" a dynamic process; and ongoing perfection of behavior; not a fixed set of rules.

1XRA.10.00 IDENTIFY/EMPLOY THE ELEMENTS OF ETHICAL BEHAVIOR

1XRA.10.01 Be sensitized to the central role of ethical behavior in health care delivery.

1XRA.10.02 Be sensitized to the development of moral reasoning, current theories of same in a psychological/educational context, and explore their personal stage of development.

1XRA.10.03 Differentiate between empathetic rapport and sympathetic involvement in relationships with patients and relate these to ethical conduct.

1XRA.10.04 Identify and rationalize concepts of personal honesty, integrity, accountability, competence and compassion as ethical imperatives in health care.

1XRA.10.05 Identify legal/professional standards and their relationship to practice in health professions.

1XRA.10.06 Identify/describe accepted codes/guidelines for professional ethics & those elements similar to other health professions & those unique to their respective discipline(s).

1XRA.11.00 DISCUSS/EMPLOY ETHICAL ISSUES AND DILEMMAS IN HEALTH CARE AND EMPLOY CRITICAL THINKING SKILLS FOR SOLUTIONS

1XRA.11.01 Recognize and identify those situations and conditions which give rise to ethical dilemmas in health care.

1XRA.11.02 Identify and employ a basic system of examination, clarification, determination of alternatives and decision making in ethical questions.

1XRA.11.03 Identify, discuss and define the concepts embodied in principles of patient's rights; the doctrine of informed (patient) consent; and other issues related to patient's rights.

1XRA.11.04 Identify/discuss/define legal implications of professional liability; malpractice; professional negligence/carelessness; legal doctrines applicable to professional practice.

1XRA.11.05 Identify, discuss and appreciate the significance of accurate, complete, correct methods of medical record keeping as a legal/ethical imperative.

1XRA.11.06 In groups, & individually, explore, discuss and articulate responses to theoretical situations and questions relating to the ethics of care and health care delivery.

1XRA.12.00 UNDERSTAND/DISCUSS THE LEGAL RESPONSIBILITIES OF RADIOGRAPHERS

1XRA.12.01 Define direct professional liability.

1XRA.12.02 Define indirect professional liability.

1XRA.12.03 Define gross negligence.

1XRA.12.04 Define contributory negligence.

1XRA.12.05 Define standard of care.

1XRA.12.06 Define negligence.

1XRA.12.07 Define libel/slander.

1XRA.12.08 Define assault/battery.

1XRA.12.09 Define false imprisonment.

1XRA.12.10 Define invasion of privacy.

1XRA.12.11 Define breach of confidentiality.

1XRA.12.12 Discuss the elements necessary for a valid malpractice claim.

1XRA.12.13 Define and discuss the doctrine of vicarious liability.

1XRA.12.14 Define and discuss the doctrine of borrowed servant.

1XRA.12.15 Define and discuss the doctrine of respondent superior.

1XRA.12.16 Define and discuss the doctrine of res ipsa loquitur.

1XRA.12.17 Discuss the ASRT Scope of Practice for the radiographer and describe the elements that comprise it.

1XRA.12.18 Discuss the limits of responsibility for the radiographer as defined by the Scope of Practice.

1XRA.12.19 Differentiate between professional and legal standards and describe how each relates to radiography practice.

1XRA.12.20 Discuss institutional and professional liability protection typically available to radiographer.

1XRA.13.00 UNDERSTAND THE NEED FOR PATIENT CONSENT AND ASSIST IN OBTAINING WHEN NECESSARY

1XRA.13.01 Define the term informed consent.

1XRA.13.02 Describe the elements necessary for informed consent.

1XRA.13.03 Discuss standards for disclosure relative to informed consent.

1XRA.13.04 Describe how consent forms are utilized relative to specific radiographic procedures.

1XRA.13.05 Discuss how consent forms are used in legal action.

1XRA.17.00 UNDERSTAND ORDERS, REQUESTS, AND DIAGNOSTIC REPORTS

1XRA.17.01 Given radiographic orders, describe the procedures to be performed.

1XRA.17.02 Give diagnostic reports, translate into a language the patient can understand.

1XRA.17.03 Given a request for diagnostic imaging consult/services, describe procedures and processes necessary to respond to requested service(s).

1XRA.18.00 IDENTIFY/DEFINE RADIATION SCIENCE TERMS

1XRA.18.01 Given specific diagnostic imaging terms/procedures, define the terms/procedures.

