

Course Syllabus

Department : Occupational Safety & Health Technology
Course Title : Internship
Section Name : 1WB
Start Date : 1/18/2011
End Date : 3/11/2011
Modality : Online
Credits : 3

Instructor Information

Name : Annie Littlefield
OC Email : alittlefield@odessa.edu
OC Phone :
Course Description :

Course Catalog Description:

Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/ industry. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. This is a work-based, learning experience which will enable the student to apply specialized occupational theory, skills, and concepts

Course Objectives:

Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. This is a work-based, learning experience which will enable the student to apply

specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. A learning plan is developed by the college and the employer. (SCANS 5, 7, 9, 10, 11)

Prerequisites/Corequisites

None.

Scans

4,5,6,7,8,9,10,11

Required Readings/Materials Web Access

Course Requirements (Lectures, Assignments and Assessments)

	Assignment	Discussion	Due Date
Week 1	Student Paperwork & Responsibilities	Getting to Know Me	TBA
Week 2	Communication Skills	Skills Management	TBA
Week 3	Essential Skills	Time and Decision	TBA
Week 4	People Skills	Discussion	TBA
Week 5	Conflicts & Problem Solving	Discussion	TBA

Week 6	Student Participation	Performance & Outcome	TBA
Week 7	Paperwork & Evaluation	Paper	TBA
Week 8	Reaction Paper	Final	TBA

Grading Policy

You will be evaluated by the thoroughness of the contents of the assignment

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.

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 assignments or 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.
