

# VNSG 1405

## Health Science

### Fall 2015

## Faculty Information

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**Name:** Angie Lopez BSN, RN

**E-Mail:** [alopez@odessa.edu](mailto:alopez@odessa.edu)

**Phone:** 432-934-3649 Cell

**Office:** 432-335-6394 Composite Technology Building #211

Office Hours	
<b>Campus Office Hours:</b>	Monday and Wednesday 12:00p 4:00p  Friday 10:15a-1:00P
<b>Online Office Hours</b>	N/A

### About Your Instructor

*Hello,*

*Welcome to Health Science. VNSG 1405. I am excited to meet each and every one of you. I look forward to the upcoming semester and working together to make your journey into nursing a successful one. I hope to instill in you a passion for nursing, as it is my passion. It is a rewarding career and one that requires extensive critical thinking and on-going education throughout your career. I started school through Odessa College, in Kermit Texas, in the Vocational Nursing program. I worked many years as an LVN before receiving my ADN, also at Odessa College. I mostly practiced in Women's Care. I attended, UT Arlington and received my BSN and worked at Medical Center Hospital for many years in Labor and Delivery. Currently besides teaching, I am attending Texas A&M, Corpus Christi in the graduate program in pursuit of my Master's Degree. I am a wife, mother, and a grandmother and love spending time with all the grandkids. I love reading, movies, music, and quilting, most of which I do not have time for lately.....as I am sure you know, time management in your studies and especially in these nursing courses will be absolutely essential. The most important message I would like to leave*

*you with .....is to please call me or e-mail me if you are having any issues, communication is also very important and will do my best to help you with these any issues that arise; e-mail at the above address, call during hours posted or set up and appointment to discuss these issues. So let's get started!*

**Preferred Method of Communication:**

Please use the above cell phone number to call or text.

**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

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**Textbook(s):**

Nix, S., 2013. Williams' Basic Nutrition & Diet Therapy, 14th Edition, Elsevier.

Taylor, J; Cohen, B., 2013. Memmler's Structure and Function of the Human Body, 10th edition, Lippincott Williams & Wilkins.

Hull, K; Cohen, B., 2013. Study Guide: Memmler's Structure and Function of the Human Body, 10th edition, Lippincott, Williams & Wilkins

**Hardware:**

Computer access and internet access outside of the classroom will be required. Speakers or headphones will be required to listen to online lecture.

**Software:**

N/A

**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/>.

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

## Campus Computer Labs

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### Learning Resources Center (LRC; Library)

**MURRY H. FLY LIBRARY**

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

## Equipment and Services Provided:

The Murry H. Fly Library, located in the Learning Resources Center, is a full-service academic library whose mission is to provide research and other educational resources to the Odessa College community.

Super Search, the library's centralized search engine, offers easy access locating materials in the library's collection. The following resources are available through the library.

- **Books, Videos, CDs** – 30,000+ books and 4,000+ media holdings
- **Ebooks** – 50,000+
- **Specialized databases** for current students – 60+  
\*Remote access requires OC login
- **Magazines, newspapers, & scholarly journals**
- **Interlibrary loan services** of material from participating Texas libraries
- **Online Tutorials**  
\*Tips for research strategies
- **Computers for online research, homework, and printing**
- **Selected textbooks** for short-term use in the library only
- **Photocopier and FAX service** – There is a charge associated with these services
- **VHS/DVDs** – in library use only
- **Quiet study rooms** for individual and group study  
\*Must check in at the main desk
- **Larger meeting rooms** – for events, educational workshops, and group computer use. Reservations required

## TUTORING SERVICES

Odessa College provides tutoring services to assist students in meeting their academic and career goals. The College strives to provide new and updated resources and services at no charge to OC students. Computers provide Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing, and mathematical skills.

Appointments are preferred, but walk-ins are accepted as availability allows. Tutoring services are offered in a number of locations on and off campus. For more information or to make an appointment:

- **Student Success Center**, located in the Learning Resources Center, provides support for a variety of academic subjects as well as TSI test prep, AVID, study skills training, workshops, assistance with Blackboard, student email, OC portal, student orientation tours, and more.

