

SRGT 1505 Introduction to Surgical Technology

Faculty Information



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Office Hours

Campus Office Hours:

Monday 1630- 1700
Tuesday 0800 -1200
Wednesday/Thursday 1430-1700

About Your Instructor: Good Morning, I hope to bring a wealth of information to you each day from my 30+years of experience as an educator and RN. I recently obtained my CST so I could be mobile in the Surgical Technology field. My clinical expertise comes from working in the OR since 1976 in a variety of roles from scrub to first assistant. My most recent clinical experience was in a community hospital from 2002 until 2014, where I worked in the entire perioperative arena including scrubbing and circulating. I have been working with surgical technology students since 1982 in a variety of roles that included precepting clinical students in the operating room to being an Educator (1984-2014) and Program Director (1998- current).

Preferred Method of Communication:

Please use email as your primary method of communication. kflickinger@odessa.edu

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

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

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- post grades for discussion postings within one week of the discussion thread closing.
- provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Textbook Information and Required Hardware Software

Textbook(s):

Association of Surgical Technologists, (2013). *Surgical technology for the surgical technologist: a positive care approach*. Delmar, New York.

Rothrock, J. (2014). *Alexander's care of the patient in surgery*. Elsevier, Missouri.

Rutherford, C. (2010) *Differentiating surgical equipment and supplies*. F.A.Davis, Philadelphia.

Rutherford, C. (2012). *Differentiating surgical instrumentation*. F.A.Davis, Philadelphia.

Information About the Course

Course Description

Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts.

Course Outcomes

1. Explain the physical, interpersonal, and ethical aspects of the operating room environment
2. Relate basic concepts of surgical pharmacology and anesthesia
3. Identify basic concepts of technological sciences
4. Demonstrate patient care concepts

Course Prerequisites: Acceptance into the program, CPR with AED for Healthcare provider, physical with immunizations and titers, background check and substance abuse screening.

Course Corequisites: BIOL 2401, SRGT 1509, SRGT 1260, HPRS 1106

Course Topics:

Module 1 **Orientation to Surgical Technology**

1. Demonstrate knowledge of health care delivery system and health care occupations
2. Demonstrate understanding of the roles and responsibilities of the surgical technologist
3. Demonstrate knowledge of the surgical team members
4. Demonstrate understanding of preferred employment skills
5. Demonstrate understanding of effective communication and interpersonal skills

Module 2 **Legal Concepts, Risk Management and Ethical Issues**

6. Demonstrate an understanding of legal terms, principles and potential legal torts, regarding professional practice of law and the healthcare system.
7. Demonstrate knowledge of legal responsibilities and scope of practice for the surgical technologist including potential medical errors and incidents, their prevention and liability issues such as malpractice insurance.
8. Demonstrate knowledge of documentation requirements, including informed consent, incident reports, the patients chart, and risk management practices.
9. Demonstrate an understanding of ethical decision making and the scope of practice, including moral and ethical issues, the AST Code of Ethics and ethical dilemmas.
10. Demonstrate an understanding of the credentialing and accreditation process and the relationship to public health.

Module 3 **The Surgical Patient**

11. Assess the patient's response to illness and hospitalization.
12. Demonstrate awareness that all surgical patients have the right to the highest standards and practices in asepsis.
13. Distinguish and assess physical, spiritual and psychological needs of the patient.
14. Distinguish and assess the cultural and religious influences on the surgical patient.
15. Compare and contrast the patient's responses to the process of death.
16. Discuss the procedure for a patient death in the Operating Room.
17. Compare and contrast the surgical care considerations for pediatric patients and patients who are obese, diabetic, pregnant, immunosuppressed, disabled, geriatric or experiencing trauma.
18. Evaluate the unique physical and psychological needs of each special population.
19. Compare and contrast the intraoperative considerations for pediatric patients and patients who are obese, diabetic, pregnant, immunosuppressed, and disabled, geriatric or traumatized that relate to postoperative wound healing.
20. Evaluate the role of the surgical technologist for the surgical care of each special population.
21. Assess the ethical commitment that is required of the surgical technologist as it relates to special population care.
22. Determine the general needs associated with special populations of surgical patient.
23. Discuss surgically treatable diseases and tumor types.

Module 4 Physical Environment and Safety Standards

24. Recognize the design types of the OR.
25. Review the type of air handling systems required in the OR and the temperature and humidity required to maintain a sterile field.
26. Indicate cleaning procedures, traffic patterns, and routines required in the operative environment.
27. Recognize the working environment of the OR.
28. Determine the physical components of the OR.
29. Distinguish among support services that work with the OR team in the care of the patient.
30. Classify hospital departments that relate to surgical services.
31. Recognize the hazards to the patient in the surgical environment.
32. Analyze the role of the surgical technologist in the protection of self, patient and others from hazards in the operative environment.
33. Discuss Post Anesthesia Care Unit (PACU) and requirements for it.

