ODESSA COLLEGE

PSYC 1300 H84CT - Learning Framework

24FA

Faculty Information

Name: Amy Spain
E-Mail: aspain@odessa.edu
Phone: 432-335-
Office: Wilkerson 213

CV

CV for Amy Spain

Student Support Hours

Collaborate / Support Hours:	Monday-Friday 7:30 am - 8:00 am Monday & Wednesday 11 am - 12 pm Monday & Wednesday 3:30 pm - 4:15 pm Tuesday & Thursday 10:30 am - 12:30 pm
	By appointment using my Calendly link

About Your Instructor

My name is Amy Spain and I am excited to be your instructor for this course. I have been working in higher education since 2010 in a variety of roles including Early Childhood and Education Faculty, Department Chair, Advisor, Registrar, and taught in K-12.

Preferred Method of Communication

Email is the best method to get in touch with me.

Connect on Social Media

X (Twitter): @aspainoc

Expectations for Engagement (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 will 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 3 to 5 days of the discussion thread closing.
- provide grades and feedback for all assignments within 3 to 5 days of the due date and at least 3 days before the next major assignment is due, whichever comes first.

Departmental Information

Contact Information: Department Chair	
Department Chair Name:	Reagan Paquette
Email:	rpaquette@odessa.edu
Phone:	432-335-6501

Contact Information: Dean	
Dean Name:	Saran McDuffie
Email:	smcduffie@odessa.edu
Phone:	432-335-6477

Guidelines for Contacting a Department Chair or Dean:

Students should make every effort to resolve course-related issues with their instructor first. Escalation of course-related issues to the department level should only be made after all forms of contact with instructor have been attempted. You may be asked to provide evidence of your attempts to contact your instructor prior to a departmental investigation of the issue.

When contacting a department chair, please make sure that you provide all of the following information to help make the resolution of your issue quicker and easier.

- Full Name
- Student ID
- Course ID
- Instructor of the course
- Detailed description of the issue you are contacting the department chair about (please be as specific as possible when referencing previous attempts to contact your course instructor, including dates and methods of contact)

Textbook Information and Required Hardware/Software

Textbook(s) / Title: This course uses open resources that are embedded in the course. No additional course materials are required.
Software
All assignments should be submitted using Microsoft Office Products (Word, Excel, PowerPoint, etc.). Students at Odessa College can download Office365 for free here.

- Go to the Microsoft 365 Website: https://products.office.com/en-us/student/office-in-education?tab=students
- Provide your @myoc.odessa.edu email address in the "Get Started" box and follow onscreen instructions from there!
- Be sure to use your Odessa College email address!

If you are using Google docs, please follow this process to download and submit as a Word document:

Example: If you use Google Docs or Pages, be sure to save your work as a Microsoft Document. To do this, click File, Export, and select Microsoft Word (.DOCX).

You will access course materials for this course by logging into Blackboard at https://blackboard.odessa.edu

NOTE: Blackboard works best through the Chrome Browser. You can download that free by clicking this link: https://www.google.com/chrome/

Information About the Course

Course Description

A study of the research and theory in the psychology of learning, cognition and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of the college-level student academic strategies. Students use assessment instruments (e.g. learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills and cultural aspects discussed across disciplines to become effective and efficient learners. Students will gain an understanding of cultural diversity and cultural systems related to environmental circumstances. Students will be able to communicate and relate individuals from multiple cultures in todays global community.

Students will:

1. construct a personal learning system informed by identifying their individual learning style and by the research and theory in the psychology of learning, metacognition, and motivation.
2. engage in career exploration to develop an educational and career plan based on individual assessments and exploration of career options and critically analyzing the potential wages, job opportunities, and necessary skills associated with each career option.
3. demonstrate intercultural competence, civic responsibility, and cultural awareness by engaging effectively in regional, national, and global communities through exploration of their own cultural identities and experiences.
4. apply academic technological tools and library resources to acquire information, solve problems, and communicate effectively.
5. utilize campus resources and attend student life events by participating in service opportunities and identifying student groups to join.
6. apply financial literacy techniques and strategies to their personal finances to align with their chosen career path, and their academic and personal goals.

Course Prerequisites:

No prerequisites for this course.

