

Course Syllabus

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

Department : Nursing Science
Course Title : Nursing Skills I
Section Name : RNSG_1105_11013_14016
Start Date : 01/18/2011
End Date : 05/13/2011
Modality : WEB-ENHANCED
Credits : 1 HOUR (3 CONTACT HOURS - LABORATORY)

LICENSING/CERTIFYING AGENCY: TEXAS BOARD OF NURSING (BON)

Instructor Information

Name : Mary Snow
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Course Description

This course is the study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills achievement, and professional values within a legal/ethical framework.

Prerequisites/Corequisites

PREREQUISITES: PROGRAM ADMISSION OR CONSENT OF DEPARTMENT

CO-REQUISITES: RNSG 1201, RNSG1215, RNSG 1309, RNSG 1341, RNSG 1160, RNSG 1260 (NOTE: RNSG 1309 IS A PREREQUISITE COURSE TO RNSG 1341)

COURSE PLACEMENT: FIRST SEMESTER OF NURSING PROGRAM (OFFERED ONCE PER SEMESTER)

Scans

1, 2, 3, 4, 5, 9, 10, 11

Course Objectives

Course objectives utilize the framework of Differential Entry Level Competencies of Graduates of Texas Nursing Programs. Upon completion of the course, according to the corresponding program outcome (PO):

In the role of **Provider of Care**, while in the skills laboratory, the student will:

1. Summarize health needs of clients(individuals and families) based upon interpretation of health data and preventive health practices in a laboratory setting. (PO 1)
 - a. Satisfactorily demonstrate selected nursing skills, utilizing approved clinical practice guidelines and principles of mechanical, biological and psychological safety for clients and the nurse.
2. Using decision making skills, interpret clinical data and current literature as a basis for determining nursing diagnoses and appropriate interventions. (PO 2)
 - a. Demonstrate the use of the nursing process as a basis for systematic decision making.
 - b. Illustrate therapeutic and professional communication principles.
3. Begin to develop and implement teaching plans for clients (individuals and families) concerning promotion, maintenance and restoration of health. (PO6)
 - a. Explain basic principles of teaching and learning in the demonstration of nursing skills including explaining rationales of procedures.

In the role of **Coordinator of Care**, while in the skills laboratory, the student will:

4. Relate how to coordinate human and material resources for the provision of care for clients. (PO 8)
 - a. Comprehend time management principles.

b. Demonstrate the proper use of human and material resources for the provision of care.

In the role of **Member of Profession**, while in the skills laboratory, the student will:

5. Explain actions appropriate to this level of knowledge that show accountability and responsibility for the quality of nursing care provided to clients. (PO12)
 - a. Describe legal and ethical principles of documentation
 - b. Explain the student's responsibility while caring for clients.

Learning Outcomes: By the end of this course students should be able to describe concepts and principles that are basic to the safe performance of nursing skills; and, demonstrate competence in the performance of nursing procedures.

Required Readings/Materials

a) You must purchase the following **required** readings/materials:

REQUIRED TEXTBOOKS:

Lynn, P., & LeBon, M. (2008). *Skill checklists to accompany Taylor's clinical nursing skills: A nursing process approach* (2nd ed.). Philadelphia: Lippincott, Williams & Wilkins.

Lynn, P., & LeBon, M. (2008). *Taylor's clinical nursing skills: A nursing process approach* (2nd ed.). Philadelphia: Lippincott, Williams & Wilkins.

Smeltzer, S.C., Bare, B.G., Hinkle, J.L., & Cheever, K.H. (2010). *Brunner & Suddarth's textbook of medical-surgical nursing* (12th ed.). Philadelphia: Lippincott, Williams & Wilkins.

Taylor, C., Lillis, C., LeMone, P., & Lynn, P. (2011). *Fundamentals of nursing: The art and science of nursing care*. (7th ed.). Philadelphia: Lippincott, Williams & Wilkins.

b) You are encouraged to buy the following **optional** books/materials:

None

Course Requirements (Lectures, Assignments and Assessments)

TEACHING/LEARNING METHODS: The following methods may be incorporated into RNSG 1105: skill demonstration and return demonstration, lecture/discussion, technological instructional modalities, role playing, assigned reading, peer interaction, small group discussions, written assignments, self-paced programs, and multimedia instructional programs.

