

RNSG 1263

COURSE NAME: Clinical Registered Nurse- Advanced Concepts

Fall 2015

Faculty Information

Name: Patty Williamson, RN, MSN
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Office: CT 215

Office Hours	
Campus Office Hours:	Wednesday 1000-400 @ the OC campus
Online Office Hours	

About Your Instructor:

I am a proud graduate of Odessa College. It has been a pleasure to return to the college where my career started in order to prepare the next generation for the role of professional nurse. With assistance from Texas Tech, I graduated with my MSN in 1997. My clinical background is in intensive care, infusion, and oncology. I have had the honor to serve in many different roles within nursing. I have held positions from staff nurse to that of director. I view nursing as a calling and have found much enjoyment and satisfaction within nursing. Welcome to this amazing field!

Preferred Method of Communication:

Office (432 335-6470) or email

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Saturdays. I am not online Sundays;

- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

- provide clear information about grading policies and assignment requirements in the course syllabus, and
- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- post grades for discussion postings within one week of the discussion thread closing.
- provide grades for assignments within 2 weeks of the due date.

Textbook Information and Required Hardware/Software

Textbook(s):

Doenges, M. E., Moorhouse, M. F., & Murr, A. C. (2013). Nurse's pocket guide: Diagnoses, prioritized interventions, and rationales (13th ed.). Philadelphia, PA: F.A. Davis.

[ISBN-13: 978-0803627826]

Ignatavicius, D. D. & Workman, M. L. (2016). Medical-surgical nursing: Patient-centered collaborative care, single volume (8th Ed.). St. Louis, MO: Saunders/Elsevier.

[ISBN TBA]

Pagana, K. D., & Pagana, T. J. (2014). Mosby's manual of diagnostic and laboratory tests (5th ed.). St Louis, MO: Mosby/Elsevier.

[ISBN-13: 978-0323089494]

Vallerand, A. H., & Sanoski, C. A. (2014). Davis's drug guide for nurses (14th ed.). Philadelphia, PA: F.A. Davis.

[ISBN-13: 978-0803639768]

Hardware:

A computer with a speaker will be required to view lecture and videos as you prepare for class.

Software:

Adobe Reader, Word and PowerPoint programs will need to be installed on any computers used for this class. Socrative by Mastery Connect and Tech Smith will need to be accessible for class participation by the first day of class. This can be accessed by mobile device or computer.

Computer Browsers:

- Mac users should use Firefox
- PC users may use any browser except IE10

Websites:

You will access course materials for this course by logging into **Blackboard** at <https://blackboard.odessa.edu/webapps/login/>.

Socrative <http://www.socrative.com/>

ATI www.atitesting.com

<http://www.techsmith.com>/Tech Smith

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

Campus Computer Labs

Information About the Course

Course Description:

A health-related work-based experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Course Prerequisites:

Traditional: *RNSG Admission to Professional Nursing Program or administrative approval, RNSG 1301, RNSG 1513, RNSG 1360, RNSG 1193 RNSG 2213, RNSG 2161, PSYC 2314, RNSG 1443, RNSG 1262, RNSG 1412, RNSG 2263.*

Transition: RNSG 2207, RNSG 2213, RNSG 2161, RNSG 1201, RNSG 1443, RNSG 1262, RNSG 1193, (select one, HUMA 1305, HUMA 2319, HUMA 2323, PHIL 1304), RNSG 1412, RNSG 2263.

Co-requisite Courses:

Traditional: RNSG 2331, 2221

Transition: RNSG 2331, 2221

Course Topics:

(From corequisite theory course):

EKGs, Dysrhythmias, Invasive monitoring, arterial lines, PA catheters, stress management, ethical practice, IV drug titration, myocardial infarction, ABGs, ARDS, Chest tubes (Trauma/Open Heart), Acute Tracheostomy, Ventilators/ET tubes, Pulmonary embolism, Shock/VTE/ Embolus Potential, Complications/Acute Cardiac Failure, Renal acute/chronic, Risk factors & treatment, Dialysis, Systemic Lupus Erythematosus, Transplants, Liver failure and compromise, Hepatitis, Liver cancer, DM—Acute Complications (HHNKS/ DKA), Behavioral Interventions (Head Injury), Spinal cord injury/ Traction/ Halos, Traumatic brain injury and intracranial pressure, Diabetes insipidus/ Syndrome of inappropriate antidiuretic hormone, spinal cord injuries, Guillian-Barrie' syndrome, myasthenia gravis, Craniotomy, Burns, Emergency Response Plan, Disaster Planning/Security Plan, Stress Management, SANE (Sexual Abuse), Handling Hazardous and Infectious Materials (Biohazard), IV Drug Titrations, Ethical Practice, Assign/Delegation/ Supervision

Grading

EVALUATION AND GRADING:

All aspects of course work must be submitted in order to successfully pass this course. Course grades are based on **successfully** meeting all clinical objectives and obtaining a 75 or better average on written and simulated work. A 75 or greater is required for both the vSims simulation experience and the post quiz. However, the grade received on your simulation experience will be the grade received for the assignment.