Course Topics

Module 1: Getting Started With Learning Frameworks

Module 2: Personal Learning System and Learning Styles

Module 3: Psychology of Learning and Mindset

Module 4: Cultural Competence

Module 5: Critical Thinking

Module 6: Communication

Module 7: Personal Responsibility

Module 8: Final Project: My Learning Framework

Grading

Item / Category	Points / Percentage
Participation	20
Discussions	15
Assignments	20
Journal	20
Final	25

Grading Schema

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

Below 60 is not passing

Late Work Policy: Submit assignments on time. Assignments submitted on time that do not meet 70% competency can be resubmitted within one week to meet the 70% passing rate.

- **3-4 days late: Max grade of 90%**
- **5-6 days late: Max grade of 80%**
- **7+ days late: Max grade of 70%**

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 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

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 learning.

For online submissions, 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; 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 students with pertinent information and status reports. Assignments submitted electronically need to follow the file-type requirements provided by the instructor.

Course and Community Expectations: Online Course Netiquette

As a student, I understand when communicating online with my instructor and/or fellow classmates I will:

- Respect the privacy of my classmates and what they share in class
- Be respectful of everyone. I will make sure the words I post are also words I would share face to face.

- Understand that we may disagree but that is all part of the learning process
- Understand that my words and actions need to be appropriate as this is a college classroom
- Be aware that typing in all capital letters indicates shouting
- Be careful with humor and sarcasm as they can easily be misunderstood
- Check my writing prior to posting to ensure there are no typing or grammatical errors.
- Be careful not to overuse acronyms (LOL, etc.) and emoticons (smiles).

Attendance Policy

Students are expected to attend class regularly. In web classes, students are expected to log in, check announcements, and interact with coursework and assignments regularly.

AVID

Odessa College has been identified as an AVID Higher Education demonstration site, in which teaching and learning strategies adopted by AVID will be implemented in all courses. As a student of Odessa College, 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 throughout your education and as a professional in your chosen career.

AVID strategies that may be used include (but are not limited to): 10-2 Lessons, Think-Pair-Share, Quick Writes, Quick Speak, Learning Log, Hatful of Quotes, Helping Trios, Jigsaw, Philosophical Chairs, KWLA, Focused Note-Taking (Cornell Notes), Binders or Portfolios, Concept Maps, Parking Lots, Four Corners, GIST, Marking the Text, Give One/Get One, and Graphic Organizers.

Grade Inquiry

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. Contact your instructor if extenuating circumstances prevent you from submitting your work on time. See Grading scale for more details on missed work.**

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 Outline/Schedule

Course Outline / Schedule

(Tentative and subject to change)

Week	Module & Assignments	Due Dates
1	**Module 1 Getting Started with Learning Frameworks** Topic 1: Getting to Know Yourself & OC Topic 2: Intro to Learning Theories	**Due 8/23/24 11:59pm** • Preassessment Submission • Discussion: Introduction **Due 8/25/24 11:59pm** • Assignment: Given-Chosen-Core Map • Journal Reflection: Your Best Self • New Student Orientation Submission • Assignment: Career Coach Assessment • Discussion: Given-Chosen-Core • Assignment: Career Coach Worksheet **Due 9/29/24 11:59pm** • Meet with your College Life Coach
2	**Module 2 Personal Learning Systems /Learning Styles** Topic 1: Personal Approach to Learning & Learning Style Preferences	**Due 9/1/24 11:59pm** • Assignment: True Colors Assessment • Discussion: True Colors Results

	Topic 2: True Colors Personality Assessment	• Journal Reflection: Learning Style Preferences • Week 2 Quiz: Personal Approach to Learning • Discussion: True Colors Survival Scenario
3	**Module 3 Psychology of Learning and Mindset** Topic 1: Learning Theories Deep Dive Topic 2: Mindset	**Due 9/8/24 11:59pm** • Assignment: Mindset Assessment • Assignment: Learning Theory Mini-Presentation • Discussion: Mindset Results • Journal Reflection: Mindset and Learning Theories
4	**Module 4 Cultural Competence** Topic 1: Social Groups & Influence Topic 2: Thinking Multiculturally	**Due 9/15/24 11:59pm** • Assignment: Social Groups Guided Notes • Assignment: Cultural Competence Assessment • Journal Reflection: *Written or Video* • Assignment: Diversity & Accessibility Research • Discussion: Cultural Competence Results
5	**Module 5 Critical Thinking** Topic 1: Birds Aren't Real: Thinking Critically Topic 2: Critical Thinking	**Due 9/22/24 11:59pm** • Assignment: Birds Aren't Real Watch and Answer • Assignment: Critical Thinking Scenario • Journal Reflection: *Written or Video* • Discussion: Fact or Fiction • Discussion: Birds Aren't Real Response
6	**Module 6 Communication** Topic 1: Personality Types and Communication Topic 2: Communication Apprehension	**Due 9/29/24 11:59pm** • Assignment: Communication Skills Assessment • Assignment: Body Language Analysis • Journal Reflection: *Written or Video*

