

# COURSE SYLLABUS

## CRIJ 1310.H01C Fundamentals of Criminal Law

Fall 2015



**Name:** Professor William Bess

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

**Phone:** 432-349-1543 ( Call or text at reasonable hours)

**Office:** 432-335-6854

**Office:** ET 152B

**Classroom:** 161

<i>Office Hours</i>	
<b>Campus Office Hours:</b>	Mon, Weds, and Thurs - 9:00 AM to 11:00 AM  Tuesday - 8:00 AM to 9:30 AM  Fri - 9:00 AM to 12:00 PM  <b>ALL OTHER TIMES BY APPOINTMENT</b>
<b>Online Office Hours:</b>	Mon, Weds, and Thurs - 9:00 AM to 11:00 AM  Tuesday - 8:00 AM to 9:30 AM  Fri - 9:00 AM to 12:00 PM

	<b>ALL OTHER TIMES BY APPOINTMENT</b>
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### **About Your Instructor**

My name is William Bess. I am a veteran of the United States Military (Army) where I served as a communication specialist. After completing my tour of duty, I enrolled at Sam Houston State University (SHSU). I graduated Summa Cum Laude from SHSU, becoming the first person in my family to earn a college degree. I relocated to Midland, Texas, where I was certified and then employed as a state probation officer for Midland County Community Supervision and Corrections Department from 1994 until 1999. In 1999, I accepted a position with the United States Probation Department, also known as federal probation. I was a presentence investigations writer, a supervision officer, and later a supervisor with US Probation. During my tenure with the probation department, I served as a defensive tactics instructor, gang officer, leadership trainer, and an emergency response team member. In 2007, I received a Master's Degree from The University of Texas of the Permian Basin (UTPB), and I became an adjunct instructor of criminal justice at UTPB in 2009. After resigning from US Probation in 2013, I became self-employed as a leadership trainer, a motivational speaker, and a life-coach. I have taught courses such as Emotional Intelligence, Employee Engagement, Motivation, How to Become an Effective Communicator, Crucial Conversations, Teamwork, etc. I have also taught classes for Midland College as well as Kaplan College. I am a member of Toastmasters, having earned the position of Competent Communicator Bronze. I currently reside in Midland, Texas.

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

Emailing me at [wbess@odessa.edu](mailto:wbess@odessa.edu) is the most effective way of communicating with me. My office phone number is 432-335-6854. In the event of an emergency or a serious issue, you may call or text my cell phone number at 432-349-1543 during reasonable hours. If you text or call, please identify yourself if you leave a message.

### **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

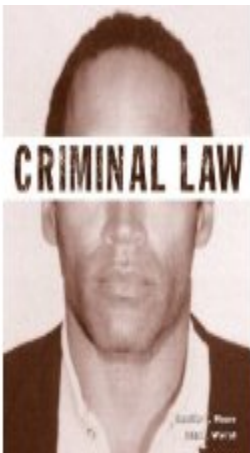
- provide clear information about grading policies and assignment requirements in the course syllabus, and
- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

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:**



*Criminal Law, 1st Edition*

*Author(s): Jennifer L. Moore & John L. Worrall*

*ISBN 13: 978-0-13-314557-1*

## **Hardware:**

The student must have access to a computer with reliable internet access to both the Blackboard course, as well as access to Odessa student email in order to communicate with the instructor and to submit coursework and assignments. There may be occasional websites or course related assignments, information or data requiring this access as well.

## **Software:**

Software requirements for course are relatively simple. You should have the following available. Java (for occasional viewing of media files). Adobe Reader or other similar viewer (for viewing PDF articles and related materials in the course). Microsoft Word (of any vintage) is preferred for creating coursework assignments. Other word processing programs such as OpenOffice (freeware) are acceptable, but please save and submit your work as a **.doc** or **.docx** file whenever possible. You will also need access to PowerPoint. If you do not have PowerPoint, the OC Learning Resource Center has computers available. Also, OpenOffice has Impress, their version of PowerPoint. Reliable access to your OC Blackboard course shell and student email account for submitting coursework and receiving messages and announcements is imperative.