Example 1: 80 received on simulation, 100 received on posttest, student would receive an 80 for the assignment

Example 2: 74 received on stimulation, 100 received on posttest, student would receive a 0 for the assignment (due to failure to meet required 75 on simulation and posttest)

RNSG 1263 receives a final grade of PASS/FAIL

<i>Type of Assignment</i>	<i>Percentage/Points</i>	<i>Learning Objective</i>
Concept Map #1	50%	See Learning Objective 1-6
vSims	50%	
		TOTAL 100

Grading Scale:

PA = Pass (85% concept map, 75% on each vSime, and all course objectives met)

F= Fail

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.

For ALL CURRENT NURSING POLICIES please refer to the CURRENT nursing student handbook loaded on course information section. ALL policies and standards are in effect for RNSG 1263.

LEGAL AND ETHICAL REQUIREMENTS

The nursing student is expected to abide by the following legal and ethical requirements:

Be prepared for clinical assignments.

Consider all information obtained regarding the patient’s status as strictly confidential, and not to be discussed with anyone except instructors and peers within the learning environment, and with authorized hospital personnel. (Learning experiences in the clinical area are to be shared during pre and post conferences and other related professional sessions).

Students must comply with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The law protects patient confidentiality and the security of patient data. Significant fines, civil and even criminal penalties, can be levied if there is wrongful disclosure of medical data. The general rule affecting nursing is that patient authorization is required for any use or

disclosure of protected information that is not directly related to treatment or payment. These rules cover all types of communication including patient charts, computerized information, patient room identification systems, faxes, lab slips or specimens, nursing care plans, medication records, dietary trays, and communication boards, faxes, and phones. The law provides even more stringent protection for clients in psychiatric and chemical dependency units. Selected applications of HIPAA to your role as a student nurse:

- Clinical sites may orient students to the agency's guidelines for HIPAA implementation.
- Patient names will NOT be posted on assignment sheets.
- Patient information must never be left visible to the public.
- Do not leave clinical paperwork in a place, even in one's own home, that is visible to others.
- When using computers in the clinical setting, or at home, never leave information on the screen for unauthorized person to gain access - log off.
- Faxes are to be placed in a secure area, face down.
- NEVER photocopy portions of the patient's chart, medication record, or lab/diagnostic findings.
- Even when the discussion concerning a patient is authorized, take care that it is not in a public area or where conversation could be overheard by others.
- As a student, do not answer any questions about a patient over the phone. Do not state the patient is in the facility unless there is certainty that the patient has approved release of the information. The safest action for a student to take is to refer calls to the charge nurse or primary nurse caring for the patient.
- Submit reports of patients to instructors using patient room numbers and birth date only, never the patient's full name.
- Remove the name of the patient if any information is obtained from the patient's chart and used away from the nursing unit.
- Consult with the instructor if the student feels that circumstances regarding the patient will hamper him/her from giving effective care or would potentially present sensitive issues regarding confidentiality (e.g., person known to the student).
- The student must conduct himself/herself in a professional manner when caring for patients/families and interacting with staff, instructors, and peers.
- Channel any criticism of an agency, an individual, or an instructor through the Director of the Nursing Program. In order to instill confidence and trust in our program, students should refrain from critical discussion outside the school or with other students.
- Be honest at all times. A student who would cheat on a test ultimately is cheating patients. A student who is less than completely honest in the clinical area jeopardizes patient safety and is subject to termination from the nursing program.

- Be responsible for one's own learning, and help promote an atmosphere which facilitates maximum learning for his/her classmates. A student will not obstruct the learning process of others by causing undue anxiety for any reason, including monopolizing instructor's time.
- Be respectful of instructors and peers. Help maintain an atmosphere where you and others can learn and grow.
- Be responsible for reading and familiarizing self with printed college and nursing department policies and procedures, as well as policies and procedures in clinical agencies that impact the role and function of the student nurse.
- Failure to abide by these regulations present grounds for disciplinary actions up to and including dismissal from the nursing program.

SCOPE OF PRACTICE

Noncompliance in any of the areas listed below may result in dismissal from the Nursing Program.

THE STUDENT NURSE MAY NOT:

- Assume responsibility for patient valuables.
- Sign/witness patient or client signature for consents for any type of procedure or sign AMA forms.
- Implement teaching plans/discharge plans without the primary nurse/preceptor or nursing instructor present.
- Fill out incident reports without instructor present.
- Take verbal or telephone orders from physicians.
- Administer blood or blood products or chemotherapy.
- Perform post-mortem care without presence and permission of instructor and/or preceptor.
- Scan, photograph, photocopy, or tape record content of patient documents.
- Have unauthorized patient contact.
- Use profanity or vulgarity while in the clinical setting.
- Further details regarding the scope of practice for a particular course will be found in clinical course materials.

CLINICAL EVALUATION

During each clinical experience, students are evaluated on their ability to meet predetermined course competencies. As part of the formative evaluation process, students receive daily clinical feedback from the instructor. Any areas needing improvement as determined by the daily progress feedback form are addressed. A student success plan will be developed to address patterns of behavior that indicate the inability to meet any competency. If the student is placed on a success plan and continues to demonstrate the behavior after the initial success plan is completed, the student may receive a clinical failure.

Summative evaluation resulting in a course grade of pass or fail occurs at the end of each clinical course. An evaluation conference with the clinical instructor(s) is scheduled at the end of each

course to discuss the summary evaluation of clinical performance using the clinical evaluation tool. Students are encouraged to speak with instructors at any time regarding clinical performance.

At the end of a clinical course, a rating of MET for all clinical outcomes delineates that the student has successfully achieved the end of course outcomes and will receive a PA or Pass for the clinical course. This is determined on the final clinical evaluation. Students must also achieve a 75% average on clinical concept maps in order to pass the clinical course.

A rating of NOT MET signifies unacceptable performance in one or more areas and the student receives an F or Fail for the clinical course. The student displays one or more of the following and did not improve after completion of student success plan(s):

1. unsafe practice by the lack of application of principles of safety and asepsis;
2. failure to accomplish task(s);
3. disregard for the client and /or family in administering care;
4. inability to identify or correct errors;
5. inability to transfer theory knowledge to clinical practice; and/or
6. inconsistent clinical behavior in the performance of nursing responsibilities. Example: not prepared for clinical day.

Dismissal from the Nursing Program MAY occur with serious violations of safe clinical practice.

Physical Hazard:

A physical hazard is any action performed by the student which could endanger the patient's life. Examples of a physical hazard include (but not limited to) medication error, leaving the side rails down, leaving patient unattended while in bath, bed in high position, removing oxygen from a patient over a period of time, non-report of symptoms that could endanger patient, attempting to practice beyond scope, attempting skills that have not been checked off by instructor, performing a skill without proper or approved supervision.

Emotional Hazard:

An emotional hazard is any verbal or non-verbal behavior by the student which puts the patient in danger, or is inappropriate, or unprofessional. Examples of an emotional hazard include (but not limited to) displaying emotional outbursts, cursing, obscene facial or hand gestures, yelling at faculty, staff or patient, racial slurs/comments, talking about patient in an inappropriate setting, making unfavorable statements regarding patients or their significant others to other students in an inappropriate setting or to the public.

RESPONSIBILITY TO REPORT UNUSUAL OCCURANCES

Any unusual occurrence or medication report made in the clinical area will be reported in the manner given in the procedure manual of the specific hospital. A report must also be filed on campus since photocopying of agency documents is not allowed. The report must be signed by the instructor and presented to Director within 24 hours of incident. The report will be reviewed by the Program Director or designee, the Level Coordinator, and involved instructor. The student may be interviewed by any of these individuals. Appropriate remediation shall be required.

VISITING HOSPITAL PATIENTS

The student may not visit hospitalized friends or family when in the student role or while wearing the OC uniform. Students shall not visit patients who have been assigned to them before or after any clinical experience. One of the indications of high level nursing professionalism and competency is the provision for proper care and termination of the nurse/patient relationship.

CLINICAL HYGIENE POLICY

1. Hair must be worn off the collar.
2. Nails are to be clean and short with rounded edges.
3. Only clear, unchipped/uncracked nail polish may be worn. No acrylic nails may be worn.
4. Personal hygiene must be maintained. Effective deodorant must be worn. Offensive breath must be avoided. Offensive odors of all kinds must be avoided including cologne, perfume, and tobacco odors.

CLINICAL CONCEPT MAP POLICY

In order to pass a clinical course, students must obtain an average of at least 85% or above on the total number of concept maps assigned in each clinical course. The total number of concept maps assigned in each course must be submitted to the instructor in order to pass each clinical course.

Example 1: If a concept map is assigned in a clinical course and the student obtains an grade of below 85% on the concept map, the student will receive a grade of "F" in the clinical course and will not be eligible to progress to the next level of clinical (until the clinical course failed has been successfully completed), since class and clinical are co requisites both class and clinical must be repeated.

Concept maps will be graded on the rubric designated for concept maps in each semester.

Clinical courses are graded as Pass or Fail.

COURSE POLICIES

Medication Math Competency (See current ADN Student Handbook)

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 a timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course.

Digital Protocol (See ADN Student Handbook)

Attendance Policy

Attendance Policy Clinical

Students are expected to attend all clinical assignments. Attendance will be recorded. 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 clinical or leave clinical early, this will count as an absence.

Absence from Clinical

If the absence is clinical, the clinical instructor and/or clinical site must be notified according to the specific instructions given at the beginning of the clinical rotation. The student may expect to find these instructions in the course packet for the clinical course. For policies specific to clinical time refer to the Student Handbook for the Absence and Tardy Policy.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

Digital Protocol

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on “Blackboard” time.** Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be **WORD documents (doc or docx).**

Attendance Policy: See student nursing handbook

Students are expected to attend class regularly. Students are expected to notify the course instructor of absences prior to the beginning of class.

AVID

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in this course, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

General Course Requirements

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **Submit assignments on time.**

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)

Please see student calendar, below see example

Date	Instructional Approach (* denotes a strategy adopted by AVID)	Topic	Assignment	Assignment Submission
8/24-10/14	Hands on experience, Concept Mapping, Quick Writes, Quick Speak	Variety. See list of topics	Pre-Post work Prep work for Simulation	Clinical assignments due the Thursday following clinical, Simulation assignments are due at the time of simulation

Core Objectives (COs)

Description of Core Objectives (CO's)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses 2012-2013, page 73*)

Odessa College's Core Objectives (COs):

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

Course Objectives :

WECM End-of-Course 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.

LEARNING OUTCOMES:

1. Prioritize patient centered care based on focused assessment of one to four patients depending upon complexity/acuity in a timely and organized manner. (CJ&EBP, PCC, I&T)
2. Incorporate best current evidence to provide patient-centered care for patients with multi-system and emergent health care problems and their families. (CJ&EBP, S&Q, PCC)
3. Model clinical judgment in the provision of collaborative patient-centered care to culturally diverse patients including age, religion, ethnicity, economics, and gender in a variety of health care settings. (PCC, CJ&EBP, C)
4. Assume professionalism, accountability and responsibility in the provision of patient-centered care within a legal/ethical framework.(P&L, PCC)

Learning Outcomes

Student learning outcomes

Outcome	ICO
<p>Prioritize patient centered care based on focused assessment of one to four patients depending upon complexity/acuity in a timely and organized manner. (CJ&EBP, PCC, I&T)</p> <p>Incorporate best current evidence to provide patient-centered care for patients with multi-system and emergent health care problems and their families. (CJ&EBP, S&Q, PCC)</p>	<p><i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information</p>

Assume professionalism, accountability and responsibility in the provision of patient-centered care within a legal/ethical framework.(P&L, PCC)	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
Incorporate best current evidence to provide patient-centered care for patients with multi-system and emergent health care problems and their families.	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
Assume professionalism, accountability and responsibility in the provision of patient-centered care within a legal/ethical framework	<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
Assume professionalism, accountability and responsibility in the provision of patient-centered care within a legal/ethical framework	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
Model clinical judgment in the provision of collaborative patient-centered care to culturally diverse patients including age, religion, ethnicity, economics, and gender in a variety of health care settings	<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 2012-2013; Student Rights & Responsibilities* <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at <http://www.odessa.edu/dept/counseling/disabilities/index.htm>. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer 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.
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Student E-mail Support

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

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

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

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. 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	1 st 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. <i>(If no one is currently available, call or email)</i>

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

Math Lab Main Number	432-335-6537
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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 Information	http://www.odessa.edu/dept/biology/tutoring.htm 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 <i>(If no one is currently available, please put your email and question(s) in the</i>

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