Professor: Marie I Guerrero-Luera

E-Mail: mguerreroluera@odessa.edu

Phone: 432-349-2849

Office:

Office Hours: T-TH 9-11 and 1-2:30 W 1-2:30 F 9-10:30	
Room: Sedate Hall 215	
Online Collaboration: As Needed Please Email Me	

About Your Instructor

I have devoted my academic and professional career to ensuring the environment and workplaces are as safe, health, and regulatory compliant as possible. I have a passion for sharing my knowledge and experience with all of my students

I see it as my duty to give the highest grade possible while still being fair to other students. I will never approach grading trying to take away points, but rather I will approach grading trying to give you everything you have earned.

I look forward to teaching this course!

Marie Guerrero-Luera

Quotes

"Safety is not instinctive it is taught" ~ Unknown

"Ignorance more frequently begets confidence than does Knowledge" ~ Charles Darwin

"Asking me to overlook a simple safety violation would be like asking me to compromise my entire attitude toward your life"~Unknown

Preferred Method of Communication:

I prefer students communicate with me Via Email understand that is not always possible in a busy world so a phone call is an acceptable second choice: 432-349-2849

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 of Monday 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. To in class students this may be during class so it is important to attend ALL classes or notify me if you will be absent. For web based instruction this will be electronically so it is important to check ALL forms of electronic communication regularly.

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

- 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(s):

No Text Book Required

 Computer: A minimum of 512 MB RAM, 1 GB of free disk space, 866 MHz or higher recommended, and a monitor capable of at least 800 x 600 resolution.

*Peripherals:*Speakers or headphones will be needed to listen to audio files. Additionally, a web cam and microphone for any online collaboration or possible test taking software that requires those items.

*Anti-virus software/firewall:*Anti-virus software is highly recommended. Online courses involve a significant amount of file sharing, which increases your risk of getting a virus. Anti-virus software will help protect your computer in case of exposure to a computer virus. You may also consider using a firewall as added protection.

 *Other software:*You may need to view course content that is in the form of Microsoft Word and Microsoft PowerPoint documents. There are videos in the course, which will view using Windows Media Player, QuickTime or Real Player. There also maybe short

videos on the publisher's website that require Adobe's Shockwave Player.

Internet connection: A high-speed (Cable or DSL) connection is necessary for this course. If you do not have a broadband connection you may use a computer on campus for certain assignments.

Browser and settings: You may use Mozilla's Firefox or Camino, Microsoft's Internet Explorer, Apple's Safari, or Google's Chrome for web browsing within Blackboard. Whichever platform you use, make sure to enable Cookies and to disable any pop-up blockers, especially those that come with Yahoo and Google toolbars. This is very important when viewing Tegrity recordings.

Websites:

http://www.osha.gov
http://www.dol.gov
http://www.epa.gov
http://www.msha.gov
http://www.cdc.gov
http://www.cpsc.gov

Course Description

An introduction to the basic concepts of safety and health. The field of occupational safety and health (OSH) has become a topic of increasing importance. The establishment of the Occupational Safety and Health Administration (OSHA) in 1970 reflected the recognition that safety in the workplace is a basic expectation for all employees. Originally addressing concerns in industry and hazards associated with mechanical injury, the field of occupational health and safety has expanded to almost every workplace environment, from the office to the airplane, as well as to the laboratory and the vivarium.

Course Objectives/End-Of-Course Outcomes: (As per WECM), at the end of this course, student(s) will be able to:

1. Identify appropriate procedures to minimize or prevent injuries.
2. Identify Illness in the workplace;
3. Student will be able to incorporate job safety analysis (JSA)
4. Student will be able to identify appropriate training; and name elements of an effective safety culture.

Course Core-requisites:

None

Course Topics:

- *OSHA Mission, General Terminology*
- *PPE and OSHA Standard Reading*
- *Introduction to Fire and Accident Prevention*
- *Introduction to Physical Hazard Control and IH (industrial Hygiene)*
- *Introduction to STP (Safety Training Presentation) and DOT*
- *Introduction to Safety Program Management and Ergonomics*
- *Basic Safety Concepts*

Assignments

There will be assignments for each chapter covered. Make sure you visit BlackBoard on a regular basis to keep up with your assignments.
For each module there will be various assignments

Grading

Type of Assignment	Percentage/Points	Learning Objective
Professionalism	15%	
Daily Assessments	20%	
Critical Thinking Assessments	25%	
Quizzes	20%	
Final Assessment	20%	
	TOTAL 100%	

Grading Scale:

"A" = 90-100%
"B" = 80-89%
"C" = 70-79%
"D" = 60-69%
"F" = 0-59%

Grading Policy:

Please understand that this is a required course for several programs in order to prepare you to fulfill your requirements. 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

- attend all class sessions or actively engage all videos
- understand there is a difference between an education and a diploma and strive to gain an education
- understand the role of the instructor and the role of a student in the student-teacher relationship
- realize the syllabus is NOT an contract but a guideline to help me succeed in this course

- 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.
- Immediately inform the instructor if I desire to drop the class

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. This syllabus is not a student-instructor contract but rather a document to help orient you to this course. I, as an instructor, cannot force you to learn so there is no "product" I can give you for your money. I will do my best to help you understand the material but remains the students' responsibility to learn from the material and course set up.