Week 1

Topic/Overview: This week focuses on Asepsis/Infection Control & Activity/Body Mechanics

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Unit 1	<p>Read Chapter 27 in:</p> <p>Taylor, C., Lillis, C., LeMone, P., & Lynn, P. (2011). <i>Fundamentals of nursing: The art and science of nursing care</i> (7th ed.). Philadelphia: Lippincott, Williams & Wilkins.</p> <p>View all online videos for this unit (see Unit 1, "Clinical Nursing Skills Videos" on Blackboard)</p> <p>Visit "Centers for Disease and Control" website</p> <p>Lecture/Discussion</p>	<p>Principles of medical asepsis, infection control, and isolation; nursing actions to prevent the spread of pathogenic organisms and protection of the client; legal/ethical responsibilities of the nurse in performing procedures requiring sterile technique; common terms and abbreviations used in performing sterile procedures; correct methods of performing protective sterile aseptic techniques; latex allergies and preventive measures; correct sterile gloving and opening of sterile package</p>	January 20, 2011

	<p>Lab Activities-Skills practice & check-off (see Unit 1 "Lab Activities" on Blackboard)</p> <p>QUIZZES (Unit 1 & Unit 2)</p>		
Unit 2	<p>Read Chapter 33 in:</p> <p><i>Fundamentals of nursing: The art and science of nursing care</i> (7th ed.).</p> <p>View all online videos for this unit (see Unit 2 "Clinical Nursing Skills Videos" on Blackboard)</p> <p>Lecture/Discussion</p> <p>Lab Activities-Skills practice (see Unit 2 "Lab Activities" on Blackboard)</p> <p>QUIZZES (Unit 1 & Unit 2)</p>	<p>Proper transfer techniques from bed to chair and back; proper use of walker and crutches; good body mechanics while caring for clients; documentation of transfer</p>	<p>January 20, 2011</p>

Week 2

Topic/Overview: This week focuses on a "Focused" Head-to-Toe/Systems Review Assessment

Summary of Week 2 Assignments & Activities Item(Name)	Type	Description	Due
Unit 3	<p>Review handout "Inpatient Assessment"(see Unit 3 in Blackboard)</p> <p>View video in classLecture/DiscussionLab Activities -1. Practice "focused" head-to-toe/systems review assessment, including vital signs2. Practice documentation of assessment findingsQUIZ (Unit 3)</p>	<p>Components of an inpatient assessment; one-word descriptions of patient conditions recommended by the American Hospital Association and indicators for each condition; information that the off going nurse tells the on coming nurse; parts of the chart to be reviewed during the inpatient assessment; three questions which the oncoming nurse should ask the patient; the process of performing a systems review; how an in patient assessment differs from an outpatient assessment</p>	January 27, 2011
<p><i>Week 3</i></p> <p>Topic/Overview: This week focuses on Restraints</p> <p>Summary of Week 3 Assignments &</p>	Type	Description	Due

Activities Item(Name)			
Unit 4	<p>Read Chapter 26 in: <i>Fundamentals of nursing: The art and science of nursing care</i> (7th ed.).</p> <p>View video in class.</p> <p>Lecture/Discussion Lab Activities -Skills Practice & Check-off (see Unit 4 "Lab Activities" on Blackboard)</p> <p>QUIZ (Unit 4)</p>	<p>Use of restraints; ramifications of chemical and physical immobilization; alternate means of controlling clients without using restraints; reasons different age groups may need to be restrained; documentation for restraints</p>	February 3, 2011
<p><i>Week 4</i> Topic/Overview: This week focuses on Basic Care Summary of Week 4 Assignments & Activities Item(Name)</p>	<p>Type</p>	<p>Description</p>	<p>Due</p>
Units 5 & 6	<p>Read pgs. 1567-1568; 1181-1185; 1223-1235 & pgs. 881-884; 1361-1379 in: <i>Fundamentals of nursing: The art and science of nursing care</i> (7th ed.)</p> <p>View all online videos for units (see Units 5 & 6, "Clinical Nursing Skills Videos" on Blackboard)</p> <p>Lecture/Discussion</p>	<p>Unit 4:</p> <p>Obtaining a urine (UA) specimen; obtaining a clean catch UA; the difference between a UA and a clean catch UA; obtaining a sputum specimen properly; how to safely feed a client with eating deficits; how to suction a client orally; proper oral care of a client; proper procedure when taking Intake and Output; care of the body after death; proper documentation of unit skills</p> <p>Unit 5:</p> <p>Proper oxygen administration through nasal cannula and mask; differences</p>	February 10, 2011

