

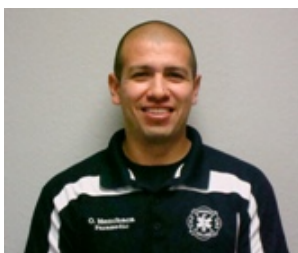


15SP.EMSP.1164

Practicum I

Kyle Vaught & Oscar Menchaca

Faculty Information



Oscar Menchaca, EMT-P, NREMT-P

EMS Instructor / EMS Coordinator

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Kyle Vaught, EMT-P

EMS Clinical Coordinator

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Office Hours

Campus Office Hours:

M-TH 8-5 Please Make Appointment

Online Office Hours:

Varies

Preferred Method of Communication:

Email is our primary source of communication and must be used to convey problems or issues with the course or information about possible days of absence.

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):

Emergency Care in the Streets. Seventh Edition

Software:

Jones and Bartlett Companion Software

Websites:

Fisdap

Information About the Course

Course Description

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Course Student Learning Outcomes

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

Course Prerequisites/Corequisites:

(51.0904) (OP9) 1 hour

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (ICO 6)

Prerequisites: Consent of department director.

Corequisite: as sequenced by semester of entry.

Course Topics:

Course objectives utilize the framework of Differentiated Entry Level Competencies. On completion of this course, students should be able to:

Provider of Care:

1. Analyze health care deviations in the patient experiencing complex alterations in multisystem functioning.
2. Correlate the physiological effects of aging with the patient's ability to recuperate from complex health needs involving multiple body systems.
3. Integrate elements of pre-hospital emergency care with patients experiencing complex health needs involving multiple body systems.
4. Utilize decision making skills, research-based findings, psychosocial, and cultural knowledge in planning and communicating care for patients with complex health needs involving multiple body systems.
5. Integrate knowledge of cognitive, psychomotor and affective skills essential for providing pre -hospital emergency care to patients with complex health needs involving multiple body systems.

6. Appraise the legal and professional implications that relate to the care of patients with complex health care needs involving multiple body systems.

7. Analyze physiological actions, side effects, and rationale, of pharmacological agents utilized in the care of patients with complex health needs involving multiple body systems.

Coordinator of Care:

8. Compose teaching relevant to health promotion/disease prevention for patients and their families to facilitate adaptation to complex health needs involving multiple body systems.

9. Examine economic and political issues impacting care of patients with complex health needs involving multiple body systems.

10. Identify a variety of community resources that assist patients with complex health needs involving multiple body systems to achieve an optimal level of health or to prepare terminal clients for death.

Member of a Profession:

11. Examine professional attributes of caring that assist the patient to adapt to complex health alterations within the critical care environment.

12. Justify situations which would necessitate advocacy for the patient within the critical care environment.

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.**

Course Requirements (Lectures, Assignments and Assessments)

1. **Individual clinical rotations** will be assigned a grade and then averaged to determine the final grade. Grades will be determined by the course instructor after consultation with the clinical instructor on level of competency as documented on the clinical evaluation form, and completeness of documented patient assessment forms.
2. Hospital clinical rotations are scheduled through the FISDAP Clinical Scheduling System. Schedules will be scheduled by Clinical Coordinator. Clinicals must be scheduled seven (7) days in advance. Once assigned to a clinical date and time, attendance at that scheduled clinical is **mandatory**. Changes must be approved by the instructor. Only **1** clinical date or time may be modify or changed per semester.

