

## Faculty Information

**Name:** Jennifer Myers

**E-Mail:** [jsmyers@odessa.edu](mailto:jsmyers@odessa.edu)

**Phone:** 432-335-6505

**Office:** ET 159

<i>Office Hours</i>	
<b>Campus Office Hours:</b>	Monday: 9:00 a.m. to 11:30 a.m. Tuesday: 9:00 a.m. to 11:00 a.m. Wednesday: 9:00 a.m. to 11:30 a.m. Thursday: 9:00 a.m. to 11:00 a.m. Friday: 9 a.m. to 10 a.m.
<b>Online Office Hours:</b>	Same as above

## About Your Instructor

*Hello all!! My name is Jennifer Myers and I have been teaching at Odessa College for about two years. I have my Bachelor of Arts in Telecommunications from Texas Tech University, my Masters of Science in Criminal Justice Administration from UTPB, and I am currently pursuing a PsyD in Psychology, Criminology, and Justice Studies. I spent almost eight years with the Odessa Police Department as a Crime Scene Technician and about a year and a half with the Department of Justice working for the US Attorney's Office. In my spare time, I enjoy reading, working out, listening to music, and working on my house. I look forward to working with all of you this semester.*

## Preferred Method of Communication:

*It is probably quickest to get in touch with my by emailing me at [jsmyers@odessa.edu](mailto:jsmyers@odessa.edu) or texting me at 432-978-0020. You may also visit me in my office during office hours or make an appointment to see me at a time different than my office hours. You may also call me on my office phone at 432-335-6505.*

## **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**

### **Textbook(s):**



Forensic Science: From the Crime Scene to the Crime Lab, 2nd Edition Author: Richard Saferstein

## **Hardware:**

*This class will be delivered in a face-to-face and online format through the use of Blackboard. Students should have access to a computer and all of the necessary peripherals.*

## **Software:**

*No special software is required for this course. Students will need access to a general word document program.*

## **Websites:**

*Any websites that are relevant to the work within the class will be provided by me within the weekly course assignment modules.*

## **Information About the Course**

### **Course Description**

This course is a survey of the procedures of crime scene investigation in gathering evidence and applicable scientific technologies that follow established protocols by first responders; a preview of how criminalists in forensic laboratories will process the gathered evidence presented.

### **Course Student Learning Outcomes**

- 1. The student will be able to identify and describe procedures of crime scene investigation, scientific technologies that follow established protocols by first responders, and a preview of how laboratories process gathered evidence.*
- 2. The student will be able to identify significant types of crime scene investigations.*
- 3. The student will be able to demonstrate a basic understanding of the tools used by Criminalistics Officers during crime scene investigations.*
- 4. The student will be able to explain the basic physical evidence collection process for various types of crime scenes.*
- 5. The student will be able to explain how criminalists in forensic laboratories will process the gathered evidence presented.*

**Course Prerequisites:** *There is no prerequisite for this course.*

### **Course Topics:**

1. *Week 1 / Module 1 (Tuesday, January 21st to Sunday, January 26th) Chapter 1: Introduction*

*Lab: Wednesday, January 22nd - Video and Discussion*

2. *Week 2 / Module 2 (Monday, January 27th to Sunday, February 2nd) Chapter 2: Securing and Searching the Crime Scene*

*Lab: Wednesday, January 29th - Skill Introduction, Reinforcement, and Assessment*

3. *Week 3 / Module 3 (Monday, February 3rd to Sunday, February 9th) Chapter 3: Recording the Crime Scene*

*Lab: Wednesday, February 5th - Skill Introduction, Reinforcement, and Assessment*

4. *Week 4 / Module 4 (Monday, February 10th to Sunday, February 16th) Chapter 4: Collection of Crime-Scene Evidence*

*Lab: Wednesday, February 12th - Skill Introduction, Reinforcement, and Assessment*

5. *Week 5 / Module 5 (Monday, February 17th to Sunday, February 23rd) Chapter 5: Physical Evidence*

*Lab: Wednesday, February 19th - Skill Introduction, Reinforcement, and Assessment*

6. *Week 6 / Module 6 (Monday, February 24th to Sunday, March 2nd) Chapter 6: Death Investigation*

*Lab: Wednesday, February 26th - Skill Introduction, Reinforcement, and Assessment*

