

- **Syllabus OSH 2320**

***Introduction and 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.

***Course Goals:***

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.

***Course Prerequisites:***

There are no prerequisites for this course.

***Modules:***

The course is divided into three modules. Each module will focus on a specific aspect of the safety person's responsibilities in the areas of regulation evaluation, development of a presentation, and presentation techniques. Each module consists of reading assignments, an online discussion question, and a deliverable.

***Grading and Assignments***

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:

<b><i>Assignment</i></b>	<b><i>Percentage of Grade</i></b>
Online Discussion	20%
Module 1 - Regulation Development	20%
Module 2 - Presentation Development	25%
Module 3 - Training Presentation	35%

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.

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

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

### ***Textbooks and Materials***

Hilyer, Veasey, Oldfield, McCormick (2000); Effective safety and health Training; ISBN 1-56670-396-4 Make sure that if you order books online that you have them BEFORE the first day of class.

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