### **↓ Information About the Course**

## **Course Description**

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. This course also analyzes the philosophical and historical development of criminal law and criminal culpability.

## **Course Student Learning Outcomes**

Upon completion of this course, the student will be able to:

1. Identify the elements of crimes and defenses under Texas statutes, Model Penal Code, and case law;
2. Classify offenses and articulate penalties for various crimes;
3. Compare culpable mental states when assigning criminal responsibility;
4. Assess the impact of history and philosophy on current criminal laws;

5. Evaluate the application of criminal law to other areas of criminal justice such as law enforcement and corrections.

## Course Prerequisites:

There is no prerequisite for this course.

## Course Topics:

### Week 1/Module 1

\* Module 1: Foundations of Criminal Law

### Week 2/ Module 1

\* Module 1: Limitations and Elements of Criminal Law

### Week 3/ Module 2

\* Module 2: Defenses to Criminal Liability

### Week 4/ Module 3

\* Module 3: Multiple Offenders and Inchoate Crimes

### Week 5/ Module 4

\* Module 4: Crimes Against Persons

### Week 6/ Module 5

\* Module 5: Crimes Against Property

### Week 7/ Module 6

\* Module 6: Other Crimes

### Week 8/ Exam Prep and Exam

\* Final Exam Review

\*Final Exam

- **↕ Grading**

<i>Type of Assignment</i>	<i>Percentage/Points</i>	<i>Learning Objective</i>
<b>Professionalism and Attendance</b> (See discussion and characterization of	15%	All Learning Objectives

<b>professionalism</b> in this syllabi.) <b>Attendance</b> requires students log in not less than twice per week <b>AND</b> complete all assignments by their deadlines.		
<b>Response/Critical Thinking Assignments</b>	25%	All Learning Objectives
<b>Assignments</b> (Key Terms, 3-2-1 Responses, Marking the Text, Quick-Writes, etc.)	25%	All Learning Objectives
<b>Quizzes</b>	20%	All Learning Objectives
<b>Final Exam</b>  Final Review is worth 60% of the final exam grade and the actual final exam is worth 40% of the final exam grade	20%	All Learning Objectives
	100%	<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. Written assignments will generally be required to be submitted through Blackboard's SafeAssign.

## 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

### Hybrid Course Class Attendance Policy:

Throughout your hybrid course, you will meet with your instructor in a face-to-face format for three hours a week. These courses are eight week courses. The Criminal Justice Department instructors **REQUIRE** attendance to every face-to-face class meeting. If a student misses **two class meetings**, and the absences are unexcused, then the student's overall course grade will be reduced by **one full letter grade** at the end of the course. If a student misses more than **three course meetings** and the absences are unexcused, then the student will **fail the course**.

### Hybrid Course Online Portion of the Hybrid Course:

Although it is **STRONGLY** recommended that students log in to Blackboard at least once a day to check announcements and assignments, a student will only be expected to login at least once within a Module week. (Modules open on Mondays at 8:00 am and close on Sundays at 11:30 pm). If a student logs in once within a Module week, then that student will be in compliance with the online attendance policy for the online portion of this course.

The Criminal Justice Department instructors realize that emergencies happen. Absences will be excused for the following reasons:

*\*A family emergency (The Criminal Justice Department Instructors will consider family emergency events on a case-by-case basis)*



*\*Illness with a doctor's note*

Please note that having to work, the inability to find a babysitter, illness that does not require a doctor's visit, technological malfunctions, needing to take a pet to the vet, or lack of transportation will not be considered excused absences.

## **Professionalism**

As in all workforce venues, but possibly most essential in professions such as criminal justice, being present in a timely fashion, prepared, fully engaged and ready for assignments and duties when expected and needed is critical. In this light, student behaviors such as required meetings with instructor (twice per term), timely attendance, In-Class Participation, timely fulfillment of assignments, and active In-Classroom/Online Engagement and Participation will cumulatively combine to affect the student's grade by **10%**.

