

Biology 2402 – Anatomy & Physiology II – Online

Faculty Information



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Collaborate Office Hours:	
Campus Office Hours:	

About Your Instructor

I have been connected to Odessa College for about 35 years. My first OC experience was a field trip to the college to go to the planetarium upstairs in Wilkerson Hall. I virtually lived in the OC Sports Center during my mid-teen years and formalized my connection to OC after high school as a college student, majoring in Biology. I even learned how to “really” play basketball during pickup games with the national champion track team in the 1980s.

After OC, I went on to earn my doctorate in chiropractic and planned to practice as a chiropractor for 30 years before retiring to teach at a local college. I worked as a chiropractor for one year in Temple, Texas then moved overseas to start my own chiropractic business. I settled in Istanbul, Turkey and loved it. The experience of moving to a foreign land, immersing myself in the culture, and making connections will always stay with me. Living abroad was amazing; it provided me with an exceptional education. I learned a lot about people during that year, first and foremost would have to be developing a true understanding that people are people, regardless of their situation. I believe most people are simply trying to do the best they can in life.

Upon returning to Odessa (after practicing chiropractic for two years), I was offered the chance to teach a night course in Anatomy & Physiology at OC. I was instantly hooked and my path was forever altered. 17 years later I am still honing my craft as an educator and as passionate as ever about learning new ways to positively impact lives. Helping students develop a desire to learn and an ability to succeed is what makes teaching college so special to me. I am looking forward to our time together this semester.

Preferred Method of Communication:

Sending an email from your OC Gmail account is the most effective and efficient way to contact me.

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

- provide clear information about grading policies and assignment requirements in the course syllabus, and
- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- post grades for discussion postings within one week of the discussion thread closing.
- provide grades for major assignments within 1 week of the due date or at least 3 days before the next major assignment is due, whichever comes first.

I have had the pleasure of teaching Anatomy and Physiology online for over a decade.

The policies and procedures in this course may seem quite rigid, but I assure you they are in place to assist you. **I am committed to your success** and to helping you on your journey through A&P.

I believe the most critical elements to your success in this fascinating, yet difficult course are committing yourself to the following:

- being organized or becoming organized, if you have never been organized;
- staying on pace by meeting each deadline or submitting work early;
- completing every assignment - including readings and multimedia presentations;
- building/maintaining connections with other students;
- reading each faculty and student posting within the discussion boards; and
- participating in the course at least five of every seven days with no two consecutive days away from the course website/materials/email

Now is the time... Make these commitments with me and let's enjoy the journey!

Attributes of the Successful Online Learner:

The following statement (Palloff & Pratt, 2001) describes specific attributes that the most successful online learners have been shown to possess. "The successful online student can work fairly well independently, engaging the course materials with minimal intervention on the part of the instructor. The student who needs significantly more input from the instructor and is not willing or able to engage in collaborative discussions and activities with peers is less likely to succeed online." Teaching online has led me to the same conclusions as these researchers. To be truly successful, any learner must take sole responsibility for his/her education; of course it helps if the professor takes the same responsibility toward the success of his/her students.

Textbook Information and Required Hardware/Software

Textbook(s):

Human Anatomy and Physiology (Plus Mastering A&P with eText), 9th edition, Elaine N. Marieb
ISBN of package: 0312696395 or 9780321696397

Hardware (Access to the following):

Computer: A minimum of 2GB RAM, 1.7 GHz or higher recommended, and a monitor of at least 800 X 600 resolution.

Peripherals: Speakers or headphones will be needed to listen to audio files. You should have access to a microphone and webcam if needed for assignments.

Internet Connection: A high-speed Internet connection is necessary for this course. If you do not have a broadband connection you can use a computer on campus.

Software: Anti-virus software is highly recommended. Windows Media Player, Quick Time, Real Player, or Adobe Shockwave is recommended for playing audio or video files.

Email: Students enrolled in OC courses **MUST use** their **OC Gmail account** for all email correspondence. **DO NOT** use the email link that is available within Blackboard when sending email to your professor.

