

# SRGT 1509 Fundamentals of Perioperative Concepts & Techniques

## Faculty Information

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**Office:** HSB 214

### Office Hours

#### Campus Office Hours:

Tuesdays 0800-1200  
Thursday 1300-1700

### 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 earned my CST so I could be mobile in the Surgical Technology field.

### Preferred Method of Communication:

Please use email as your primary method of communication. [kflickinger@odessa.edu](mailto: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

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### Textbook(s):

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

Rothrock, J. (2011). *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

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### Course Description

**Course Description:** In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field.

### End-of-Course Outcomes:

1. Demonstrate principles and practices of aseptic techniques
2. Explain infectious processes and concepts of wound healing
3. Create and maintain a sterile field utilizing basic case preparation and procedures.

### Course Prerequisites: SRGT 1505

Corequisites: SRGT 1260, BIOL 2401, HPRS 1106

## Course Topics:

### Module 1 Preventing Perioperative Disease Transmission

1. Describe the types of human-microbe relationships
2. Analyze the common pathogens, including opportunist pathogens and their sources, associated with infections including the SSI and other hospital acquired infections, communicable diseases and emerging infectious diseases.
3. Analyze the common modes of transmission and select appropriate mechanisms to prevent cross-contamination.
4. Describe the wound classification system, transmission based precautions, and the role of infection control, the CDC and the WHO.
5. Analyze the patient-related factors that increase the risk of SSI.
6. Describe the Association of Surgical Technologist (AST) recommended standards of practice (RSOP) related to eye protection, laundering of scrub attire, wearing jewelry, wearing appropriate cover apparel, hand hygiene and fingernails, head covers and shoe covers.
7. Analyze the difference between disinfection, antisepsis, and sterilization and select the appropriate method for the scenario given.
8. Analyze the AST RSOP for decontamination of instruments, packaging material and preparing items for sterilization, and monitoring sterility.
9. Describe the process for decontamination and disinfection.
10. Analyze the hazards of chemical disinfectants and sterilants used and select the appropriate safety precautions for each.
11. Describe the importance of manufactures recommendations and the safety data sheet formerly known as the Material Safety Data Sheet (MSDS).
12. Analyze the advantages and the disadvantages of each type of disinfectant and sterilants and select the appropriate type for each item to be disinfected or sterilized.
13. Describe and demonstrate the environmental cleaning and decontamination methods for routine maintenance, cleaning prior to the first case of the day, intraoperative cleaning, room turn over cleaning, terminal cleaning, and scheduled cleaning.
14. Describe and demonstrate correctly decontamination and inspection of instruments, and wrapping procedures for surgical instruments.
15. Analyze the AST RSOP for creating the sterile field, bowel technique, underside of the mayo stand, surgical drapes, gowning and gloving, and describe appropriate relevant standards of practice.
16. Demonstrate the application of sterile technique; report and correct contaminations appropriately.

### Module 2 Hemostasis, Emergency situations, and All-Hazards Preparation

17. Describe the mechanisms of clot formation.
18. Identify factors that can affect hemostasis.
19. Describe and analyze each type of hemostatic device.
20. Select appropriate method of hemostasis for a given scenario.

21. Demonstrate the preparation of mechanical, chemical or thermal methods for achieving hemostasis.
22. Demonstrate the cutting of sutures used for stick ties.
23. Select the appropriate sponge for the situation given.
24. Describe the mechanism for estimating blood loss.
25. Analyze the types of blood replacement.
26. Select the appropriate blood type for the situation given.
27. Describe the correct method for handling and the identification and administration of blood replacement products.
28. Discuss fluid and hemodynamic disorders.
29. Describe autotransfusion methods.
30. Identify factors that can prevent autotransfusion salvage.
31. Describe the symptoms and initial treatment of common emergency situations that can occur in the OR.
32. Select the appropriate cause(s), symptom(s) and action(s) for common emergency situations.
33. Describe variations due to age or size in the treatment of emergency situations.
34. Describe the role of the surgical technologist in arrest situations.
35. Describe the type of hazards that can cause a disaster situation and common injuries that can occur with each type.
36. Describe the essential components of personal; local, including the health care facility; and national response planning for a disaster situation.
37. Identify the acronyms and terminology used among all agencies.
38. Describe the importance of an emergency action plan and the steps taken for the initial response to a disaster.
39. Describe the various roles that the surgical technologist can fulfill during an all-hazard incident.

### **Module 3    Instrumentation, Equipment, and Supplies**

40. Analyze the composition and finishes of surgical instruments and select the type needed for a given scenario.
41. Analyze the types of instrumentation, their classification and uses.
42. Correctly identify commonly used instruments.
43. Demonstrate safe loading of scalpel handles with the correct blade for any given scenario.
44. Correctly demonstrate the passing of instruments for a given scenario.
45. Correctly demonstrate care and handling of instrumentation for all three phases of the instrument cycle.
46. Identify commonly used instrument sets.
47. Describe the purpose of the instrument count sheet.
48. Demonstrate assembly of commonly used sets.
49. Describe commonly used specialty equipment, including uses and safety precautions for endoscopes, powered equipment, microscopes, video monitors, recorders and cameras, light sources, pulse lavage irrigator, phacoemulsification handle, cryotherapy units, insufflators and nerve stimulators.

50. Describe commonly used accessory equipment, including suction systems, OR lights, tourniquets, and sequential compression devices.
51. Identify common supplies used in the OR.
52. Select appropriate drapes for given scenarios.
53. Select appropriate sponges and dressings for given scenarios.
54. Define types of skin grafts.
55. Correctly identify, select and use catheters, tubes and drains for given scenario.
56. Select correct irrigator or syringe for given scenarios.

**Module 4      Wound healing, Sutures, Needles, and Stapling Devices.**

57. Summarize the possible complications of wound healing.
58. Identify the classifications of surgical wounds.
59. Indicate and give examples of traumatic wounds.
60. Analyze the factors that influence healing and recognize the manner in which they affect the healing process.
61. Recognize the characteristics of inflammation.
62. Describe the clotting process.
63. Cite and interpret common suture terms.
64. Classify and differentiate suture material and stapling devices and their usage.
65. Select appropriate suture material for given scenario.
66. Categorize suture according to natural and synthetic, and nonabsorbable and absorbable.
67. Describe common sutures recognizing their sources, common trade names and uses.
68. Describe common suturing techniques.
69. Select appropriate suture for given scenario.
70. Describe the basic uses and advantages of stapling devices.
71. Identify stapling devices and describe their uses compared to suturing techniques.
72. Discuss tissue replacement materials.
73. Distinguish, describe and demonstrate proper handling of various types of surgical needles.
74. Analyze the types of injuries that can cause damage to tissues.
75. Describe the characteristics of the types of wound healing.
76. Identify the stages/phases of wound healing.

**Module 5      Surgical Case Management**

76. Describe the surgical technologist roles as the first scrub and assistant circulator, describe their duties and responsibilities.
77. Describe the perioperative phase of surgery, include preoperative, intraoperative and postoperative.
78. Analyze the critical scrub skill and ability to anticipate.
79. Demonstrate anticipation skills in passing instruments, equipment, drapes, suture and dressings.
80. Analyze preoperative patient routines, identify common hazards and safety measures.

81. Demonstrate common preoperative patient routines such as patient identification, transportation, validation of informed consent, preoperative documentation and preparation of the patient.
82. Analyze traffic flow, surgical attire and infection control.
83. Demonstrate donning of proper surgical attire and personal protection equipment for given scenario.
84. Analyze the application of sterile technique.
85. Analyze various surgical scrub methods and apply to given scenario.
86. Demonstrate application of sterile attire and identify sterile parameters correctly,
87. Demonstrate professional surgical conscience, identifying and correcting breaks in sterile technique.
88. Describe the purpose and technique for double gloving.
89. Analyze the room set up and describe the usual positioning of equipment and supplies.
90. Describe the use of the preference card and demonstrate case cart assembly.
91. Describe the technique and typical sequence of opening sterile supplies.
92. Analyze the role of standardization of surgical setups and establishment of the sterile field.
93. Analyze the sterile setup, organization, and the proposed surgical procedures to increase efficiency.
94. Demonstrate sterile setup skills including pouring solutions, filling an asepto, counts, and Mayo/back table setups.
95. Analyze and select appropriate techniques to prevent retention of foreign bodies in a given scenario.
96. Analyze the cause and effects of altered patient body temperature and select the safest methods maintaining normothermia in given scenario.
97. Analyze the risk and techniques for patient positioning and select the correct position and aides for the given scenario.
98. Demonstrate safe transfer and positioning of the patient.
99. Analyze normal and abnormal vital signs and blood pressure.
100. Analyze and demonstrate the surgical skin prep and select appropriate method for given scenario.
101. Analyze and demonstrate the use of a foley catheter.
102. Analyze and demonstrate proper selection and use of drapes for given scenario.
103. Analyze and demonstrate the intraoperative phase of case management.
104. Describe the significance of reviewing the surgical anatomy, pathology and order of instrumentation prior to the procedure.
105. Describe the importance of environment awareness regarding patient condition/anatomy, sharps, hazards of the ESU, and maintaining a clean and organized setup.
106. Demonstrate techniques of verbal and nonverbal communication skills intraoperatively.
107. Analyze a typical sequence of a surgical procedure.
108. Demonstrate the use of a neutral zone, sharps management, counts, medication and specimen handling.
109. Analyze the postoperative management phase of care.