Module 5 Biomedical Science

34. Recognize basic components of a computer system.
35. Demonstrate basic word processing, Internet, and email functions.
36. Apply computer knowledge to safe patient care.
37. Cite the basic principles of electricity and their application in the OR.
38. Apply electrical safety precautions.
39. Interpret the basic concepts of robotics.
40. Analyze the geometrical concepts of robotics and the mechanisms of robotic systems.
41. Apply the principles of robotics to safe patient care practices in the OR.
42. Demonstrate principles of sterile technique during robotic surgical procedures.

Module 6 Surgical Pharmacology and Anesthesia

43. Recognize general terminology and abbreviations associated with pharmacology and anesthesia.
44. Describe the process of ensuring consumer safety for drugs in the OR.
45. Describe drug handling and state practice acts.
46. Explain the major concepts that guide medication use and dosage selection.
47. Explain the medication process and prevention of medication errors.
48. Recognize different drug delivery systems and labeling.
49. Convert equivalents from one system to another and accurately identify, mix and measure drugs for patient use.
50. Explain the properties of common local anesthetics and calculate the dose used in the OR.
51. Describe general anesthesia.
52. Describe the importance of MAC.
53. Describe the different medications used in each phase of anesthesia
54. Describe the role of the surgical technologist in each phase of anesthesia.
55. Understand the emergencies involved with anesthesia and your role as a surgical technologist.
56. Demonstrate safe practice in transferring drugs and solutions from the unsterile to sterile field.

- 57. Demonstrate the procedure for identifying a drug or solution on the sterile field.
- 58. Interpret the principles and demonstrate the measurement and documentation of vital signs.

Grading

<i>Type of Assignment</i>	<i>Percentage/Points</i>	<i>Learning Objective</i>
Two page paper on verbal and nonverbal communication types and their effectiveness	4%	5. Demonstrate understanding of effective communication and interpersonal skills
Two page paper on fluids and electrolyte balance and how it affects different age groups.	4%	17. Compare and contrast the surgical care considerations for pediatric patients and patients who are obese, diabetic, pregnant, immunosuppressed, disabled, geriatric or experiencing trauma.
Two page paper identifying personal physical, chemical and biological hazards from working and methods to prevent.	4%	28. Analyze the role of the surgical technologist in the protection of self, patient and others from hazards in the operative environment.
Computer literacy assessment and research assignment	3%	35. Demonstrate basic word processing, internet, and email functions.
Complete workbook Chap. 1 Case studies will be discussed in lab	3%	1.-4. Demonstrate understanding of the roles and responsibilities of the surgical technologist; understanding the roles of the surgical technologist; knowledge of the surgical team members; understanding of preferred employment skills.

Professionalism survey	Not graded will be used to chart growth during the program	4. Demonstrate preferred employment skills.
Chapter 2 workbook Case studies will be discussed in lab	3%	6. Demonstrate an understanding of legal terms, principles and potential legal torts, regarding professional practice of law and the Healthcare system. 7. Demonstrate knowledge of legal responsibilities and scope of practice for the surgical technologist including potential medical errors and incidents, their prevention and liability issues such as malpractice insurance. 8. Demonstrate knowledge of documentation requirements, including informed consent, incident reports, the patients chart, and risk management practices. 9. Demonstrate an understanding of ethical decision making and the scope of practice, including moral and ethical issues, the AST Code of Ethics and ethical dilemmas. 10. Demonstrate an understanding of the credentialing and accreditation process and the relationship to public health.
Chapter 3 workbook Case studies will be discussed in lab	3%	11. Access the patient's response to illness and hospitalization. 12. Demonstrate awareness that all surgical patients have the right to the highest standards and practices in asepsis. 13. Distinguish and assess physical, spiritual and psychological needs of the patient. 14. Distinguish and assess the cultural and religious influences on the surgical patient. 15. Compare and contrast the patient's responses to the process of death. 16. Discuss the procedure for a patient death in the Operating Room.

