

# PTHA 2409

## Therapeutic Exercise

*Fall 2015*

### Faculty Information

---



**Name:** Dr. Mikala Reznik  
**E-Mail:** [mreznik@odessa.edu](mailto:mreznik@odessa.edu)  
**Phone:** 432.335.6842  
**Office:** CT 104A

Office Hours	
<b>Campus Office Hours:</b>	Monday to Thursday 2:30 pm-3:30 pm Tuesday & Thursday 9:00 am-11:00 am Friday 10 am to noon
<b>Online Office Hours:</b>	n/a

Image accessed on 8.22.2015 at:  
[http://rlv.zcache.com/i\\_love\\_physical\\_therapy\\_sticker-p217022721680036972envb3\\_400.jpg](http://rlv.zcache.com/i_love_physical_therapy_sticker-p217022721680036972envb3_400.jpg)

#### About Your Instructor

*The world of physical therapy is fascinating. Welcome to your first semester in the PTA Program!*

#### Preferred Method of Communication:

*Please communicate your thoughtfully posed question to my email [mreznik@odessa.edu](mailto:mreznik@odessa.edu) , via phone call or visit my office.*

#### 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 other PTA faculty) 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. Fundamentals of Orthopedic Management for the Physical Therapist Assistant, 3<sup>rd</sup> Edition; by Shankman & Manske; Mosby, 2011; ISBN 978-0-323-05669-4
2. Therapeutic Exercise for the Physical Therapist Assistants, 3<sup>rd</sup> Edition, by Bandy & Sanders; Wolters Kluwer/LWW, 2013; ISBN 978-1-60831-42001
3. PTHA 2409 course packet

### **Hardware:**

*n/a*

### **Software:**

*n/a*

### **Websites:**

*See links provided on Blackboard*

### **Methods of Presentation:**

*Lectures, reading assignments, videos, discussion, and outside projects and assignments.*

## Information About the Course

---

### **Course Description**

Concepts, principles, and application of techniques related to therapeutic exercise and functional training. In addition to exercise concepts, various orthopedic conditions are studied, with emphasis on diagnosis-specific precautions and treatment guidelines.

Prerequisite: PTHA 2460.

Corequisites: PTHA 2201 and PTHA 2435.

### **Course Student Learning Outcomes**

Outcome (per WECM)
--------------------

Describe the principles of therapeutic exercise; formulate a rationale for the implementation of therapeutic exercise; demonstrate techniques of therapeutic exercise and functional training; execute patient education; and demonstrate communication skills.

- 1.0 Understand the characteristics of therapeutic exercise.
- 2.0 Understand the role of the physical therapist assistant in the provision of therapeutic exercise.
- 3.0 Understand the response of various body systems to exercise.
- 4.0 Understand effective use of various types of exercise equipment.
- 5.0 Understand various manual therapeutic exercise techniques.
- 6.0 Understand specific parameters of selected types of exercise which are required to produce desired outcomes.
- 7.0 Understand specific characteristics of selected orthopedic conditions.
- 8.0 Demonstrate and provide instruction in appropriate exercise techniques for various diagnoses and understand guidelines for progression of exercises based on patient responses.

### **Competencies:**

- 1.0 To demonstrate competency in understanding the characteristics of therapeutic exercise, the student should be able to:
  - 1.1. Define therapeutic exercise.
  - 1.2. Define and differentiate selected types of exercise, including passive, active and active-assisted range of motion, stretching, strengthening, coordination, endurance (aerobic, conditioning, reconditioning) and relaxation exercises, posture awareness training and proprioceptive neuromuscular facilitation.
  - 1.3. Define and differentiate selected types of strengthening exercise, including isometric, isotonic, isokinetic, concentric and eccentric exercise.
- 2.0 To demonstrate competency in understanding the role of the physical therapist assistant in the provision of therapeutic exercise, the student should be able to:
  - 2.1. Describe the process of treatment planning to achieve short and long term goals established by the supervising physical therapist.
  - 2.2. Identify specific patient responses and conditions which require the physical therapist assistant to contact the supervising physical therapist for additional guidance before proceeding with therapeutic exercise.
  - 2.3. Describe requirements for effective documentation of therapeutic exercise.
  - 2.4. Analyze patient scenarios to determine patient readiness for treatment, ongoing appropriateness of therapeutic exercise and potential need for adjustments within the plan of care.
- 3.0 To demonstrate competency in understanding the response of various body systems to exercise, the student should be able to:
  - 3.1. Describe changes in heart rate and blood pressure which normally occur during exercise.
  - 3.2. Measure heart rate and blood pressure during and after aerobic exercise and compare the changes which are observed to the expected normal response
  - 3.3. Describe changes in muscle, bone and other connective tissue which normally occur during exercise.
  - 3.4. Describe changes in selected body systems and structures which normally occur as a result of exercise.
- 4.0 To demonstrate competency in effective use of various types of exercise equipment, the student should be able to:
  - 4.1. Describe types of exercises which can be performed using selected pieces of exercise equipment
  - 4.2. Determine the most effective piece or type of exercise equipment to use to accomplish selected treatment goals
  - 4.3. Incorporate appropriate exercise equipment into class presentations of treatment programs.
- 5.0 To demonstrate competency in understanding of various manual therapeutic exercise techniques, the student should be able to:
  - 5.1. Perform selected passive range of motion, manual stretching, manual strengthening, inhibition and facilitation techniques.
  - 5.2. Describe manual exercise techniques to accomplish treatment goals identified in the plan of care.
- 6.0 To demonstrate competency in understanding specific parameters of selected types of exercise which are required to produce desired outcomes, the student should be able to:

