



WLDG 2406

Intermediate Pipe Welding



Faculty:

Jim Burnett

Faculty Information



Name: Jim Burnett
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Office Phone: 432-335-8474
Office: Sedate Hall, Rm. 157

<i>Office Hours</i>	
Campus Office Hours:	As posted
Online Office Hours:	Same

Preferred Method of Communication:

Please email for any additional information.

About Your Instructor

I have a Bachelor of Science Degree in Industrial Technology, Master’s Degree in Career and Technical Education, Master’s Degree in School Administration, Doctoral Degree in Educational Leadership by the start of spring 2015. Certifications I currently hold are Vocational Trades and Industry certified in welding and machine technology, Certified Welding Educator and weldor from the American Welding Society, and Texas educator, all of which, through 29 combined years in education as a welding instructor, Director of Career and Technical Education, principal, Director of Development, and six years being in business and industry as an owner and operator of a trailer manufacturing company before and after being honorably discharged from the U. S. Navy as a machinist/weldor.

Experiences, abilities, and skills, other than teaching welding and machine technology, I have performed various administrative duties commensurate of being a Principal, CTE Director, and Director of Development in grant writing. I have design and implemented core subject crosswalk curriculum with CTE curriculum and instruction, integrated technology through curriculum and instruction, evaluated programs for teaching and teacher effectiveness, recommended personnel for employment and/or termination, coordinated campus functions involving community stakeholders, budgets, interpreted and applied local, state, and federal policies, procedures, recruited students into CTE programs, and gathered data for all educational programs ensuring student success both academically and vocationally, conducted career guidance with at-risk students, employing a variety of career assessments to help students determine their interests, strengths, and learning styles in setting goals, and priorities for a future career path.

Engagement Expectations 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.
- 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 you 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.

As an instructor, I understand that student(s) requiring special accommodations are required of me. Please see me if you have a special need for your success in your course.

Textbook Information and Required Hardware/Software

Required Texts:

1. Pipe Welding Procedures; Industrial Press, 2nd Ed.; Rampaul ISBN 0---8311---3141---1

Required Equipment:

- Welding Hood with shade 10 or darker lens or auto-dark lens
- Welding Cap
- Welding Gloves
- Safety Glasses or Goggles or Face Shield
- Cutting Goggles or Face Shield
- Spark striker

- Chipping hammer
- Hand wire brush
- Combination Square
- Welding Shirt or Jacket
- Notebook & Pen/Pencils

****All students must have equipment and required books by the 3rd class period or arrangements made with instructor.**

You are encouraged to buy the following *optional* supplies.

- Welding Leather sleeves
- 25 foot tape measure
- 2nd pair of Welding Gloves

Information about the Course

Odessa College's Institutional Core Objectives (ICOs):

- 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

Learning Outcomes for WLDG 2406 (Source: *Odessa College Catalog of Courses*)

Outcome	ICO
The student will use these skills to develop welded pipe and plate designs and fabricate projects.	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
Students will follow written and verbal instructions to fabricate welded projects.	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication

The student will use numerical data to design, and understand welding related prints and projects.	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
Students will develop work skills and habits necessary to work in a manufacturing environment as part of a production 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
Students will develop ethical choices, actions and consequences for the production and inspection of welded products used in a manufacturing environment.	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
Students will use their skills and knowledge to engage in community outreach and volunteer programs. The students will become effective community citizens through these activities.	<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

All Academic Policies can be found on the Odessa College Black Board page for this course. In an attempt to save on paper please review those policies online.

Fall 2014 Calendar:

Classes Begin	Aug 25 (Mon)
Late Registration & Schedule Changes (Add/Drop): On the Web (5 am to Midnight, 7 days a week)	Aug 25-26 (Mon-Tues)
In Person (See Business Hours above)	Aug 25-26 (Mon-Tues)
Holiday (Labor Day – Offices closed except for Wrangler Express – No Classes)	Sep 1 (Mon)
Census Day	Sep 10 (Wed)
Spring 2015 Registration Begins	Oct 20 (Mon)
Thanksgiving Holiday (begins 9 pm Tues, Nov 25)	Nov 26 -30 (Thurs-Sat)
Last Class Day	Dec 4 (Thurs)
Final Exams	Dec 8-9 (Mon-Thurs)
End of Semester	Dec 11 (Thurs)
Fall Graduation	Dec 13 (Sat)
College Offices Closed	Dec 20-Jan 5

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.

