



Vocational Nursing Monahans Center  
Health Science VNSG 1405  
Fall 2014

## Faculty Information

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**Name:** Miki Mitchell  
**E-Mail:** mmitchell@odessa.edu  
**Phone:** 432 -557-4990  
**Office:** 432-335-6390 / 432-335-6394

### Office Hours

<b>Campus Office Hours:</b>	Monday – Thursday 8am – 5pm Friday 8:am – 1pm
<b>Online Office Hours:</b>	N/A

### About Your Instructor

I have been a nurse for six years. I have experience in many fields of nursing but geriatrics is my passion. I have been married for 29 years and am the mother of three adult children, one of whom is also a nurse. I have a total of five of the most absolutely perfect grandchildren. When I am not at work, I love anything that brings me outdoors.

### Preferred Method of Communication:

I am always available during office hours in person or by phone but feel free to contact me via my cell phone if you need anything from me outside office hours. I can also be contacted by email. If contacting me after hours, please keep all calls or text messages before 9:00 p.m.

### 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 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

## Textbook Information and Required Hardware Software

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### Textbook(s):

*Memmler's Structure and Function Of the Human Body* (10<sup>th</sup> Edition); Cohen, Barbara J.; Taylor, Jason J.; Lippincott, Philadelphia 2013: ISBN: 978-1-60913-901-8

Study Guide for: *Memmler's Structure and Function of the Human Body*; Lippincott, Philadelphia 2013

### Hardware:

Computer access and internet access outside of the classroom will be required. Speakers or headphones will be required to listen to online lecture.

## Information About the Course

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### Course Description

An introduction to the general principles of anatomy and physiology, nutrition, and microbiology that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions.

### Course Prerequisites:

Program Acceptance

## Course Topics:

**Week #1 August 25 – August 31**

**Unit #1** Carbs, Protein & Fat  
Williams Ch. 1 - 4

Exam Date:  
September 5

**Week #2 September 1 – September 7**

**Unit #2** – Healthy Eating & Energy Balance  
Williams Ch. 7, 8  
Memlers Ch. 18

Exam Date:  
September 12

**Week #3 September 8 – September 14**

**Unit #3** – The Body As A Whole  
Memlers Ch. 1, 2, 3

Exam Date:  
September 19

**Week #4 September 15 – September 21**

**Unit #4** – Tissue/Glands & Integumentary  
Memlers Ch. 4 & 5

Exam Date:  
September 26

**Week #5 September 22 – September 28**

**Unit #5** – Bones & Joints / Muscular  
Memlers Ch. 6 & 7

Exam Date:  
October 10

Week #6 September 29 – October 5  
Continue Unit #5

**Week #7 October 6 – October 12**

**Unit #6** – Nervous, Brain, Sensory  
Memlers Ch. 8, 9, 10

Exam Date:  
October 17

**Week #8 October 13 – October 19**

**Unit #7** – Ch. 11 Endocrine,  
Glands/Hormones  
Memlers Ch. 11

Exam Date:  
October 24

**Week #9 October 20 – October 26**

**Unit #8** – Blood, Heart, Vessels, Lymphatic  
Memlers Ch. 12, 13, 14, 15

Exam Date:  
November 7

Week #10 October 27 – November 2  
Continue Unit #8

**Week #11 November 3 – November 9**

**Unit #8** – Respiratory System  
Memlers 16

Exam Date:  
November 14

**Week #12 November 10 – November 16**

**Unit #7** – Digestive System

Exam Date:

Members Ch. 17	November 21
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<b>Week #13 November 17 – November 23</b>	
<b>Unit #8 – Urinary System</b>	Exam:
Members Ch. 19	December 5

Week #14 November 24 – November 30
No Health Science Class - Holiday

<b>Week #15 December 1 – December 7</b>
<b>Review for Final</b>

Week #16 December 10  
Health Science Final 10am – 12pm

## Grading

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<i>Type of Assignment</i>	<i>Percentage/Points</i>	<i>Possible inclusions</i>
Unit Exam	65%	<p>All unit exams are scheduled prior to the beginning of the course. Unit exam category can include exams over lecture content, assigned reading content and ATI assignments that are predetermined as being part of the “unit exam” column.</p> <p>**For full credit, the student must be present at the time the Unit Exam is started. If late or absent, 10 points will be deducted from the grade. The Unit Exam must be made up on the first opportunity as determined by the instructor. Failure to make up any missed work on the first opportunity will result in a “zero” for that exam.</p>
Daily Grades	5%	<p>May include study guides, pop quizzes, math quizzes, participation grades, daily attendance, or any other assignment as given from day to day.</p> <p>**Note: There will not be an opportunity to make up any of the daily grade assignments other than the study guides. If you are absent or not</p>

		present at the time of a quiz or any other assigned “daily grade” work, you will be given a grade of “zero” for that assignment.
Final	30%	**Note: If not present at the start of the final, 10 points will be deducted. Final must be made up on the first opportunity as determined by the instructor.
	100%	<b>TOTAL</b>

### Grading Scale:

<b>A</b>	<b>100 - 90</b>
<b>B</b>	<b>89 - 80</b>
<b>C</b>	<b>79 - 70</b>
<b>D</b>	<b>69 - 60</b>
<b>F</b>	<b>59 - 0</b>

### Grading Policy:

Please understand that this is a required course for the Vocational Nursing Program in order to prepare you for vocational nursing. Quality work and active participation is expected and not to be negotiated. As a general policy, grades will be taken in class. Any written assignments or tests will be graded outside of class. You can expect feedback on assignments within a week’s time.