## **Module 5     Diagnostic procedures**

110. Describe the sources of patient data.
111. Analyze the history and physical information.
112. Describe the common diagnostic imaging techniques used.
113. Describe the common contrast media used in surgery.
114. Describe the Seldinger technique.
115. Demonstrate the passing techniques for the Seldinger technique and intraoperative cholangiogram.
116. Describe the use of ultrasonography.
117. Describe the common use of isotope scanning.
118. Describe radiation therapy techniques.
119. Analyze common laboratory reports.
120. Describe common bacteriological tests.
121. Demonstrate the techniques for culturing.
122. Describe electrodiagnostic studies.
123. Describe common exams used to analyze the pulmonary or respiratory system.
124. Describe plyethsmography and phelborheography.

## Grading

<i>Type of Assignment</i>	<i>Percentage/Points</i>	<i>Learning Objective</i>
3-5 minute oral presentation on assigned topic	5%	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
Skill assessment OR attire	1%	Demonstrate principles and practices of aseptic techniques
Skill assessment Basic hand wash	1%	Demonstrate principles and practices of aseptic techniques
Skill assessment Packaging envelope style	1%	Demonstrate principles and practices of aseptic techniques
Skill assessment Packaging square fold	1%	Demonstrate principles and practices of aseptic techniques
Skill assessment packaging peel pack	1%	Demonstrate principles and practices of aseptic techniques
Skill assessment Emergency skills	1%	Demonstrate principles and practices of aseptic techniques

Skill assessment receive medication onto sterile field	2%	Demonstrate principles and practices of aseptic techniques
Skill assessment assemble an instrument tray	1%	Demonstrate principles and practices of aseptic techniques
Skill assessment passing instruments	2%	Demonstrate principles and practices of aseptic techniques
Skill assessment sharps	2%	Demonstrate principles and practices of aseptic techniques
Skill assessment needle holder	1%	Demonstrate principles and practices of aseptic techniques
Skills assessment scrubbing, gowning and gloving	3%	Demonstrate principles and practices of aseptic techniques
Skills assessment creating a sterile field	3%	Demonstrate principles and practices of aseptic techniques
Skills assessment gowning another	1%	Demonstrate principles and practices of aseptic techniques
Skills assessment case set-up	7%	Create and maintain a sterile field utilizing basic case preparation and procedures.
Chapter 7 AST workbook	2%	Explain infectious processes and concepts of wound healing
Chapter 8 AST workbook	2%	Demonstrate principles and practices of aseptic techniques
Chapter 10 AST workbook	2%	Demonstrate principles and practices of aseptic techniques Create and maintain a sterile field utilizing basic case preparation and procedures.
Chapter 11 AST workbook	2%	Demonstrate principles and practices of aseptic techniques Create and maintain a sterile field utilizing basic case preparation and procedures.

