

# CHEM 1312 – General Chemistry II

## Faculty Information

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**Name:** Nichole M Jackson  
**Email:** [njackson@odessa.edu](mailto:njackson@odessa.edu)  
**Phone:** 432-335-6526  
**Office:** Wood Math and Science 114

### Online Office Hours:

### Campus Office Hours:

MW 09:00 – 11:00AM  
TTH 02:00PM – 04:00 PM  
F 10:00 AM – 12:00PM

### About Your Instructor

I am a Chemistry Instructor for Odessa College. I have been teaching for 13 years and have loved every year. I love the challenge that Chemistry brings in trying to understand and grasp the information. I have a passion to try and change the skeptical minds of students who think Chemistry is too hard to find interesting into students who at least have a fond memory of the course.

I love most sports whether I'm watching or playing and enjoy talking shop about how good the 49er's are or how the Red Raiders will dominate in the Big 12. I golf occasionally and hang with friends (mostly going to eat)!!!

There are 3 foods that most people can't live without but I'd rather skip over: Chocolate, cheese, and steak. Yes I know that's weird but "I am who I am"!!!

If I can help you with anything and not just Chemistry related stuff, my door is always open!!

### Preferred Method of Communication:

Sending an email from your OC Gmail account is the most effective and efficient way to contact me. I do not work from my OC office during the summer.

### 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 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!

## Textbook Information and Required Hardware/Software

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### Textbook(s):

*General Chemistry, 1st edition, Vining, W.J., Young, S.M., Day, R, Botch, B, Brooks/Cole, 2014.*

### 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.MindTap.com is the Publisher's companion website for this course.

# Information About the Course

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## Course Description

A lecture course designed as a first college-transfer course for students with some background in physical science. Covers such topics as chemical stoichiometry, atomic structure, bonding, formulas, equations, gas laws, solutions, etc. The student will be involved in reading information or problems and using critical thinking skills and mathematics to organize the information or to arrive at an answer; also requires student writing skills in order to communicate the information acquired in a written format. (COs 1, 2, 3)

## Course Prerequisites:

*Prerequisites:* Pass all sections of the TASP/THEA exam and be eligible to take College Algebra.

*Corequisite:* CHEM 1112

*(Credit probably not transferable until CHEM 1112 is successfully completed.)*

**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:

Chapter	Topic	Description	Assessment
	<b>Module 1</b>		
11	Intermolecular Forces and the Liquid State	Liquid state properties	quiz
12	The Solid State	Solid state properties	quiz
			Exam
	<b>Module 2</b>		
13	Chemical Mixtures: Solutions and Other Mixtures	Colligative Properties	quiz
14	Chemical Kinetics	Rate of Reactions	quiz
			Exam
	<b>Module 3</b>		
15	Chemical Equilibrium	Equilibrium constant	quiz
16	Acids and Bases	Acid-Base equilibria	quiz
			Exam
	<b>Module 4</b>		
17	Advanced Acid-Base Equilibrium	Titration	quiz
18	Precipitation and Lewis Acid-Base Equilibria	Solubility product	quiz
			Exam
	<b>Module 5</b>		
19	Thermodynamics: Entropy and Free Energy	Gibbs Free Energy	quiz
20	Electrochemistry	Oxidation-Reduction	quiz

		reactions	
21	Organic Chemistry	Introduction to carbon chemistry	Quiz
24	Nuclear Chemistry	Nuclear reactions	Quiz
			<b>Final Exam</b>

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## Grading

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<i>Type of Assignment</i>	<i>Percentage/Points</i>
<b>Exams</b>	60%
<b>Homework/Discussions</b>	10%
<b>Quizzes</b>	10%
<b>Final Exam</b>	20%

### Grading Scale:

"A" = 90-100

"B" = 80-89

"C" = 70-79

"D" = 60-69

"F" = 0-59

### Grading Policy:

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

### Activity:

Each chapter will have multiple activities to help you test your knowledge of the material. These Activities will be graded. Students are required to complete each Activity. Each Activity has a maximum of 10 attempts.

**Please be advised, there will be no points given for quizzes or Activities 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.

### **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, crossword puzzles, 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 in certain Modules. 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 at the end of each Module. 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 consists of all of the information presented throughout the both semesters. **The Final Exam must be taken on December 11th.**

## **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/nichole.jackson.5209>

## **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 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**

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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**

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 'Retention Center' 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)**

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### **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

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### 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

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Upon successful completion of this course, students will:

1. State the characteristics of liquids and solids, including phase diagrams and spectrometry.

- Articulate the importance of intermolecular interactions and predict trends in physical properties.
- Identify the characteristics of acids, bases, and salts, and solve problems based on their quantitative relationships.
- Identify and balance oxidation-reduction equations, and solve redox titration problems.
- Determine the rate of a reaction and its dependence on concentration, time, and temperature.
- Apply the principles of equilibrium to aqueous systems using LeChatelier's Principle to predict the effects of concentration, pressure, and temperature changes on equilibrium mixtures.
- Analyze and perform calculations with the thermodynamic functions, enthalpy, entropy, and free energy.
- Discuss the construction and operation of galvanic and electrolytic electrochemical cells, and determine standard and non-standard cell potentials.
- Define nuclear decay processes.
- Describe basic principles of organic chemistry and descriptive inorganic chemistry

## Learning Outcomes

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Outcome	Core Objective (COs)
3, 6	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
1, 2, 8, 10, 9	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
4, 5, 7	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
	<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

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### Important Dates:

This semester the course spans 16 weeks (August 25 – December 14). The census day for this course is Wednesday, September 10, 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 Tuesday, November 11, 2014.

# 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 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**

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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</b>	This website provides an	Online

<b>Learning Center for Students</b>	extensive list of short tutorial videos for student activities performed in Blackboard.	<a href="#">Click here.</a>
<b>Blackboard Collaborate: First Time Users</b>	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online <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>

**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 soon as an SSC staff member becomes available.)</i>

**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>