		• Discussion: How Good Are Your Communication Skills?
7	**Module 7 Personal Responsibility** Topic 1: Financial Responsibility Topic 2: Goal Setting and Time Management	**Due 10/6/24 11:59pm** • Assignment: Motivational Style Assessment • Assignment: Goal Setting and Motivation • Assignment: Financial Responsibility Budget • Journal Reflection: 8 Qualities of Personal Responsibility • Discussion: What Motivates You?
8	**Final Project** • Post-Assessment • **My Learning Framework:** Applying Course Content	**Due 10/10/24 11:59pm**

Odessa College Learning Outcomes (General Education Outcomes)

Description of Odessa College Learning Outcomes

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).

Odessa College Learning Outcomes

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)

- Upon completion of this course, students will:

    1. Construct a personal learning system informed by identifying their individual learning style and by the research and theory in the psychology of learning, metacognition, and motivation.
    2. Engage in career exploration to develop an educational and career plan based on individual assessments and exploration of career options and critically analyzing the potential wages, job opportunities, and necessary skills associated with each career option.
    3. Demonstrate intercultural competence, civic responsibility, and cultural awareness by engaging effectively in regional, national, and global communities through exploration of their own cultural identities and experiences.
    4. Apply academic technological tools and library resources to acquire information, solve problems, and communicate effectively.
    5. Utilize campus resources and attend student life events by participating in service opportunities and identifying student groups to join.
    6. Apply financial literacy techniques and strategies to their personal finances to align with their chosen career path, and their academic and personal goals.

Course Outcomes Alignment to Program and Institutional Outcomes

Alignment of Learning Outcomes with *Program Outcomes*

This course does not assess program outcomes.

Alignment of Learning Outcomes with *Institutional Outcomes*

Student Learning Outcome	Institutional Core Outcome
SLOs 1-6	*Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
SLOs 1-6	*Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication*
	Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
	Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
SLOs 1-6	*Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making*
	Social Responsibility - to include intercultural competence, knowledge

	of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Odessa College Policies

Campus Safety

Odessa College, ECISD, and the early college high schools (ECHS) are committed to improving the safety and security of school facilities for staff, students, and visitors. As such, the early college high schools and the college have adopted Governor Abbott's directives to support the safety and security of Texas public schools. In coordination with the early college high schools, the college will adopt the following safety protocols to ensure the campus is safe and supportive for our students and our employees.

Odessa College Title IX Syllabus Statement

Odessa College is dedicated to providing a safe and nondiscriminatory educational environment for every member of our community. as mandated by Title IX of the Education Amendments of 1972 and Texas Education Code Section 51.982. These laws prohibit discrimination based on sex, which includes sexual harassment, sexual violence, and any forms of sex discrimination. Title IX prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. Also, the law prohibits a school, college, or university from applying any rule related to a student's parental, familial, or marital status that treats students differently based on their gender.

We recognize the importance of safety and respect in promoting an effective learning atmosphere. If you, are someone you are aware of, have encountered any form of sexual misconduct, including but not limited to sexual harassment, assault, dating or domestic violence, or stalking, there is Odessa College support that is readily available. The college urges anyone affected to seek assistance and report such incidents. Go to the following webpage to report: https://www.odessa.edu/future-students/campus-life/safety/ReportSexualAssault/index.html

In addition, Texas Education Code Section 51.982 states that an institution of higher education may not require a pregnant or parenting student, solely because of the student's status or due to issues related to the student's pregnancy or parenting, to: (1) take a leave of absence or withdraw from the student's certificate or degree program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the institution.

In accordance with these laws, Odessa College is committed to:

Supporting Pregnant and Parenting Students: Odessa College does not discriminate against or exclude students from its education programs or activities, including classes and extracurricular activities, because of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, according to Title IX. Reasonable accommodations, modifications, and support services will be provided to pregnant and parenting students to assist them in their educational journey.

Reporting Mechanisms: Any form of sex discrimination, including sexual harassment, violence, or discrimination against pregnant or parenting students, should be reported to the Odessa College Title IX Coordinator. The coordinator will provide details on rights, resources, and resolution procedures.