7. *Week 7 / Module 7 (Monday, March 3rd to Sunday, March 9th) Chapter 7: Crime-Scene Reconstruction*

*Lab: Wednesday, March 5th - Skill Introduction, Reinforcement, and Assessment*

8. *Spring Break: Monday, March 10th to Sunday, March 16th - No assignments this week*

9. *Week 9 / Module 8 (Monday, March 17th to Sunday, March 23rd) Chapter 8: Fingerprints*

*Lab: Wednesday, March 19th - Skill Introduction, Reinforcement, and Assessment*

*11. Week 11 / Module 10 (Monday, March 31st to Sunday, April 6th) Chapter 9: Firearms, Toolmarks, and Other Impressions*

*Lab: Wednesday, April 2nd - Skill Introduction, Reinforcement, and Assessment*

*12. Week 12 / Module 11 (Monday, April 7th to Sunday, April 13th) Chapter 10: Bloodstain Pattern Analysis*

*Lab: Wednesday, April 9th - Skill Introduction, Reinforcement, and Assessment*

*13. Week 13 / Module 12 (Monday, April 14th to Sunday, April 20th) Chapter 11: Drugs*

*Lab: Wednesday, April 17th - Skill Introduction, Reinforcement, and Assessment*

*14. Week 14 / Module 13 (Monday, April 21st to Sunday, April 27th) Chapter 12: Forensic Toxicology*

*Lab: Wednesday, April 23rd - Skill Introduction, Reinforcement, and Assessment*

*15. Week 15 / Module 14 (Monday, April 28th to Sunday, May 4th) Chapter 13: Trace Evidence I: Hairs and Fibers AND Chapter 14: Trace Evidence II: Paint, Glass, and Soil*

*Lab: Wednesday, April 30th - Skill Introduction, Reinforcement, and Assessment*

*16. Week 16 / Module 15 (Monday, May 5th to Sunday, May 11th) Chapter 15: Biological Stain Analysis: DNA*

*Lab: Wednesday, May 7th - Skill Introduction, Reinforcement, and Assessment*

*17. Final Exams will be held the week of May 12th through May 15th*

## **Grading**

<i>Type of Assignment</i>	<i>Percentage/Points</i>	<i>Learning Objective</i>
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<b>Attendance &amp; Participation</b>	10%	1 through 5
<b>Lecture Quizzes</b>	20%	1 through 5
<b>Lab Quizzes</b>	20%	1 through 5
<b>Lab Assignments</b>	15%	1 through 5
<b>Class Assignments</b>	15%	1 through 5
<b>Final Exam</b>	20%	1 through 5
<b>100%</b>		<b>TOTAL</b>

## Grading Scale:

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

## Student Course Participation

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

- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free 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

### 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 a timely manner.

### Original Effort

The work submitted for this course must be original work prepared by the student enrolled 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 learning.

**For online submissions, 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 students with pertinent information and status reports. Assignments submitted electronically need to follow the file-type requirements provided by the instructor.

### Attendance Policy

Students are expected to attend class regularly. I strongly encourage logging into Blackboard at least once a day to check for announcements, assignment changes, etc. I can track your log

in activity and see how much time you spend within this Blackboard course. Your participation in this class will play a large part in your success within this course.

## **AVID**

For specific AVID strategies as they apply to assignments, please check your detailed course schedule below. Each week, you will have Guided Lecture Notes. These Guided Lecture Notes serve as an AVID strategy that will be used quite heavily throughout this course.

## **Grade Inquiry**

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**

Attend class and participate.

Contribute and cooperate with civility.

**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 as soon as possible. Extensions will be allowed at the instructor's discretion. You must communicate your emergency with me immediately for me to consider providing an extension. If you do not communicate your need for an extension within a timely manner, an extension WILL NOT be granted. Please note that technical or computers issues are not an excuse for late work.**

## **Incomplete Policy**

An 'Incomplete' grade may be given only if:

The student has passed all completed work

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.

