

Oklahoma State University Institute of Technology
ETD 1101 Syllabus
Summer 2017

ETD 1101-Safety Application

Students learn OSHA regulations and practice safety procedures in the following areas: hazard recognition and control, material handling, flammables, fire protection, electrical safety, machine guarding, confined spaces, personal protective equipment, and accident investigation and reporting, lock out tag out, and general first aid.

Type of course: Theory

Credit Hours: 1; Total clock hours of theory per semester: 15.

Class length – Full Semester

Class format - Online

Required synchronous meetings: N/A

Prerequisites: N/A

Instructor Name: Robert Stout

Instructor Phone: (918) 293-5126

Office: Reynolds Bldg. Room 143

Instructor email: rostout@okstate.edu

Contact: My preferred method of contact is email. Please allow 24-48 hours to return your correspondence during the normal work week.

Instructor's Office Hours: Monday & Wednesday & Friday 10:00 a.m. to 11:00 a.m.

School Name: School of Engineering Technologies

School's Main Phone: (918) 293-5150

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: N/A

References: N/A

Materials: Access to Internet (High Bandwidth Preferred)

Uniform/Tools: N/A

Estimated Cost for Materials: N/A

Estimated Cost for Uniform/Tools: N/A

ONLINE COURSE INTERACTION

OSUIT requires all online courses to include interaction between students, peers and instructors. Our online courses use a variety of tools to build a community of learners and strengthen engagement between students and their peers, as well as between students and the instructor. Communication tools used in this course may include Discussion, News, Blackboard Collaborate, and Email. Read the syllabus completely to determine which of these methods you, your classmates and your instructor will use for interaction.

Upon completion of the course, students should:

Course Objectives	Assessment of Objectives
Apply a basic knowledge of industry problems, legislation, & general principles of occupational safety & health	Exam
Identify possible accident sources, causes, & factors in the environment which contribute to hazardous conditions & unsafe acts in the workplace.	Exam
Articulate basic understanding of appraisal methods, analysis procedures, & appropriate follow up techniques as related to industrial accidents.	Quizzes
Restate some of the basic standards of OSHA.	Quizzes
Classify the basic elements of an effective occupational safety & health program.	Quizzes
Practice specific health & safety activities & practices used to develop safe work procedures.	Quizzes
Develop an awareness of management's & employees' responsibilities for safety in the workplace.	Exam

Aspects of the course objective assessments may be used in the university's assessment of student learning. If applicable, an asterisk (*) above indicates this assignment is used in the university assessment program.

COURSE ACTIVITIES

In this course students will may:

- Participate in class discussion and activities.
- View videos, PowerPoints, and documents that depict the various concepts.
- Take examinations.
- Complete reading assignments.
- Required to do quizzes.
- Use D2L to access course files and grades.

EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:

Discussions	25%
Quizzes.....	50%
Mid Term	10%
Final Exam	15%
Total	100%

OSUIT Grading Scale
A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% & below

*The student’s grade for this assignment will be used in the university’s assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student’s course grade.

AUTHORIZED TOOLS

All discussions, quizzes, and examinations are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty. However, working in groups to prepare for assignments is encouraged.

Reference material may only be used on weekly quizzes. Five discussions will be dispersed throughout the semester, starting on the first week but not during midterm or finals week.

Downloading Respondus lockdown browser is required prior to taking the midterm and final. It only needs to be downloaded once.

LATE WORK

A tentative course schedule is provided with this syllabus. All work is to be completed at the specific times and dates.

TESTING

Exams require the use of Respondus lockdown browser. Quizzes do not require the use of Respondus lockdown browser.

UNIVERSITY & COURSE EXPECTATIONS

It is the responsibility of each OSUIT student to read, abide by and maintain a copy of the syllabus for this course. Syllabi are available on the OSUIT website.

Students understand that excerpts or portions of their work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. Every effort will be made to keep this information confidential.

AMERICANS WITH DISABILITIES ACT (ADA)

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Academic Accommodations/LASSO Center. Please advise the instructor of your disability as soon as possible, and contact The LASSO Center, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. The LASSO Center is located on the 3rd floor of the Noble Center. You may call [918.293.4855](tel:918.293.4855) for more information or fax documentation to [918.293.4853](tel:918.293.4853).

ACADEMIC DISHONESTY

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: the representation of previously written, published, or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowing cooperation with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others. For details, refer to The OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior) available online at http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf.

Attendance Policy for Online courses:

A primary component of OSUIT's Mission is: "to prepare and sustain a diverse student body as competitive members of a world-class workforce." Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.

Definition:

- Absent: Failing to *actively participate* in online coursework during a standard week timeframe for a given course.
- A. Students must demonstrate attendance through *active participation* in the course at least once every seven days. Simply logging into the course does not constitute active participation.
 - B. Active participation is defined as the completion of required activities such as:
 - 1. Completion of online quizzes or exams
 - 2. Submission of assignments
 - 3. Participation threaded discussions, or
 - 4. Involvement in discussion question as determined by the instructor and indicated in the course syllabus.
 - C. Calculations for weekly to percentage ratios
 - 1. Missing 1 of 15 weeks = 6.67%
 - 2. Missing 2 of 15 weeks = 13.33%
 - 3. Missing 3 of 15 weeks = 20%

4. Missing 1 of 7.5 weeks = 13.33%
5. Missing 1.5 of 7.5 weeks = 20%

Procedures:

Early Intervention:

- A. Any student, who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.
- B. At the point the Early Alert is issued, the student *must* meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

Excessive Absences:

- A. The University reserves the right to administratively withdraw any student from an individual course that misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.
- B. Students should be aware any of the following may impact their financial aid:
 1. being administratively withdrawn from a course
 2. dropping a course
 3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

OSUIT Policy and Procedures:

Student policy and procedures not specifically outlined in this course syllabus can be found on the OSUIT web site under the Current Students drop down menu in the Student Handbook link. http://go.osuit.edu/student/residential_life/student_quick_reference

Course Schedule – All work is due by 11:59 P.M.			
Course Outline Schedule	Topic	Assignment	Due Date
Week 1	Introduction to Safety	Read Material (Syllabus)	05/07/17
	First Aid Stations	Introduction PowerPoint Read Material & Take Quiz	05/07/17
Week 2	Slip, Trip, & Fall	Read Material & Take Quiz	05/14/17
Week 3	Lockout, Tagout	Read Material & Take Quiz	05/21/17
Week 4	Machine Guarding	Read Material & Take Quiz	05/28/17
Week 5	Fire Extinguishers	Read Material & Take Quiz	06/04/17
Week 6	Evacuation Plans	Read Material & Take Quiz	06/11/17
Week 7	Safety Mid Term	Review & Take Mid Term	06/18/17
Week 8	Electrical Safety	Read Material & Take Quiz	06/25/17
Week 9	MSDS	Read Material & Take Quiz	07/09/17
Week 10	Chemical Safety	Read Material & Take Quiz	07/16/17
Week 11	Confined Space Entry	Read Material & Take Quiz	07/23/17
Week 12	PPE	Read Material & Take Quiz	07/30/17
Week 13	Material Handling	Read Material & Take Quiz	08/06/17
Week 14	Hand & Power Tools	Read Material & Take Quiz	08/13/17
Week 15	Final Exam	Review & Take Final Exam	08/23/17

Schedule is subject to change at instructor discretion.