3. In the event of an emergency, and it is impossible for the student to attend clinical, the instructor must be contacted no later than 45 minutes prior to the scheduled clinical.
4. Students must complete seven (7) – eight (8) hour hospital clinical rotations, for a total of 56 hours, at the Odessa, Texas, Medical Center Hospital Emergency Department (ED).
5. Students must complete one (1) – four (4) hour rotation, for a total of 4 hours, at Permian General Hospital, Andrews, Texas, for the intubation clinical. Successful completion of skills will be documented on the Hospital Rotation Evaluation Form and signed by the preceptor.
6. Students must successfully administer one (1) gastric tube insertion on ED patients while in the hospital clinical setting, with preceptor supervision. Successful completion of skills will be documented on the Hospital Rotation Evaluation Form and signed by the preceptor.
7. Students must perform a complete assessment and head-to-toe examination on a minimum of three (5) different patients in the Emergency Department at each clinical rotation these patients will be chosen in order to complete the required competencies in accordance with the clinical competency Matrix. Document these exams on the Odessa College EMSP patient assessment forms, as outlined in the Course Textbook, and as directed by the instructor. A patient may not be assessed for clinical grading purposes by two paramedic students.
8. Students must submit the completed Hospital Rotation Evaluation Form to the clinical instructor for signature before the end of the clinical. The completed signed Hospital Rotation Evaluation Form MUST be turned into the lead instructor to receive credit for the clinical hours. Failure to turn in this form will result in the patient information for that rotation to be deleted from the FISDAP system.
9. The student will be required to complete the Patient Assessment and Care Record, Preceptor Evaluation, Self Evaluation, and Site Evaluation in the FISDAP system within 48 hours of completion of the clinical. The clinical rotation will be marked as Complete after 48 hours and no further changes or additions will be allowed to the patient care record without consent of the lead instructor. **All paperwork** is due the **first class** following the 48 hours. Failure to turn in paperwork within this time frame will result in the patient information for that rotation to be deleted from the FISDAP system.
10. Emergency Medical Services clinical rotations are scheduled through the FISDAP Clinical Scheduling System. Schedules will be set on a first come, first served basis. Clinicals must be scheduled seven (7) days in advance. Once assigned to a clinical date and time, attendance at that scheduled clinical is mandatory. Changes must be approved by the instructor. Only 1 clinical date or time may be modify or changed per semester.
11. In the event of an emergency, and it is impossible for the student to attend clinical, the instructor must be contacted no later than 45 minutes prior to the scheduled clinical.
12. Students must complete a total of 42 hours at the Odessa Fire Department, Odessa, Texas no more than 14 hrs may be completed in any 24 hr period.
 - a. Clinical rotations at another municipal EMS must be approved by the instructor.
 - b. If another Emergency Medical Service is approved for clinical rotations by the instructor, at least 21 hours of EMS clinical must be completed with the Odessa Fire Department.
13. Students must submit the completed Ambulance Rotation Evaluation Form to the lead paramedic/preceptor for signature before the end of the clinical. The completed signed Ambulance Rotation Evaluation Form MUST be turned into the lead instructor to receive credit for the clinical hours. Failure to turn in this form will result in the clinical hours and patient information for that rotation to be deleted from the FISDAP system.

14. The student will be required to complete the Patient Assessment and Care Record, Preceptor Evaluation, Self Evaluation, and Site Evaluation in the FISDAP system within 48 hours of completion of the clinical. The clinical rotation will be marked as Complete after 48 hours and no further changes or additions will be allowed to the patient care record without consent of the lead instructor.
15. In order to receive a course grade of 75 the student must meet the required minimum number of hours and have all required completed Hospital or Ambulance Rotation Forms, FISDAP patient care records, and required evaluations before the Monday of the week before finals, Any failure to meet minimum criteria will result in a grade of F for the course.
16. A course grade of 75 or better is required to pass EMSP 1164. No assignments are optional.
17. Failure to pass clinical rotations of EMSP 1165 will result in a grade of F, and prohibits registering for any further, EMSP courses until the appropriate classes are retaken for a passing grade.
18. Copies of clinical forms are available on Blackboard. It is the student's responsibility to arrive at the clinical site with sufficient forms to complete and document their assessments.
19. The preliminary patient assessment forms may not contain any patients personally identifying information. The student will keep the preliminary assessment form after entering data in the FISDAP system.

Hospital Rotation

Permian General Hospital is the location of the hospital rotation for this clinical. Students will assist an Anesthesiologist or a CRNA in the operating room (OR) with oral intubation of patients. The OR is a restricted area and infection control is a top priority.

The student is responsible for calling Permian Regional Medical Center (PRMC) the afternoon prior to the scheduled rotation. Contact PRMC OR to confirm that patients are scheduled at 432-464-2395 by 3:00 PM the day before your scheduled clinical rotation. Speak to the charge nurse (document on your skills log the name of the person you talked to) and ask specifically if there are general anesthesia procedures scheduled for the operating room (OR) the next morning.