1XRA.18.02 Given specific diagnostic imaging terms, identify/locate the places where procedures are performed.

1XRA.19.00 EMPLOY OPERATIONAL/MANAGEMENT TERMS

1XRA.19.01 Give operational and management terms and abbreviations, define the term or abbreviation.

1XRA.19.02 Given example scenarios utilizing operational and management terms and abbreviations, describe the implications for effective provision of radiologic services.

1XRA.19.03 Relate operational and management terminology to customers/client/patient satisfaction.

1XRA.20.00 DISCUSS RESPONSIBILITIES OF HEALTH CARE FACILITY AND RADIOGRAPHER AND THE SCOPE OF PRACTICE FOR THE RADIOGRAPHER

1XRA.20.01 Discuss the responsibilities of the health care facility.

1XRA.20.02 Discuss the responsibilities of the radiographer.

1XRA.20.03 Discuss the Scope of Practice for the radiographer.

1XRA.21.00 DISCUSS/PUT INTO PRACTICE APPROPRIATE ATTITUDES AND COMMUNICATION IN PATIENT CARE

1XRA.21.01 Discuss the perceptions of death and dying from patient and technologist viewpoints.

1XRA.21.02 Discuss ethical, emotional, personal, and physical aspects of death.

1XRA.21.03 Identify the stages of dying and describe the characteristics of each stage.

1XRA.21.04 Identify the support mechanisms available to the terminally ill.

1XRA.22.00 DISCUSS/EMPLOY PROFESSIONAL PATIENT/TECHNOLOGIST INTERACTIONS

1XRA.22.01 Describe methods of determining the proper patient identification.

1XRA.22.02 Explain the use of audio and visual communication systems.

1XRA.22.03 Explain the use of immobilization devices.

1XRA.22.04 Explain the use of machine type.

1XRA.22.05 Explain the use of axillary equipment.

1XRA.22.06 Alleviate fears by explaining positioning for examination.

1XRA.22.07 Alleviate fears by explaining length of procedure.

1XRA.22.08 Alleviate fears by explaining room noises.

1XRA.22.09 Alleviate fears by explaining machine movement.

1XRA.22.10 Alleviate fears by explaining machine/patient contact.

1XRA.22.11 Given case studies, interact with the patient, family members and/or friends.

1XRA.23.00 SAFELY TRANSFER AND POSITION PATIENTS

1XRA.23.01 Describe and demonstrate good principles of body mechanics applicable to patient care.

1XRA.23.02 Demonstrate different techniques for various types of patient transfer.

1XRA.23.03 Describe and demonstrate the procedures for turning patients with various conditions.

1XRA.23.04 Describe and demonstrate restraint techniques for various types of procedures and patient conditions.

1XRA.23.05 Describe the aspects of patient comfort and discuss the importance of each to care and safety of the patient.

1XRA.23.06 Given specific patient considerations and conditions, discuss various aspects of general patient care.

1XRA.23.07 Discuss procedures for assuring security of property of inpatients and outpatients.

1XRA.24.00 EVALUATE THE PATIENTS PHYSICAL NEEDS

1XRA.24.01 *Describe methods for evaluation of patient status.

1XRA.24.02 *Identify the information to be collected prior to patient examination.

1XRA.24.03 Describe vital signs used to assess patient condition.

1XRA.24.05 *State the normal temperature values for the oral and rectal methods of measurement for temperature.

1XRA.24.06 Describe the method of monitoring respirations and state the normal values expected.

1XRA.24.07 List the equipment necessary for acquisition of blood pressure on a patient.

1XRA.24.08 Identify the normal values for blood pressure in males and females.

1XRA.24.09 Identify the seven major sites for monitoring the pulse and indicate the normal values.

1XRA.24.10 Demonstrate the assessment of vital signs on another student.

1XRA.25.00 CONTROL INFECTIONS EMPLOYING UNIVERSAL [STANDARD] PRECAUTIONS

1XRA.25.01 Define infectious pathogens.

1XRA.25.02 Define communicable diseases.

1XRA.25.03 Define nosocomial infections.

1XRA.25.04 Define Centers for Disease Control and Preventions (CDC).

1XRA.25.05 Define Human Immunodeficiency Virus (HIV).

1XRA.25.06 Define Hepatitis B Virus (HBV).

1XRA.25.061 Define Human Papilloma Virus (HPV)

1XRA.25.07 Describe the utilization of Universal (Standard) Precautions and Isolation Procedures.

1XRA.25.08 Describe source and modes of transmission of infections and diseases.