An Incomplete form is submitted

## **Course Schedule**

***(Tentative and Subject to Change)***



Date:	Instructional Approach: (*denotes AVID strategies)	Topic:	Assignment:
1/21 – Tuesday		Introductions, Syllabus, Cornell Notes video*	Fill out student information sheets. For class on 1/23 – read Chapter 1: Introduction
1/22 – LAB Wednesday	10-2 Lecture*; Cornell Notes	Video: “How Sherlock Changed the World”	1. Notes on Video
1/23 – Thursday	10-2 Lecture*, Cornell Notes	Ch. 1: Introduction	1. Notes and Key Terms Review
1/28 – Tuesday	10-2 Lecture*; Cornell Notes	Ch. 2: Securing and Searching the Crime Scene	1. Notes and Key Terms Review
1/29 – LAB Wednesday	10-2 Lecture*; Cornell Notes	Types of Search Patterns	Lab Assignment #1: Choose a Search Pattern and Map the Room
1/30 – Thursday	10-2 Lecture*; Cornell Notes*	Continue with Chapter 2	1. Lecture Quiz #1: Chapter 1: Introduction 2. Class Assignment #1: Case Reading: The Enrique Camarena Case: A Forensic Nightmare
2/4 – Tuesday	10-2 Lecture*, Cornell Notes*	Ch. 3: Recording the Crime Scene	1. Notes and Key Term Review
2/5 – LAB Wednesday	10-2 Lecture*	Documenting the crime scene	1. Complete Lab Quiz #1 2. Lab Assignment #2: Photographing the Crime Scene
2/6 – Thursday	10-2 Lecture*, Cornell Notes*,	Continue with Chapter 3	1. Lecture Quiz #2: Chapter 2: Securing the Crime

			Scene 2. Review of photos from lab assignment
2/11 – Tuesday	10-2 Lecture*, Cornell Notes*, video	Ch. 4: Collection of Crime-Scene Evidence	1. Notes and Key Term Review
2/12 – LAB Wednesday	10-2 Lecture*; Cornell Notes	Crime scene sketch and evidence collection	1. Complete Lab Quiz #2 2. Tentative: Mobile crime-scene van tour 2. Lab Assignment #3: The Crime Scene Sketch and Evidence Collection
2/13 – Thursday	10-2 Lecture*, Cornell Notes*,	Continue with Chapter 4	1. Lecture Quiz #3: Chapter 3: Recording the Crime Scene 2. Finish lab assignment if necessary
2/18 – Tuesday	10-2 Lecture*, Cornell Notes*	Ch. 5: Physical Evidence	1. Notes and Key Terms Review
2/19 – LAB Wednesday	10-2 Lecture*; Cornell Notes	Physical Evidence in action	1. Complete Lab Quiz #3 2. Video and Discussion: “The Scene of the Crime”
2/20 – Thursday	10-2 Lecture*, Cornell Notes*	Continue with Chapter 5	1. Chapter Quiz #4: Chapter 4: Collection of Crime-Scene Evidence 2. Class Assignment #2: Application and Critical Thinking

			Questions 3, 4, and 5 (page 120).
2/25 – Tuesday	Final Exam Review Week, Last Binder check*	Ch. 6: Death Investigation	1. Notes and Key Terms Review
2/26 – LAB Wednesday			1. Tentative: Morgue Tour / Guest Lecture: Medical Examiner's Office
2/27 – Thursday	10-2 Lecture*, Cornell Notes*	Continue with Chapter 6 View Video: "Crime Scene Insects"	1. Chapter Quiz #5: Chapter 5: Physical Evidence 2. Class Assignment #3: Answer Question #3 on Page 148. Complete Reflection Paper on "Crime Scene Insects"
3/4 – Tuesday	10-2 Lecture*, Cornell Notes*	Ch. 7: Crime-Scene Reconstruction	1. Notes and Key Terms Review
3/5 – LAB Wednesday		Crime-Scene Reconstruction	1. Complete Lab Quiz #4 2. Lab Assignment #4: Application and Critical Thinking #1 and #2 (Page 160) 3. Tentative: Demonstration of Total Station Crime Mapping Tool
3/6 – Thursday	10-2 Lecture*, Cornell Notes*	Continue with Chapter 7	1. Chapter Quiz #6: Chapter 6: Death Investigation
3/10 – 3/14	SPRING BREAK!!!	SPRING BREAK!!!	SPRING BREAK!!!
3/18 – Tuesday	10-2 Lecture*, Cornell Notes*	Ch. 8: Fingerprints	1. Notes and Key Terms Review

