

RNSG 1261

COURSE NAME: Clinical Registered Nurse- Common Concepts

Fall 2015

Faculty Information

Name: Professor Jackline Sirengo
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Phone: 432-335-6627
Office: CT 208

Office Hours	
Campus Office Hours:	Tue 9:00 - 12 Noon
	Tue 2:00 - 5pm
	Wed 2:00 - 5pm
Online Office Hours	Thu 3:00 - 4pm

About Your Instructor:

Ms. Sirengo received an MSN from the University of Texas at Arlington. She has strong clinical background in medical surgical area. She feels that nursing is a calling and hopes to project that to the students.

Preferred Method of Communication:

Students can access the professor using the above email address. They can also call the office number provided above during office hours and leave a message, or call on cellphone number that will be provided in class. Phone calls made to cell phone could be made between 0600 and 2100 hours. The professor will do her best to respond promptly to missed calls and emails.

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 Saturdays. I am not online Sundays;
- 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 assignments within 2 weeks of the due date.

Textbook Information and Required Hardware/Software

Textbook(s):

Doenges, M. E., Moorhouse, M. F., & Murr, A. C. (2013). Nurse's pocket guide: Diagnoses, prioritized interventions, and rationales (13th ed.). Philadelphia, PA: F.A. Davis.

[ISBN-13: 978-0803627826]

Gahart, B. L., & Nazareno, A. R. (2014). 2015 intravenous medications: A handbook for nurses and health professionals (31st ed.). St.Louis, MO: Mosby/Elsevier.

[ISBN-13: 978-0323084758]

Ignatavicius, D. D. & Workman, M. L. (2016). Medical-surgical nursing: Patient-centered collaborative care, single volume (8th Ed.). St. Louis, MO: Saunders/Elsevier.

[ISBN-978-1-4557-7255-1]

Pagana, K. D., & Pagana, T. J. (2014). *Mosby's manual of diagnostic and laboratory tests* (5th ed.). St Louis, MO: Mosby/Elsevier.

[ISBN-13: 978-0323089494]

Vallerand, A. H., & Sanoski, C. A. (2014). *Davis's drug guide for nurses* (14th ed.). Philadelphia, PA: F.A. Davis.

[ISBN-13: 978-0803639768]

Hardware:

Speakers are needed for podcasts. Ear buds are needed for computer lab

Software:

Adobe Reader is needed for viewing PDF articles in the course

Computer Browsers:

- Mac users should use Firefox
- PC users may use any browser except IE10

Websites:

You will access course materials for this course by logging into **Blackboard** at <https://blackboard.odessa.edu/webapps/login/>.

<https://www.atitesting.com/>; <http://qsen.org/>; <http://davisplus.fadavis.com/index.aspx>

Shadow Health Website: <http://app.shadowhealth.com/>

Student Account Setup Guide: http://bit.ly/How_to_Register

Technical Requirements: http://bit.ly/System_Requirements

Link to Shadow Health Support: <http://support.shadowhealth.com>

Course Registration PIN for Students: **August2015-2029-4175-7986-6449**

The following websites are utilized in this course:

<https://www.atitesting.com>; <http://qsen.org>; <http://davisplus.fadavis.com/Index.aspx>

Students, if you have problems logging onto Blackboard, please call the Student Success Center at 335-6673 for assistance.

Campus Computer Labs

Information About the Course

Course Description:

A health-related work-based experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Students provide patient centered care for adults with common medical and surgical problems with a focus on safety and quality. Time management skills and organizational skills are strengthened as students provide total care for one to two patients during each clinical experience. Accountability and responsibility are expanded through the use of evidence based practice and information technology. Interdisciplinary teamwork and therapeutic communication are utilized. Administration of parenteral and non-parenteral medications is included in selected clinical experience.