Resources and Support: Students who have experienced sex discrimination, including pregnant or parenting students, have access to a range of support resources such as counseling, health services, and academic support.

For more information or assistance, please contact the Odessa College Title IX Coordinator, Dr. Urisonya Flunder, or visit https://www.odessa.edu/current-students/TitleIX/index.html

BUILDING AND CLASSROOM PROTOCOLS

- All ECHS and OC instruction will be conducted behind locked doors.
- One-on-one student conferences or student tutoring in instructional classrooms is considered instruction. Instructors are encouraged to conference or tutor students in open/common learning support spaces. Instructors may choose to conference or

tutor in a locked classroom, provided cameras record the session and are stored for conduct or criminal investigations.

- Classroom doors cannot be propped open during instruction.
- ECHS and OC instructors will open classroom doors between blocks and during passing periods as follows:
    - 7:50 am – 8 am o 9:20 am – 9:30 am
    - 10:50 am – 11 am
    - 12:20 pm – 12:30 pm
    - 1:50 pm – 2 pm o 3:20 pm – 3:30 pm
    - 4:50 pm – 5 pm o 6:20 pm – 6:30 pm
    - 7:50 pm – 8 pm
- College building entrances and exits will remain open during the instructional day.
- Employees (both ECHS and OC) will receive keys or proximity card access as appropriate and per instructional assignments, including offices, classrooms, labs, and learning support spaces.
- ECHS employees assigned to classrooms will receive classroom keys.
- OC employees will not receive keys to assigned classrooms, Rather, OCPD will revise morning duty orders to open, not unlock, college classroom doors each morning during instructional terms.
- ECHS and OC will further develop and implement standards for tardy students, campus visitors, etc. The standards may vary by program and classroom location. As a matter of practice, dismissing ECHS students due to tardiness is discouraged. Excessive ECHS student tardiness should be reported directly to the ECHS principals via email: OCTECHS Karl Miller karl.miller@ectorcountyisd.org and OCA James Ramage james.ramage@ectorcountyisd.org.

ENFORCEMENT

- OCPD will audit current camera placement and make recommendations to ensure that ECHS and college entrances/exits are adequately covered. The cameras will not be used for live surveillance; however, the recordings may be used during conduct and criminal investigations.

- OCPD and the OC Safety Committee will conduct random audits of classroom doors throughout the term. Employees who are found not in compliance will be reported to their respective Vice President.
- ECISD will conduct weekly audits, and reporting will follow the ECISD safety/security protocol.

REPORTING AND POINTS OF CONTACT

Employees who need classroom doors opened or locked should immediately contact the on-call OCPD officer via text or phone at 432-238-6334. Employees who observe threatening or criminal behavior should call 911

Students are encouraged to:

- Log in to Blackboard and communicate with your faculty daily
- Study and complete assignments in a timely manner
- Ask questions along the way
- Stay tuned to their OC email and the Odessa College webpage for additional information or other changes that may be announced.

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.

Odessa College Food Pantry

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, and believes this may affect their performance in this course, is urged to contact the Wrangler Food Pantry at foodpantry@odessa.edu or 432-335-6861. If you are a distance student, there might be a food pantry in your community to help. Visit West Texas Food Pantry to find community partner agencies and view the mobile food pantry schedule. The Wrangler Food Pantry is an equal opportunity food provider.

Academic Policies

Note that the OC Student Handbook states 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: Odessa College Student Handbook; Student Rights & Responsibilities.

Academic Policy Statement

Academic honesty is an essential part of the educational journey at Odessa College. Students are expected to have integrity and to always be ethical in the pursuit of their educational goals in accordance with Odessa College Student Code of Conduct Policy.

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

The following are examples of academic dishonesty:

Cheating shall be defined as 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. Also, 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.
- Posting exam or essay questions to social media websites and messaging/chat features, creating, sharing exam questions and answers in virtual course group using instant messaging, text messaging, or using a camera phone, and working as a group in an in-person or online/remote course when the instructional expectations for the assignment ask for the completion to be done individually.
- Unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students or impersonating another student.

Plagiarism shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means, other individuals' work and the unacknowledged submission or incorporation of it in one’s own written work.

- Using technological applications, such as artificial intelligence (AI) tools, to create content for course work without an instructor's written expectation, or not include appropriate citations for use**.**
- A student must check the course syllabus/ assignment expectations to determine if the use of AI tools are part of the course(s) requirement or expectations.