## Student Course Participation

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**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 wi-fi 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.

**As a student, I understand that I will have the opportunity to provide feedback on my experience in this course through an end-of-course Student Evaluation of Instruction (SEI).**

## Course Policies

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### 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

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **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.** Back-up and/or additional copies of all assignments submitted is encouraged. **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 need to be **WORD documents (doc or docx).**

### Attendance Policy

Students are expected to attend class regularly.

Students are expected to attend all scheduled theory, laboratory, and clinical classes. Because of the large volume of material covered each day, and because clinical laboratory experiences validate learning objectives, it is important that absenteeism and tardiness be kept at a minimum. Good attendance helps assure success in nursing school. Attendance and punctuality are also considered important professional responsibilities.

Tardiness is disruptive to the learning of others and is not acceptable for vocational nurses. Repeated tardiness will be addressed by the instructor and may impact the student's standing in the program.

In the event of illness or family crisis, the instructor should be notified as soon as possible. Students should refer to the individual instructor's course packet for instructions regarding the reporting of absences. Upon return to school, the student must see the instructor whose class or clinical was missed to discuss the event and make plans for makeup of

time lost. The instructor whose class/laboratory (on site or external) was missed is responsible for reporting the absence in the clinical record.

**Absence from Clinical:** If the absence is from clinical, the clinical instructor and/or clinical site must be notified according to the specific instructions given at the beginning of the clinical rotation. The student may expect to find these instructions in the course packet for the clinical course.

Absences from clinical will require hour for hour make at a clinical site to be determined by clinical instructor. Absence from on-site laboratory hours will be considered as clinical absences and make-up will be required.

**Absence from classroom theory/didactic sessions:** If absent, the student is responsible for notification of the lecturing instructor as soon as is reasonably possible. If the instructor cannot be reached, a message may be left on the instructor's voice mail or in the Nursing Office. Follow the guidelines set by each instructor.

For classes that meet once per week, the student is allowed 2 absences, for classes (this includes Lab) that meet twice per week, students are allowed 4 absences. Three absences of > 10 minutes from a class = an absence. Absences in excess of policy will result in overall course grade reduction of two points per absence.

If a student decides to withdraw from class, he or she must comply with the deadlines published in the college's calendar. Withdrawal from the course will be the responsibility of the student. The student should talk to the Associate Dean regarding readmission to the Nursing Program. Eligible students may be allowed to return into the semester at which the student was unsuccessful providing class size allows.

## **AVID and Other Instructional Methods**

Throughout this course, many different learning / teaching strategies will be used to include:

AVID 3-2-1 and Collaborative Learning Groups

Group discussion

Paper and pencil tests

Role-playing

Audio-visual materials

Lecture

Self-directed group study

Simulated situations

Demonstrations and return demonstrations

Computer-Assisted-instruction / explanation

Videotaping

Evaluation

Group

Instructor

Written assignments

Reading assignments

Web-enhanced material

I will also begin integrating a "flipped classroom". Many of your lectures will be found online through Techsmith Relay. These lectures will be listened to PRIOR to lecture. During class time, we will discuss any points that you are unclear on. We will take the class time to do interactive work that will help reinforce what you have read in the assigned chapters as well as what you have listened to in the online lecture. Listening to the online lecture is part of being prepared and being prepared is a requirement of the course.

## **Grade Inquiry Policy**

It is the responsibility of the student to keep track of assignment submissions and grades. At any point, you are welcome to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment.