<p>Chapter 4 workbook Case studies will be discussed in lab</p>	<p>3%</p>	<ol style="list-style-type: none"> 17. Compare and contrast the surgical care considerations for pediatric patients and patients who are obese, diabetic, pregnant, immunosuppressed, disabled, geriatric or experiencing trauma. 18. Evaluate the unique physical and psychological needs of each special population. 19. Compare and contrast the intraoperative considerations for pediatric patients and patients who are obese, diabetic, pregnant, immunosuppressed, and disabled, geriatric or traumatized that relate to postoperative wound healing. 20. Evaluate the role of the surgical technologist for the surgical care of each special population. 21. Assess the ethical commitment that is required of the surgical technologist as it relates to special population care. 22. Determine the general needs associated with special populations of surgical patient. 23. Discuss surgically treatable diseases and tumor types.
<p>Chapter 5 workbook Case studies will be discussed in lab</p>	<p>3%</p>	<ol style="list-style-type: none"> 24. Recognize the design types of the OR. 25. Review the type of air handling systems required in the OR and the temperature and humidity required to maintain a sterile field. 26. Indicate cleaning procedures, traffic patterns, and routines required in the operative environment. 27. Recognize the working environment of the OR. 28. Determine the physical components of the OR. 29. Distinguish among support services that work with the OR team in the care of the patient. 30. Classify hospital departments that relate to surgical services. 31. Recognize the hazards to the patient in the surgical environment. 32. Analyze the role of the surgical technologist in the protection of self, patient and others

		<p>from hazards in the operative environment.</p> <p>33. Discuss Post Anesthesia Care Unit (PACU) and requirements for it.</p>
<p>Chapter 6 workbook Case studies will be discussed in lab</p>	3%	<p>34. Recognize basic components of a computer system.</p> <p>35. Demonstrate basic word processing, Internet, and email functions.</p> <p>36. Apply computer knowledge to safe patient care.</p> <p>37. Cite the basic principles of electricity and their application in the OR..</p> <p>38. Apply electrical safety precautions</p> <p>39. Interpret the basic concepts of robotics.</p> <p>40. Analyze the geometrical concepts of robotics and the mechanisms of robotic systems</p> <p>41. Apply the principles of robotics to safe patient care practices in the OR.</p> <p>42. Demonstrate principles of sterile technique during robotic surgical procedures.</p>
<p>Chapter 9 workbook Case studies will be discussed in lab and math worksheet</p>	3%	<p>43. Recognize general terminology and abbreviations associated with pharmacology and anesthesia.</p> <p>44. Describe the process of ensuring consumer safety for drugs in the OR.</p> <p>45. Describe drug handling and state practice acts.</p> <p>46. Explain the major concepts that guide medication use and dosage selection.</p> <p>47. Explain the medication process and prevention of medication errors.</p> <p>48. Recognize different drug delivery systems and labeling.</p> <p>49. Convert equivalents from one system to another and accurately identify, mix and measure drugs for patient use.</p> <p>50. Explain the properties of common local anesthetics and calculate the dose used in the OR.</p> <p>51. Describe general anesthesia.</p> <p>52. Describe the importance of MAC.</p> <p>53. Describe the different medications used in each phase of anesthesia</p> <p>54. Describe the role of the surgical technologist</p>

		<p>in each phase of anesthesia.</p> <p>55. Understand the emergencies involved with anesthesia and your role as a surgical technologist.</p> <p>56. Demonstrate safe practice in transferring drugs and solutions from the unsterile to sterile field.</p> <p>57. Demonstrate the procedure for identifying a drug or solution on the sterile field.</p> <p>58. Interpret the principles and demonstrate the measurement and documentation of vital signs.</p>
Sellick's maneuver skill 9-1	.5%	55. Understand the emergencies involved with anesthesia and your role as a surgical technologist.
Traffic Pattern skill	.5%	26. Indicate cleaning procedures, traffic patterns, and routines required in the operative environment.
Damp Dusting and furniture arrangement.	.5%	28. Determine the physical components of the OR.
Electrosurgical Unit return skill 6-1	.5%	37. Cite the basic principles of electricity and their precautions in the OR. 38. Apply electrical safety precautions
Draw up medication off sterile field skill 9-2, 9-3	.5%	56. Demonstrate safe practice in transferring drugs and solutions from the unsterile to sterile field. 57. Demonstrate the procedure for identifying a drug or solution on the sterile field.
Return demonstration Vital Signs 12-1	.5%	58. Interpret the principles and demonstrate the measurement and documentation of vital signs.
Correctly identify medication dosage skill 9-5	1%	49. Convert equivalents from one system to another and accurately identify, mix and measure drugs for patient use.
Test #1	6%	LO 1-10
Test # 2	6%	LO 11-23

Test # 3	6%	LO 24-33
Test # 4	6%	LO 34-42
Test # 5	6%	LO 43-58
In class activities		LO 1-58 included with workbook grades
Final exam	27%	End of course outcomes 1. Explain the physical, interpersonal, and ethical aspects of the operating room environment 2. Relate basic concepts of surgical pharmacology and anesthesia 3. Identify basic concepts of technological sciences 4. Demonstrate patient care concepts
Enter Total % (100%) and/or total points		TOTAL 100%

Grading Scale:

A	100 - 93
B	92 - 84
C	83 - 75
F	74 - 0

Grading Policy:

Please understand that this is a required course for the Surgical Technology program in order to prepare you to function as a team member in perioperative services. Quality work and active participation is expected and not to be negotiated. As a general policy, grades will be taken in class. Any written assignments or tests will be graded outside of class. You can expect feedback on assignments within a week's time.

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.

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.

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

Students are expected to attend class regularly. Students are expected to attend class, lab and clinic rotations regularly. Students shall be prompt to class and clinical rotations. Points will be deducted from a student’s final course grade for absences. (1-2 abs = .5pt. ea., 3-5 abs = .75 pt. ea., 6-7 abs = 1 pt. ea.) A student is considered absent if more than 30 minutes late to lecture or lab or more than one (1) hours late for clinical rotation.

AVID

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

Grade Inquiry Policy

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. Contribute and cooperate with civility.
3. **Submit assignments on time.** Late work will not be accepted. Medical and/or family **circumstances** that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor’s discretion.

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)

Date	Instructional Approach (* denotes a strategy adopted by AVID)	Topic	Assignment	Assignment Submission
Week 1	Lecture/discussion of key points	Orientation to Surgical Technology Legal Concepts, Risk management	Read Chapter 1 & 2 AST Rothrock read pp. 1-4, 6,10, 12, 18-23, 31-35 Complete workbook	
Week 2	Lecture/discussion of key points	The surgical patient	Read Chapter 3& 4 AST Complete workbook	
Week 3	Holiday no new assignment			
Week 4	Lecture/discussion of key points	Physical Environment and Safety Standards	Read Chapter 5 and pp. 145-148 AST Rothrock read Chapter 2 and pp. 87, 105-108, 120-121, 136 and 144. Rutherford Chapter 1 Complete workbook	
Week 5	Lecture/discussion of key points Demonstration and return demonstrations	Biomedical Sciences- computers, electricity, electrosurgery	Read Chapter 6 and pp. 100-114. Read Rothrock Chapter 7 Complete workbook	
Week 6	Lecture/discussion of key points	Surgical Pharmacology	Read Chapter 9 AST pp.198-231 Complete workbook	

Week 7	Lecture/discussion of key points	Anesthesia	Read Chapter 9 AST pp. 231-263 Read Rothrock Chapter 4 Complete workbook	
Week 8	Lecture/discussion of key points	Final exam and return skills demonstrations		

Description of Core Objectives (CO's)

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

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

Odessa College's Core Objectives (COs):

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

Student Learning Outcomes (SLOs)

Student Learning Outcome(s)	Core Objectives (CO's)
Explain the physical, interpersonal, and ethical aspects of the operating room environment	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
Explain the physical, interpersonal, and ethical aspects of the operating room environment	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
Relate basic concepts of surgical pharmacology and anesthesia and identify basic concepts of technological sciences	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
Explain the physical, interpersonal, and ethical aspects of the operating room environment	<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 patient care concepts	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
Explain the physical, interpersonal, and ethical aspects of the operating room environment	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Program-Level Student Learning Outcomes (SLOs)

Program-Level Student Learning Outcome(s)	Course Learning Outcomes	Specific Assignment
Demonstrate global patient care by monitoring the surgical environment along with other team members.	Demonstrate patient care concepts	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; 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*)

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)

How do I contact the Learning Resource Center?

Main Number	432-335-6640
FAQ Service	LibAnswers: http://libanswers.odessa.edu
Contact a Specific OC Librarian	Pat Quintero at 432/335-6350 or pquintero@odessa.edu Donna Clark at 432/335-6645 or dclark@odessa.edu Carolyn Petersen at 432/335-6641 or cpetersen@odessa.edu
LRC Services and Guidelines Website	https://www.odessa.edu/dept/library/services/index.htm

Equipment and Services Provided:

The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online
Magazines, newspapers, & scholarly journals	Research	On Campus and Online
Computers	Research & word processing	On Campus
Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find...?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online
Photocopiers, VHS/DVD players, FAX service	For course work	On Campus
Quiet study areas	For course work	On Campus

Student Success Center (SSC) / AVID Center

How do I contact the Student Success Center?

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

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 (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 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