

- **Name:** Christina Chavez

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

**Phone:** 432-889-6288

**Office:** 432-524-4023

<i>Office Hours</i>	
<b>Campus Office Hours:</b>	8:00-5:00
<b>Online Office Hours:</b>	8:00-5:00

### **About Your Instructor**

*I have been a nurse for the past 21 years and have experience in long-term care, home health, obstetrics, gynecology, pediatrics and nursing education. My two older boys are very involved in rodeo and team roping, so I spend most of my spare time sitting in an arena and spectating! My youngest son is involved in swimming so I am now finding my time at the pool too. I love to read a good book and I also enjoy watching sports, especially the **Dallas Cowboys!** Oh yeah! Keep Smiling!*

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

*Email or cell phone at the address & number listed above.*

### **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):**

1. *Maternity Nursing An Introductory Text, 11<sup>th</sup> Edition; Leifer, Gloria; Evolve, Elsevier, Inc.; 2012*
2. *Pediatric Nursing An Introductory Text, 11<sup>th</sup> Edition; Price, Debra L., and Gwin, Julie F.; Evolve, Elsevier, Inc.; 2012*
3. *Introduction to Clinical Pharmacology, 7<sup>th</sup> Edition; Edmunds, Marilyn Winterton; Evolve, Elsevier, Inc.; 2013*
4. *Medical-Surgical Nursing Concepts & Practice, 2nd edition; deWit, Susan C., and Kumagai, Candice K.; Evolve, Elsevier, Inc.; 2013*
5. *Calculation of Drug Dosages A Work Text, 9<sup>th</sup> Edition; Ogden, Sheila J., and Fluharty, Linda K.; Evolve, Elsevier Mosby; 2012*
6. *Williams' Basis Nutrition and Diet Therapy; 13 Edition; Nix, Staci; Mosby, Elsevier:2009.*

## **Hardware:**

*Students will be required to complete lessons on the computer that at times will have an audio section; therefore headphones will be useful.*

## **Websites:**

*The following is a list of websites, that the student will be required to use for different assignments:*

**atitesting.com**

**evolve.elsevier.com**

- **↑ Information About the Course**



## **Course Description**

*A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. The student will discuss human reproduction and fetal development as related to the normal aspects of childbearing; identify common complications of the mother and newborn during prenatal, antenatal, and postnatal periods; and relate characteristics of the normal newborn and associated nursing interventions to meet identified health care needs utilizing the nursing process. Pharmacological concepts and nutritional considerations will be explored. Continue to focus on the role of a vocational nurse as a Member of a Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team as related to the care and needs of the family including childbearing and neonatal care.*

## **Course Student Learning Outcomes**

1. *Compare the effects of the physiologic changes related to health problems complicating pregnancy*
2. *Identify and discuss human reproduction and fetal development as related to the normal aspects of child bearing*
3. *Identify common complications of the mother and newborn during prenatal, antenatal and postnatal periods.*
4. *Identify the basic philosophy of preparation for childbirth.*
5. *Identify key behavioral and physiologic adaptation of the newborn and nursing assessment.*
6. *Describe and identify the normal and potential problems associated with mother and newborn during postpartum assessment and nursing care.*

## Course Prerequisites:

**Prerequisites:** VNSG 1260, VNSG 1327, VNSG 1500, VNSG 1502 and VNSG 1505

**Co requisits:** VNSG 1334, VNSG 1509, VNSG 1361

## Course Alignment with Industry Standards:

*The Odessa College vocational nursing program is a one-year certificate program to prepare the graduate to become a licensed vocational nurse (LVN). The LVN functions as an important member of a health care team under a licensed physician and/or a registered nurse's supervision. Vocational nurses provide care in a variety of structured health care settings for individual clients who are experiencing common health problems.*

*The Odessa College vocational nursing programs approved by the Texas Board of Nursing. The nursing curriculum plan is approved by the Texas Higher Education Coordinating Board (THECB).*

## Course Topics:

### Maternal Unit Breakdown:

#### Maternal Unit Breakdown & Test Date Schedule:

Unit	Chapter	Description	Tentative Test Date
1	1 2	Contemporary Maternity Care, Family and Cultural Considerations Reproductive Anatomy and Physiology	1/31/2014