	<p>Lab Activities -Skills practice & check-off (see Units 5 & 6 "Lab Activities" on Blackboard)</p> <p>Quiz (Units 5 & 6)</p>	<p>between nasal cannula and the different types of mask; mobilizing pulmonary secretions; teaching IS (IncentiveSpirometer) to a client; proper oral suctioning; proper eye care for the comatose client; proper documentation of unit skills</p>	
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<p style="text-align: center;"><i>Week 5</i></p> <p>Topic/Overview: This week focuses on Enemas Summary of Week 5 Assignments & Activities Item(Name)</p>	<p style="text-align: center;">Type</p>	<p style="text-align: center;">Description</p>	<p style="text-align: center;">Due</p>
<p>Unit 7</p>	<p>Read pgs. 1308-1310; 1319-1323 in:</p> <p><i>Fundamentals of nursing: The art and science of nursing care</i> (7th ed.).</p> <p>View all online videos for this unit (see Unit 7, "Clinical Nursing Skills Videos" on Blackboard)</p> <p>Lecture/Discussion Lab Activities -Skills practice & check-off (see Unit 7 "Lab Activities" on Blackboard)</p> <p>QUIZ (Unit 7)</p>	<p>Administering a cleansing enema; administering a fleets enema; properly inserting a rectal tube; properly collecting a stool specimen; proper documentation for administering an enema</p>	<p>February 17, 2011</p>

<p style="text-align: center;"><i>Week 6</i></p> <p>Topic/Overview: This week focuses on Care of the Immobilized Patient & Cast Care Summary of Week 6 Assignments & Activities Item(Name)</p>	<p style="text-align: center;">Type</p>	<p style="text-align: center;">Description</p>	<p style="text-align: center;">Due</p>
<p>Unit 8</p>	<p>Reading:</p> <p>pgs. 2030-2036 in:</p> <p>Smeltzer, S.C., Bare, B.G., Hinkle, J.L., & Cheever, K.H. (2010). <i>Brunner & Sudarth's textbook of medical-surgical nursing</i> (12th ed.). Philadelphia: Lippincott, Williams & Wilkins.</p> <p>pgs. 1053-1055 in:</p> <p>Taylor, C., Lillis, C., <i>Fundamentals of nursing: The art and science of nursing care</i> (7th ed.).</p> <p>View all online videos for this unit (see Unit 8, "Clinical Nursing SkillsVideos" on Blackboard)</p> <p>Lecture/Discussion Lab Activities -Skills practice & check-off (see Unit 8 "Lab Activities" on Blackboard)</p> <p>QUIZ (Units 8 & 9)</p>	<p>Assessing skin integrity of a patient in traction; giving a bath and changing linens for a patient in traction; different types of traction and purpose of each; signs of complications with use of traction; maintaining effective traction; patient and family teaching for the patient in traction; complications of immobility; proper positioning of immobile patient; proper range of motion exercises for immobile patient; patient and family teaching for immobile patient; properly applying TED hose; proper documentation of unit skills</p>	<p>February 24, 2011</p>