If so, follow these guidelines:

1. Wear required clinical attire to the hospital.
2. Arrive in the surgery department at 06:45 AM of the clinical day.
3. Show your student identification to the OR staff.
4. Follow OR dress policy, change into surgical scrubs as directed.
5. Stay at the head of the operating table with your assigned preceptor.
6. After the intubation procedure, leave the room to attend another supervised intubation, if available or remain and observe the surgery if permitted.
7. Document intubations and/or other procedures on the Save signed by anesthesia provider or other available licensed OR staff.
8. Remember that all patient information is confidential.

If there are no general anesthesia procedures scheduled, document on your skills log and contact the instructor as soon as possible to schedule another date.

Permian General Hospital

720 Hospital Drive

Andrews, TX

Operating Room Rotation Directives

1. Observe surgical sterile techniques.
2. Under the direct supervision of the anesthesia provider assigned to the patient:
 - a. Maintain adequate airway and ventilation utilizing basic skills and maneuvers
 - b. Perform endotracheal intubations
 - c. Maintain ventilation and monitor patient's vital signs
 - d. Observe effects of sedatives and paralytics
 - e. Assist anesthesia provider as requested

Emergency Medical Service Rotation

Odessa Fire and Rescue is the emergency medical service facility for prehospital field internship rotations. Other EMS services may be utilized with the instructor's approval. However, these guidelines will be followed regardless of the EMS service.

On arrival at the station, students will only park in a designated parking area or as directed by the shift supervisor.

Follow these guidelines:

1. Wear required clinical attire to the station
2. Report to the Captain and show your student identification
3. Request a location for placement of your personal belongings
4. Request an orientation of the ambulance and equipment with the paramedic

IMPORTANT – If the station is unoccupied on your arrival, contact your primary instructor. Identify yourself and what station you are at

Odessa Fire & Rescue Stations:

Station #1	Station #3	Station #4
1100 W. 2 nd	5151 E. University	2616 Golder
432-335-4810	432-368-3500	432-335-4807

Station #6	Station #8
3413 Brentwood	301 East Yukon
432-368-3503	432-368-3505

Midland Fire Department Stations:

Station #6
4315 Thomason Dr. Midland, TX

Emergency Medical Services Rotation Directives

1. Respond to dispatch when the alarm sounds
2. Properly don body substance isolation equipment as instructed in the textbook
3. Perform a scene assessment and assess scene safety
4. Perform a physical assessment

5. Take vital signs
6. Make a correct field diagnosis
7. Perform correct treatments within your training and scope of practice
 - a. Drug administration (IV, IM, SQ, SL, O2, SVN etc...)
 - b. Appropriate use of KED, splints, traction splints, cervical collar, backboards, head immobilizer
 - c. Glucometer
 - d. Thermometer
 - e. Control of hemorrhage
 - f. Intubation
 - g. Any other skills as defined by medical direction and local protocols
8. Properly package and transport patient
9. Transmit appropriate information to the Emergency Department
10. Verbalize report to Emergency Department Staff
11. Complete additional assignments delegated by preceptor
12. Have preceptor sign the Ambulance Rotation Evaluation Form and complete the student evaluation

Grading

<i>Type of Assignment</i>	<i>Percentage/Points</i>
Completion of all Field/Clinical Rotations and Graduation Requirements	70%
Professionalism - Affective Domain	30%
	100%

Grading Scale:

- “A” = 90-100
- “B” = 80-89
- “C” = 75-79
- “D” = 60-74
- “F” = 0-59

Grade Requirements:

Student must maintain an average grade of at least 75% in all co-requisite classes in order to participate in clinical rotations. Refer to Prerequisite/Corequisite Courses.

Grading Policy:

Please understand that this is a required course for the EMSP program in order to prepare you working as a Paramedic. 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.

Course Alignment with Industry Standards

NHTSA Paramedic Curriculum

TDHS Paramedic Curriculum

NREMT Standards

Coeamps Standards

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 regularly. Attendance will be recorded using an attendance roster. Excessive absences (greater than or equal to 20% of classroom time) 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.

AVID

A diverse amount of AVID strategies are implemented as required by the diverse settings and variables presented by the course material.

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 NOT ACCEPTED.**

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

These are the requirements for hours and associated competencies for each practicum for the year. The highlighted portion are what the student will be responsible for during PRACTICUM I. The student will be required to keep up with their own standings within the practicum throughout the semester.