## **AVID**

There will be a variety of AVID strategies utilized during the course. Predominately, Guided Lecture Notes with Key terms associated with each reading assignment as well as a 3-2-1 sheet will be used for each chapter. Reading is expected to be done outside of class and the Guided Lecture Notes and Key terms will be completed to aid in retention, focus on important concepts and information and to aid in study. The 3-2-1 sheets will also be done outside of class and brought each day to provide focused material on information that the students found particularly interesting, that they newly learned or that they do not understand as well as they would like to. This will form the In-Class interaction.

## **Grade Inquiry**

It is the responsibility of the student to keep track of assignment submissions and grades. Grades will be posted in a reasonable time period in the Blackboard shell and each student is expected to regularly access the course shell. At any point, you are welcome to meet with or otherwise contact the instructor to discuss your academic progress or issues. Students are encouraged to take full advantage of instructor office hours whenever possible and also contact the instructor to schedule an appointment.

## **General Course Requirements**

1. Attend class and participate fully.
2. Contribute and cooperate with civility.
3. Conduct yourself in a respectful manner and treat each other respectfully.
4. **Submit assignments on time. Late assignments will generally not be accepted except under exceptional circumstances and at the sole discretion of the instructor.**

## 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 at the Discretion of the Instructor)*

<b>Date</b>	<b>Instructional Approach</b>  (* denotes a strategy adopted by AVID)	<b>Topic</b>	<b>Assignment</b>	<b>Assignment Submission</b>
Tuesday, 9-25-15	Face to Face  Lecture	Class Introductions- Welcome to class/Icebreaker  Syllabus Review  3-2-1 Expectations  Cornell Notes Review	Quickwrite: What do you know about criminal law?  Read Ch.1, pp. 1 -20  3-2-1 Response	Face to Face submission to instructor
Thursday 8-27-15  Module 1	Face to Face  Guided Lecture Notes  10-2 Lesson	Ch. 1., pp 1-20  Discuss 3-2-1 Sheet	Read Chapters 2 and 3, pp. 22-56  3-2-1 Sheet	Face to Face submission to instructor
Tuesday 9-1-15  Module 1	Face to Face  Guided Lecture Notes  10-2 Lesson	Discuss Chapters 2 and 3, pp. 22-56  Discuss 3-2-1 Sheet  Quickwrite: Your biggest takeaway from	Read Chapter 4, pp. 57-73  3-2-1- Sheet	Face to Face submission to instructor

		the first three chapters.		
Thursday 9-3-15 Module 2	Face to Face Guided Lecture notes 10-2 Lesson	Discuss Chapter 4, pp. 57-73 Discuss 3-2-1 Sheet Quiz over Chapters 1-4	Read Chapter 5, pp. 73-91 3-2-1- Sheet	Face to Face submission to instructor
Tuesday 9-8-15 Module 2	Face to Face Guided Lecture notes 10-2 Lesson	Discuss Chapter 5, pp. 73-91 Discuss 3-2-1 Sheet	Read Chapter 6, pp. 91-106 3-2-1- Sheet	Face to Face submission to instructor
Thursday 9-10-15 Module 3	Face to Face Guided Lecture notes 10-2 Lesson	Discuss Chapter 6, pp. 91-106 Discuss 3-2-1 Sheet Think-Pair-Share on the topic of September 11	Read Chapter 7, pp. 106-123 3-2-1- Sheet	Face to Face submission to instructor
Tuesday 9-15-15 Module 3	Face to Face Guided Lecture notes 10-2 Lesson	Discuss Chapter 7, pp. 106-123 Discuss 3-2-1 Sheet Quiz over Chapters 5-7	Read Chapter 8, pp. 123-139 3-2-1- Sheet	Face to Face submission to instructor
Thursday 9-17-15 Module 4	Face to Face Guided Lecture notes 10-2 Lesson	Discuss Chapter 8, pp. 123-139 Discuss 3-2-1 Sheet	Read Chapter 9, pp. 139-156 3-2-1- Sheet	Face to Face submission to instructor
Tuesday 9-22-15 Module 4	Face to Face Guided Lecture notes 10-2 Lesson	Discuss Chapter 9, pp. 139-156 Discuss 3-2-1 Sheet	Read Chapter 10, pp. 156-172 3-2-1- Sheet	Face to Face submission to instructor
Thursday 9-24-15 Module 5	Face to Face Guided Lecture notes 10-2 Lesson	Discuss Chapter 10, pp. 156-172 Discuss 3-2-1 Sheet Quiz over Chapters 8-10	Read Chapter 11, pp. 172-187 3-2-1- Sheet	Face to Face submission to instructor