- 6.1. Describe specific characteristics of exercise (frequency, intensity, duration, movement quality, etc.) necessary to effect desired changes when using selected exercises.
- 6.2. Apply exercise parameters appropriately in the provision of therapeutic exercise programs.
- 7.0 To demonstrate competency in understanding specific characteristics of selected orthopedic conditions, the student should be able to:
  - 7.1. Describe the structure which is affected and the characteristics of selected orthopedic injuries.
  - 7.2. Describe general treatment guidelines for selected orthopedic conditions.
  - 7.3. Describe specific precautions during the treatment of selected orthopedic conditions.
- 8.0 To demonstrate competency in demonstrating and providing instruction in appropriate exercise techniques for various diagnoses and understanding of guidelines for progression of exercises based on patient responses, the student should be able to:
  - 8.1. Describe exercises which are typically used for the treatment of selected diagnoses.
  - 8.2. Demonstrate selected exercise techniques, including passive, active and active-assisted range of motion, stretching, strengthening, coordination, endurance (aerobic, conditioning, reconditioning) and relaxation exercises, posture awareness training and proprioceptive neuromuscular facilitation.
  - 8.3. Instruct other students in the performance of selected exercises.
  - 8.4. Describe specific criteria for progression of exercises within the plan of care as patient conditions change.

## **Course Topics:**

### **INTRODUCTION**

- I. Definitions
- II. Goals of Therapeutic Exercise
- III. Objectives of Therapeutic Exercise
- IV. Characteristics of Therapeutic Exercise
- V. Characteristics of Effective Patient Supervision
- VI. Patient Status Assessment
- VII. Treatment planning

### **PROPRIOCEPTIVE NEUROMUSCULAR FACILITATION (PNF)**

- I. Introduction
- II. Patterns of The Head, Neck and Trunk
- III. Extremity Patterns
- IV. Specific Techniques
- V. Application of PNF Techniques Within the Developmental Sequence

### **EXERCISE EQUIPMENT**

- I. General Guidelines
- II. ROM and Stretching Equipment
- III. Strengthening Equipment
- IV. Endurance Equipment
- V. Coordination / Balance Equipment

### **STRENGTHENING EXERCISE**

- I. Definitions
- II. Benefits of Strengthening Exercises
- III. Goals of Strengthening Exercise
- IV. Indications for Strengthening Exercise
- V. Precautions
- VI. Contraindications for Strengthening Exercises
- VII. Types of Muscle Contractions
- VIII. General Guidelines for Strengthening Exercises
- IX. Isotonic Exercise
- X. Progressive Resistance Exercises (PRE's)
- XI. Practical Application of PRE
- XII. Isometric Exercise
- XIII. Isokinetic Exercise
- XIV. Plyometric Exercises (stretch-shortening drills)
- XV. Closed Kinetic Chain Exercises
- XVI. Progression (beginning with weakness or injury)
- XVII. Circuit Training
- XVIII. Special Populations
- XIX. Reversibility or "Detraining"

## RELAXATION EXERCISES

- I. Definitions
- II. Review of Autonomic Nervous System
- III. Goals of relaxation exercises
- IV. Relaxation Principles
- V. General Guidelines
- VI. Interventions to Enhance the Effectiveness of Relaxation Exercises
- VII. Techniques for General Relaxation