Description of students

Students enrolled in this course will have a desire to develop skills in the welding and fabrication field. This student will be motivated to understand the principles needed for the design and fabrication of welded projects.

Course prerequisites

Prerequisites: WLDG 1421 and WLDG 1435.

Course Alignment with Industry Standards

This course follows the guidelines set forth by the American Welding Society **SENSE** program, along with the **WELD-ED** National Core Curriculum.

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. 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).**

If using a digital device application for reference purposes during testing, it must be placed in “Airplane” mode.

Attendance Policy

Students are expected to attend class regularly. Attendance will be recorded using a “sign-in” sheet. Excessive absences will be grounds for disciplinary action, and will be determined on a case-by-case basis. If you are more than 15 minutes late to class or leave class early without notifying the instructor, this will count as an absence. Students are permitted 2 absences before a loss of point(s). If the student has incurred 7 absences in the course, the instructor will recommend withdrawing from the course to avoid course failure.

AVID

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the legal program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

Grading Policy

Please understand that this is a required course for the Welding Technology program in order to prepare you for a successful career in the welding and fabrication industry. 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.

Grade Inquiry Policy

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.

Communication Plan

The best way to communicate with the course instructor is via email. Also, check in regularly for announcements, including any changes in the course schedule due to instructor illness or conference attendance. Appointments with the instructor may also be scheduled.

General Course Requirements

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **Submit assignments on time. Late work will not be accepted. 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.**

Grading Scale:

- "A" = 90-100
- "B" = 80-89
- "C" = 70-79
- "D" = 60-69
- "F" = 0-59

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.

Overview of assignments

Type of Assignment	Percentage
Homework Avg.	10%
Section Quiz Total	20%
Lab Work	50%
Professionalism	10%
Final Exam	<u>10%</u>
Total Grade	100%

Schedule (Tentative and Subject to Change)

Class	Instructional Approach (* denotes a strategy adopted by AVID)	Topic	Assignment	Assignment Submission
1	Lecture	Review Syllabus, Class Introduction, requirements, safety	Read handouts* Obtain equipment	---
2	Lecture/ Lab/ Exam*	Lab Safety Video and discussion, Oxy-fuel welding and cutting Safety Exam	Read handouts Obtain Equipment Read Unit 1	
3	Lecture/ Lab	Overview of Pipe Welding processes.	Read Unit 2	Equipment and supplies check list, counts as homework assignment
4	Lecture/ Lab	Review SMAW Equipment Prepare 6" Pipe & Begin uphill 1G	Read Unit 3 Review Notes*	Assigned Questions from Units covered
5	Lab	Practice Uphill 1G w/ E6010 & E7018 Electrodes	Review Notes* Read Unit 4	Assigned Questions from Units covered
6	Lecture /Lab	Pipe Welding Heat Input & Pipe Preparation Continue 1G practice	Review Notes* Read Unit 9	Assigned Questions from Units covered
7	Lecture /Lab	Procedures for 2G Pipe Position Finish 1G Pipe Weld	Review Notes	Assigned Questions from Units covered
8	Lab	Begin 2G Pipe Welds on 4" Pipe	Review Notes* Read Unit 9	Assigned Questions from Units covered
9	Lab	Continue 2G Pipe Welds	Review Notes*	Assigned Questions from Units covered
10	Lecture /Lab	Review Section 1 Complete 1G & 2G Weld Qualifications	Review Notes* Read Unit 8	Assigned Homework Questions from Units covered Due