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.

Because this course is online the opportunities to submit work were you received help or to "Google" answers are ubiquitous. This course relies heavily on the honor system and you should remember that copying or googling answers is disrespectful to everyone around you.

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

Web Classes:
 Though we *__strongly__* encourage students to log in to Blackboard at least once a day to check announcements and assignments, a student will only be expected to log in at least once within a Module Week. (Modules open on the Mondays at 8 a.m. and close on Sundays at 11:59 p.m.) If a student logs in once within a Module Week, then that student will be in compliance with the online attendance policy.
Face-to-face course attendance policy:
Your face to face course is eight weeks long and will meet for six hours each week. The OSET instructors *__strongly__* encourage attendance to every face-to-face class meeting. If a student misses three class meetings, then the student's overall course grade will be reduced by a letter grade at the end of the course. If a student misses more than four course meetings, then the student will fail the course.
The OSET instructors realize that emergencies happen. Absences will be excused for the following reasons:
- A family emergency (The OSET Department instructors will   consider family emergency events on a case-by-case basis)
- Illness with a doctor's note

Please note that having to work, the inability to find a babysitter, illness that does not require a doctor visit, technological malfunctions, needing to take a pet to the vet, or lack of transportation will not be considered as excused absences.

Hybrid course attendance policy:
Hybrid courses require students attend a face-to-face section of the course (see your course schedule for days and times) *__AND__* complete online requirements outside of class in the course's Blackboard shell.
For the online portion of the hybrid course:
Though we *__strongly__* encourage students to log in to Blackboard at least once a day to check announcements and assignments, a student will only be expected to log in at least once within a Module Week. (Modules open on the Mondays at 8 a.m. and close on Sundays at 11:30 p.m.) If a student logs in once within a Module Week, then that student will be in compliance with the online attendance policy for the online portion of this course.
For the face-to-face portion of the hybrid course:
Throughout your hybrid course, you will meet with your instructor in a face-to-face format for three hours a week. These courses are eight week courses. The OSET instructors *__REQUIRE__* attendance to every face-to-face class meeting. If a student misses two class meetings, then the student's overall course grade will be reduced by a letter grade at the end of the course. If a student misses more than three course meetings, then the student will fail the course.
The OSET instructors realize that emergencies happen. Absences will be excused for the following reasons:
- A family emergency (The OSET instructors will consider family emergency events on a case-by-case basis)
- Illness with a doctor's note

Please note that having to work, the inability to find a babysitter, illness that does not require a doctor visit, technological malfunctions, needing to take a pet to the vet, or lack of transportation will not be considered as excused absences.

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 contact 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.

Be sure to use the grading policy to guide how you calculate your score. Assignments, tests, quizzes, and discussions are all weighted differently (discussions fall under the class participation category). Use those respective weights to calculate your grade. For example: If I have 85 points out of a possible 100 in quizzes, and quizzes are worth 10% of my grade I would use (85/100)*0.10 for that portion of my grade. I would then do the same set up but change the numbers to reflect the appropriate score and weight for all categories. Finally, I would sum up all of the results and that should give you your percentage in this class.

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

(Tentative and Subject to Change)

Module 1:

OSHA Mission, General Terminology

Module 2:

PPE and OSHA Standard Reading

Module 3:

Introduction to Physical Hazard Control and IH (industrial Hygiene) and JHA

Module 4:

Introduction to STP (Safety Training Presentation) and DOT

Module 5:

Introduction to Safety Program Management, Elements of a safety culture and Ergonomics

Module 6:

Introduction to Fire and Accident Prevention

Module 7:

Writing JSA and Hazard analysis

Module 8:

Final Assessment

Institutional Core Objectives (COs)

Description of Institutional Core Objectives (ICO'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 2012-2013, page 73)*

Odessa College's Institutional Core Objectives (ICOs):

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)

Course Objectives/End-Of-Course Outcomes:

(As per WECM), at the end of this course, student(s) will be able to:

1. Identify appropriate procedures to minimize or prevent injuries and illness in the workplace;

2. Incorporate job safety analysis (JSA)

3. And appropriate training;

4. Name elements of an effective safety culture.

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

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 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 2013-2014, page 48)*

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 2013-2014, page 39)*

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)

MURRY H. FLY LIBRARY

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

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.

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

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

Math Lab Main Number	432-335-6537
Email	mymathlab@odessa.edu
Campus Location	Wood Math and Science building, Room 201
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/math_lab.htm 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

Synapse Lab Main Number	Coming soon
Email	SynapseLab@odessa.edu
Campus Location	Wood Math and Science building, Room 308
Website with Additional Help and	http://www.odessa.edu/dept/biology/tutoring.htm

Information	Provides support for all science related tutoring

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

Writing Center Main Number	Coming soon
Email	writingcenter@odessa.edu
Campus Location	Wilkerson Hall, 106
Website with Additional Help and Information	Coming soon 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

Student Success Center (SSC) / AVID Center

How do I contact the Student Success Center?
Appointments are preferred, but walk-ins will be served as soon as possible.

Main Number	432-335-6673
Campus Location	1st floor of the Library
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Assistance / Chat	Click Here *(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)*

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

Equipment/Services Available	Used For	Available

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

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

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