1XRA.25.09 Describe institutional/departmental procedures for infection control through Universal (Standard) Precautions.

1XRA.25.10 Discuss psychological considerations for the management of patients utilizing Universal (Standard) Precautions.

1XRA.26.00 IDENTIFY/DISCUSS/MANAGE MEDICAL EMERGENCIES

1XRA.26.01 Identify symptoms which manifest cardiac arrest.

1XRA.26.02 Identify symptoms which manifest shock.

1XRA.26.03 Identify symptoms which manifest convulsion/seizure.

1XRA.26.04 Identify symptoms which manifest hemorrhage.

1XRA.26.05 Identify symptoms which manifest apnea.

1XRA.26.06 Identify symptoms which manifest vomiting.

1XRA.26.07 Identify symptoms which manifest aspiration.

1XRA.26.08 Identify symptoms which manifest suspected or confirmed fractures.

1XRA.26.09 Identify symptoms which manifest diabetic coma/insulin shock.

1XRA.26.10 Describe the emergency medical code system for the institution and describe the role of the student in this procedure.

1XRA.26.12 Discuss acute care procedures for cardiac arrest.

1XRA.26.13 Discuss acute care procedures for shock.

1XRA.26.14 Discuss acute care procedures for convulsion/seizure.

1XRA.26.15 Discuss acute care procedures for hemorrhage.

1XRA.26.16 Discuss acute care procedures for apnea.

1XRA.26.17 Discuss acute care procedures for vomiting.

1XRA.26.18 Discuss acute care procedures for aspiration.

1XRA.26.19 Discuss acute care procedures for suspected or confirmed fractures.

1XRA.26.20 Discuss acute care procedures for diabetic coma/insulin shock.

1XRA.26.21 Discuss the use of medical emergency equipment and supplies.

1XRA.26.22 Given simulations, demonstrate the use of oxygen and suction equipment.

1XRA.26.23 Given simulations, demonstrate basic first aid techniques.

1XRA.27.00 DEAL WITH ACUTE PATIENT CARE SITUATIONS

XRA.27.01 List the special considerations necessary when performing radiographic procedures on an infant or a child.

1XRA.27.02 List the special considerations necessary when performing radiographic procedures on a generic patient.

1XRA.27.03 List the symptoms of a patient with a head injury.

1XRA.27.04 List the precautions to be taken when working with a patient with a head injury.

1XRA.27.05 List the symptoms of a patient with a spinal injury.

1XRA.27.06 List the precautions to be taken when working with a patient with a spinal injury.

1XRA.27.07 List the symptoms of a patient with an upper/or lower extremity fracture.

1XRA.27.08 List the precautions to be taken when working with a patient with an upper/or lower extremity fracture.

1XRA.27.09 List the symptoms of a patient with massive wounds.

1XRA.27.10 List the precautions to be taken when working with a patient with massive wounds.

1XRA.27.11 List the symptoms of a patient with burns.

1XRA.27.12 List the precautions to be taken when working with a patient with burns.

1XRA.27.13 List the signs and symptoms of a patient having a reaction to contrast media.

1XRA.27.14 Describe the medical intervention for a patient having a reaction to contrast media.

1XRA.28.00 CARE FOR PATIENTS HAVING BARIUM STUDIES

1XRA.28.01 Explain the role of the technologist in patient education.

1XRA.28.02 Describe the different types of patient preparation for a barium studies.

1XRA.28.03 Describe the procedure to properly prepare a patient for a barium study.

1XRA.28.04 Describe the purpose for using contrast agents.

1XRA.28.05 Differentiate between positive and negative contrast agents.

1XRA.28.06 Describe the purpose of performing an upper and lower gastrointestinal study.

1XRA.28.07 Describe the post-examination care required for patients who have undergone an upper or lower gastrointestinal study.

1XRA.29.00 CARE FOR PATIENTS WITH TUBES

1XRA.29.01 Given specific tube management situations, explain the indication and procedure.

1XRA.29.02 Given specific tube management situations, identify the precautions involved.

1XRA.29.03 *Identify the steps in the operation and maintenance of suction equipment.

1XRA.31.00 CARE FOR PATIENTS DURING BEDSIDE RADIOGRAPHY

1XRA.31.01 *Demonstrate the appropriate procedure for gathering information prior to performing a bedside radiographic examination.

1XRA.31.02 *List three situations in which bedside radiography may be preferable to examination in the radiology department.

1XRA.31.03 *List four important factors to be noted during initial survey prior to radiography in the intensive care unit.

