

Course Syllabus

NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

Department : Occupational Safety and Health Technology (OSHT)

Course Title : OSHT 2320 Safety Training Presentation

Section Name : Web

Start Date : August 27, 2012

End Date : October 19, 2012

Modality :

Credits :

Instructor Information

Name : Chris Parks

OC Email : cparks@odessa.edu

OC Phone # : 832-495-9115

Course Description

This course is designed to study the general principles of developing and presenting effective industrial/ business training. Emphasis will be placed on developing training programs and presentation techniques.

Prerequisites/Corequisites

There are no prerequisites for this course.

[Scans](#)

Course Objectives

One of the basic requirements that a safety professional must meet in the workplace is to provide effective safety training. Whether it is required by a regulation or if it is a company mandated training class, the safety profession must be able to break down the required training elements, organize the information into an effective presentation and relate this information to their co-workers. Each of these elements will be examined and discussed. Also, each student will have the opportunity to practice each element.

Required Readings/Materials

Hilyer, Veasey, Oldfield, McCormick (2000); Effective safety and health Training; ISBN 1-56670-396-4

Course Requirements (Lectures, Assignments and Assessments)

The course is divided into three modules and the online discussion portion of the class. There are no exams due during the semester. Students will be required to break down an OSHA regulation, determine what elements of the regulation are important, outline the regulation into training elements, develop a training program, and present this training program.

Students may choose either to present the training program in person or to video tape the presentation and mail it to me. At the end of the semester, a room will be reserved at Odessa College for all of the presentations to be given. If the video option is chosen, students must have access to a video camera and additional training implements. The student must work off of the training slides developed in Module 2 either from a computer overhead or traditional overhead slides.

A minimum of 5 posts (1 each week to the discussion question I post) is expected from each student in the Discussion Participation during the semester. Additional posts to other student's posts are encouraged. Grading will be on the quality of the discussion/ research provided.

Late turn in of the module deliverables will result in a 20% per day deduction in points. (i.e., if you scored 89 out of 100 points on the deliverable, but you were 1 day late, instead of an 89%, your grade would be: $89 - (89 \times 20\%)/100 = 71.2\%$). Early submission of work is accepted and encouraged.

Grading Policy

Assignments will be assigned and sent out throughout the semester. These assignments are due at the time outlined in the Course Calendar. Students will be evaluated on the following:

Assignment	Percentage of Grade
Online Discussion	20%
Module 1 - Regulation Development	20%
Module 2 - Presentation Development	25%
Module 3 - Training Presentation	35%

Final grades will be assigned on the standard grading scale as follows:

Grade	Percentage Range
A	90 - 100 %
B	80 - 89 %
C	70 - 79 %
D	60 - 69 %
F	59 % and Lower

Special Needs

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 our concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the ["Ask a Librarian "](#) service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

The SEI process for face-to-face and online courses is scheduled for the week of November 26th.