Browsers and Settings: Blackboard may be accessed from most modern web browsers: Apple's Safari, Google's Chrome, Mozilla's Firefox, Mozilla's Camino, or Microsoft's Internet Explorer. Users have noted some compatibility issues with the latest version of Internet Explorer. Make sure to enable cookies and **disable all pop-up blockers, especially those that come with Yahoo and Google toolbars.**

Websites: www.MasteringAandP.com is the Publisher's companion website for this course.

Information About the Course

Course Description

BIOL 2402 Anatomy & Physiology II – W1C, W2C, W3C
(26.0707.5103) (3-3) 4 hours

This course is a continuation of BIOL 2401 and assumes foundation knowledge and skills acquired therein. Emphasis will be given to the study of the anatomical and physiological interrelationships of the endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems. Lab fee required. (COs 1, 2, 3, 4)

Course Prerequisites: Completion of BIOL 2401 with a grade of "C" or better.

Basic Skills: A student should not attempt to take this course unless you are very comfortable using a computer. You are expected to have the following basic computer skills: website navigation, word processing, send/received/save emails, organize/backup computer files, view online videos/tutorials, download software, cut and paste between a word processor and email program, change subject/title of email message, compose/reply to email messages in complete sentences.

Course Topics:

Module 1:

Chapter 16: The Endocrine System
Chapter 17: Blood

Module 2:

Chapter 18: The Heart
Chapter 19: Blood Vessels
Chapter 20: The Lymphatic System
Chapter 21: The Immune System

Module 3:

Chapter 22: The Respiratory System
Chapter 23: The Digestive System
Chapter 24: Cellular Respiration

Module 4:

Chapter 25: The Urinary System
Chapter 26: Fluid, Electrolyte, and Acid-Base Balance
Chapter 27: The Reproductive System

Grading

Type of Assignment	Percentage/Points	Learning Objective
Quizzes/Homework/Discussions	30%	1, 2, 3, 4, 5, 6, 7, 8
Lab Exams	10%	1, 2, 3, 5
Lecture Exams	40%	1, 3, 4, 6, 7, 8
Final Exam	20%	
	100%	TOTAL

Grading Scale:

"A" = 90-100

"B" = 80-89

"C" = 70-79

"D" = 60-69

"F" = 0-50

Grading Policy:

Please understand that this is a required course for allied health programs in order to prepare you to become a health care professional. Quality work and active participation is expected and not to be negotiated. Students can expect feedback on assignments within a one-week time period.

Practice Quizzes:

Each Chapter will have multiple Practice Quizzes to help you test your knowledge of the material. The quizzes will be graded. Students are required to complete each quiz. Practice Quizzes will have a 10-minute time limit. Each Practice Quiz may be taken as many times as you wish.

Please be advised, there will be no points given for quizzes taken after the due date, NO EXCEPTIONS. Each quiz has 'feedback' embedded that provides the approximate page number where the topic is covered and the correct answer may be ascertained. The successful student will research the topic and not simply try to memorize the correct answer for each question. Practice Quizzes will be counted as homework when calculating student's overall grade.

Homework Assignments:

There are many types of homework assignments within each Module. The types of assignments may include, but are not limited to: listening to recorded lectures (YouTube), crossword puzzles, computer simulated labs, artwork labeling, submitting notes, textbook readings, lecture quizzes, lab quizzes, discussion board postings, projects, etc. You are expected to complete all assignments whether or not they need to be turned in to your instructor. I believe you will find your success this semester will be strongly correlated to the way you approach the course. **Discipline, organization, and a proactive approach leads to success.** The opposite is also true – students lacking the previously mentioned attributes find success difficult to achieve.

Discussion Requirements:

Discussion boards will be included within each Module. Details will be given within the modules for each assignment and a grading rubric will be supplied. Discussion questions account for 10% of the overall grade. No 'text-speak' is allowed in the official discussion boards. A secondary discussion board area (Student Lounge) is provided for students to communicate with one another. The only rule I ask for the STUDENT LOUNGE is to keep it professional with no insults or foul language. In all discussion board assignments it is required for you to read each of your classmates posts and 'reply' to a specific number of students. This is a very important aspect of learning to communicate with each other effectively.