Course Prerequisites:

Traditional: *RNSG 1513, 1360, 1193, 1301*

Co-requisite Courses:

Traditional: RNSG 1441

Course Topics:

Advance Directives, Time Management, Communication with Interdisciplinary Team/ Referrals, Report to Nurses, Informed Consent, Information Technology, Intro to Quality Improvement, Accident/Errors/Injury/ Prevention (ROM) (DVT)(Med Errors), Handling Hazardous and Infectious Materials (Radiation), Continuity of Care/Home Safety, Asepsis/Perioperative/Anesthesia introduce Epidurals, Health Promotion/Illness Prevention, High Risk Behaviors, Behavioral Interventions, End of Life Care/Grief & Loss/Palliative Care/Post- mortem care, Alzheimer's Support System, Eye/Ear/Irrigation/ Glaucoma, Fractures/Management/Circulation check/ Cast/

Traction, Electrolytes/Balance/Imbalance, Enteral Nutrition, Peripheral Parenteral Therapy/ Blood & Blood Products, IV STARTS/IVPB, Wound dehiscence, DM Chronic complications (insulin therapy) / CBG's, Lab values/Interpretation/ Skills Collection, Potential for Alteration/Aspiration/NG tubes/post op DM poor circulation, Potential for complications, Elimination/Foley/TURP/Bladder Irrigation, Focus Post Op Assessment, Total Joint Replacement, Peripheral Vascular Disease, UTI, Wound healing/ Ulcers, COPD, HTN/ Atherosclerosis/ Arteriosclerosis, OA and RA/ Arthritis, Thyroid/ Hypo and Hyper, Gall bladder/ appendectomy..

Grading

EVALUATION AND GRADING:

All course work is required. All aspect of course work must be submitted in order to successfully pass this course. Course grades are based on **successfully** meeting all clinical objectives and obtaining a 75 or better average on written and simulated work. RNSG 1261 receives a final grade of PASS/FAIL.

Grading Criteria	Weighted Value
Concept Maps	40%
Mid Rotation Simulation	30%
Comprehensive Simulation Experience	30%
Total Value	100%

Grading Scale:

"PA=Pass (scored above 75% and met all objectives for course)

F=Fail

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 timely manner.

For ALL CURRENT NURSING POLICIES please refer to the CURRENT nursing student handbook. ALL policies and standards are in effect for RNSG 1261.

Original Effort

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.

Course Alignment with Industry Standards

(Insert Here)

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 note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **The electronic recording of the time on Blackboard will be considered the time**

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

Attendance Policy: See student nursing handbook

Students are expected to attend class regularly. Students are expected to notify the course instructor of absences prior to the beginning of class.

AVID

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in this course, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

General Course Requirements

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **Submit assignments on time.**

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.

Course Schedule

(Tentative and Subject to Change)

RNSG 1261 LESSON PLANS FALL 2015					
We ek 1	Date	Topics/ Learnin g Activities / Assignments	Related CLOs	Weekly Student Learning Outcomes	Evaluation method

Thurs	08/27 /15	- Informatics, QI, Teamwork, Collaboration, EBP, Sepsis IM, SQ, IV skills check offs Assessment, Lab interpretation, Aseptic Practice, Safety, Informatics (Best Practice – CDC) Care of patients with Fluid and Electrolyte Imbalances Parenteral therapy	Demonstrate focused assessments on one to two patients in a timely and organized manner. Use evidence based practice to interpret assessment data to identify problems, formulate outcomes, and develop plans of care for patients and their families	By the end of this week, students will be able to: 1. Determine patients who are at risk for sepsis through assessment 2. Identify laboratory tests used to diagnose patients with sepsis 3. Explain patient teaching to minimize risk for developing sepsis 4. Demonstrate safe administration of PO, SQ, IM, IV medications 5. Demonstrate use of informatics and best practice when providing patient care	Return demonstrations, Concept Maps AND Specialty Areas paperwork