<p>Unit 9</p>	<p>Reading:</p> <p>pgs.2024-2030 in:</p> <p><i>Brunner & Suddarth's textbook of medical-surgical nursing</i> (12th ed.).</p> <p>pgs.903, 1213-1215, 1221-1226 in</p> <p><i>Fundamentals of nursing: The art and science of nursing care</i> (6th ed.).</p> <p>View all online videos for this unit (see Unit 9, "Clinical Nursing SkillsVideos" on Blackboard)</p> <p>Lecture/Discussion</p> <p>Lab Activities -Skills practice & check-off (see Unit 9 "Lab Activities" on Blackboard)</p> <p>QUIZ (Units 8 & 9)</p>	<p>Nursing care for the patient in a cast; care of a cast; patient teaching for the client with a cast; properly applying heat and cold; applying elastic wraps; applying pneumatic compression devices; patient teaching for the client with ace wraps or a pneumatic compression device; proper documentation of unit skills</p>	<p>February 24, 2011</p>
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Week 7

Topic/Overview: This week focuses on an Introduction to Medication Administration **Summary of Week 7 Assignments & Activities**

Item(Name)	Type	Description	Due
Unit 10	<p>Read Chapter 29 in:</p> <p><i>Fundamentals of nursing: The art and science of nursing care.</i> (7th ed.).</p> <p>Review information learned in dosage calculations course.</p> <p>Review med math competency practice test found under "Course Documents" tab in Blackboard</p> <p>View all online videos for this unit (see Unit 10, "Clinical Nursing Skills Videos" on Blackboard)</p> <p>Lecture/Discussion</p> <p>Lab Activities -Skills practice (see Unit 10 "Lab Activities" on Blackboard)</p> <p>MED MATH TEST (Dimensional Analysis)</p>	<p>Correctly interpreting drug orders; correctly transferring orders from the physician's order sheet to the MAR (Medication Administration Record); competency in accurately calculating dosages; preparing medications for oral, parenteral, and topical administration; the five rights of medication administration; administering oral, parenteral and topical medications appropriately using various models and manikins; appropriately charting medications given; developing a teaching plan to meet patient needs specific to medication administration</p>	<p>March 3, 2011</p>

<p style="text-align: center;"><i>Week 8</i></p> <p>Topic/Overview: This week focuses on Medication Administration (cont'd) Summary of Week 8 Assignments & Activities Item(Name)</p>	<p style="text-align: center;">Type</p>	<p style="text-align: center;">Description</p>	<p style="text-align: center;">Due</p>
<p>Unit 10 (cont'd)</p>	<p>Medication administration skills check-off (see Unit 10 "Lab Activities" on Blackboard)</p> <p>Quiz (Unit 10)</p>	<p>Demonstrate competency in medication administration</p>	<p>March 10, 2011</p>

Week 9

Topic/Overview: This week focuses on **SPRING BREAK**

Week 10

Topic/Overview: This week focuses on an Introduction to Nasogastric Tubes
Summary of Week 10 Assignments & Activities

Item(Name)	Type	Description	Due
Unit 11	<p>Read pgs. 1185-1217 in:</p> <p><i>Fundamentals of nursing: The art and science of nursing care.</i> (7th ed.).</p> <p>View all online videos for this unit (see Unit 11, "Clinical Nursing Skills Videos" on Blackboard)</p> <p>Lecture/Discussion Lab Activities -Skills practice (see Unit 11 "Lab Activities" on Blackboard)</p> <p>Quiz (Unit 11)</p>	<p>Proper insertion of NG tube; procedure for determining placement of NG tube; procedure for administering feedings through NG or PEG tube; patient teaching for a patient with NG or PEG tube; procedure for removing NG tube; proper documentation for determining placement of; and, administering feedings through an NG tube; proper documentation of unit skills</p>	March 24, 2011
<i>Week 11</i>			
<p>Topic/Overview: This week focuses on Nasogastric Tubes (cont'd) Summary of Week 11 Assignments & Activities</p>			
Item(Name)	Type	Description	Due
Unit 11 (cont'd)	Nasogastric tube skills check-off (see Unit 11 "Lab Activities" on Blackboard)	Demonstrate competency inserting, administering feedings through, and removing a nasogastric tube	March 31, 2011
<i>Week 12</i>			
<p>Topic/Overview: This week focuses on Dressings & Catheters Summary of Week 12 Assignments &</p>			
Item(Name)	Type	Description	Due