## STRETCHING EXERCISES

- I. Definitions
- II. Contractile Tissue (Muscle)
- III. Causes of Flexibility Loss
- IV. Multi-joint Flexibility
- V. General Guidelines for Stretching Exercises
- VI. Stretching Techniques

## ENDURANCE (AEROBIC) EXERCISES

- I. Definitions
- II. Cardiovascular System Response to Endurance Exercise
- III. Respiration Response to Endurance Exercise
- IV. Muscle Response to Endurance Exercises
- V. Abnormal Responses to Aerobic Exercise
- VI. Health Benefits from Endurance Exercise
- VII. Guidelines for Cardiovascular Endurance Exercises
- VIII. Guidelines for Muscular Endurance Exercises
- IX. Precautions

## ORTHOPEDIC INJURIES

- I. Definitions
- II. Ligament Injury (Sprains)
- III. Treatment of Ligament Injuries
- IV. Bone Injury - Fracture
- V. Treatment of Fractures
- VI. Cartilage Injury and Treatment
- VII. Muscle Injury and Treatment
- VIII. Tendon Injury and Treatment

## THE ELBOW AND FOREARM

- I. Elbow / Forearm Exercises
- II. Nerve Injuries Around the Elbow Joint
- III. Lateral Epicondylitis (Tennis Elbow)
- IV. Medial Epicondylitis (Golfers Elbow)
- V. Medial Valgus Stress Overload
- VI. Fractures / Dislocations
- VII. Total Elbow Arthroplasty

## THE WRIST AND HAND

- I. Wrist / Hand Exercises
- II. Rheumatoid Arthritis
- III. Carpal Tunnel Syndrome
- IV. de Quervain's Disease (de ker vanz)
- V. Sprains
- VI. Fractures
- VII. Dupuytren's Disease (de pwe trahn)
- VIII. Tendon Injuries and Repairs
- IX. Complex Regional Pain Syndrome (CRPS)

## THE SHOULDER

- I. Shoulder Exercises
- II. Impingement Syndrome
- III. Rotator Cuff Tears
- IV. Anterior Shoulder Dislocation
- V. Posterior Shoulder Dislocation
- VI. Adhesive Capsulitis
- VII. Acromioclavicular Joint Sprain
- VIII. Fractures
- IX. Shoulder Arthroplasty

X. Shoulder Arthrodesis

THE HIP

- I. Definitions
- II. Hip Exercises
- III. Hip Fractures
- IV. Pelvic fractures
- V. Osteoarthritis (DJD)
- VI. Total Hip Replacement (Arthroplasty)
- VII. Hemiarthroplasty of Hip
- VIII. Legg-Calvé-Perthes Disease (leg-cal-VAY-PER-teez)
- IX. Trochanteric Bursitis
- X. Ischial Bursitis (ischioagluteal bursitis, Tailor's or Weaver's bottom)
- XI. Iliopectineal bursitis (Psoas bursitis)
- XII. Soft Tissue Injuries

THE KNEE

- I. Knee Exercises
- II. Anterior Cruciate Ligament Sprain
- III. Posterior Cruciate Ligament Sprain
- IV. Medial Collateral Ligament Sprain
- V. Meniscus Injuries
- VI. Articular Cartilage Injuries
- VII. Patellofemoral Pain Syndromes
- VIII. Fractures
- IX. Total Knee Replacement (arthroplasty)

THE ANKLE AND FOOT

- I. Functional Relationships of the Ankle and Foot
- II. Ankle / Foot Exercises
- III. Ankle Sprains
- IV. Achilles Tendinopathy
- V. Achilles Tendon Rupture
- VI. Overuse Syndromes
- VII. Fractures of the Ankle and Foot
- VIII. Foot Deformities
- IX. Total Ankle Replacement
- X. Arthrodesis (fusion)

TMJ AND FACIAL MUSCLES

- I. TMJ Dysfunction
- II. Bell's Palsy
- III. CVA with facial droop and poor oral control

WOMEN'S HEALTH

- I. Anatomic and Physiologic Changes of Pregnancy
- II. Pregnancy Induced Pathology/Problems and Treatment
- III. Childbirth Preparation Exercises
- IV. Postpartum Exercises
- V. Mastectomy

THE SPINE

- I. The Lumbar Spine
- II. Lumbar Strains and Sprains
- III. Lumbar Disc Injury
- IV. Other Lumbar Spine Pathologies
- V. The Thoracic Spine
- VI. The Cervical Spine
- VII. Cervical Strains and Sprains
- VIII. Cervical Disc Injury
- IX. Other Cervical Spine Pathologies
- X. Mechanical Traction for Disc Injuries
- XI. Spine Exercises

