

# SOCIOLOGY 1301 F1C Course Syllabus

## Faculty Information

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**Name:** Jane Hellinghausen  
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**Phone:** 432-413-4612; 335-6555  
**Office:** Electronics technology 114

<b>Office Hours</b>	
<b>Campus Office Hours: M – W 12 – 1 pm; M-TH 2 – 4PM</b>	<input type="checkbox"/>
<b>Online Office Hours:</b>	<input type="checkbox"/>

### About Your Instructor

Welcome to SOCIOLOGY 1301 at OC! Sociology is the really fun study of society and human behavior. Before we begin our studies, though, let me share some information about myself and my background as a sociologist.

I completed both my Bachelor's and Master's degrees in Sociology at Texas Tech University in the early 1980's and immediately put them to use in my first career as an Adult Probation Officer. Some years later, I found myself (second career) performing marketing, public affairs and sexuality education/training duties at Planned Parenthood of West Texas, Inc. Here, I also became a Certified Family Life Educator through the National Council of Family Relations.

I came to OC in the fall of 1995 (third career) to teach various sociology courses - Principles of Sociology, Human Sexuality, Social Problems, Sociology of the Family and Criminology.

In the fall of 2000 I became the chair of the Psychology/Sociology department. During my tenure at OC I have completed a Master of Science degree in Criminal Justice Administration at UTPB. I have also completed the Texas Certification Course in Gerontology and become a Certified Ombudsman by the Texas Department on Aging. I have been a volunteer Ombudsman (resident advocate) for a nursing home in Midland for thirteen years.

As you can see, sociology and the professional life of a sociologist can be quite diverse! Both my education/training background and practical experiences fall into the fields of Criminology, Gerontology and Human Sexuality.

As a community college educator, I believe that the purpose of college is for students to learn to think critically and to communicate well verbally and in writing. Learning is hard work; it is fun and may take us out of our comfort zones. This is why I give you so many opportunities to work on these :))))))

I believe learning is lifelong and that if we don't learn something new every day, we aren't paying attention!

I believe that students must take responsibility for their own learning! If you have a need, question, problem, or comment, YOU MUST communicate it to the instructor. I am not a mind reader, yet I want each of you to reach your educational goals. Whatever you need from me or this class is only going to happen if YOU MAKE it happen. You must be your own advocate in education and in life!

Finally, as a sign on my office wall says, I believe that "a closed mind is a wonderful thing to lose."

So I encourage you to imagine the possibilities of where your learning will take you..... Enjoy your semester!

#### **Preferred Method of Communication:**

Students will use the **Communication area** for communication in the class - **EXCEPT for Small Group Discussion** which you will find in the Weekly Modules. .

1. The **General Discussion board** (in communication area and all weekly Modules) is for students to post course business, questions, comments.
2. The **Message Center** is where you communicate with me privately.

#### **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 in the Message Center within 24 hours, during the week, 48 hours from Friday at 5 until Monday at 8 am.

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 essays and assignments within one week, or before the next assignment, whichever comes first.

## Textbook Information and Required Hardware/Software

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### Required Textbook:

This is the book you are using, **The Sociology Project and companion MySocLab**. This is an online homework, tutorial, and assessment program that truly engages students in learning. MySocLab helps students better prepare for class, quizzes, and exams.

1. Purchase the book/package - ISBN for purchasing/ordering is 126923269x;
2. You get an access code with the package and then you use MYSOCLAB/Sociology Project. Course id is given when semester begins.

**Hardware:** See <http://www.odessa.edu/dept/it/web/requirements.htm>

### Software:

### Websites:

The Census Bureau  
The Centers for Disease Control and Prevention  
The PEW Research Center  
United Nations  
Population Connections  
Population Reference Bureau  
The Sentencing Project  
The Sexuality Information and Education Council of the US  
The FBI - Uniform Crime Reports  
The Bureau of Justice Statistics  
Pro.Con.Org

## Information About the Course

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### Course Description

Sociology is the scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. (COs 1,2,3,5).

Course Prerequisites: NONE

### Course Topics:

1. The Sociological Imagination
2. Studying the Social World
3. Culture, Media and Communication
4. Social Interaction
5. Social Structure
6. Crime, Deviance and Social Control
7. Social Stratification
8. Race and Ethnicity
9. Immigration
10. Gender and Sexuality
11. Families and Family Life
12. Sociology of Religion
13. Education
14. Population, aging and Health
15. Environmental Sociology
16. Globalization

## Grading

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<i>Type of Assignment</i>	<i>Points</i>	<i>Learning Objective</i>
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1. Multiple choice quizzes (4 at 100 points each) 400 points	400	
2. Miscellaneous Assignments	600	
	1000	
		<b>TOTAL</b>

**Grading Scale:**

- 880 - 1000 points = A
- 780 - 879 points = B
- 680 - 779 points = C
- 580 - 679 points = D
- Under 579 points = F

**About MYSOCLAB Assignments**

1. The work in MYSOCLAB is to supplement student learning;
2. The grades in MYSOCLAB for any assignments, WILL NOT be part of the final grade;
3. Some assignments in MYSOCLAB will be assigned as essay/exercise assignments, but you will be specifically instructed about them;
4. All grades are in Blackboard, under MYGRADES button.