Paramedic Practicum Requirements 2015

Impressions	Practicum I	Practicum II	Practicum III	Total Upon Program Completion
Cardiac	2	5	1	8
Medical	9	9	2	20
Trauma	9	9	2	20
OB	0	2	0	2
Respiratory	5	5	3	13
Abdominal	3	3	1	7
Psychiatric	0	1	1	2
CVA	1	1	1	3
Neuro	0	1	1	2
Cardiac Arrest	0	0	1	1
Skills				
IVs	22	22	11	55
ET Intubation	1	1	1	3
Ventilations	1	1	1	3
Medications	15	15	8	38
NG/OG	1	2	0	3
Vaginal Birth	0	2	0	2
Team Lead				
ALS	1	6	8	15
Pediatric	0	0	1	1
Unconscious	0	0	1	1
Team Lead Total	5	5	15	25
Complaints				
Change in Responsiveness	0	2	1	3
Dizziness	3	3	2	8
Chest Pain	2	3	3	8
Respiratory	3	3	2	8

AMS	4	4	1	9
HA, Blurred Vision	4	4	1	9
Weakness	4	4	2	10
Abdominal Pain	4	4	1	9
Peds Respiratory	2	2	1	5
Ages				
New Born	0	2	0	2
Infant	2	3	0	5
Toddler	2	2	0	4
Preschooler	2	2	0	4
School Age	2	2	0	4
Adolescent	2	2	0	4
Pediatric	15	15	0	30
Adult	15	15	5	35
Geriatric	10	9	3	22

Site and Hour Requirements

Practicum I			
Site	# of Shifts	Length of Shift Hours	Total Hours
ER (MCH)	10	8	80
OR (PRMC)	1	4	4
Cath Lab (MCH)			
L&D (ORMC)			
NICU (ORMC)			
Field Internship (OFR)	Varies	4-5	49
Total	Varies		133
Practicum II			
Site	# of Shifts	Length of Shift Hours	Total Hours
ER (MCH)	7	8	56
OR (PRMC)	1	4	4
Cath Lab (MCH)			
L&D (ORMC)			

NICU (ORMC)			
Field Internship (OFR)	Varies	4-5	42
Total	Varies		102

Practicum III

Site	# of Shifts	Length of Shift Hours	Total Hours
ER (MCH)	2	8	16
OR (PRMC)			
Cath Lab (MCH)	1	7	7
L&D (ORMC)	2	6	12
NICU (ORMC)	2	6	12
Field Internship (OFR)	Varies	4-5	105
Total	17		145

Program Total

Site	# of Shifts	Length of Shift Hours	Total Hours
ER (MCH)	19	8	152
OR (PRMC)	2	4	8
Cardiac Cath Lab	1	7	7
L&D (ORMC)	2	6	12
NICU (ORMC)	2	6	12
Field Internship (OFR)	Varies	4-5	196
Total	54		387

**Numbers Subject to Vary. Student must check regularly to ensure current standards are being met.*

General Education – Core Objectives (COs)

(Note to course instructor: Delete this entire section if this course is not part of the Core Curriculum or General Education courses.)

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)

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

Directions for Instructor:

1. *In the left-hand column, list specific SLOs that indicate what students will be able to do at the end of the course. You may reference the number from the Learning Outcomes listed in the Course Learning Outcomes list under the Course Description.*
2. *Determine, as appropriate, how your SLOs align with the CO’s that are listed in the right-hand column. NOTE: A course may not incorporate all 6 COs. Every course should include an SLO that aligns with “critical thinking” and “communication” skills. Every Core course has assigned CO’s indicated in the chart above that should correlate to SLO’s here.*

Outcome	ICO
Patient assessment techniques to formulate a field impression and treatment plan.	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

The use of technology and affective communication techniques to facilitate continuity of patient care within/beyond the EMS system.	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
Analysis of patient assessment/monitoring and dosage calculations.	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
Implementation of treatment plan using team dynamics.	<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
The ability to apply ethical principles of paramedicine to work as a paramedic.	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
The ability to apply principles of public education, research and the recognition of cultural diversity.	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Odessa College Policies

Tuition Discounts

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

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

Academic Policies

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

procedure are available in the office of The Director of Student Life (CC104).”

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