

Faculty Information



Name: Judge Scott Layh
E-Mail: layhms@co.ector.tx.us
Phone: 432-528-4072
Office: 432-498-4120

Office Hours	
Campus Office Hours and Online Office Hours:	Not applicable

About Your Instructor

I am a graduate of Texas A&M University with a BBA in Business Management. I attended St. Mary’s University and obtained my law degree in 1997. I preside over the Ector County Court at Law #2 as the County Court at Law Judge.

Preferred Method of Communication:

The best way to communicate with the course instructor is via email at layhms@co.ector.tx.us. Appointments with the instructor may also be scheduled.

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):

Criminal Law & Procedure for Legal Professionals, 1st Edition, Feldmeier & Schmalleger, Prentice Hall

Hardware:

Computer with speakers.

Technical requirements: internet access, ability to send and receive email, ability to browse the internet, must have media (itunes, quicktime or windows media player)

Software:

Microsoft Word. Internet Explorer or Firefox for browsing the internet. Firefox (free) must be used to view videos.

Information About the Course

Course Description

Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

Course Prerequisites

There are no prerequisites to this course.

Course Topics

Dates	Assignments	Competency	ICO
1/21	Chapter 1 The Power of Criminal Law	<ul style="list-style-type: none"> • Identify the historical and cultural roots of criminal law in Western society • Trace the development of criminal law in 	1,3,6

		<p>the United States</p> <ul style="list-style-type: none"> • Appreciate the role of common law in the modern criminal justice system • Explain the differences between procedural and substantive criminal law • Identify the different types of law and the purposes they serve • Understand the primary differences between civil and criminal law • Explain the differences between morals, ethics, law and criminal law 	
1/21	Chapter 2 Systems, Sources, and Semantics of Criminal Law	<ul style="list-style-type: none"> • Identify the primary structures and characteristics of the American legal system • Appreciate the multiple layers and branches of government involved in the criminal justice system • Understand the importance and relevance of federalism in processing criminal cases • Discuss the impact of the separation of governmental powers in criminal cases • Explain the adversarial and accusatorial features of criminal justice • Identify the different sources of criminal law • Appreciate that the language of criminal law 	1,3,6
2/4	Chapter 3 Criminal Liability and the Essence of Crime	<ul style="list-style-type: none"> • Identify the core elements of a criminal statute • Define <i>actus reus</i> and describe its basic features • Explain the concept of <i>mens rea</i> and describe the different types of mental states found in the Model Penal Code and contemporary criminal laws • Describe strict liability offenses, and explain why some crimes are punished solely on the basis of strict liability • Describe how concurrence relates to <i>mens rea</i> and <i>actus reus</i> • Understand and identify the statutory elements of legal causation, resulting harm, and necessary attendant circumstances • Identify the basic features of inchoate offenses, including criminal attempt, conspiracy, and solicitation • Explain how related actors participating in a crime can be held criminally culpable under the doctrines of accomplice liability, accessory laws, and vicarious liability • Explain the nature and realities of criminal 	1,3,6

		liability for corporations	
2/4	Chapter 4 Personal Crime: Homicide, Assault, Sex Crimes, and Kidnapping	<ul style="list-style-type: none"> • Identify and describe the different types of criminal homicide • Discuss the causation problems that are characteristic of criminal homicide prosecutions • Explain the concept of corpus delicti as it relates to criminal homicide • Distinguish between murder and voluntary manslaughter • Explain the felony murder rule • Discuss the nature of criminal liability attached to assisted suicide • Explain the differences between the common law crimes of assault and batter • Discuss how mayhem differs from other types of batter • Identify the features and significance of domestic violence laws • Explain the difference between the crime of rape and other forms of sexual assault • Provide an example of false imprisonment, and explain how false imprisonment differs from kidnapping 	1,3,6
2/11	Chapter 5 Property, Theft, and Computer Crimes	<ul style="list-style-type: none"> • Explain the common law crime of larceny and how it relates to modern theft statutes • Explain the difference between embezzlement and false pretenses • Distinguish between robbery and extortion • Explain the differences between the crimes of theft, robbery, burglary, and embezzlement • Identify the common elements of modern-day arson statutes • Identify the different types of computer crime and the unique features of each one • Discuss how criminal laws are written to protect individuals from identity theft • Appreciate the legal challenges associated with writing criminal laws to regulate harmful conduct occurring within cyberspace 	1,3,6
2/11	Chapter 6 Public Order and Morality-Based Crimes	<ul style="list-style-type: none"> • Identify the different categories of social-order crimes described in this chapter, and explain how they differ from one another • Explain the differences between disorderly conduct, riot, rout, fighting and breach of the peace • Explain the legal challenges in regulating immigration 	1,3,6