<b>2</b>	<b>3</b>	<b>Fetal Development</b>	<b>2/7/2014</b>
<b>3</b>	<b>4</b> <b>5</b>	<b>Physiologic and Psychological Changes During Pregnancy</b> <b>Health Care and Fetal Assessment During Pregnancy</b>	<b>2/11/2014</b>
<b>4</b>	<b>6</b> <b>7</b> <b>8</b>	<b>Process of Normal Labor</b> <b>Nursing Care During Labor</b> <b>Management of Pain During Labor</b>	<b>2/24/2014</b>
<b>5</b>	<b>9</b> <b>10</b> <b>11</b>	<b>Physiologic Adaptation of the Newborn and Nursing Assessment</b> <b>Nursing Care of the Newborn</b> <b>Newborn Feeding</b>	<b>3/4/2014</b>
<b>6</b>	<b>12</b>	<b>Postpartum Assessment and Nursing Care</b>	<b>3/21/2014</b>
<b>7</b>	<b>13</b> <b>14</b>	<b>Health Problems Complicating Pregnancy</b> <b>Complications of Labor and Birth</b>	<b>3/31/2014</b>
<b>8</b>	<b>15</b>  <b>16</b> <b>17</b>	<b>The Newborn at Risk: Conditions Associated w/ Gestational Age</b> <b>and</b> <b>Development</b> <b>The Newborn at Risk: Acquired and Congenital Conditions</b> <b>Postpartum complications</b>	<b>4/8/2014</b>
<b>9</b>	<b>18</b> <b>19</b> <b>20</b> <b>21</b>	<b>The Pregnant Adolescent and Maternity Nursing in the</b> <b>Community</b> <b>Family Planning and Infertility</b> <b>Women's Health Issues</b> <b>Complementary and Alternative Therapies</b>	<b>4/28/2014</b>
<b>ATI</b>		<b>Maternal ATI Proctored Exam</b>	<b>5/8/2014</b>
<b>Final</b>		<b>Maternal Final Exam</b>	<b>5/14/2014</b>

\*Unit 2 will coincide with your Med Surg book chapters 39-41; Care of Women and Men Reproductive disorders, Care of patients with sexually transmitted infections, you will be responsible for these chapters as well, for this unit in maternal child. These chapters will not be covered in med surg.

***\*\*This breakdown and schedule is tentative and is subject to change at the instructors' discretion\*\****

- **↓ Grading**



1. *A minimum grade of C is required In all nursing and allied health courses. Each component within a course must be completed with a C or above or the student will receive a failing grade. A student who fails to attain 75% on a unit examination must provide documentation of remediation by an approved tutor or student mentor. Arrangements must be made in conjunction with an instructor in the program.*
2. *A minimum grade of C must be maintained in the clinical area. This grade will be derived from the averages on nursing care plans, case studies, and all other written clinical assignments. Written work will be factored into the clinical nursing grade which is either 'Pass' or 'Fail.'*
3. *Any grade below 75% will be considered failing.*
4. *A report of grades will be distributed to each student at the completion of each semester.*
5. *A minimum grade of 90% is required on the math competency examination which is administered each semester. The student will have 3 opportunities to pass this examination. A student who does not successfully pass the examination on the first and second attempts will be required to show evidence of remediation with either an instructor or a student who has attained 95% or above on the examination. A student who is unable to pass the competency examination on the third opportunity will be dismissed from the program.*

Overview of Assignments:

<u>Type of Assignment</u>	<u>Percentage</u>	<u>_____</u>
Exams.....	50%	
Daily Work .....	25%	
ATI Proctored Exam .....	10%	
Maternal Newborn Project .....	15%	

## Grading Scale:

- “A” = 90-100
- “B” = 80-89
- “C” = 75-79
- “D” = 60-74
- “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. 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.

## 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.

## **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**

1. Contribute and cooperate with civility.
2. The student must be prompt in reporting for classroom. Tardiness, which is defined as being late in excess of fifteen minutes, is not professional and is an unacceptable practice. Absences are discouraged.
3. When a student is to be absent or late to class, she or he is to notify the instructor.
4. The student is strongly encouraged to attend all classroom sessions. Please refer to the Absence and Tardiness policy. Absences in excess of this policy may result in the dismissal of the student from the program.
5. Acceptance of Late Assignments: Projects or outside assignments are due at the beginning of class on the assigned due date. Missing assignments will not be accepted.
6. Missing an Exam: Exams are defined as formally scheduled examinations covering a major portion of the course content and make up a 50 percent of the overall grade for this course. Every effort should be made

by the student to be present for all exams. If it is necessary for a student to miss an exam, the instructor must be notified and the exam must be taken on the next class day the student is present. 10 points will be taken off of the grade as a penalty for taking the examination late. The instructor has the option to give the same exam or to make up another examination over the same content. If the exam is not made up within the first class day an additional 10 points will be taken off for each day the exam is not taken.

7. Quizzes: Daily work will include quizzes. If the student misses a quiz due to being absent, the student will not have the option to make-up the quiz. Zeros will be recorded and averaged in the final grade.

## Incomplete Policy

An 'Incomplete' grade may be given only if:

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

- **↑ Course Schedule**



*(Tentative and Subject to Change)*

1. Maternal Newborn Grades will consist of exams, daily grades and project. You MUST do your Daily work! You cannot pass this class if you fail to turn in our daily assignments, which include; 3-2-1, study guides, objectives, NCLEX review questions, ATI, quizzes, critical thinking, case studies and Discussion boards. These are 20% of your overall grade.
2. ALL work must have your name on it, if you want the full credit! 25 points will be automatically deducted from grade, for papers turned in with no name!