Exams:

An Exam will be given after each of the four Modules. There will also be two lab exams during the semester: a Lab Midterm and Lab Final. Students will only be given one attempt to complete these exams. These exams may be taken from your home computer. Students may use books and notes, while taking these exams. The Final Exam will be taken at a College Testing Center. Students MAY NOT use books and notes, while taking the Final Exam. All exams are timed and will automatically close when the time limit has been reached. Students are not allowed to copy or print exams or use another person for help - including, but not limited to telling students what questions to expect on the exam. Doing so will be considered cheating and you will be removed from the course.

Makeup Exams:

Since technology errors occur from time to time, you should be aware of the following policy: If your exam does not submit properly you will be given the opportunity to take a Makeup Exam. **All Makeup Exams will be proctored and must be taken in a College Testing Center without the use of a book or notes.** The Makeup Exam is a different exam than the normal test. Makeup exams may be essay exams. Depending on the college in your area, there may be a fee for this service.

Please note: A Makeup Exam will **NOT** be given to any student that misses an exam deadline.

Final Exam:

The Final Exam is a comprehensive exam covering both the lecture and laboratory portion of the course. The Final Exam consists of all of the information presented throughout the entire semester. **The Final Exam must be taken on October 15th.**

No official review will be provided for the final exam; however, you will be able to review your quizzes and exams and all learning objectives. Everything that is presented during the semester is important to your knowledge of the body, which is why you need to prepare for the Final Exam by studying all of your notes.

I'm sure you can understand that maintaining organized notes throughout the semester will benefit the learner, when it comes time to prepare for the Final Exam.

Preparation for Technology Emergencies

Computer Problems

According to Murphy's Law, anything that can go wrong will. While I don't really subscribe to this philosophy, I do realize that online courses present students with various technological challenges. You may not be a member of the Geek Squad and should not have to be in order to succeed in an online course. With this in mind there are a few basic preparations that you can make in order to ensure your semester goes smoothly, regardless of the technological glitches that may occur.

Organize/Organize/Organize

Organizing your files into folders will make it much easier for you in the event of an untimely computer problem. You can simply drag the main folder to a USB drive/etc. and each subfolder will also be copied.

Save early/Save often

Get into the habit of saving your files early and often. Most software programs even allow you to set it up so that your work is automatically saved at a specified interval of time. Even so, save early/save often is an excellent mantra for computer users.

Backup Data

Definitely produce a backup of all assignments/documents/emails that you produce during the semester. It is highly suggested that you utilize a USB drive or external hard drive in addition to saving all course files on your computer. Flash drives provide a very convenient method of storage. A 8GB model is a great investment in your peace of mind for around \$10. You never know when lightning may strike and render a computer useless. Backing up files is necessary in the virtual world.

Alternate Computer

Make arrangements to have access to another computer that you can use in the event you have computer problems. Identify a college, library, Internet café, employer, friend, or other source that would provide you with computer access in case of emergency. Always be prepared for waking up to a non-functional computer. If you take care with these few simple suggestions you will understand why technology problems are NOT acceptable reasons for deadline extensions.

Complete Loss of Contact

If you lose the ability to contact your instructor from your primary computer, you should contact your instructor via email from another computer. If you lose the ability to contact your instructor from your student email account, you should contact your instructor via another email account or look me up on Facebook @ <http://www.facebook.com/ChetCooper>

Student Course Participation

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will

- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free wifi and computer labs during regular campus hours to help me with accessing my course; and
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to

- getting “kicked off” of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will

- seek out help from my instructor and/or from tutors;
- ask questions if I don't understand; and
- access my course several times during the week to keep up with assignments and announcements.

Course Policies

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

Digital Protocol

The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on “Blackboard” time. Students are highly encouraged to create a back-up/digital copy of all assignments that are submitted. Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash, corrupted files) will not be considered as an acceptable reason for not completing assignments. If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically should typically be Microsoft Word documents (doc or docx).