		<ul style="list-style-type: none"> • Identify the distinguishing features of antiterrorism laws • Summarize arguments for and against the regulation of firearms • Summarize the differences between perjury, bribery, and contempt, and explain how criminal contempt differs from civil contempt • Explain the legal basis for criminalizing public indecency, prostitution, sodomy, and other consensual sexual behavior • Identify the differences between profanity, pornography, obscenity, and child pornography • Discuss the conditions under which marijuana might be legalized or decriminalized • Address some of the legal and practical realities for driving under the influence cases • Explain the legal and social challenges in regulating controlled substances 	
2/25	Chapter 7 Legal Defenses: Justifications and Excuses	<ul style="list-style-type: none"> • Explain the purpose of a defense to a criminal charge and the nature of affirmative defense • Describe the difference between justifications and excuses, and give examples of justifications that might serve as defenses • Summarize the differences between the defenses of necessity and duress • Illustrate when force and deadly force may be used in self-defense • List the main distinguishing features of an excuse • Explain why voluntary intoxication is usually not accepted as a defense to a criminal charge • Explain the defense of mistake, and explain when it is most useful • Discuss the minimum age at which people should be held criminally liable for their actions • Elaborate upon the difference between the subjective and objective approaches to assessing entrapment • Describe syndrome-based defenses, and provide some examples of this type of defense • Distinguish incompetency to stand trial from insanity at the time a crime is committed 	1,3,6

		<ul style="list-style-type: none"> • Distinguish between the various legal “tests” for assessing insanity 	
2/25	Chapter 8 Sources of Criminal Procedures	<ul style="list-style-type: none"> • Appreciate the differences between criminal law and rules of criminal procedure • Identify the many layers of government involved in setting procedural standards for criminal cases • Discuss the sources and standards for criminal procedure found in the U.S. Constitution • Explain the role of the incorporation doctrine in state and local criminal cases • Locate and use the Federal Rules of Criminal Procedure • Research and understand your state rules of criminal procedure • Identify and use federal, state, and local administrative regulations that impact the procedures of criminal cases • Locate the local rules of criminal practice within your local federal and state courts • Understand the different methods used to interpret and apply the legal language of criminal procedure 	1,3,6
3/4	Chapter 9 The Beginnings of a Criminal Case	<ul style="list-style-type: none"> • Appreciate the many different tasks of legal professionals in initiating and processing cases in the criminal justice system • Identify and understand the different ways a criminal case can be initiated by law enforcement officials • Understand the importance of bond hearings and the legal standards used to set a defendant’s bond • Explain the theory and realities of a preliminary hearing • Discuss the process of an arraignment and/or initial appearance hearing • Identify and explain the difference between the pleas of guilty, not guilty, and no contest • Explain the complexities and procedures of grand jury hearings 	1,3,6
3/4	Chapter 10 Pretrial Procedures: Discovery, Motions, the Exclusionary Rule, and Plea Bargaining	<ul style="list-style-type: none"> • Recognize the many events that can occur during the pretrial stage of a criminal case • Appreciate the importance of the discovery process of a criminal proceeding and the challenges associated with sharing evidence between the parties • Prepare a basic request for discovery or prepare a response to a party’s request for 	1,3,6

		<p>discovery</p> <ul style="list-style-type: none"> • Discuss the types of evidence that a criminal defendant is constitutionally entitled to receive from the prosecutor • Prepare a basic subpoena, subpoena duces tecum, and a motion to quash a subpoena • Understand the complexities of plea bargaining and the multiple interests and parties that might be involved in negotiating a plea agreement • Recognize the importance and different types of pretrial motions used in a criminal case • Prepare a basic motion to suppress evidence and/or memorandum in opposition to a motion to suppress evidence • Understand and explain the use of the exclusionary rule and the fruit of the poisonous tree doctrine in criminal cases 	
4/1	Chapter 11 Fourth Amendment: Searches and Seizures	<ul style="list-style-type: none"> • Understand the basic constitutional protections afforded criminal defendants under the Fourth Amendment • Appreciate the difference between a seizure of a person, an arrest, and an investigatory detention • Explain the process for evaluating the constitutionality of search and seizure issues within criminal cases • Real and recognize the different components of a search warrant • Understand the legal standard of probable cause as it applies to search and arrest warrants • Explain the rationale and realities of a <i>Terry</i> stop or a stop and frisk • Explain the difference between the legal standards of probable cause and reasonable suspicion, as well as the circumstances where each standard might apply • Prepare basic motions to suppress a warrant-based search and a warrantless search • Identify the exceptions to the warrant requirement under the Fourth Amendment • Prepare a basic memorandum in response to a motion to suppress 	1,3,6
4/1	Chapter 12 Evidence from	<ul style="list-style-type: none"> • Understand the basic constitutional protections afforded criminal defendants 	1,3,6