				<p>6. Complete assessment on a patient with fluid and electrolyte imbalance including laboratory data</p> <p>7. Prioritize interventions for a patient who has a change in fluid and electrolyte balance</p> <p>8. Identify laboratory tests used to diagnose patients with fluid and electrolyte imbalances</p>	
Week 2 Thurs	09/03 /15	<p>Assessment and care of patients with problems of the</p> <p>1. Hematologic system,</p>	<p>Demonstrate focused assessments on one to two</p>	<p>By the end of this week, students will be able to:</p> <p>1. Safely administer</p>	<p>Return demonstrations,</p> <p>Concept Maps</p>

		<p>Blood and blood products, Transfusions, 2. Peri-operative patients, (INR, CBC, etc.), IV check off, IM, SQ DVT, Risk for PE, suture, staple removal, surgical dressing and, Pain management</p>	<p>patients in a timely and organized manner. Use evidence based practice to interpret assessment data to identify problems, formulate outcomes, and develop plans of care for patients and their families. Administer parenteral and non-parenteral medications to adults utilizing the five rights</p>	<p>parenteral medications 3. Assess and prioritize care of patients with hematologic problems 4. Apply knowledge of physiology and behavioral principles to describe preoperative assessment 6. Describe the roles and responsibilities of all intraoperative personnel 7. Prioritize care for patients recovering from surgery during the first 24 hours</p>	<p>AND Specialty Areas paperwork</p>
Week 3	09/10/15	Arthritis/Musculoskeletal	Demonstrate	By the end of this week,	Return demonstrations,

<p>Thurs</p>		<p>fractures, Total joint Replacement for Hips and Knees</p> <p>Traction, casts, drains, and external fixation, amputations</p> <p>Neuro-vascular assessment,</p> <p>Cast care</p> <p>GI System</p> <p>Feeding tubes, NG tubes insertion, NG tube suction, Nasal duodenal tube, PEG tube</p>	<p>accountability and responsibility in the provision of patient centered care to culturally diverse patients including age, religion, ethnicity, economic s, and gender.</p> <p>Administer parenteral and non-parenteral medications to adults utilizing the five rights</p> <p>Use evidence based practice to interpret assessment data to identify problems,</p>	<p>students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate the role of a nurse in prevention of complications of the hip and knee arthroplasty 2. Create a plan of care for patients with casts, traction, and external fixation 3. collaborate with health care team to provide care to patients with arthritis 4. Prioritize care for patients with musculoskeletal trauma 5. Provide patient teaching on factors that place patients at risk for GI problems 6. Complete focused 	<p>Concept Maps</p> <p>AND</p> <p>Specialty Areas paperwork</p>
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			<p>formulate outcomes, and develop plans of care for patients and their families</p>	<p>assessment on patients with GI disorders and identify deviations from normal</p> <p>7. Identify proper nutrition and drug therapies of patients experiencing disorders of the GI system</p>	
<p>Week 4 Thurs</p>	<p>09/17 /15</p>	<p>Endocrine</p> <p>Hyperthyroid</p> <p>Hypothyroid</p> <p>S/S and treatment of hypoglycemia,</p> <p>Nutritional Status – monitoring,</p> <p>Capillary blood glucose monitoring</p> <p>Cardiovascular</p> <p>Hypertension</p>	<p>Demonstrate accountability and responsibility in the provision of patient centered care to culturally diverse patients including age, religion, ethnicity, economic</p>	<p>By the end of this week, students will be able to:</p> <p>1. Identify nutrition and drug therapies of patients experiencing diabetes mellitus</p> <p>2. Assess patients and identify deviations from normal within the endocrine system as</p>	<p>Return demonstrations,</p> <p>And plan of care during Mid-rotation Simulations and Evaluations</p>

		<p>PAD, PVD</p> <p>Atherosclerosis</p> <p>Arteriosclerosis</p>	<p>s, and gender.</p> <p>Administer parenteral and non-parenteral medications to adults utilizing the five rights</p> <p>Use evidence based practice to interpret assessment data to identify problems, formulate outcomes, and develop plans of care for patients and their families</p>	<p>related to the thyroid</p> <p>3. Effectively manage patients with hypoglycemia and hyperglycemia emergencies</p> <p>4. Complete focused assessment and identify deviations from normal in patients with cardiovascular disorders</p> <p>5. Prioritize care for patients with history of cardiovascular disorders</p> <p>6. Prepare patient teaching on nutrition and drug therapies of patients experiencing disorders of the CV system</p> <p>7. Identify tests used for</p>	
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				diagnosing CV disorders	
Week 5 Thurs	09/24/15	Sensory Eye and ear disorders, Ear and eye irrigation, Alzheimer's Cancers Radiation Chemotherapy Surgery Pain management	Demonstrate accountability and responsibility in the provision of patient centered care to culturally diverse patients including age, religion, ethnicity, economic status, and gender. Administer parenteral and non-parenteral medications to adults utilizing the five rights	By the end of this week, students will be able to: 1. Describe nursing care for patients with eye and vision limitations. 2. Implement precautions to prevent infection and falls in patients with ear and hearing problems 3. Prioritize care for patients with ear and hearing problems 4. Demonstrate ear and eye irrigation in the lab 5. Identify community resources to support caregivers and patients with	Return demonstrations, Concept Maps AND Specialty Areas paperwork

			Use evidence based practice to interpret assessment data to identify problems, formulate outcomes, and develop plans of care for patients and their families	Alzheimer's disease 6. Document a plan of care for patients with Alzheimer's 7. Assess and identify patients at risk for oncologic emergencies 8. Describe the proper scheduling of antiemetic therapy to ensure prevention or relief of chemotherapy-induced nausea and vomiting 9. Prioritize nursing interventions for patients with neutropenia or thrombocytopenia	
Week 6	10/01/15	End of Life,	Demonstrate therapeutic	By the end of this week,	Return demonstrations,

<p>Thurs</p>		<p>Palliative care</p> <p>Advance directives</p> <p>Post mortem care</p> <p>Grief and loss (Therapeutic communication)</p> <p>Respiratory,</p> <p>COPD,</p> <p>Asthma</p> <p>Oxygen Therapy</p>	<p>communication in collaboration with the health care team to provide patient centered care.</p> <p>Demonstrate accountability and responsibility in the provision of patient centered care to culturally diverse patients including age, religion, ethnicity, economics, and gender.</p>	<p>students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate incorporation of culture and beliefs in the care of the dying patient 2. Apply Evidence based practice in prioritizing care for the dying patient 3. Demonstrate therapeutic communications when providing care to the dying patient and the family 4. Perform respiratory assessment on patients with history of asthma and COPD 5. Discuss nutrition and drug therapies of patients experiencing disorders of the Respiratory system 	<p>Concept Maps</p> <p>AND</p> <p>Specialty Areas paperwork</p>
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				<p>6. Provide patient teaching on how to prevent asthma attacks</p> <p>7. Explain to patients with COPD how to tolerate activities</p>	
<p>Week 7 Thurs</p>	<p>10/08 /15</p>	<p>Renal System UTI, BPH, TURP, Prostate cancer, Pyelonephritis , Glomerulonephritis, Bladder irrigation</p>	<p>Demonstrate therapeutic communication in collaboration with the health care team to provide patient centered care. Demonstrate</p>	<p>By the end of this week, students will be able to:</p> <p>1. Complete a concept map for persons experiencing disorders of the urinary system utilizing theories of development and consideration</p>	<p>Return demonstrations, Concept Maps AND Specialty Areas paperwork</p>

		Renal lab values, I & O,	accountability and responsibility in the provision of patient centered care to culturally diverse patients including age, religion, ethnicity, economics, and gender	of cultural differences 2. Identify tests utilized for diagnosing urinary disorders	
Week 8 Thurs	10/15 /15	Simulation FINAL EVALUATIONS	Demonstrate focused assessments on one to two patients in a timely and organized manner Use evidence based practice to interpret assessments	By the end of this week, students will be able to: 1. safely administer parenteral and non-parenteral medications 2. Completed focused assessment on a patient with renal disorders 3. Provide nutrition and	FINAL SIMULATION And Evaluations