Attendance Policy

This is NOT a self-paced course. Students are expected to attend all lecture and lab sessions. Additionally, the student will make contact with the instructor each week by submitting assignments by email, posting to the Discussion Board, and taking practice quizzes. Students that neglect to log in to Blackboard and/or submit assignments each week are setting themselves up for failure. Please understand it is your duty as a student to log into Blackboard at least 5 days per week with a gap of no more than 24 hours spent away from the course. Students failing to log in to the course for three consecutive days will receive a ‘Starfish’ notification for their absence. These alerts are automatically generated and sent to me as well.

Grade Inquiry Policy

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

General Course Requirements

Attend class and participate.

Contribute and cooperate with civility.

Submit assignments on time. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.

Incomplete Policy

An 'Incomplete' grade may be given only if:

1. the student has passed all completed work,
2. the student has completed a minimum of 75% of the required coursework, and
3. the student has completed each of the conditions discussed and agreed upon with the instructor.

Core Objectives (COs)

Description of Core Objectives (COs)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses 2012-2013*, page 73)


Odessa College's Core Objectives (COs):





1. *Critical Thinking Skills (CT)* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. *Communication Skills (COM)* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. *Empirical and Quantitative Skills (EQS)* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. *Teamwork (TW)* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. *Social Responsibility (SR)* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6. *Personal Responsibility (PR)* - to include the ability to connect choices, actions and consequences to ethical decision-making

Discipline Core Statement

Life and Physical Sciences

Each course included in the Core Curriculum for Life and Physical Sciences was selected based upon its ability to satisfy the requirements of this Foundational Component Area. Lab courses were selected to provide students with options that are likely to transfer in cases where the student does not complete the Core.

 = Required Core Objectives

Foundational Component Area	SCH	CT	COM	EQS	TW	SR	PR
Life and Physical Sciences	6						
<p>Courses in the Life and Physical Sciences focus on describing, explaining, and predicting natural phenomena using the scientific method.</p> <p>These courses also involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.</p>							

Course Objectives

1. Demonstrate proficiency utilizing a vocabulary of anatomical and medical terms related to the body.
2. Identify important anatomical structures in the endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems.
3. Demonstrate knowledge of the physiology of each organ system covered.
4. Explain the interrelationships between structure and function for each organ system covered.
5. Develop skill identifying microscopic cells and tissues of organ systems covered.
6. Apply the principles of chemistry to the human body.
7. Explain the principle of homeostasis and the major control mechanisms for maintaining homeostasis.
8. Analyze the interactions of covered organ systems in maintaining homeostasis.

Learning Outcomes

Outcome	Core Objective (COs)
1, 6, 7, 8	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
1, 3, 4, 5, 7	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3, 4, 8	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
1, 2, 4, 5	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making

Course Schedule

Important Dates:

This course is offered during Fall 1 (August 25 – October 15). The census day for Fall 1 is Tuesday, September 02, 2014. This is the date the course becomes a part of your permanent college transcript. I am fully committed to my students and **DO NOT** expect anyone to withdraw from this course; however, I am required to let you know that the last day to drop this course and receive a “W” on your transcript is Wednesday, October 01, 2014.

Weekly Schedule:

The following is a tentative week-by-week schedule for this semester. The dates do not typically change in my web courses. If a date is changed, I will post an announcement in Blackboard. We will begin with Chapter 16 and proceed through the book in order until we complete Chapter 27.

Lecture Schedule:

Week 1	Aug. 25 – Sep. 01	Module 1 – Introduction, Chapter 16
Week 2	Sep. 02 – Sep. 08	Module 1 – Chapter 17, 18
Week 3	Sep. 09 – Sep. 15	Module 2 – Chapter 19, 20
Week 4	Sep. 16 – Sep. 22	Module 2 – Chapter 21, 22
Week 5	Sep. 23 – Sep. 29	Module 3 – Chapter 23, 24
Week 6	Sep. 30 – Oct. 06	Module 3 – Chapter 25, 26
Week 7	Oct. 07 – Oct. 13	Module 4 – Chapter 27
Week 8	Oct. 14 – Oct. 15	<u>FINAL EXAM</u>

Lab Schedule:

Week 1	Aug. 26 – Sep. 01	Endocrine Lab
Week 2	Sep. 02 – Sep. 08	Blood Lab, Heart Lab 1
Week 3	Sep. 09 – Sep. 15	Blood Vessels Lab, Heart Lab 2
Week 4	Sep. 16 – Sep. 22	Respiratory Lab
Week 5	Sep. 23 – Sep. 29	Digestive Lab
Week 6	Sep. 30 – Oct. 06	Urinary Lab & Acid Base Lab
Week 7	Oct. 07 – Oct. 13	Reproductive Lab
Week 8	Oct. 14 – Oct. 15	<u>FINAL EXAM</u>

Exams Schedule:

Exam 1	Sep. 09 – Sep. 11	Chapter 16 and 17
Exam 2	Sep. 23 – Sep. 25	Chapter 18, 19, 20, and 21
Exam 3	Oct. 03 – Oct. 05	Chapter 22, 23, and 24
Exam 4	Oct. 13 – Oct. 14	Chapter 25, 26, and 27
Lab Midterm	Sep. 17 – Sep. 19	Endocrine Lab – Heart Labs
Lab Final	Oct. 13 – Oct. 14	Respiratory Lab – Reproductive Lab
Final Exam	Oct. 15	Final Exam

Course Schedule by Module

Module	Assignments/Points	Due Date
1	1. Email Name Change – 5 2. Navigation Assignment – 5 3. DB – Biography – 10 4. Netiquette Quiz – 2 5. Get Ready Study Skills – 5	Tuesday, Aug. 26
	1. C16 Notes – 5 2. C16PQs – 2 x 5 quizzes 3. DB – Hormones – Steroid vs Amino Acids – 10 4. DB – Diabetes Mellitus – 10 5. PhysioEx Endocrine – 5	Monday, Sep. 01
	1. C17 Notes – 5 2. C17PQs – 2 x 5 quizzes 3. DB – Preparation for Exam 1 – 10 4. DB – Complementarity of Formed Elements – 10 5. PhysioEx Blood Analysis – 5	Thursday, Sep. 04
	Exam 1 – 100	Sep. 09 - 11
	1. C18 Notes – 5 2. C18PQs – 2 x 6 quizzes 3. DB – Note Comparison – 10 4. IP Cardiovascular – 5	Monday, Sep. 08
2	1. C19 Notes – 5 2. C19PQs – 2 x 3 quizzes 3. IP Blood Vessels – 5 4. PhysioEx Cardiovascular – 5	Thursday, Sep. 11
	1. C20 Notes – 0 2. C20PQs – 2 x 3 quizzes 3. DB Commitment – 10	Monday, Sep. 15
	1. C21 Notes – 5 2. C21PQs – 2 x 5 quizzes 3. IP Immune – 5 4. Lab Midterm PQ – 2	Thursday, Sep. 18
	Lab Midterm – 100	Sep. 17 – 19
	Exam 2 – 100	Sep. 23 – 25

Module	Assignments/Points	Due Date
3	1. C22 Notes – 5 2. C22PQs – 2 x 6 quizzes 3. DB – Study Habits – 10 4. IP Respiratory – 5	Monday, Sep. 22
	1. C23 Notes – 5 2. C23PQs – 2 x 9 quizzes 3. IP Digestive – 5	Thursday, Sep. 25
	1. C24 Notes – 5 2. C24PQ – 2 x 6 quizzes 3. DB – Quizlet – 10	Monday, Sep. 29
	Exam 3 – 100	Oct. 03 - 05
4	1. C25 Notes – 0 2. DB – 321 – 10	Thursday, Oct. 02
	1. C26 Notes – 0 2. IP Fluid Electrolyte – 5	Monday, Oct. 06
	1. C27 Notes – 0	Thursday, Oct. 09
	Exam 4 – 100 Lab Final – 100	Oct. 13 - 14
	Final Exam	Oct. 15

Modules: This is not a self-paced course:

This course will be presented in Modules with specific due dates. A Module contains assignments and materials to be covered during a specific period of time. Example: Module 1 is composed of an Introduction and Assignments from Chapter 16 and 17. The first Module spans through Week 1 into Week 2. **A Lecture Examination will be available after each Module closes.** Example: Module 1 ends during Week 2; therefore, the Module 1 Exam will be available on Monday, Sep. 09 at 7:00 pm and will be available through Wednesday, Sep. 11 at 11:59pm. The specific dates for each examination are listed in the course schedule.