3/19 – LAB Wednesday		Fingerprints	1. Lab Assignment #5: Inking Prints, Developing Latent Prints, Lifting Latent Prints, Photographing Latent Prints 2. Tentative: OPD Crime Scene Unit: Latent Print Development
3/20 – Thursday	10-2 Lecture*, Cornell Notes*	Continue with Chapter 8	1. Chapter Quiz #7: Chapter 7: Crime-Scene Reconstruction 2. Class Assignment #4: Fingerprint Comparisons
3/25 – Tuesday	10-2 Lecture*, Cornell Notes*	Ch. 9: Firearms, Tool Marks and Other Impressions	1. Notes and Key Terms Review
3/26 – LAB Wednesday		Firearms Investigations, Tool Marks, Shoe Prints and Tire Impressions	1. Complete Lab Quiz #5 2. View video: “Inside a Gunshot Victim” 2. Lab Assignment #6: Photographing Shoe Print Impressions and Tire Impressions
3/27 – Thursday	10-2 Lecture*, Cornell Notes*	Continue with Chapter 9	1. Chapter Quiz #8: Chapter 8: Fingerprints 2. Review Photos and Shoe Print Impressions
4/1 – Tuesday	10-2 Lecture*, Cornell Notes*	Ch. 10: Bloodstain Pattern Analysis	1. Notes and Key Terms Review
4/2 – LAB		Blood spatter	1. Complete Lab

Wednesday			Quiz #6 2. Lab Assignment #7: Documenting Blood Spatter
4/3 – Thursday	10-2 Lecture*, Cornell Notes*	Continue Chapter 10	1. Chapter Quiz #9: Chapter 9: Firearms, Tool Marks, and Other Impressions 2. Review Blood Spatter Documentation 3. Class Assignment #5: Application and Critical Thinking (Page 249)
4/8 – Tuesday	10-2 Lecture*, Cornell Notes*	Ch. 11: Drugs	1. Notes and Key Terms Review
4/9 – LAB Wednesday		Drugs and Narcotics / Law Enforcement	1. Complete Lab Quiz #7 2: Tentative: Guest Lecture: Narcotics Officers
4/10 – Thursday	10-2 Lecture*, Cornell Notes*	Continue Chapter 11	1. Chapter Quiz #10: Chapter 10: Bloodstain Pattern Analysis 2. View Video: “ Altered States: A History of Drug Use in America”
4/15 – Tuesday	10-2 Lecture*, Cornell Notes*	Ch. 12: Forensic Toxicology	1. Notes and Key Terms Review
4/16 – LAB Wednesday		Forensic Toxicology	Video: “Poisoning: What an Autopsy Reveals”
4/17 – Thursday	10-2 Lecture*, Cornell Notes*	Continue Chapter 12	1. Chapter Quiz #11: Chapter 11: Drugs 2. Class discussion

			on Chapter 12
4/22 – Tuesday	10-2 Lecture*, Cornell Notes*	Ch. 13: Trace Evidence I	1. Notes and Key Terms Review
4/23 – LAB Wednesday			1. Complete Lab Quiz #8 2. Tentative: OPD Crime Scene Unit demonstrates Alternate Light Source and Forensic Vacuum
4/24 – Thursday	10-2 Lecture*, Cornell Notes*	Ch. 14: Trace Evidence II	1. Notes and Key Terms Review 2. Class Assignment #6: Application and Critical Thinking (Page 341).
4/29 – Tuesday	10-2 Lecture*, Cornell Notes*	Ch. 15: Biological Stain Analysis	1. Notes and Key Terms Review
4/30 – LAB Wednesday			1. Complete Lab Quiz #9 2. Tentative: Guest Lecture – OPD Bomb Squad AND/OR Arson Investigators from OFD
5/1 – Thursday	10-2 Lecture*, Cornell Notes*	Ch. 16: Forensic Aspects of Fire and Explosion Investigation	1. Chapter Quiz #12: Chapters 12, 13, 14 2. Notes and Key Terms Review
5/6 – Tuesday	10-2 Lecture*, Cornell Notes*	Ch. 17: Document Examination	1. Notes and Key Terms Review
5/7 – LAB Wednesday			1. Complete Lab Quiz #10 2. Tentative: Guest lecture: Computer Forensics Investigator

5/8 Thursday	10-2 Lecture*, Cornell Notes*	Ch. 18: Computer Forensics	1. Notes and Key Terms Review View Video: “ Cybercrime: World Wide War 3.0”
5/13 - Tuesday	FINAL EXAM	11:00 AM - 1:30 PM	Your final exam will be a combination of multiple choice, fill in the blank, short answer, true/false questions

### Student Learning Outcomes (SLOs)

Student Learning Outcome(s)	Core Objectives (CO's)
<p><i>Learner will be able to identify and describe procedures of crime scene investigation, scientific technologies that follow established protocols by first responders, and a preview of how laboratories process gathered evidence.</i></p> <p><i>Learner will be able to identify significant types of crime scene investigation procedures.</i></p> <p><i>Students will demonstrate a basic understanding of the tools used by Criminalistics Officers during crime scene investigations.</i></p> <p><i>Learner will be able to explain the basic physical evidence collection process for various types of crime scenes.</i></p> <p><i>Learner will be able to explain how criminalists in forensic laboratories will process the gathered evidence presented.</i></p>	<p><b>Critical Thinking Skills</b> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information</p>
<p><i>Learner will be able to identify and describe procedures of crime scene investigation, scientific technologies that follow established protocols by first responders, and a preview of how laboratories process gathered evidence.</i></p> <p><i>Learner will be able to identify significant types of crime scene investigation procedures.</i></p> <p><i>Students will demonstrate a basic understanding of the tools used by Criminalistics Officers during crime scene investigations.</i></p> <p><i>Learner will be able to explain the basic physical evidence collection process for various types of crime scenes.</i></p>	<p><b>Communication Skills</b> - to include effective development, interpretation and expression of ideas through written, oral and visual communication</p>

<p><i>Learner will be able to explain how criminalists in forensic laboratories will process the gathered evidence presented.</i></p>	
<p><i>Learner will be able to identify significant types of crime scene investigation procedures.</i></p> <p><i>Students will demonstrate a basic understanding of the tools used by Criminalistics Officers during crime scene investigations.</i></p> <p><i>Learner will be able to explain the basic physical evidence collection process for various types of crime scenes.</i></p> <p><i>Learner will be able to explain how criminalists in forensic laboratories will process the gathered evidence presented.</i></p>	<p><i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions</p>
<p><i>Learner will be able to identify significant types of crime scene investigation procedures.</i></p> <p><i>Students will demonstrate a basic understanding of the tools used by Criminalistics Officers during crime scene investigations.</i></p> <p><i>Learner will be able to explain the basic physical evidence collection process for various types of crime scenes.</i></p>	<p><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</p>
<p><i>Learner will be able to identify significant types of crime scene investigation procedures.</i></p> <p><i>Students will demonstrate a basic understanding of the tools used by Criminalistics Officers during crime scene investigations.</i></p> <p><i>Learner will be able to explain the basic physical evidence collection process for various types of crime scenes.</i></p>	<p><i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making</p>
<p><i>Learner will be able to identify significant types of crime scene investigation procedures.</i></p> <p><i>Students will demonstrate a basic understanding of the tools used by Criminalistics Officers during crime scene investigations.</i></p> <p><i>Learner will be able to explain the basic physical evidence collection process for various types of crime scenes.</i></p>	<p><i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities</p>

**Program-Level Student Learning Outcomes (SLOs)**



<b>Program-Level Student Learning Outcome(s)</b>	<b>Course Learning Outcomes</b>	<b>Specific Assignment</b>
<i>Upon completion of the program, students will be able to investigate a crime scene from commission of the crime to filing of charges on the suspect.</i>	<i>CT, COM, EQS, TW, SR, PR</i>	Lecture quizzes, lab quizzes, Class assignments, lab assignments, final exam
<i>Upon completion of the program, students will be able to report on the ethical considerations of the criminal justice system and the impact of crime on society.</i>	<i>CT, COM, EQS, TW, SR, PR</i>	Lecture quizzes, lab quizzes, Class assignments, lab assignments, final exam
<i>Upon completion of the program, students will be able to report on how the American judicial system functions within the criminal justice system.</i>	<i>CT, COM, EQS, TW, SR, PR</i>	Lecture quizzes, lab quizzes, Class assignments, lab assignments, final exam

## **Odessa College Policies**

### **Tuition Discounts**

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

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

### **Academic Policies**

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

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013*;

## 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. **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**

### **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: First Time Users</b>	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training	Online <a href="#">Click here.</a>

	and resources area.	
<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="#"><u>Click here.</u></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 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>