Tuesday 9-29-15 Module 5	Face to Face Guided Lecture notes 10-2 Lesson	Discuss Chapter 11, pp. 172-187 Discuss 3-2-1 Sheet	Read Chapter 12, pp. 187-204 3-2-1- Sheet	Face to Face submission to instructor
Thursday 10-01-15 Module 6	Face to Face Guided Lecture notes 10-2 Lesson	Discuss Chapter 12, pp. 187-204 Discuss 3-2-1 Sheet	Read Chapter 13, pp. 204-217 3-2-1- Sheet	Face to Face submission to instructor
Tuesday 10-06-15 Module 6	Face to Face Guided Lecture notes 10-2 Lesson	Discuss Chapter 13, pp. 204-217 Discuss 3-2-1 Sheet	Begin Final Exam Review in Cornell Notes format	Face to Face submission to instructor
Thursday 10-08-15	Face to Face Guided Lecture notes 10-2 Lesson	In Class Discussions Final Exam Review	Complete Final Exam Review in Cornell Notes format	Face to Face submission to instructor
Tuesday 10-13-15	Face to Face	Take Final Exam		Face to Face submission to instructor

• † Student Learning Outcomes (SLOs)

Student Learning Outcome(s)	Core Objectives (CO's)
<p>1. Identify the elements of crimes and defenses under Texas statutes, Model Penal Code, and case law;</p> <p>2. Classify offenses and articulate penalties for various crimes;</p> <p>3. Compare culpable mental states when assigning criminal</p>	<p>Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information</p>

<p><i>responsibility;</i></p> <p><i>4. Assess the impact of history and philosophy on current criminal laws;</i></p> <p><i>5. Evaluate the application of criminal law to other areas of criminal justice such as law enforcement and corrections.</i></p>	
<p><i>1. Identify the elements of crimes and defenses under Texas statutes, Model Penal Code, and case law;</i></p> <p><i>2. Classify offenses and articulate penalties for various crimes;</i></p> <p><i>3. Compare culpable mental states when assigning criminal responsibility;</i></p> <p><i>4. Assess the impact of history and philosophy on current criminal laws;</i></p> <p><i>5. Evaluate the application of criminal law to other areas of criminal justice such as law enforcement and corrections.</i></p>	<p><i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication</p>
<p><i>1. Identify the elements of crimes and defenses under Texas statutes, Model Penal Code, and case law;</i></p> <p><i>2. Classify offenses and articulate penalties for various</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>crimes;</i></p> <p><i>3. Compare culpable mental states when assigning criminal responsibility;</i></p> <p><i>4. Assess the impact of history and philosophy on current criminal laws;</i></p> <p><i>5. Evaluate the application of criminal law to other areas of criminal justice such as law enforcement and corrections.</i></p>	
<p><i>1. Student will discover ways to effectively work with others to support a shared purpose and a common goal.</i></p> <p><i>2. Student will gain the ability to consider different viewpoints.</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>1. The student will demonstrate personal accountability as it relates to the application of criminal statutes.</i></p>	<p><i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making</p>
<p><i>1. The student will choose citizen responsibilities as they apply to criminal statutes.</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>

## ↕ 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 2014-2015*, 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 2014-2015*, page 39)

- **↑ 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	Online <a href="#">Click here.</a>

	<p>provides a system requirements check, configuration instructions, and training and resources area.</p>	
<p><b>Blackboard Collaborate: Essentials for Participants</b></p>	<p>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.</p>	<p>Online <a href="#">Click here.</a></p>

## 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>Email</b>	<a href="mailto:library@odessa.edu">library@odessa.edu</a>
<b>Campus Location</b>	1 <sup>st</sup> floor of the Learning Resources Center (LRC)
<b>Website with Additional Help and Information</b>	<a href="http://www.odessa.edu/dept/library">http://www.odessa.edu/dept/library</a> Ask A Librarian: <a href="https://www.odessa.edu/dept/library/askalibrarian.htm">https://www.odessa.edu/dept/library/askalibrarian.htm</a>

### Equipment and Services Provided:

The Murry H. Fly Library, located in the Learning Resources Center, is a full-service academic library whose mission is to provide research and other educational resources to the Odessa College community.