Common Assignment Due Dates:

Procrastination is the primary enemy of online students. I highly suggest that you **DO NOT** wait until the deadline or due date to submit homework or take an exam.

In the 8 Week format, we will be covering **2 Chapters per Week** throughout the term. Our workweek will begin on Tuesday and end on the following Monday at 11:59 pm. **There will be 2 Due Dates each week**, one for each of the two chapters. Each week, **Assignments for the first chapter will be due on Thursday Night and for the second chapter will be due Monday Night.** The Assignment due time is 11:59pm on the due date, unless stated differently. Example: Week 1 officially begins on Monday, Aug. 25 and ends on Monday, Sep. 01; therefore, most assignments from Week 1 will be due by 11:59pm Monday, Sep. 01. Please note: the **Introductory assignments during Week 1 vary from this schedule.** Week 2 will begin on Tuesday, Sep. 02 and end on Monday, Sep. 08. The first group of assignments from Week 2 will be due by Thursday, Sep. 04 and the second group of assignments will be due by Monday, Sep. 08 at 11:59pm. **Students are encouraged to submit assignments early.** The student has the flexibility to utilize the full seven-day week in this online course. The accommodation of various student schedules is an essential part of the online method of education.

Please note: Discussion Board assignments may have multiple components, each with its own due date.

Late Assignment Policy:

There is a one-day grace period for all assignments. No penalty will be given for any assignment submitted during the one-day grace period. After the grace period expires, a 15% deduction will be applied for each day an assignment is late. **Assignments will NOT be accepted after they are more than four days late.**

Odessa College Policies

Tuition Discounts

The **“First Course is Free”** discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The **“Academic Progress Discount”** provides a 10% tuition discount upon completion of 30 credit hours until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities*
<http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic Dishonesty

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

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities, which may interfere with learning, may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at <http://www.odessa.edu/dept/counseling/disabilities/index.htm>.

The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

Dropping a Course or Withdrawing from College

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

Failing to attend classes does not automatically withdraw a student from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F." (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

Student Support Services and Technical Support

Blackboard Support

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

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

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

For any problem that you have in your online course, always contact your Instructor first. Refer to the

Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

Additional Blackboard Help Resources:

Service	Assistance Provided	Available
Blackboard Help for Students	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online Click here.
Blackboard On Demand Learning Center for Students	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online Click here.
Blackboard Collaborate: First Time Users	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online Click here.
Blackboard Collaborate: Essentials for Participants	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	Online Click here.

Student E-mail Support

How do I set up, access, or update my Odessa College Student E-mail account?

Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>.

I can't access my student email! I forgot my password!

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.

Support for Students with Disabilities

How do I contact the Office of Special Populations?

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

Learning Resources Center (LRC; Library)
How do I contact the Learning Resource Center?

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

Equipment and Services Provided:

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

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online
Magazines, newspapers, & scholarly journals	Research	On Campus and Online
Computers	Research & word processing	On Campus
Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online
Photocopiers, VHS/DVD players, FAX service	For course work	On Campus
Quiet study areas	For course work	On Campus

Student Success Center (SSC) / AVID Center
How do I contact the Student Success Center?

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

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

Additional Help and Information	
Live Online Assistance / Chat	Click Here (If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)

Equipment and Services Provided:

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

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online Click here for more information.
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online Click here for more information.
Study Skills	Tools needed to succeed	On Campus and Online Click here for more information.
Basic Technology	To navigate classes, email, etc.	On Campus and Online
Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online Click here for more information.
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online Click here for more information.
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus Click here for more information.
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online Click here for more information.

Veterans Support

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

Main Number	432-335-6833
Campus Location	204M (Help Center) in the Student Union Building
Email	Gloria Rangel - grangel@odessa.edu
Website	To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm