

**Oklahoma State University Institute of Technology**  
**ETD 1101 Syllabus**  
Fall 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.

**Course Purpose:**

The purpose of this course is to introduce safety protocols, procedures, how to look up data and know what safety hazards to look for in a work environment.

**Type of course:** Theory

**Credit Hours:** 1; Total clock hours of theory per semester: 100%.

**Class length – Full Semester**

**Class format - Online**

**Required synchronous meetings:** N/A

**Prerequisites:** N/A

**Instructor Name:** Timothy Walker

**Instructor Phone:** (918) 293-5154

**Office:** Reynolds Bldg. Room 143

**Instructor email:** [tim.walker@okstate.edu](mailto:tim.walker@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 and Wednesday 10:30 p.m. to 11:30 p.m. Central Time

**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

**Optional Resources:** N/A

**Upon completion of the course, students should**

<b>Course Objectives</b>	<b>Assessment of Objectives</b>
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:

- ✓ 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:	60%
Mid Term:	5%
Final Exam:	10%
<b>Total:</b>	<b>100%</b>

<b>OSUIT Grading Scale</b>
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.

Daily and/or weekly quizzes, small weekly assignments and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.

Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Normal return time to students in one (1) to two (2) weeks.

### ***Recommended Student Competencies/Skills***

N/A

### ***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. Four 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**

All work will have specific due dates and is expected to be completed and turned in before the designated due date. Students will be given ample time to complete all tasks before they are due. No late assignments or tests will be accepted. Any work turned in after the designated due date WILL NOT be graded and result in a zero. There will be NO MAKEUP WORK offered for this course. *Please contact your instructor as soon as possible in the event of an emergency or unexpected situation to arrange for possible allowances toward late work being accepted. If late work acceptance is arranged and agreed upon, it will only be accepted up to one week after the initially designated due date.*

## **Testing**

All quizzes and tests are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty. All exams must be taken on the date of the exam. There are NO MAKEUP EXAMS offered for this course. *Please contact your instructor as soon as possible in the event of an emergency or unexpected situation to arrange to possibly make up the missed quiz, test, or exam. If a makeup quiz, test, or exam is arranged and agreed upon, it will only be available to take up to one week after the initially designated testing date and in the presence of the class instructor*

## **Modules:**

The course content for this course is organized into individual modules. Modules can be thought as a lesson unit, or a series of related topics, which will be covered in class. Each course module handout provides a list of the learning objectives, instructions and specifications for assignments and key terms.

## **Student Email:**

All students have access to a school email account and the online learning management site. If a student has a question that pertains to a specific course, students are encouraged to send email with the course number, section number, course name, and class time in the Subject line of the email. Your instructors will only use your school email address to contact students. Students should check the school email account frequently.

Some email accounts can be forwarded to other accounts if you have difficulty checking multiple accounts.

## **Online Learning Management Site (Brightspace):**

All course materials will be provided through online access at: <https://online.okstate.edu/> Students will have access to course materials, including modules, Power Point lectures, quizzes, assignments, and resources. Students will also be required to submit all work through this online system, unless otherwise noted.

### ***Student Progress:***

Students can keep track of their grades and due dates using the online learning management site grade book and calendar features. Students who are averaging below a 70% after the 8th week should speak with the instructor.

### ***Use of Copyrighted Materials:***

Students are prohibited from using any copyrighted drawings, images, audio, footage and characters for the creation of their work. (ie. Celebrity photos, movie screen grabs, drawings of copy righted logos, characters, etc. and so forth). Students must use their own content for all assignments.

### ***All Viewing Audiences:***

All materials produced for this course must be appropriate for viewing audiences of all ages.

Assignments **MUST NOT** contain any offensive language, graphic content, and suggestive themes (ex. sex, drugs and alcohol). Your instructor must first approve any content you are unsure of; chances are if you are unsure then it is not appropriate content. Any assignments turned in which breaks this rule **WILL NOT** be graded.

### ***Key Terms:***

Key Terms are Notes, Key Words, and Terminology about a specific subject. The Key Terms come from the test and are provided to you as a study guide. Do **NOT** simply write the definitions of Key Terms. Take the time to take Notes about, Research, Explore, and USE each Key Term. By completing the Key Terms you will have better scores on the tests.

### ***Professionalism:***

Professional behavior is essential for successful student and effective learning environment. Therefore professional behavior is expected of all students. Students in this course are required to conduct themselves professionally in class. This includes the following behaviors, but are not limited to:

***Communications:*** Speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations.

***Ethical Conduct:*** Submitting work of the student's own original creation; paraphrasing and citing all references; no lying, cheating, or plagiarism.

***Integrity:*** Consistent honesty; prompt admission and correction of mistakes; trustworthy with the property of others and confidential information; value accuracy and thoroughness; avoids derogatory or demanding remarks.

**Participation:** Actively participates in class; volunteers for activities; asks questions and summarizes lesson content.

**Respect:** Being polite to others; not using derogatory or demeaning terms; appreciates the value of diversity; demonstrates clear, appropriate and cultural boundaries; behaving in a manner that brings credit to the profession.

**Self – Confidence:** Demonstrating the ability to trust personal judgment; demonstrating an awareness of strengths and limitations; exercises good personal judgment.

**Self – Motivation:** Taking initiative to complete assignments; taking initiative to improve and/or correct behavior; taking on and following through on tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence in all aspects of design and professional activities; accepting constructive feedback in a positive manner; taking advantage of learning opportunities.

**Time Management:** Consistent in completing tasks and assignments on time; utilizing class time, machine shop time, and instructor’s appointment time to the fullest.

### **OSUIT Policy and Procedures:**

[http://go.osuit.edu/student/residential\\_life/student\\_quick\\_reference](http://go.osuit.edu/student/residential_life/student_quick_reference)

[http://go.osuit.edu/student/residential\\_life/sites/go.osuit.edu.student.residential\\_life/files/u73/rights\\_responsibilities.pdf](http://go.osuit.edu/student/residential_life/sites/go.osuit.edu.student.residential_life/files/u73/rights_responsibilities.pdf)

[http://go.osuit.edu/administration/policies\\_procedures/information\\_technologies](http://go.osuit.edu/administration/policies_procedures/information_technologies)

### **Syllabus Disclaimer**

As with most technology courses, this course is in a state of constant update in order to keep up with the ever changing technology and advancements in the field. This syllabus is a plan for action. The instructor reserves the right to alter its stipulations, upon prior notification to students, if and when educational and technological circumstances warrant changes.

### **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 courses may include Discussion, News, and Email. Read the syllabus completely to determine which of these methods you, your classmates and your instructor will use for interaction. General guidelines for student conduct while interacting within an online course include: (1) Use proper language in all communications; (2) Harassment of any type will not be tolerated; (3) No jokes, insults or threats of an offensive nature.

For more information, go to: <http://osuit.edu/center/netiquette> .

### ***Syllabus Disclaimer***

As with most technology courses, this course is in a state of constant update in order to keep up with the ever changing technology and advancements in the field. This syllabus is a plan for action. The instructor reserves the right to alter its stipulations, upon prior notification to students, if and when educational and technological circumstances warrant changes.

***Syllabus Attachment:*** View the Syllabus Attachment, which contains other important information, by visiting [http://osuit.edu/center/student\\_syllabus\\_information](http://osuit.edu/center/student_syllabus_information)

<b>Course Schedule – All work is due by 11:59 P.M.</b>			
<b>Course Outline Schedule</b>	<b>Topic</b>	<b>Assignment</b>	<b>Due Date</b>
Week 1	Introduction to Safety	Read Material (Syllabus) Syllabus Quiz	09/10/17
	First Aid Stations	Introduction PowerPoint Read Material & Take Quiz	09/17/17
Week 2	Slip, Trip, & Fall	Read Material & Take Quiz	09/17/17
Week 3	Lockout, Tagout	Read Material & Take Quiz	09/24/17
Week 4	Machine Guarding	Read Material & Take Quiz	10/01/17
Week 5	Fire Extinguishers	Read Material & Take Quiz	10/08/17
Week6	Evacuation Plans	Read Material & Take Quiz	10/15/17
Week 7	Safety Mid Term	Review & Take Mid Term	10/22/17
Week 8	Electrical Safety	Read Material & Take Quiz	10/29/17
Week 9	SDS	Read Material & Take Quiz	11/05/17
Week 10	Chemical Safety	Read Material & Take Quiz	11/12/17
Week 11	Confined Space Entry	Read Material & Take Quiz	11/19/17
Week 12	PPE	Read Material & Take Quiz	11/26/17
Week 13	Material Handling	Read Material & Take Quiz	12/03/17
Week 14	Hand & Power Tools	Read Material & Take Quiz	12/10/17
Week 15	Final Exam	Review & Take Final Exam	12/14/17

**\*NOTE: This is a tentative schedule and may be subject to change.**