## 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 use:

1. General Discussion Board for asking questions related to general course business;

## 2. Course Messages for private communication with instructor.

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 on the general course board; and
- access my course 3 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 at the discretion of the instructor. Students will be notified of changes, if any, in timely manner.

### General Course Requirements/Assignments/Policies

**TEXTING. Do not use texting style communication** in small discussion groups, on the General Board or on any submitted written assignments. Discussion and written assignment grades are penalized for this incorrect spelling, punctuation, and improper grammar. This is a college course!

## Late Submission Policy:

Late work is **not accepted** except under special circumstances. Acceptance of late work is up to the instructor's discretion. If you feel you have a unique situation/circumstance that prohibits your meeting a deadline, you should communicate it to me privately by email. Students are strongly encouraged to communicate any problems to the instructor in a timely manner.

**Email:** Students enrolled in Odessa College courses must use Odessa College email. Please go to <http://www.odessa.edu/gmail/> to set up your email account if you have not already done so.

## Original Effort/Ethics/Cheating/Plagiarism

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

Ethics, Cheating and Plagiarism "Using someone else's ideas or phrasing and representing those ideas or phrasing as our own, either on purpose or through carelessness, is a serious offense known as plagiarism. "Ideas or phrasing" includes written or spoken material, of course, from whole papers and paragraphs to sentences, and, indeed, phrases. but it also includes statistics, lab results, art work, etc. "Someone else" can mean a professional source, such as a published writer or critic in a book, magazine, encyclopedia, or journal; an electronic resource such as material we discover on the World Wide Web; another student at our school or anywhere else; a paper-writing "service" (online or otherwise), which offers to sell written papers for a fee." (statement taken from <http://webster.commnet.edu/mla/plagiarism.shtml> )

I do not tolerate cheating in any form. If you plagiarize on an essay, copy from another student or cheat on an exam once, that assignment will receive a "0." If you plagiarize copy or cheat the second time, you will receive an "F" in the course.

Cutting and pasting any information from any Internet source is considered cyber plagiarism and will result on a 0 for the first offense and an F in the course for any subsequent offenses.

See the section on "Scholastic Dishonesty" in the updated Odessa College *Student Handbook*.

## Digital Protocol

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

## Attendance Policy

Students must check into Blackboard at least 3 times each week - look at both the Announcements page and General Discussion board. For Small Group discussion, see Modules for access to your group.

## AVID (Achievement Via Individual Determination)

This course has been identified as a course by the Arts and Sciences Division at Odessa College as one in which teaching and learning strategies adopted by AVID will be implemented.

" AVID, Advancement Via Individual Determination, is a college readiness system for elementary through higher education that is designed to increase schoolwide learning and performance. The AVID College Readiness System (ACRS) accelerates student learning, uses research based methods of effective instruction, provides meaningful and motivational professional learning, and acts as a catalyst for systemic reform and change. "

### **Grade Inquiry Policy**

Students can find their grades any time during the semester under the "My Grades" button to the left. It is the responsibility of the student to maintain track of assignment submissions and grades. You can meet anytime with the instructor to discuss your academic progress. Just call 335-6555; 413-4612 or contact instructor using Course Messages.

### **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.

### **Preparation for Computer Emergencies**

#### **Computer Crash**

**Do not procrastinate in getting your work done.** Not having a working computer or a crashed computer will NOT be considered as an acceptable reason for late work. Difficulty accessing or finding a site or conducting research is not an excuse for late work either. A week is sufficient time to complete everything.

**NOTE:** Identify a second computer that you can use when/if your personal computer crashes.

#### **Server problems**

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing of the time and the date. If the server experiences unforeseen problems your course instructor will send an email or text.

#### **Complete Loss of Contact**

If you lose contact with me completely (i.e. you cannot contact me via Blackboard or email), you need to call me at 432-413-4612 or 335-6555.

#### **Lost/Corrupt/Disappeared files**



You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I either do not receive it (lost in cyberspace) or it is corrupted when I open it, it is incumbent upon you to resend it to me, corrected, with little or no “downtime” in regard to the timeline for submission.