11	Lecture /Lab	Weld Quality Welding Thin-Wall Pipe 5G Uphill Weld Procedures	Correct returned homework	
12	Lecture /Lab	5G Uphill 6" Pipe Welding Practice	Review Homework Review Notes*	Review for Exam
13	Lecture /Lab /Exam	5G Uphill Pipe Welding Practice Exam on Units 1 to 4, 8 & 9	Review Notes*	Assigned Questions from Units covered
14	Lab	Possible Lab Test on 4" Pipe in 2G position	Make Exam Corrections	
15	Lecture /Lab	5G Uphill 6" Pipe Welding Practice Weld Examination Procedures	Review Notes* Read Unit 5	Exam Corrections Due
16	Lecture /Lab	Uphill Welding The Root Bead 5G 6" Pipe Weld Qualification Tests	Review Notes* Read Unit 7	Assigned Questions from Units covered
17	Lecture /Lab	Intermediate and Cover Passes Finish 6" Pipe Qualification Tests	Review Notes*	Assigned Questions from Units covered
18	Lab	Begin 5G 4" Pipe Welds	Review Notes* Read Unit 10	Assigned Homework Questions from Units covered due
19	Lecture /Lab	Welding Complicated Pipe Joints Begin 5G 4" Qualification Testing	Review Notes* Review homework	Assigned Questions from Units covered
20	Lecture /Lab	5G 4" Pipe Qualification Testing Exam – Units 5, 7, 10,	Review Notes* Study for Exam	Assigned Questions from Units covered
21	Lecture /Lab	Begin 6G 6" Pipe Weld Practice	Review Notes* Make Exam Corrections	
22	Lab	Continue 6G Weld Practice	Review Notes* Read Unit 13	Exam corrections due
23	Lecture /Lab/ Exam	Pipe Welding Defects Begin 6G Qualification Testing	Review Notes* Read Unit14	
24	Lecture /Lab	Pipe Weld Fit-up Review 6G Qualification Testing Begin 3G Weld Practice	Review Notes*	
25	Lecture /Lab	Continue 6G Weld Testing	Review Notes* Read Unit 15	
26	Lecture /Lab	Weld Procedure & Welder Qualification Procedures Begin 6G 4" Pipe Weld Practice	Study for Final Exam	Note books checked for Homework Grade*
27	Lecture /Lab	6G 4" Pipe Qualification Testing	Study for Final Exam	
28	Lecture /Lab	6G Qualification Testing	Study for Final Exam	
29	Lecture /Lab	Final Review / Lab Clean-up	Study for Final Exam	
30	Final Exam	Final Comprehensive Written Exam		

General Education – Core Objectives (CO's)

Description of Core Objectives

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 2012-2013*, page 73).

As part of the Design for Completion initiative, your Odessa College Student Success Coach and faculty mentor will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert. Your Student Success Coach or faculty mentor will contact you to work toward a solution.

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 (SLO's)

Student Learning Outcome(s)	Core Objectives (CO's)
Interpret Technical information used on industrial working and assembly drawings.	Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
Explain the importance of weld print reading skills in industry.	Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
Clearly describes what students are asked to do using action verbs (write an essay/ complete a laboratory exercise.	Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
Demonstrate teamwork during the development of a welding project	Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
Demonstrate personal responsibility necessary for success in the workplace.	Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making.
Works effectively with others, despite differences; can respectfully discuss differences with others. Recognizes advantages of moving outside existing "comfort zone". Seeks out others with different backgrounds and/or perspectives to improve decision making. Appreciates the importance of diversity and conveys this value to others. Understands and respects the values and beliefs of others.	Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

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*" provide 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 but not limited to:

- 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 un-administered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered 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 un-administered test or information about an un-administered 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, cutting or welding 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 Support 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 432335-6861 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 432335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*).

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

*****Dropping a Course, unexcused absences, or withdrawing from College*****

*****WARNING—READ CAREFULLY! *****

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 classes' 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*).

Unexcused absences exceeding 10% of the total eighty clock-hours required for this course by the Texas Higher Education Coordinating Board, you will be dropped from class. You will receive the grade of W. If the final semester withdrawal date has passed, and do not withdraw in prior to that time you will receive the grade of F, and If you are failing, you will be locked in that course for the duration with no way to avoid the final course grade of F. If it becomes necessary for you to withdraw yourself from this course, consult the calendar in the current Course Schedule for the last day to withdraw and still receive the grade of W (approximately two weeks before the end of the semester). It is not your instructor's responsibility to remind you of this date.

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/helpdeskform.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.

College Student E-mail accounts?

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

Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>. Contact the Student Success Center: 432-335-6673 or online at <https://www.odessa.edu/dept/ssc/helpdeskform.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.

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/ Veteran Support

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 Additional Help and Information	http://www.odessa.edu/dept/ssc/
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 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