COORDINATION EXERCISES

- I. Definitions
- II. Development of Coordination
- III. Coordination Assessment
- IV. General Guidelines for Coordination Exercises

## Grading

---

<i>Type of Assignment</i>	<i>Percentage/Points</i>	<i>Learning Objective</i>
<b>Tests/Quizzes</b>	50%	1-8
<b>Labs/Project/Presentations</b>	15%	1-8
<b>Special Tests Practical</b>	15%	1-8
<b>Final Exam</b>	20%	1-8
	100%	<b>TOTAL</b>

### Grading Scale:

“A” = 90-100

“B” = 80-89

“C” = 70-79

“D” = 60-69

“F” = 0-59

**Note: Students must make a minimum grade of C (70%) in each PTHA course in order to remain in the PTA Program.**

### Testing Policy

Be advised, students will not be permitted to verbally ask questions of the instructor (for clarification or any reason otherwise) during a test/exam of any PTA class. Students may contact the instructor if they are in need of a restroom break or have an emergency/illness. In this case, the student will be escorted by faculty into the restroom or other location, accordingly. Students should dress and plan appropriately for the exam: no jackets/hoodies, no caps/hats/scarves, no water bottles/beverages at their testing station. Students are recommended to have hydration available during the exam, and are permitted to keep their marked container where it is in full view of the instructor (i.e. a student's water bottle may be where the instructor is seated to proctor the exam).

### Missing an Exam:

Exams are defined as formally scheduled examinations covering a major portion of the course content and cumulatively comprising a relatively large percentage of the overall grade for a 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 prior to the scheduled exam time and arrangements must be made for make-up, to be taken at the OC Testing Center. It is the instructor's option to give the same exam as the one missed or a different exam over the same content. If the exam is not made up within one class day, a 5% per day penalty will be assessed each day the exam is not taken, including weekend.

### PTA Test Review Policy

Following an assessment/exam, a hard copy with correct answers indicated will be available in the instructor's office for students to review. Review will be supervised by the instructor. Students will not have access to paper or electronic media while reviewing the exam. Students will have access to review a test for one week after receiving their grade.

## 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/Academic Honesty Policy

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

The Physical Therapist Assistant Program at Odessa College requires students adhere to the highest standards of academic integrity. Students are entrusted to be honest in **every phase of their academic life** and to present as their own work only that which is genuinely theirs. Cheating, plagiarism, collusion, violation of test conditions, taking part in dishonest behavior, or other falsification of academic work is a serious breach of College standards.

*“Cheating on a test” shall include:*

- a. Copying from another student’s test paper;*
- b. Using test materials not authorized by the person administering the test,*
- c. Collaborating with or seeking aid from another student during a test without permission from the test administrator,*
- d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test,*
- e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test,*
- f. Substituting for another student, or permitting another student to substitute for one’s self, to take a test,*
- g. Bribing another person to obtain an unadministered test or information about an unadministered test,*

*h. Access to material previously used for assessment, without written permission from the test administrator.*

*“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.*

Depending upon the nature of the case, a student guilty of academic dishonesty may receive penalties ranging from a grade of "F" for the work submitted to expulsion from the Program. Upon signing into Blackboard for the course PTHA 1201 and clicking 'Begin' for an exam, you are electronically signing your name to the Original Effort/Academic Honesty Policy with the addition of the following statement: **I certify I have read the above statement and pledge to adhere to the highest standards of academic integrity.**

### **Course Alignment with Industry Standards**

This course is required as a component of the degree plan for an AAS in PTA. CAPTE accreditation of the PTA program can be found on the PTA Program website [www.odessa.edu/dept/pta](http://www.odessa.edu/dept/pta). 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 PTA 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.

### **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. Tape recordings are not permitted without the written consent of the instructor, per the PTA Handbook.

**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: **WORD format (doc or docx) or PDF (\*preferred).**

### **Attendance Policy**

Students are expected to attend class regularly. Regular attendance at lecture and lab is essential and has a direct effect on the final grade that a student earns in class. Non-attendance on the part of a student may result in grade penalty or may lead to dismissal from the program.