<b>Main Number</b>	432-335-6878
<b>Email</b>	<a href="mailto:studentsuccesscenter@odessa.edu">studentsuccesscenter@odessa.edu</a>
<b>Campus Location</b>	1st floor of the Learning Resources Center (LRC)
<b>Website with Additional Help and Information</b>	<a href="http://www.odessa.edu/dept/ssc/">http://www.odessa.edu/dept/ssc/</a>
<b>Live Online Chat Assistance</b>	<a href="#">Click Here</a> Subject to availability. <i>(If no one is currently available, call or email)</i>

- **Math Lab**, located on the second floor of the Wood Math and Science building, provides support for all math-related tutoring

<b>Math Lab Main Number</b>	432-335-6537
<b>Email</b>	<a href="mailto:mymathlab@odessa.edu">mymathlab@odessa.edu</a>
<b>Campus Location</b>	Wood Math and Science building, Room 201
<b>Website with Additional Help and Information</b>	<a href="http://www.odessa.edu/dept/ssc/math_lab.htm">http://www.odessa.edu/dept/ssc/math_lab.htm</a> Provides support for all math related tutoring

- **Synapse Lab**, located on the third floor of the Wood Math and Science building, provides support for all science-related tutoring

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

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

<b>Writing Center Main Number</b>	Coming soon
<b>Email</b>	<a href="mailto:writingcenter@odessa.edu">writingcenter@odessa.edu</a>
<b>Campus Location</b>	Wilkerson Hall, 106
<b>Website with Additional Help and Information</b>	<u>Coming soon</u> 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

### **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> (If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)

**Equipment and Services Provided:**

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

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



# Information about the Course

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## **Course Description:**

An introduction to the general principles of anatomy and physiology, nutrition and microbiology that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions. The student will identify and describe major body structures and functions which comprise the major body systems; recognize and describe the relationship of nutrition to health and illness across the life span; identify microorganisms as causative agents in disease; and identify common causes for disease, modes of transmission, and methods of prevention and control.

**Course Level:** Introductory

**Course Description:** An introduction to the general principles of anatomy and physiology, nutrition, and microbiology necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions.

**End-of-Course Outcomes:** Identify and describe major body structures and functions which comprise the major body systems; recognize and describe the relationship of nutrition to health and illness across the life span; identify microorganisms as causative agents in disease; and identify common causes for disease, modes of transmission, and methods of prevention and control.

**Co-requisites:** VNSG 1160, VNSG 1227, VNSG 1402, VNSG 1400

## **Course Topics:**

*Health Science VNSG 1405S  
Course Topics*

<p><b>Unit 1</b> <b><u>Williams'</u></b> <b><u>Basic Nutrition and</u></b> <b><u>Diet Therapy</u></b></p>	<p><b><u>Introduction to Basic Principles of Nutrition Science</u></b></p> <ul style="list-style-type: none"> <li>• Chapter 1: Food, Nutrition, and Health</li> <li>• Chapter 2: Carbohydrates</li> <li>• Chapter 3: Fats</li> <li>• Chapter 4: Proteins</li> <li>• Chapter 5: Digestion, Absorption, and Metabolism</li> </ul> <p>(Part of Chapter 18 from Memmlers will be included in this section.)</p>
<p><b>Unit 2</b> <b><u>Memmlers'</u></b> <b><u>Structure and Function</u></b> <b><u>of the Human Body</u></b></p>	<p><b><u>The Body as a Whole</u></b></p> <ul style="list-style-type: none"> <li>• Chapter 1: Organization of the Human Body</li> <li>• Chapter 2: Chemistry, Matter, and Life</li> <li>• Chapter 3: Cells and Their Function</li> <li>• Chapter 4: Tissues, Glands, and Membranes</li> <li>• Chapter 5: The Integumentary System</li> </ul>
<p><b>Unit 3</b> <b><u>Memmlers'</u></b> <b><u>Structure and Function</u></b> <b><u>of the Human Body</u></b></p>	<p><b><u>Movement and Support</u></b></p> <ul style="list-style-type: none"> <li>• Chapter 6: The Skeleton and Joints</li> </ul>
<p><b>Unit 4</b> <b><u>Memmlers'</u></b> <b><u>Structure and Function</u></b> <b><u>of the Human Body</u></b></p>	<p><b><u>Continue: Movement and Support</u></b></p> <ul style="list-style-type: none"> <li>• Chapter 7: The Muscular System</li> </ul>
<p><b>Unit 5</b> <b><u>Memmlers'</u></b> <b><u>Structure and Function</u></b> <b><u>of the Human Body</u></b></p>	<p><b><u>Coordination and Control</u></b></p> <ul style="list-style-type: none"> <li>• Chapter 8: The Nervous System: The Spinal Cord and Spinal Nerves</li> <li>• Chapter 9: The Nervous System: The Brain</li> </ul>

	<p style="text-align: center;"><b>and Cranial Nerves</b></p> <hr/>
<p><b>Unit 6</b> <b>Memmlers'</b> <b>Structure and Function</b> <b>of the Human Body</b></p> <hr/>	<p><b><u>Continue: Coordination and Control</u></b></p> <hr/> <ul style="list-style-type: none"> <li>• Chapter 10: The Sensory System</li> <li>• Chapter 11: The Endocrine System: Glands and Hormones</li> </ul> <hr/>
<p><b>Unit 7</b> <b>Memmlers'</b> <b>Structure and Function</b> <b>of the Human Body</b></p> <hr/>	<p><b><u>Circulation and Body Defense</u></b></p> <hr/> <ul style="list-style-type: none"> <li>• Chapter 12: The Blood</li> <li>• Chapter 13: The Hear</li> </ul> <hr/>
<p><b>Unit 8</b> <b>Memmlers'</b> <b>Structure and Function</b> <b>of the Human Body</b></p> <hr/>	<p><b><u>Continue: Circulation and Body Defense</u></b></p> <hr/> <ul style="list-style-type: none"> <li>• Chapter 14: Blood Vessels and Blood Circulation</li> <li>• Chapter 15: The Lymphatic System and Immunity</li> </ul> <hr/>
<p><b>Unit 9</b> <b>Memmlers'</b> <b>Structure and Function</b> <b>of the Human Body</b></p> <hr/>	<p><b><u>Energy: Supply and Use</u></b></p> <hr/> <ul style="list-style-type: none"> <li>• Chapter 16: Respiratory System</li> <li>• Chapter 17: The Digestive System</li> <li>• Chapter 19: Urinary System</li> </ul> <hr/>

## Grading

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<i>Type of Assignment</i>	<i>Percentage/Points</i>
<b>Exams</b>	65%
<b>Daily Assignments</b>	5%
<b>Final</b>	30%
	<b>100%</b>

**Grading Scale:**

“A” = 90-100

“B” = 80-89

“C” = 70-79

“D” = 60-69

“F” = 0-59

## 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.

# 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.

## 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

Students are expected to attend class regularly. Attendance will be recorded using a "sign-in" sheet. Excessive absences will be grounds for disciplinary action, and will be determined on a case-by-case basis. If you are more than 15 minutes late to class or leave class early without notifying the instructor, this will count as an absence. Students are permitted \_\_\_\_\_ absences before a loss of \_\_\_\_\_ point(s) \_\_\_\_\_.

## 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. 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.

## Course Schedule

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*(Tentative and Subject to Change)*

<b>Health Science VNSG 1405S</b> <b>Course Outline</b> <i>(Dates are tentative and subject to change)</i>	
<b><u>Unit 1</u></b> <b><u>Dates: 8/24--8/30</u></b> <b><u>Williams'</u></b> <b><u>Basic Nutrition and</u></b> <b><u>Diet Therapy</u></b>	<b><u>Introduction to Basic Principles of Nutrition Science</u></b> <ul style="list-style-type: none"> <li>• Chapter 1: Food, Nutrition, and Health</li> <li>• Chapter 2: Carbohydrates</li> <li>• Chapter 3: Fats</li> <li>• Chapter 4: Proteins</li> <li>• Chapter 5: Digestion, Absorption, and Metabolism</li> </ul> <p><b>(Part of Chapter 18 from Memmlers will be included in this section.)</b></p>
<b><u>Unit 2</u></b> <b><u>Dates: 8/31--9/4</u></b> <b><u>Memmlers'</u></b> <b><u>Structure and</u></b> <b><u>Function of the Human</u></b> <b><u>Body</u></b>	<b><u>The Body as a Whole</u></b> <ul style="list-style-type: none"> <li>• Chapter 1: Organization of the Human Body</li> <li>• Chapter 2: Chemistry, Matter, and Life</li> <li>• Chapter 3: Cells and Their Function</li> <li>• Chapter 4: Tissues, Glands, and Membranes</li> <li>• Chapter 5: The Integumentary System</li> </ul>
<b><u>Unit 3</u></b> <b><u>Dates: 9/8--9/11</u></b> <b><u>(Campus closed 9/7)</u></b>	<b><u>Movement and Support</u></b> <ul style="list-style-type: none"> <li>• Chapter 6: The Skeleton and Joints</li> </ul>

<p><b><u>Memmlers'</u></b> <b><u>Structure and</u></b> <b><u>Function of the Human</u></b> <b><u>Body</u></b></p>	
<p><b><u>Unit 4</u></b> <b><u>Dates: 9/14—9/18</u></b> <b><u>Memmlers'</u></b> <b><u>Structure and</u></b> <b><u>Function of the Human</u></b> <b><u>Body</u></b></p>	<p><b><u>Continue: Movement and Support</u></b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 7: The Muscular System</b></li> </ul>
<p><b><u>Unit 5</u></b> <b><u>Dates: 9/21—9/25</u></b> <b><u>Memmlers'</u></b> <b><u>Structure and</u></b> <b><u>Function of the Human</u></b> <b><u>Body</u></b></p>	<p><b><u>Coordination and Control</u></b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 8: The Nervous System: The Spinal Cord and Spinal Nerves</b></li> <li>• <b>Chapter 9: The Nervous System: The Brain and Cranial Nerves</b></li> </ul>
<p><b><u>Unit 6</u></b> <b><u>Dates: 9/28—10/2</u></b> <b><u>Memmlers'</u></b> <b><u>Structure and</u></b> <b><u>Function of the Human</u></b> <b><u>Body</u></b></p>	<p><b><u>Continue: Coordination and Control</u></b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 10: The Sensory System</b></li> <li>• <b>Chapter 11: The Endocrine System: Glands and Hormones</b></li> </ul>
<p><b><u>Unit 7</u></b> <b><u>Dates: 10/5—10/9</u></b> <b><u>Memmlers'</u></b> <b><u>Structure and</u></b> <b><u>Function of the Human</u></b> <b><u>Body</u></b></p>	<p><b><u>Circulation and Body Defense</u></b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 12: The Blood</b></li> <li>• <b>Chapter 13: The Hear</b></li> </ul>
<p><b><u>Unit 8</u></b> <b><u>Dates: 10/12—10/16</u></b> <b><u>Memmlers'</u></b> <b><u>Structure and</u></b> <b><u>Function of the Human</u></b> <b><u>Body</u></b></p>	<p><b><u>Continue: Circulation and Body Defense</u></b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 14: Blood Vessels and Blood Circulation</b></li> <li>• <b>Chapter 15: The Lymphatic System and Immunity</b></li> </ul>

<b>Unit 9</b> <b>Dates: 10/19—10/23</b> <b>Memmlers’</b> <b>Structure and</b> <b>Function of the Human</b> <b>Body</b>	<u><b>Energy: Supply and Use</b></u> <ul style="list-style-type: none"> <li>• <b>Chapter 16: Respiratory System</b></li> <li>• <b>Chapter 17: The Digestive System</b></li> <li>• <b>Chapter 19: Urinary System</b></li> </ul>
<b>10/26/15</b>	<u><b>Final Exam</b></u>

## 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

## Learning Outcomes



student Learning Outcome(s)	Core Objectives (CO's)
<p>The student will be able to identify and describe major body structures and functions which comprise the major body systems.</p> <p>Identify common causes for disease, modes of transmission, and methods of prevention and control.</p>	<p><i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information</p>
<p>Identify and describe major body structures and functions which comprise the major body systems.</p> <p>Recognize and describe the relationship of nutrition to health and illness across the life span.</p>	<p><i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication</p>
<p>Identify microorganisms as causative agents in disease.</p>	<p><i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions</p>
<p>N/A</p>	<p><i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal</p>
<p>N/A</p>	<p><i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making</p>
<p>N/A</p>	<p><i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities</p>

# 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 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 does attending class 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	Online <a href="#">Click here.</a>

	Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	
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**Student E-mail Support**

**How do I set up, access, or update my Odessa College Student E-mail account?**

Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>.

**I can't access my student email! I forgot my password!**

Contact the Student Success Center: 432-335-6673 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm). They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

**Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.**

**Support for Students with Disabilities**

**How do I contact the Office of Special Populations?**

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

**Learning Resources Center (LRC; Library)**

**How do I contact the Learning Resource Center?**

<b>Main Number</b>	432-335-6640
<b>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
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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>