Chapter12 AST workbook	2%	Demonstrate principles and practices of aseptic techniques Create and maintain a sterile field utilizing basic case preparation and procedures.
Chapter 13 AST workbook	2%	Demonstrate principles and practices of aseptic techniques
Test Module 1	5%	Explain infectious processes and concepts of wound healing
Test Module 2	5%	Demonstrate principles and practices of aseptic techniques
Test Module 3	5%	Demonstrate principles and practices of aseptic techniques Create and maintain a sterile field utilizing basic case preparation and procedures.
Test Module 4	5%	Demonstrate principles and practices of aseptic techniques Create and maintain a sterile field utilizing basic case preparation and procedures.
Test Module 5	5%	Demonstrate principles and practices of aseptic techniques Create and maintain a sterile field utilizing basic case preparation and procedures.
Final exam	30%	Demonstrate principles and practices of aseptic techniques Explain infectious processes and concepts of wound healing Create and maintain a sterile field utilizing basic case preparation and procedures.
<b>Enter Total % (100%) and/or total points</b>		<b>TOTAL 100%</b>

## Grading Scale:

<b>A</b>	<b>100 - 93</b>
<b>B</b>	<b>92 - 84</b>
<b>C</b>	<b>83 - 75</b>
<b>F</b>	<b>74 - 0</b>

## Grading Policy:

Please understand that this is a required course for the Surgical Technology program in order to prepare you to work in the operating room. 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.

All skills assessments must be passed. Skill assessments are building blocks to complete skills required in the operating room for patient, personal and team member safety. Failure to perform satisfactorily on assessments will result in removal from the clinical setting for patient safety.

## Student Course Participation

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**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

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### 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

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### 4. *(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  Demonstration and return demonstrations	Preventing Perioperative Disease Transmission	Read Chapter 7 AST  Read Rothrock Chapter 3  Complete workbook  Return skill demonstration	

Week 2	Lecture/discussion of key points  Demonstration and return demonstrations	Hemostasis, Emergency situations, and All-Hazards Preparation	Read Chapter 8 AST  Read Rothrock Chapter 8  Complete workbook  Return skill demonstration	
Week 3	Lecture/discussion of key points  Demonstration and return demonstrations	Instrumentation	Read Chapter 10 AST  Phillips chapters 1-7  Complete workbook  Return skill demonstration	
Week 4	Lecture/discussion of key points  Demonstration and return demonstrations	Equipment and Supplies	Return Skill demonstration.	
Week 5	Lecture/discussion of key points  Demonstration and return demonstrations	Wound Healing, Sutures, Needles, and Stapling Devices.	Read Chapter 11 AST  Complete workbook  Return skill demonstration	
Week 6	Lecture/discussion of key points  Demonstration and return demonstrations	Surgical Case Management	Read Chapter 12  Complete workbook  Return skill demonstration	
Week 7	Lecture/discussion of key points  Demonstration and return demonstrations	Surgical Case Management	Return skill demonstration  Know all basic surgical instrumentation.	
Week 8	Lecture/discussion of key points  Demonstration and return demonstrations	Diagnostic Procedures	Read Chapter 13 AST  Complete workbook  Return skill demonstration	

# General Education – Core Objectives (COs)

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## 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)

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The following table details how this course's STUDENT LEARNING OUTCOMES (SLOs) align with COs.

Student Learning Outcome(s)	Core Objectives (CO's)
Demonstrate principles and practices of aseptic techniques	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
Explain infectious processes	<i>Communication Skills</i> - to include effective development,

and concepts of wound healing	interpretation and expression of ideas through written, oral and visual communication
	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
Demonstrate principles and practices of aseptic techniques	<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
Create and maintain a sterile field utilizing basic case preparation and procedures	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
	<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)

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Program-Level Student Learning Outcome(s)	Course Learning Outcomes	Specific Assignment
Demonstrate application of principles of asepsis in a knowledgeable manner that provides for optimal patient care in the operating room.	Create and maintain a sterile field utilizing basic case preparation and procedures	Skill assessment OR attire, Basic hand wash, Packaging envelope style, Packaging square fold, packaging peel pack, Just in time sterilization, Steris for heat sensitive items, Sterrad for heat sensitive items, High level disinfectant, Emergency skill, receive medication onto sterile field, assemble an instrument tray, passing instruments, sharps, needle holder, scrubbing, gowning and gloving, creating a sterile field, gowning another, case set-up

# Odessa College Policies

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## 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

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### 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?

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

## Learning Resources Center (LRC; Library)

How do I contact the Learning Resource Center?

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

### 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.*

<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> <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 <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>