## Course Schedule

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<b>DATE</b>	<b>Chapter/Topic/Assignment</b>
January 22	Introduction to Course
January 24	The Sociological Imagination
January 27	Core Concept Video (CCV) What is Sociology; Intro Letter due
January 29	Studying the Social World; CCV Sociological Theory and Research Deadline for registration with MYSOCILAB
January 31	Continued
February 3	Chapter Culture; CCV: What is Culture
February 5	continued
February 7	Chapter Social Interaction; CCV: Socialization
February 10	Continued
February 12	continued
<b>February 14</b>	<b>EXAM 1 Chapters, CCVs above</b>
February 17	Chapter Crime, Deviance and Social Control; CCV: Deviance
February 19	continued
February 21	continued
February 24	continued
February 26	Chapter Social Stratification, Inequality, Poverty, and CCV: Social Stratification and Social Class
February 28	continued
March 3	continued
March 5	continued
March 7	Chapter Race, Ethnicity; CCV: Race, Ethnicity Continued
<b>March 10 - 14</b>	<b>Spring Break</b>
March 17	continue from March 7
March 21	Chapter Immigration
March 24	<b>EXAM Content Above</b>
March 26	Chapter Gender and Sexuality; CCV Sex and Sexuality; Gender

March 28	continued
March 31	continued
April 2	continued
April 4	Chapter Families/Family Life; CCV: Families
April 7	continued
April 9	continued
<b>April 11</b>	<b>Exam 3 Content Above</b>
April 14	Chapter Religion; CCV Religion
April 16	continued
<b>April 18</b>	<b>Good Friday</b>
April 21	Chapter Education; CCV: Education
April 23	Chapter Aging, Population and Health; CCV Health and Medicine
April 25	continued
April 28	continued
April 30	continued
May 2	continued
May 5	Chapter Environmental Sociology: CCV Population, Urbanization and Environment
May 7	continued
May 9	continued
<b>May 12 – 16</b>	<b>FINAL EXAMS</b>

**The above schedule may change if the instructor deems it necessary. Exams WILL be given on the date scheduled or, at times, in the next class period. They will NEVER be given earlier than scheduled.**

### **Course Policies**

**Blackboard.** You must use the Blackboard component of this course. Assignments will be posted and submitted there, as well as your grades available under the MY GRADES button. The **syllabus, course objectives, chapter outlines, review sheets, assignments, and Student/Instructor Engagement** are also on BB (SOI 1301 – F1C). **Course exams are taken in class.**

## **Core Objectives (COs)**

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### **Description of Core Objectives (CO's)**

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

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (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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**SOCIOLOGY**

Sociology 1301 utilizes the scientific method to study and explain human behavior. All courses include instruction of the scientific method, empirical data analyses and relevant theoretical and conceptual application. All courses require students to critically analyze the impact of society and culture on many aspects of human behavior, and require students to illustrate their understanding of course content using written and/or verbal communication skills. Students also explore social issues, their consequences for society and the world, and their own values, actions and responsibilities surrounding these issues.

 = Required Core Objectives

Foundational Component Area	SCH	CT	COM	EQS	TW	SR	PR
Social/Behavioral Sciences	3						

Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.

## Course Objectives

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1. Compare and contrast the basic theoretical perspectives of sociology.
2. Identify the various methodological approaches to the collection and analysis of data in sociology.
3. Describe key concepts in sociology.
4. Describe the empirical findings of various subfields of sociology.
5. Explain the complex links between individual experiences and broader institutional forces.
6. Be familiar with numerous organizations and websites that are relevant to the field of sociology;
7. Report having improved Internet research skills, data analysis, and academic writing skills.

## Learning Outcomes

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Upon successful completion of this course, students will:

1. Compare and contrast the basic theoretical perspectives of sociology.
2. Identify the various methodological approaches to the collection and analysis of data in sociology.
3. Describe key concepts in sociology.
4. Describe the empirical findings of various subfields of sociology
5. Explain the complex links between individual experiences and broader institutional, social and global forces.
6. Be familiar with numerous organizations and websites that are relevant to the field of sociology.

7. Report having improved Internet research skills, data analysis, and academic writing skill
8. Identify major social institutions and their contributions to society.
9. Understand the concept of stratification and identify the many forms it takes in society.

Outcome	CO
1 , 2, 5, 8 ,9	<i>Critical Thinking Skills</i> – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
3, 6 , 7	<i>Communication Skills</i> – to include effective development, interpretation and expression of ideas through written, oral and visual communication
2, 4	<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>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
5, 9	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Program-Level Student Learning Outcome(s)	Course Learning Outcomes	Specific Assignment
Upon successful completion of the program, students will be able to conduct a sociological analysis of a social issue.	Upon successful completion of the course, students will be able to apply key sociological concepts in the analysis of a social issue.	Students will be assigned a social issue to analyze sociologically

# 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. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student’s notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of “F.”** (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

## **Student Support Services and Technical Support**

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### **Blackboard Support**

#### **I can’t log into my Blackboard Course, who do I contact?**

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

#### **I’m having a problem in my Blackboard Course, who do I contact?**

For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor’s Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

#### **Additional Blackboard Help Resources:**

Service	Assistance Provided	Available
<b>Blackboard Help for Students</b>	Website with a searchable list of	Online

	topics on how to navigate and use Blackboard for online courses.	<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 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>
<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> (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 <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>