Super Search, the library’s centralized search engine, offers easy access locating materials in the library’s collection. The following resources are available through the library.

- **Books, Videos, CDs** – 30,000+ books and 4,000+ media holdings
- **Ebooks** – 50,000+
- **Specialized databases** for current students – 60+  
\*Remote access requires OC login
- **Magazines, newspapers, & scholarly journals**
- **Interlibrary loan services** of material from participating Texas libraries
- **Online Tutorials**  
\*Tips for research strategies
- **Computers for online research, homework, and printing**
- **Selected textbooks** for short-term use in the library only
- **Photocopier and FAX service** – There is a charge associated with these services
- **VHS/DVDs** – in library use only
- **Quiet study rooms** for individual and group study  
\*Must check in at the main desk
- **Larger meeting rooms** – for events, educational workshops, and group computer use. Reservations required

## TUTORING SERVICES

Odessa College provides tutoring services to assist students in meeting their academic and career goals. The College strives to provide new and updated resources and services at no charge to OC students. Computers provide Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing, and mathematical skills.

Appointments are preferred, but walk-ins are accepted as availability allows. Tutoring services are offered in a number of locations on and off campus. For more information or to make an appointment:

- **Student Success Center**, located in the Learning Resources Center, provides support for a variety of academic subjects as well as TSI test prep, AVID, study skills training, workshops, assistance with Blackboard, student email, OC portal, student orientation tours, and more.

<b>Main Number</b>	432-335-6878
<b>Email</b>	<a href="mailto:studentsuccesscenter@odessa.edu">studentsuccesscenter@odessa.edu</a>
<b>Campus Location</b>	1st floor of the Learning Resources Center (LRC)

<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 Chat Assistance</b>	<a href="#">Click Here</a> Subject to availability. (If no one is currently available, call or email)

- **Math Lab**, located on the second floor of the Wood Math and Science building, provides support for all math-related tutoring

<b>Math Lab Main Number</b>	432-335-6537
<b>Email</b>	<a href="mailto:mymathlab@odessa.edu">mymathlab@odessa.edu</a>
<b>Campus Location</b>	Wood Math and Science building, Room 201
<b>Website with Additional Help and Information</b>	<a href="http://www.odessa.edu/dept/ssc/math_lab.htm">http://www.odessa.edu/dept/ssc/math_lab.htm</a> Provides support for all math related tutoring

- **Synapse Lab**, located on the third floor of the Wood Math and Science building, provides support for all science-related tutoring

<b>Synapse Lab Main Number</b>	Coming soon
<b>Email</b>	<a href="mailto:SynapseLab@odessa.edu">SynapseLab@odessa.edu</a>
<b>Campus Location</b>	Wood Math and Science building, Room 308
<b>Website with Additional Help and Information</b>	<a href="http://www.odessa.edu/dept/biology/tutoring.htm">http://www.odessa.edu/dept/biology/tutoring.htm</a> Provides support for all science related tutoring

- **Writing Center**, located on the first floor of Wilkerson Hall, provides support for all writing-related tutoring

<b>Writing Center Main Number</b>	Coming soon
<b>Email</b>	<a href="mailto:writingcenter@odessa.edu">writingcenter@odessa.edu</a>
<b>Campus Location</b>	Wilkerson Hall, 106
<b>Website with Additional Help and Information</b>	<a href="#">Coming soon</a> Provides support for writing related tutoring

- **Offsite tutoring services** are available in the Rodeo and Agriculture Graham Center located in Gardendale

- **Online tutoring** is available 24/7 through Upswing, which will start Fall II, a web-based, student-friendly service

## 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>