1XRA.31.04 *Describe the initial steps in performing a bedside radiograph.

1XRA.31.05 *Describe the special precautions to be used when performing a radiograph on a premature infant.

1XRA.31.06 *Explain the procedures for placing a cassette under a patient in an orthopedic bed frame.

1XRA.31.07 *Describe the special problems faced in performing radiographs on patient with tracheostomy.

1XRA.31.08 *Describe the special problems faced in performing radiographs on patient with nasogastric tubes.

1XRA.31.09 *Describe the special problems faced in performing radiographs on patient with chest drainage tubes.

1XRA.31.10 *Describe the special problems faced in performing radiographs on patient with Swan-Ganz catheters.

1XRA.31.12 *Plan the appropriate radiation protection required when doing bedside/surgical radiography.

1XRA.32.00 EDUCATE PATIENTS

1XRA.32.01 Define communication.

1XRA.32.02 Identify methods of communication and discuss how each can be utilized in patient education.

1XRA.32.03 Identify patient communication problems and discuss how each can be overcome to provide patient education.

1XRA.32.04 Given classroom simulations, demonstrate explanations of radiographic examinations.

1XRA.32.05 Given classroom simulations, demonstrate explanations for patients with various communication problems.

1XRA.32.06 Discuss radiation safety and protection questions patients might ask in connection with radiologic examinations and the radiographer's response to each.

1XRA.32.07 Given specific patient conditions and profiles, analyze the moods, expectations, and perceptions of the technologist-patient relationship.

1XRA.33.00 PROMOTE HEALTH

1XRA.33.01 Define tertiary disease prevention.

1XRA.33.02 Describe available sources for patients' educational materials.

1XRA.33.03 Define secondary disease prevention.

1XRA.33.04 State the importance of breast self-exam.

1XRA.33.05 State the importance of testicular self-exam.

1XRA.33.06 State the importance of skin self-exam.

1XRA.33.07 State the importance of mammography.

1XRA.33.071 State the importance of identifying Inflammatory Breast Cancer (IBC).

1XRA.33.08 State the importance of physical examinations.

1XRA.33.09 State the importance of pelvic examinations.

1XRA.33.10 State the importance of colorectal examinations.

1XRA.33.11 Describe the correlation of family history to breast cancer.

1XRA.33.12 Describe the correlation of family history to testicular cancer.

1XRA.33.13 Describe the correlation of family history to colorectal cancer.

1XRA.34.00 MANAGE SUBSTANCE ABUSE PATIENTS

1XRA.34.01 Define chemical dependence and differentiate among terms used to describe aspects of this illness.

1XRA.34.02 Discuss specific signs and symptoms of those suffering from chemical dependence and identify specific strategies used in treating this illness.

1XRA.55.00 DISCUSS POSITIONING CONSIDERATIONS FOR ROUTINE RADIOGRAPHIC PROCEDURES

1XRA.55.52 Describe the process for routine and special views for mammography.

1XRA.55.53 Describe the process for routine and special views for pelvimetry (as needed).

1XRA.55.54 Describe the process for routine and special views for fetography (as needed).

1XRA.67.04 Discuss effects of scattered and secondary radiation in terms of patient dosage, image quality, and occupational exposure.

1XRA.76.01 Define the term artifact.

1XRA.76.02 Describe patient artifacts including the cause and effect on a radiographic image and the method of prevention, if applicable.

1XRA.76.03 Given radiographs containing artifacts, identify the type, cause and methods of prevention for each.

2XRA.22.00 DISCUSS/IDENTIFY THE NEED FOR RADIATION PROTECTION

2XRA.22.01 Identify and justify the need to minimize unproductive radiation exposure of humans.

2XRA.22.02 Define and distinguish between somatic and genetic radiation effects (immediate and latent), provide examples.

2XRA.22.03 Differentiate between the stochastic and non-stochastic effects of radiation exposure, provide examples.

2XRA.22.04 List the objectives of a radiation protection program and demonstrate the ability to document some.

2XRA.22.05 Identify effective dose equivalent limits for occupational and nonoccupational radiation exposure.

2XRA.22.06 Identify the acronym "ALARA" and describe the concept optimization.

2XRA.22.07 Identify the basis for occupational exposure limits: comparable risk.

2XRA.22.08 Describe the concept of negligible individual risk level (NIRL).

2XRA.22.09 Identify ionizing radiation from natural and man-made sources and list their approximate dose equivalent contribution.