## General Course Requirements

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **Submit assignments on time.**
4. Ten (10) points will automatically be deducted from all make-up tests following an absence.
5. Quizzes cannot be made up and the student will receive a "0" for the work.
6. Make-up tests will be taken and classroom assignments must be made up and classroom assignments must be submitted on the classroom day after the absence. If examinations are not made up during the correct time frame, the student will be given a "0" for that examination. If you are in class and do not turn the assignment in, a grade of "0" will be given. Late work will not be accepted unless absent. There will be no exceptions

## Incomplete Policy

An 'Incomplete' grade may be given only if:

1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.
3. An Incomplete form is submitted

## Course Schedule

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### Week #1 August 25 – August 31

**Unit #1** Carbs, Protein & Fat  
Williams Ch. 1 - 4

Exam Date:  
September 5

### Week #2 September 1 – September 7

**Unit #2** – Healthy Eating & Energy Balance  
Williams Ch. 7, 8  
Memlers Ch. 18

Exam Date:  
September 12

### Week #3 September 8 – September 14

**Unit #3** – The Body As A Whole  
Memlers Ch. 1, 2, 3

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**Unit #4** – Tissue/Glands & Integumentary  
Memlers Ch. 4 & 5

Exam Date:  
September 26

### Week #5 September 22 – September 28

**Unit #5** – Bones & Joints / Muscular  
Memlers Ch. 6 & 7

Exam Date:  
October 10



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Week #6 September 29 – October 5  
Continue Unit #5

**Week #7 October 6 – October 12**

**Unit #6** – Nervous, Brain, Sensory  
Members Ch. 8, 9, 10

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Week #10 October 27 – November 2

Continue Unit #8

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**Unit #8** – Respiratory System  
Members 16

Exam Date:  
November 14

**Week #12 November 10 – November 16**

**Unit #7** – Digestive System  
Members Ch. 17

Exam Date:  
November 21

**Week #13 November 17 – November 23**

**Unit #8** – Urinary System  
Members Ch. 19

Exam:  
December 5

Week #14 November 24 – November 30

No Health Science Class - Holiday

**Week #15 December 1 – December 7**

**Review for Final**

Week #16 December 10

Health Science Final 10am – 12pm

## Description of Core Objectives (CO's)

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 (COs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses*)

**Odessa College’s Core Objectives (COs):**

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

**Student Learning Outcomes (SLOs)**

Outcome	ICO
The student will recognize the uniqueness of the geriatric patient related to physical, mental and emotional changes associated with the aging process; describe the psychosocial, growth and development, and physiological needs of patients across the life span	<i>Critical thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
	<i>Communication Skills</i> – to include effective development, interpretation and expression of ideas through written, oral and visual communication
Identify common, overt, actual and/or potential primary health care, needs of the patient; identify the basic interventions to support the patient and family using life stages including death and dying	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Selected medical-surgical disorders will be presented along with nutritional concepts pertinent to those diseases. Introduction to the concepts of Member of a Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team	<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
Identify pharmacological agents and related nursing interventions; and demonstrate competency in dosage calculations	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
Selected medical-surgical disorders will be presented along with nutritional concepts pertinent to those diseases. Introduction to the concepts of Member of a Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

## Odessa College Policies

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### 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; 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*)

## **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. **No longer attending class does not automatically constitute withdrawal 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

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### 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](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
<b>Blackboard Help for Students</b>	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online <a href="#">Click here.</a>
<b>Blackboard On Demand Learning Center for Students</b>	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online <a href="#">Click here.</a>
<b>Blackboard Collaborate:</b>	If you have never used Blackboard Collaborate before, this	Online

<b>First Time Users</b>	website provides a system requirements check, configuration instructions, and training and resources area.	<a href="#">Click here.</a>
<b>Blackboard Collaborate: Essentials for Participants</b>	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 <a href="#">Click here.</a>

## 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](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?**

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

## Learning Resources Center (LRC; Library)

**How do I contact the Learning Resource Center?**

<b>Main Number</b>	432-335-6640
<b>FAQ Service</b>	LibAnswers: <a href="http://libanswers.odessa.edu">http://libanswers.odessa.edu</a>
<b>Contact a Specific OC Librarian</b>	Pat Quintero at 432/335-6350 or <a href="mailto:pquintero@odessa.edu">pquintero@odessa.edu</a> Donna Clark at 432/335-6645 or <a href="mailto:dclark@odessa.edu">dclark@odessa.edu</a>

	Carolyn Petersen at 432/335-6641 or <a href="mailto:cpetersen@odessa.edu">cpetersen@odessa.edu</a>
<b>LRC Services and Guidelines Website</b>	<a href="https://www.odessa.edu/dept/library/services/index.htm">https://www.odessa.edu/dept/library/services/index.htm</a>

### 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.*

<b>Main Number</b>	432-335-6673
<b>Campus Location</b>	1st floor of the Library
<b>Website with Additional Help and Information</b>	<a href="http://www.odessa.edu/dept/ssc/">http://www.odessa.edu/dept/ssc/</a>
<b>Live Online Assistance / Chat</b>	<a href="#">Click Here</a> <i>(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</i>

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 <a href="#">Click here for more information.</a>
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online <a href="#">Click here for more information.</a>
Study Skills	Tools needed to succeed	On Campus and Online <a href="#">Click here for more information.</a>
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 <a href="#">Click here for more information.</a>
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online <a href="#">Click here for more information.</a>
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 <a href="#">Click here for more information.</a>
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online <a href="#">Click here for more information.</a>

### Veterans Support

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



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