A student should attend all lecture and laboratory sessions. Habitual or patterned absenteeism in lecture or lab will not be tolerated. As soon as such a problem is identified, the student will be required to meet with the faculty to determine a course of action and, if the problem is not corrected, the student will be subject to dismissal from the program. Absences in laboratory sessions are particularly problematic because of the lost opportunity to practice skills; therefore, students will be penalized for missing more than one lab session per semester. Should a student miss more than one lab session, one point for each missed session will be deducted from the final course grade.

All absences must be reported to the appropriate faculty member prior to the start of class. If the faculty member cannot be reached directly, a voice mail message may be left. Failure to notify the faculty prior to an absence will affect the student's Professional Behaviors Assessment.

**Note: 3 unexcused absences will result in loss of 10 points from the student's final grade, at the discretion of the PTA instructor.**

## **AVID**

Multiple AVID strategies are utilized in this course, including but not limited to JigSaw, Think-Pair-Share, Quick Write, Muddiest Point.

## **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. Attend class and participate.
2. Complete all scheduled unit exams.
3. Complete all lab check-offs, as applicable
4. Complete all worksheets
5. Complete all assigned projects and/or presentations
6. Complete the final exam
7. **Submit assignments on time. Late work will not be accepted without instructor written approval. Medical and/or family circumstances which warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.**
8. Contribute and cooperate with civility.

## **Acceptance of Late Assignments**

Projects or outside assignments are due at the beginning of class on the assigned due date or otherwise noted on Blackboard. Late papers will receive a 5% per day grade penalty. This penalty will continue to be assessed each day the assignment is not turned in.

## **Incomplete Policy**

An 'Incomplete' grade may be given only if the student has:

1. Passed all completed work
2. Completed a minimum of 75% of the required coursework.
3. An Incomplete form is submitted

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.

# **Course Schedule**

---

*See Blackboard for Course Calendar*

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

---

<b>Program-Level Student Learning Outcome(s)</b>	<b>Course Learning Outcomes</b>	<b>Specific Assignment</b>
--	---------------------------------	----------------------------

<b>REINFORCED: Upon completion of the program, students will be able to employ critical thinking skills in their identification of problems, collection and analysis of information and/or equipment, and conclusions.</b>	7.0	Special Tests Practical
<b>REINFORCED: Upon completion of the program, the student will be able to develop a message that communicates understanding of one or more program/core objectives.</b>	8.0	Presentation
<b>REINFORCED: Upon completion of the program, students will be able to score minimum projection percentiles needed for the National Physical Therapist Assistant Exam based on the number of correct responses to the questions on the Mock Board Exam.</b>	2.0	Final Exam

## Odessa College Policies

---

### Tuition Discounts

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

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

### Academic Policies

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

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

### **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)**

#### **MURRY H. FLY LIBRARY**

<i>Main Number</i>	432-335-6640
<i>Email</i>	<a href="mailto:library@odessa.edu">library@odessa.edu</a>
<i>Campus Location</i>	1 <sup>st</sup> floor of the Learning Resources Center (LRC)
<i>Website with Additional Help and Information</i>	<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
<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

## Student Success Center (SSC) / AVID Center

### How do I contact the Student Success Center?

*Appointments are preferred, but walk-ins will be served as soon as possible.*

<b>Main Number</b>	432-335-6673
<b>Campus Location</b>	1st floor of the Library
<b>Website with Additional Help and Information</b>	<a href="http://www.odessa.edu/dept/ssc/">http://www.odessa.edu/dept/ssc/</a>
<b>Live Online Assistance / Chat</b>	<a href="#">Click Here</a> (If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)

### Equipment and Services Provided:

The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online <a href="#">Click here for more information.</a>
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online <a href="#">Click here for more information.</a>
Study Skills	Tools needed to succeed	On Campus and Online <a href="#">Click here for more information.</a>
Basic Technology	To navigate classes, email, etc.	On Campus and Online
Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online <a href="#">Click here for more information.</a>
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online <a href="#">Click here for more information.</a>
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus <a href="#">Click here for more information.</a>
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online <a href="#">Click here for more information.</a>

### Veterans Support

#### How do I contact the office for Veteran's Outreach?

<b>Main Number</b>	432-335-6833
<b>Campus Location</b>	204M (Help Center) in the Student Union Building
<b>Email</b>	Gloria Rangel - <a href="mailto:grangel@odessa.edu">grangel@odessa.edu</a>
<b>Website</b>	To find out more about services provided by the Veteran's Outreach office, please visit: <a href="http://www.odessa.edu/dept/counseling/veterans/index.htm">http://www.odessa.edu/dept/counseling/veterans/index.htm</a>