3. ALL work must be hand written, neat and legible; a zero will be given for work that is sloppy, and illegible. Incomplete work (less than 90% complete) will not be graded and will result in an automatic zero.
4. ATI assignment due dates are listed on your assignment schedule. It is your responsibility to follow this schedule and to ensure your assignments are turned in accordingly. NO EXCUSES!!!
5. 3-2-1 is to be completed by 0830 at the beginning of each unit, and is to be turned in, in the “3-2-1” box. This assignment is for a grade and must be completed to receive credit.
6. Discussion Boards will be accessed through blackboard, and must be answered in detail and complete. There must be a minimum of ONE thread and TWO responses on separate classmate threads. Postings should not include any type of foul language, and responses must be respectful of others. Any violations will result in a ZERO for the assignment. No discussions will be taken past the due date and these cannot be made up.
7. For each unit you will be required to turn in your discussion board, 3-2-1, open book quiz, study guide, NCLEX questions at the end of each chapter, key terms, and any critical thinking and objectives assigned to that unit. These are all due @ 0830 in the RED folder, on the day of the corresponding unit exam. Any assignment turned in late WILL NOT be accepted and will result in a zero.
8. Assignments are NOT group projects, unless otherwise stated by instructor. **You must complete and turn in your own work.**
9. ATI proctored exam is 10% of the Maternal/Newborn Nursing grade. The proctored exams will be scheduled along with the practice exams. You must achieve a 90% on the practice exam(s) to achieve your points toward your final proctored test grade. If you do not have your practice exam(s) on the day assigned, you will not receive credit for them. Each test Practice A, Practice B and the Proctored Exam will be remediated and turned in on the assigned due date. Failure to complete the remediation will not allow you to receive all of your points for your final proctored exam grade. If a level 3 is achieved you will be exempt from the Proctored Exam remediation, with your points still being awarded to you.
10. The Maternal/Newborn project is 10% of your overall grade. It will not be accepted late! You will be presenting this to the class. See your project guidelines!!

**Practice Module**

**ID: TUT146633**

**Dosage Calc. Dem Analysis**

**ID: TUT146639**

- **↓ General Education - Core Objectives (COs)**



<b>DUE DATE</b>	<b>ASSIGNMENT</b>	
Jan. 24	<b>ATI:</b> Fundamentals 1 (Learning System Practice) IV Therapy (Skills Module) Central Venous Access Devices (Skills Module)	
Jan. 31	<b>ATI:</b> Fundamentals 2 (Learning System Practice) <b>ATI: Dosage &amp; Calculations:</b> Dimensional Analysis: Module: Safe Dosage, Medication Administration Dimensional Analysis: Module: Oral Meds, Powdered Meds, Parenteral Meds	
Mar 17	<b>ATI: Dosage &amp; Calculations:</b> Dimensional Analysis: Module: Critical Care Meds, Case Study 1 <b>Skills Module:</b> Med Admin 1	
Apr. 1	<b>ATI: Dosage &amp; Calculations:</b> Dimensional Analysis: Module: Case Study 2 <b>Skills Module:</b> Med Admin 2	
Apr. 21	<b>ATI: Dosage &amp; Calculations:</b> Dimensional Analysis: Module: Case Study 3 <b>Skills Module:</b> Med Admin 3	
Apr. 28	<b>ATI:</b> Maternal Newborn Care (Skills Module) <b>ATI: Dosage &amp; Calculations:</b> Dimensional Analysis: Module: Case Study 4 <b>Skills Module:</b> Med Admin 4	
May 8	<b>ATI</b> Maternal Newborn Final ( <b>Learning System Practice</b> )	

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

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

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (COs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses 2012-2013, page 73*)

## Odessa College's Core Objectives (COs):

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

- **↓ Student Learning Outcomes (SLOs)**



Student Learning Outcome(s)	Core Objectives (CO's)
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1-6	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
1-6	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
1-6	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
2-6	<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
2-6	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
2-6	<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](#)



## 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](#)



## 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 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?**

<i>Main Number</i>	432-335-6861
<i>Campus Location</i>	SUB 204N in the Student Union Building
<i>Email</i>	Becky Rivera-Weiss - <a href="mailto:brivera@odessa.edu">brivera@odessa.edu</a>
<i>Website</i>	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?

<i>Main Number</i>	432-335-6640
<i>FAQ Service</i>	LibAnswers: <a href="http://libanswers.odessa.edu">http://libanswers.odessa.edu</a>
<i>Contact a Specific OC Librarian</i>	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>
<i>LRC Services and Guidelines Website</i>	<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</a>

		<a href="#">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>