Activities Item(Name)			
Unit 12	<p>Read Chapter 32 in: <i>Fundamentals of nursing: The art and science of nursing care.</i> (7th ed.).</p> <p>View all online videos for this unit (see Unit 12, "Clinical Nursing Skills Videos" on Blackboard)</p> <p>Lecture/Discussion Lab Activities -Skills practice (see Unit 12 "Lab Activities" on Blackboard) Quiz (Unit 12)</p>	<p>Development of pressure ulcers; staging of pressure ulcers; prevention of pressure ulcer formation; pressure ulcer dressings; proper care for a Jackson-Pratt drain and a Hemovac drain; removal of sutures and surgical staples; clean technique for removing wound dressings; sterile technique for collecting a wound culture and cleaning a wound; sterile technique for applying a dry dressing to wound with Penrose drain; patient teaching for the patient with a dressing; proper application of heat and cold; proper documentation of unit skills</p>	April 7, 2011
Unit 13	<p>Read 1244-1253 in: <i>Fundamentals of nursing: The art and science of nursing care.</i> (7th ed.).</p> <p>View all online videos for this unit (see Unit 13, "Clinical Nursing Skills Videos" on Blackboard)</p> <p>Lecture/Discussion Lab Activities -Skills practice (see Unit 13 "Lab Activities" on Blackboard) Quiz (Unit 13)</p>	<p>Proper insertion of foley catheter; differences in male and female catheterization; removal of a catheter; patient teaching for catheter insertion, care, and removal; irrigating a foley catheter; proper documentation of unit skills</p>	April 7, 2011
Week 13	Type	Description	Due

<p>Topic/Overview: This week focuses on Dressings & Catheters (cont'd) Summary of Week 13 Assignments & Activities Item(Name)</p>			
<p>Unit 12 (cont'd)</p>	<p>Dressings skills check-off (see Unit 12 "Lab Activities" on Blackboard)</p>	<p>Demonstrate competency in caring for Jackson-Pratt and Hemovac drains, removing sutures and surgical staples, using clean technique for removing wound dressings, sterile technique for collecting a wound culture and cleaning around, sterile technique for applying dry dressing to wound with Penrose drain</p>	<p>April 14, 2011</p>
<p>Unit 13 (cont'd)</p>	<p>Catheter skills check-off (see Unit 13 "Lab Activities" on Blackboard)</p>	<p>Demonstrate competency inserting a foley catheter, identifying differences in male and female catheterization, and removing catheter</p>	<p>April 14, 2011</p>

Week 14 (April 21, 2011)

Topic/Overview: This week focuses on **OPEN LAB Summary of Week 14**

Assignments & Activities **Review for Final Exam (Skills Performance)**

Week 15 (April 28, 2011)

Topic/Overview: This week focuses on **OPEN LAB Summary of Week 15**
Assignments & Activities **Review for Final Exam (Computer Exam)**

Week 16 (May 5, 2011)

Topic/Overview: This week focuses on ***FINAL EXAM (SKILLS PERFORMANCE)*** 9:00 to 11:50 AM and 1:00 to 3:50 PM

Week 17 (May 12, 2011)

Topic/Overview: This week focuses on ***FINAL EXAM (COMPUTER EXAM)*** 9:00 to 11:50 AM and 1:00 to 3:50 PM

Grading Policy

Each week, I will provide grades on quizzes within 6 days of when they were taken. I will post an announcement in Blackboard when grades are complete. The grading policy for the Associate Degree Nursing Program will be followed:

Percentage %	Grade
90-100	A
80-89	B
75-79	C
60-74.99	D
59 or below	F

A final grade of C or higher must be attained in order to pass RNSG 1105. Final grades are carried to two decimal places and rounded to the nearest whole number. This is done following math rules of rounding numbers. No grades will be rounded up to 75 to pass. (Example: 74.99 = grade of D)

The required skills check-off will count 40% of the final grade. Quizzes may be given at anytime during the class at the instructor's discretion and will count 20% of the final grade.

