

# COURSE SYLLABUS

CRIJ 1337.W01C Intro to Homeland Security

Fall 2015



**Name:** Professor William Bess

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

**Office:** 432-335-6854

**Office:** ET 152B

<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:**

*Introduction to Homeland Security, 1st Edition*

*Editors(s): Keith Gregory Logan and James D. Ramsey*

*ISBN 13: 978-0-8133-4598-7*

#### **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 an overview of the Department of Homeland Security (DHS). It is an evaluation of the progression of homeland security issues throughout the United States. We will examine the roles undertaken by the government and the methods utilized to respond to the preeminent issues facing the United States, and the role DHS plays. This course provides an overview of the elements involved in homeland security as well as challenges the industry will face while maintaining mission operations and staff accountability in the midst of overlapping roles and responsibilities in our rapidly changing world.

### **Course Student Learning Outcomes**

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

1. Identify the necessity of the Department of Homeland Security ;
2. Define terms related to Homeland security;
3. Compare security policy before 9/11 with policy changes to the policy after 9/11 and the formation of DHS;
4. Analyze Terrorism and its relationship to DHS, and appraise threats terrorists pose to the United States;
5. Examine how transportation systems are at risk and protected from terrorist threats;
6. Describe the ethical considerations involved in homeland security issues;
7. Discover investigative and prevention processes that DHS utilizes to deter and prosecute activity detrimental to the safety of the citizens of the United States;
8. Examine the present issues and the future of the DHS;
9. Write an emergency response plan.

### **Course Prerequisites:**

There is no prerequisite for this course.

## **Course Topics:**

### **Week 1/Module 1**

\* Module 1: Chapter 1

### **Week 2/ Module 1**

\* Module 2: Chapter 2

### **Week 3/ Module 3**

\* Module 3: Chapters 4 and 5

### **Week 4/ Module 4**

\* Module 4: Chapters 6 and 7

### **Week 5/ Module 5**

\* Module 5: Chapters 8 and 9

### **Week 6/ Module 6**

\* Module 6: Chapters 10 and 11

### **Week 7/ Module 7**

\* Module 8: Chapters 12 and 13

### **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 <b>professionalism</b> in this syllabi.) <b>Attendance</b> requires students log in not less than once per week <b>AND</b> complete all assignments by their deadlines.	15%	All Learning Objectives
<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

Online Course Attendance Policy:

Unlike a traditional classroom based course, you do not need to show up to class at a specific time every day to earn your class participation grade on an online course. Instead you need to complete the online lesson presentations, assignments, quizzes, and discussions by the due dates specified by your instructor. Though we *strongly* encourage students to log in to Blackboard at least *once a day* to check assignments and announcements, a student will only be required to log on once in a Module week. Modules open on Mondays at 8: am and close on Sundays at 11:30 pm.

Online Etiquette:

The objective in an online discussion is to be collaborative, not combative. Please proofread your responses carefully before you post them to ensure they are not offensive to others. Take the opportunity to use discussions to develop your skills in collaboration and teamwork. Treat the discussion area as a creative environment where you and your classmates can ask questions, express opinions, revise opinion, and take a position on a topic, just as you would in a more traditional classroom setting.

Emergencies:

The Criminal Justice Department instructors realize that emergencies happen. Failure to comply with the required amount of online time 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 ( logging on), timely fulfillment of assignments, and active Online Engagement and Participation will cumulatively combine to affect the students 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 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 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 online 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 online 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>
8-24 thru 28  Module 1	*Cornell Notes	Chapter 1: A First Look at the Department of Homeland Security	Blog: Tell me about yourself by answering the following questions:  Where are you from? (Born and raised)  Where are you going? (What do you want to be when you grow up)  Why are you here? (Why are	Online submission to instructor

			<p>you here at Odessa College)</p> <p>What to you hope to gain from this course?</p> <p>Quickwrite: What do you know about DHS?</p> <p>Read Ch. 1, pp. 5 -17</p> <p>3-2-1 Response</p>	
8-31 thru 9-4 Module 2	*Cornell Notes	Ch. 2: Homeland Security Law and Policy	<p>Read Chapter 2 , pp. 19-42</p> <p>3-2-1 Sheet</p>	Online submission to instructor
9-7 thru 9-11 Module 3	*Cornell Notes	<p>Ch. 4: Critical Infrastructure Protection</p> <p>Ch. 5: Homeland Security Intelligence</p>	<p>Read Chapters 4 and 5, pp. 73-122</p> <p>3-2-1- Sheet</p> <p>Blog about 9/11</p>	Online submission to instructor
9-14 thru 9-18 Module 4	*Cornell Notes	<p>Ch. 6: Defense Support of Civil Authorities</p> <p>Ch. 7: Homeland Security Technology</p>	<p>Read Chapters 6 and 7, pp. 125-178</p> <p>3-2-1- Sheet</p>	Online submission to instructor
Tuesday 9-8-15	*Cornell Notes	Ch. 8: Environmental Security and Public Health	Read Chapters 8 and 9, pp. 203-260	Online submission to instructor

Module 2		Ch. 9: Emergency Management	3-2-1- Sheet	
Thursday 9-10-15 Module 3	*Cornell Notes	Ch. 10: Strategic Communication  Ch. 11: Strategic Planning	Read Chapters 10 and 11, pp. 263-310  3-2-1- Sheet	Online submission to instructor
Tuesday 9-15-15 Module 3	*Cornell Notes	Ch. 12: Terrorism and Counterterrorism  Ch. 13: America and terrorism in the Twenty-First Century	Read Chapters 12 and 13, pp. 313-361  3-2-1- Sheet	Online submission to instructor
Thursday 9-17-15 Module 4	Cornell Notes	Final Exam Review  Final	Final Exam Review  Final Exam	Online submission to instructor

### Student Learning Outcomes (SLOs)

Student Learning Outcome(s)	Core Objectives (CO's)
<i>1. Students will learn and comprehend how the criminal justice system functions and specifically as related to the Department of Homeland Security.</i>	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
<i>1. Students will identify the elements of crimes and defenses as identified by DHS;</i>  <i>2. Students will classify offenses and articulate penalties for various crimes;</i>  <i>3. Students will compare culpable mental states when assigning</i>	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication

<p><i>criminal responsibility regarding terrorism;</i></p> <p><i>4. Students will assess the impact of history and philosophy of current criminal laws in regards to counter-terrorism and articulate such findings.</i></p>	
<p><i>1. Students will identify the elements of crimes and defenses investigated by the DHS;</i></p> <p><i>2. Students will classify offenses and articulate penalties for various crimes;</i></p> <p><i>3. Students will compare culpable mental states when assigning criminal responsibility;</i></p> <p><i>4. Students will assess the impact of history and philosophy of the DHS;including identifying risk assessment</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>1. Students will discover ways to effectively work with others to support a shared purpose and a common goal.</i></p> <p><i>2. Students 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. Students will demonstrate personal accountability as it relates to the application of criminal statutes and the threat of the security of the United States.</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. Students will learn how to problem solve when confronted with</i></p>	<p><i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability</p>

<i>issues related to criminal behavior.</i>	to engage effectively in regional, national, and global communities
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## 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
Blackboard Help for Students	Website with a searchable list of topics	Online <a href="#">Click here.</a>

	on how to navigate and use Blackboard for online courses.	
<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	Online <a href="#">Click here.</a>

	<p>first-time or experienced, would benefit from reviewing the information here.</p>	
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## 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. <i>(If no one is currently available, call or email)</i>

- **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
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<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>

## 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).**