			<p>t data to identify problems, formulate outcomes, and develop plans of care for patients and their families</p> <p>Administer parenteral and non-parenteral medications to adults utilizing the five rights</p> <p>Demonstrate therapeutic communication in collaboration with the health care team to provide patient</p>	<p>drug therapies teaching to patient and family members</p>	
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			centered care		
			Dressing Changes, wound care, Collecting U/As, C&S , pain management, Psy/Spiritual needs, Case studies over end of life A review of skills Foleys, NG-tubes, IVs and IVPB,		

			Hand washing		

Core

Objectives (COs)

Description of Core Objectives (CO's)

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

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

Odessa College's Core Objectives (COs):

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

Course Objectives :

WECM End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

LEARNING OUTCOMES:

1. Demonstrate focused assessments on one to two patients in a timely and organized manner.
2. Use evidence based practice to interpret assessment data to identify problems, formulate outcomes, and develop plans of care for patients and their families.
3. Administer parenteral and non-parenteral medications to adults utilizing the five rights.
4. Demonstrate accountability and responsibility in the provision of patient centered care to culturally diverse patients including age, religion, ethnicity, economics, and gender.
5. Demonstrate therapeutic communication in collaboration with the health care team to provide patient centered care.

Learning Outcomes

Student learning outcomes

Outcome	ICO
Use evidence based practice to interpret assessment data to identify problems, formulate outcomes, and develop plans of care for patients and their families.	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
Demonstrate therapeutic communication in collaboration with the health care team to provide patient centered care.	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
Administer parenteral and non-parenteral medications to adults utilizing the five rights	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
Demonstrate therapeutic communication in collaboration with the health care team to provide patient centered care	<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

Demonstrate focused assessments on one to two patients in a timely and organized manner.	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
Demonstrate accountability and responsibility in the provision of patient centered care to culturally diverse patients including age, religion, ethnicity, economics, and gender	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Odessa College Policies

Tuition Discounts

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

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

Academic Policies

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

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013*; *Student Rights & Responsibilities* <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.

- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at <http://www.odessa.edu/dept/counseling/disabilities/index.htm>. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

Student Support Services and Technical Support

Blackboard Support

I can't log into my Blackboard Course, who do I contact?

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. 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 on how to navigate and use Blackboard for online courses.	Online Click here.
Blackboard On Demand Learning Center for Students	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online Click here.
Blackboard Collaborate: First Time Users	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online Click here.
Blackboard Collaborate: Essentials for Participants	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 Click here.

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. 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?

Main Number	432-335-6861
Campus Location	SUB 204N in the Student Union Building
Email	Becky Rivera-Weiss - brivera@odessa.edu
Website	To find out more about services provided by the Special Populations office, please visit: http://www.odessa.edu/dept/counseling/disabilities/index.htm

Learning Resources Center (LRC; Library)
MURRY H. FLY LIBRARY

Main Number	432-335-6640
Email	library@odessa.edu
Campus Location	1 st floor of the Learning Resources Center (LRC)
Website with Additional Help and Information	http://www.odessa.edu/dept/library Ask A Librarian: https://www.odessa.edu/dept/library/askalibrarian.htm

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.

Main Number	432-335-6878
Email	studentsuccesscenter@odessa.edu
Campus Location	1st floor of the Learning Resources Center (LRC)
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Chat Assistance	Click Here 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

Math Lab Main Number	432-335-6537
Email	mymathlab@odessa.edu
Campus Location	Wood Math and Science building, Room 201
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/math_lab.htm 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

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

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

Writing Center Main Number	Coming soon
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Email	writingcenter@odessa.edu
Campus Location	Wilkerson Hall, 106
Website with Additional Help and Information	Coming soon 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.

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

Equipment and Services Provided:

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

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online Click here for more information.
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online Click here for more information.
Study Skills	Tools needed to succeed	On Campus and Online

		Click here for more information.
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 Click here for more information.
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online Click here for more information.
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 Click here for more information.
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online Click here for more information.

Veterans Support

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

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