The final exam will consist of two (2) parts: a computer exam consisting of not more than 100 questions and skills performance of one (1) simple and one(1) complex skill. Skills performance for the final exam will be determined by the student. Each student will draw from one hat containing simple skills and one hat containing complex skills. The two-part final exam will count 40% of the final grade, 20% for each part. Questions on the computer exam will be true-false, multiple choice, and fill in the blank. **Skills Check-off 40%Quizzes**

20%Final Exam: Computer Exam 20%
Skills Performance 20% TOTAL 100%

All skill check-offs are required to complete the course. Check-offs will take place in the nursing skills labs, CT 218 and CT 225. **Each must be completed at a competency level of 80% to be considered satisfactory.** If an 80% is not earned on the first check-off, the student will have 2 additional tries to satisfactorily complete the skill. The highest grade the student may attain on the second try will be a 79%, and the highest grade the student may attain on the third try will be a 60%. The student must perform at the competency level of 80% before credit will be given. If the student remains unable to pass the skill on the third try, the option of withdrawing from the class will be discussed with the student. Unless prior arrangements have been made with the instructor, any make-up skill check-off and/or make-up quiz not completed within two weeks of the scheduled skill check-off and/or quiz, will result in the student receiving a grade of zero for the skill and/or quiz. **The highest grade a student may attain on any make-up skill or quiz will be 79%, regardless of the reason for the absence.** The competency level remains at 80% for make-up skills check-off. All work must be completed in order to earn a grade in this course unless the student has made arrangements with the instructor to receive a grade of incomplete (I) or withdrawal (W).

COURSE POLICIES: ALL STUDENTS ARE EXPECTED TO:

1. Adhere to requirements, laboratory protocols and instructions delineated in the Nursing Student Handbook.
2. Achieve a minimum grade of 75 in RNSG 1105, RNSG 1201, RNSG1215, RNSG 1309 and RNSG 1341 and pass the clinical courses (RNSG 1160 and RNSG1260) to advance to second semester.
3. Regularly attend class and skill check-off sessions in skills lab. Lab attendance for skill check-offs is required. The course coordinator will keep record of absences in the skills lab. Excessive lab absences will contribute to a failing grade. After a third excused or unexcused absence from lab, the option of withdrawing from the course will be discussed with the student. **In the event of a lab absence it is the student's responsibility to contact the course coordinator for scheduling a time to make-up the quiz and contact the lab instructor for scheduling a time to make-up the skill(s). No skill make-ups will be allowed during scheduled class time.**
4. Be on time for each skills lab. Entering the skills lab late is disruptive to the instructor and fellow students.
5. Apply skills and theory taught in the classroom to practice in the skills lab.
6. Refer to "Learning Units" tab on Blackboard to access information specific to each unit. Utilize laboratory objectives for study. These objectives are statements of the minimum competencies to be achieved. Read and study references, and learn unfamiliar terms prior to class.
7. Be responsible for any material covered through audio-visual media, online class presentation, independent study, required readings, and guest speakers. In the case of contradictory information, and unless otherwise directed, the course textbooks are the authority to be used. Skill Checklists to Accompany Taylor's Clinical Nursing Skills is the standard utilized for skill development and check-off.
8. Utilize opportunities to practice skills and/or ask questions. Some skill check-offs may require making an appointment with the lab instructor. Refer to "Open Lab Hours" tab on Blackboard for open practice times. The student should follow instructions provided by the course coordinator.
9. Attend reviews to prepare for examinations and as offered according to preferences of the course instructor responsible for the block of content. Attendance at exam reviews is highly encouraged, but not required.
10. Complete all skill check-offs, quizzes, and final exam.

***Cellular phones and beepers are distracting to students and the instructors when they ring during class or skills lab. **Cell phones WILL NOT BE ALLOWED in class or the skills lab at any time.**

Student Contract I have read the course syllabus for RNSG1105, the Odessa College Handbook, and the Nursing Department Student Handbook. I understand the requirements, grading policies, and attendance policies for the theory and lab portions of this course. I have in my possession information regarding Declaratory Orders. I understand that it is my responsibility to apply for a Declaratory Order from the Texas Board of Nursing if there is any question about my being eligible to take the NCLEX-RN examination. I further understand that the fee required for petitioning for a Declaratory Order is subject to change. Student's

Signature_____

Date_____

Instructor'sSignature_____

____ Date_____

Special Needs



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.

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 assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

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 assignments or 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](#).