2XRA.22.10 Identify legal and ethical radiation protection responsibilities of radiation workers.

2XRA.27.00 DESCRIBE/EMPLOY PRACTICAL RADIATION PROTECTION MEASURES

2XRA.46.00 IDENTIFY/DISCUSS DIAGNOSTIC CONTRAST AGENTS

2XRA.46.01 *Define the categories of contrast agents and give specific examples for each category.

2XRA.46.02 *Compare the pharmacology of barium and iodine compounds.

2XRA.46.03 *Describe methods and techniques for the administration of various types of contrast agents.

2XRA.47.00 DISCUSS/OBSERVE DRUG ADMINISTRATION

2XRA.47.07 *Prepare for injection, contrast agents/intravenous medications, utilizing aseptic technique.

Required Readings/Materials

TEXTBOOKS: Basic Medical Techniques & Patient Care for Radiologic Technologist, Torres

SUPPLIES: Audiovisual:

Videos: Name and call letters (LRC identifiers) will be provided on Objective Sheet for each video as presented

Computer Programs: Patient Care Challenge, Corectec, CD ROM, 2009; available in the Health Sciences Computer Lab, CT 216 (lab is available most of the time)

Course Requirements (Lectures, Assignments and Assessments)

COURSE REQUIREMENTS:

- A. Regular and punctual attendance of all class lectures and laboratory exercises.
- B. Read and discuss textbook assignments and outside readings when they are assigned.
- C. Complete all course assignments to include worksheets, written papers, examinations, etc.
- D. Demonstrate proficiency of the requirements set forth in this course by attainment of a grade of "C" or better.
- E. Completion of a project if assigned by instructor.

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.

Grading Policy

METHOD OF EVALUATION:

Grading Criteria:

- A 93-100
- B 84-92
- C 75-83

Weight of Course Requirements:

- 35 % - Unit Examinations
- 10 % - Computer Examinations as assigned by instructor
- 15 % - Miscellaneous; pop tests; worksheets; etc.
- 40 % - Final Examination (comprehensive)

ATTENDANCE POLICY:

Student attendance at every class is expected. Students shall be prompt to class. Points will be deducted from a student's final course grade for absences. (1-2 abs = 0.5 pt. each; 3-5 abs. = 0.75 pt. each; 6-7 abs. = 1pt. each) A student is considered absent if more than 15 minutes late to class. Four (4) or more absences will constitute an administrative drop.

IMPORTANT NOTES:

Any material presented in a previous class may be included on examinations in this class. The final examination is a comprehensive examination based on the ARRT format. Critical thinking and/or problem solving skills will be required. In other words, memorization alone will not be enough; the students must understand the concepts and theories.

The SEI process for face-to-face and online courses is scheduled for the week of November 26th.

MISSED EXAMINATIONS:

Students will be allowed to make up tests; however, **10 points will be deducted for each class day** a student fails to schedule and complete the examination. It is the student's responsibility to schedule the retake examination with regards to the instructor's schedule.

ACADEMIC ETHICS:

You are expected to complete your own assignments and take tests without notes or other outside assistance. **ALL WORK IS EXPECTED TO BE YOUR OWN.** If unethical behavior is detected, **ALL** parties involved will be denied points for that project exam. The questioned material and a report of the ethics violation will be submitted to the department chair for further action as deemed necessary by the department chair. Unethical behavior including dishonesty (cheating) on any work can be reason for dismissal from the class and ultimately the Program.

Statement of Academic Dishonesty: Ethics, Cheating and Plagiarism

"Using someone else's ideas or phrasing and representing those ideas or phrasing as our own, either on purpose or through carelessness, is a serious offense known as plagiarism." Ideas or phrasing" includes written or spoken material, of course, from whole papers and paragraphs to sentences, and, indeed, phrases, but it also includes statistics, lab results, and art work, etc. "Someone else" can mean a professional source, such as a published writer or critic in a book, magazine, encyclopedia, or journal; an electronic resource such as material we discover on the World Wide Web; another student at our school or anywhere else; a paper writing "service" (online or otherwise), which offers to sell written papers for a fee." (statement taken from <http://webster.commnet.edu/mla/plagiarism.shtml>)

STUDENT SUPPORT:

Success Coaches- The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

Audiovisual materials- presented during this course – available in the LRC

Instructor Assistance - Instructor office hours are posted on their office doors. Instructors are available during the hours posted to assist students unless they are required to attend mandatory meetings, etc. Students may schedule times for assistance outside the scheduled office hours.

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

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).