Collusion shall be defined as the unauthorized collaboration with another person in preparing written work for the fulfillment of course requirements.

- Students are given an individual assignment to complete, but one or more students work together to complete the work, and submit it as the work of an individual. (Collusion is different from group work, students are given permission by the instructor to work together on an assignment)

Violations to Academic honesty within a course may be documented by the instructor, and can be shared and reported to the department chair, and Dean or Vice President of Student Services & Enrollment Management, the Executive Director of Student Life/Chief Conduct Officer, and will go through a disciplinary process.

Odessa College Proctored Exam Syllabus Statement

Odessa College utilizes Honorlock as an assessment integrity platform. The purpose of the system is to support academic integrity during any course assessment. The secured platform service locks the browser on a computer when students are testing in Blackboard. In addition, Honorlock has a monitoring system that limits access to video sessions and associated data. A monitoring component requires students to show their examination environments with a webcam during an online exam. Both services of Honorlock prevent printing, copying, going to another URL, or accessing other applications during an assessment. Unless otherwise determined by the program, online courses at Odessa College use Honorlock. The college utilizes the platform and secure exam settings to mitigate potential academic integrity violations.

Student Terms of Use for Honorlock

Odessa College permits students to choose their exam locations, whether that is at a campus or personal environment. Once you have enrolled in the course, you agree to allow your activity and surrounding workspace to be recorded by video and audio and then analyzed by the Honorlock *(see Honorlock Terms of Use).*

Odessa College Online Test-Taking Guidelines and Resources

As an Odessa College student, you can take online assessments in a personal environment such as your home, or you may take your exams on the main campus at the Learning Resource Center or Testing Center.

The following are guidelines to support your success in an online test-taking environment.

- Follow all assessment instructions provided by your instructor. You may be asked to clear your testing area of any external materials (e.g., paper, books, or other materials).
- Choose a location where you will not be interrupted or distracted.
- Turn off all other electronic devices (e.g., phones, computers, tablets, etc.).
- Take your exam in a well-lit room and make sure your computer or tablet is on a solid surface
- Give yourself sufficient time to complete your assessment.

Odessa College Learning Resource Center
Odessa College Testing Center
Odessa College Blackboard Student Help
Quick Start Guide to Honorlock
Honorlock Security and Privacy Information

Accessibility and Accommodations

Odessa College is committed to creating a learning environment that meets the need of its students. If you have previous accommodations or experience any learning barriers, please discuss your concerns with the instructor. In addition to speaking to your instructor, please contact the Office of Student Accommodations at 432-335-6861 or visit the Office of Student Accommodations page.

Technology Requirements

You are expected to have access to a computer for this course. If you do not own a computer, there are computers accessible to you in the Learning Resource Center (LRC) student computer lab. For further information on computer labs, please visit the LRC Computer Access page

Internet Access and Email

You are expected to have daily access to the internet and your Odessa College email. As an Odessa College student, you should use your OC email to email your professors or any other OC official and check it regularly for official college communications. Once again, you may visit the LRC to access the internet and computers. In addition, in response to COVID19, the college permits students to access college Wi-Fi from campus parking lots. You may find more information on the Wi-Fi Services page.

Academic Learning Support (Mandatory Tutoring and Supplemental Instruction)

*This course has a mandatory tutoring or supplemental instruction session connected to the course. These sessions are to ensure your success as an Odessa College Student. In addition, Odessa College's Learning Resources Center (LRC) offers various resources to assist all students with their academic success. As students, you have academic support resources available to you at no charge. The LRC is in the Murray Fly building and offers course-specific tutoring, academic skills workshops, and a writing lab. Please visit the LRC page for more information.

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 Student Handbook)Odessa College Student Code of Conduct Policy

Student Support Services

SERVICE	CONTACT
Office of Student Accommodations	Office of Student Accommodations (432) 335-6861
Testing Center	Testing Center (432) 335-6620
Advising	Advising Center advising@odessa.edu (432) 335-6433
Bookstore	Odessa College Bookstore (432) 335-6655
Financial Aid and Scholarship	Financial Aid (432) 335-6429
Library	The Learning Resources Center (LRC) (432) 335-6640
Registrar	Student Records (432) 335-6404
Student Services	Campus Life (432) 335-6338
Blackboard Support	blackboardsupport@odessa.edu (432) 335-6740