	Interrogations, Identifications, and Lineups	<p>under the Fifth Amendment right against self-incrimination</p> <ul style="list-style-type: none"> • Explain the process for evaluating the constitutionality of police-led interrogations of criminal suspects • Recognize different forms of police conduct that might violate a defendant's constitutional rights to remain silent • Appreciate the importance of <i>Miranda</i> warnings in processing criminal defendants • Prepare a motion to suppress a defendant's statement given to police during custodial interrogation • Understand the requirements for a valid waiver of the Fifth Amendment right against self-incrimination • Identify the sates of a criminal case during which a defendant or suspect has the right to an attorney under either the Fifth or Sixth Amendments • Identify the legal and constitutional defects that are associated with conducting pretrial identifications 	
4/1	Chapter 13 Rights to a Fair Trial: Due Process, Speedy Trial, Juries, Counsel and Double Jeopardy	<ul style="list-style-type: none"> • Recognize the many different rights that are associated with affording defendants "the right to a fair trial." • Identify different forms of prosecutorial and juror misconduct • Prepare a basic set of jury instructions for a criminal case • Understand the legal standards for speedy trial rights under the Sixth Amendment, the federal Speedy Trial Act, and your local state standards for a speedy trial • Understand the nature and scope of a defendant's right to a jury trial • Appreciate the factors that might lead defendants to waive their right to a jury trial • Recognize the extent of a defendant's rights under the Confrontation Clause • Understand the importance of a defendant's right to the effective assistance of counsel and the impact of ineffective assistance of counsel issues during the appeal process • Identify the limitations of the right against double jeopardy, including the many exceptions to the double jeopardy rule 	1,3,6
4/1	Chapter 14 Postconviction	<ul style="list-style-type: none"> • Recognize the many different stages and procedures that can occur after a 	1,3,6

	Procedures: Motions, Sentences, Appeals, and Habeas Corpus	defendant is convicted of a criminal offense <ul style="list-style-type: none"> • Appreciate the dynamics of a sentencing hearing, including the factors used to set a defendant's sentence, the constitutional and legal requirements of a sentencing hearing, the possibility of sentencing enhancements, the availability of sentencing enhancements, and the role of the U.S. Sentencing Guidelines in federal cases • Explain the availability and use of post-conviction motions, including a motion to withdraw a plea, a motion for a new trial, and a motion for judgment of acquittal • Prepare a basic motion for a new trial and a motion to withdraw a defendant's plea • Understand the nature and procedures associated with a forfeiture hearing • Prepare a notice of appeal • Understand the appellate process within your state's court system and the federal judiciary • Appreciate the process for filing a petition for a writ of habeas corpus in the federal courts 	
--	--	---	--

Grading

<i>Type of Assignment</i>	<i>Percentage/Points</i>	<i>Learning Objective</i>
Vocabulary/Review Questions	20%	Use terminology relating to criminal law and procedure; analyze cases relating to criminal law and procedure; draft document used in criminal law and procedure; and analyze the ethical considerations of the paralegal relating to criminal law and procedure.
Class Participation	10%	
3 Tests (Drop lowest grade)	50%	
Final Exam	20%	
	100%	TOTAL

Grading Scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 59

Grading Policy:

Please understand that this is a required course for the Paralegal Studies program in order to prepare you for the fundamentals of legal document preparation. 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

Curriculum aligns with the Certified Paralegal Exam administered by NALA.

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. 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 3 absences before a loss of 1 point(s) per absence over 3 is deducted from final grade point average.

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 legal 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

4. *(Tentative and Subject to Change)*

Dates	Assignments	Description
1/14	Introduction to Class	Introduction to Criminal Law
1/21	Introduction Movie	Introduction to Criminal Law and our Country History
1/28	Chapters 1-2 Vocabulary assigned Review Questions Assigned	Foundations of US Criminal Law
2/4	Chapters 3-4 Vocabulary assigned Review Questions Assigned Review Questions for Chapters 1-2 due	Definition of a Crime
2/11	Chapters 5-6 Vocabulary assigned Review Questions Assigned Review Questions for Chapters 3-4 due	Types of Crimes
2/18	Test 1 Chapters 1-6 Review Questions for Chapters 5-6 due	Test
2/25	Chapters 7-8 Vocabulary assigned Review Questions Assigned	Defenses and Intake
3/4	Chapters 9-10	Search, Seizure, and Statements

	Vocabulary assigned Review Questions Assigned Review Questions for Chapters 7-8 due	
3/11	SPRING BREAK	NO CLASS
3/18	Movie Review Questions for Chapters 9-10 due Review for Test 2	Review for Test 2
3/25	Test 2 Chapters 7-10	Test
4/1	Chapters 11-14 Vocabulary Assigned Review Questions Assigned	Pretrial, Trial, and Post-Trial
4/8	Continue Chapters 11-14	Pretrial, Trial, and Post-Trial
4/15	Review; Movie Review Questions for Chapters 11-14 due	Review for Test 3
4/22	Test 3 Chapters 11-14	Test
4/29	Final Review	
5/6	FINAL EXAM	COMPREHENSIVE

Course Outcomes

Outcome	ICO
Use terminology relating to criminal law and procedure; analyze cases relating to criminal law and procedure; draft document used in criminal law and procedure; and analyze the ethical considerations of the paralegal relating to criminal law and procedure.	<p>(1) <i>Critical Thinking Skills</i> – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information</p> <p>(3) <i>Empirical and Quantitative Skills</i> – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions</p> <p>(6) <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

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

Equipment and Services Provided:

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

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

and interact with a live tutor.

[Click here for more information.](#)

Veterans Support

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

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