

OSHT 2405

About Your Instructor

After high school, I joined the United States Marine Corp, serving from July 1955 until July 1958. I started my college career at Odessa College and transferred to Midwestern University in Wichita Falls, Texas. After Midwestern, I joined the Texas Highway Patrol from 1966 until 1975. At that time I went to work as a Safety Professional. I have worked in the Middle East, California, Alaska and several other areas of the world. In 1992 I returned to Odessa, Texas and started the Occupational Safety and Health Technology Program.

Preferred Method of Communication:

Please communicate with me by email: lreese@odessa.edu or cell phone 432-349-3022 or office phone 432-335-6883

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

- provide clear information about grading policies and assignment requirements in the course syllabus, and

- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- post grades for discussion postings within one week of the discussion thread closing.

- provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

. Textbook Information and Required Hardware/Software Hide Details .

Web Access

Ergonomics for Beginners, a Quick Reference Guide, by J. Dul and B. Weerdmeester, 2008, Third Edition, CRC Press, Taylor & Frances Group, Boca Raton, FL. (ISBN: 978-1-4200-7751-3)

Course Requirements (Lectures, Assignments and Assessments)

All assignments may be found on the “Coursework” tab.

. Information About the Course Hide Details .

Course Information

Course

Title: Ergonomics and Human Factors in Safety

Course Dates: October 19, 2013 – December 7, 2013

Course Credits: 4 credits

Prerequisites – None

Course Description

A study of the relationship of human behavior and ergonomics as applied to workplace safety. The student will explain the psychology and human behavior related to workplace safety; identify ergonomic hazards and recommend appropriate controls; write an ergonomic proposal, which provides recommendations to management; and relate the human factors, which contribute to ergonomic hazards.

(ICOs 1, 2, 4, 5, 6)

Prerequisite: None.

Prerequisites and Basic Skills: You should not attempt to take this course online unless you are very comfortable using a computer. You are expected to have the following basic computer skills: website navigation, word processing, send/received/save emails, organize/backup computer files, view online videos/tutorials, download software, cut and paste between a word processor and email program, change subject/title of email message, compose/reply to email messages in complete sentences.

Successful Online Learner: The following statement describes certain attributes of the most successful online learners as taken from an online education workshop attended by some members of our department “The successful online student can work fairly well independently, engaging the course materials with minimal intervention on the part of the instructor. The student who needs significantly more input from the instructor and is not willing or able to engage in collaborative discussions and activities with peers is less likely to succeed online.”

Email Information for non-assignments: For general email questions or comments please use the following format:

Title your email with the following in the subject area: OSHT 2405 – brief description of message.

Always include your name in body of the email message. I won't recognize you by your email address. If your name is not in the message it will be returned to you unanswered.

Importance of Email Rules: Why does OC require you to use the student email account instead of your regular email account? One reason is that messages from companies such as Yahoo, Google, AOL, and others commonly end up getting filtered out and placed in a junk folder. Also, using the OC email helps to protect the faculty from receiving email which contains viruses, Trojan horses, worms, etc. that may damage our computers. The IT department has access to both student and faculty email accounts and not to your regular email account, so they can aid students in the event of a problem. While this policy may seem inconvenient to you it is in place for your protection and ours.

I know the email rules may seem cumbersome to you at first, but keep in mind that I have multiple students in my various courses at any given time. If half of the students send me a message missing a name, title, course, or some other basic information, I would either have to look up the information or send an email asking for clarification. This would require many unnecessary hours of extra emailing, just to get basic information that should have been included in the header or subject area. I'm not sure about you, but I don't have an extra couple of hours in my day. It is for this reason that received email messages that do not follow the email rules will be returned to you unanswered with an explanation of what needs to be added.

Dropping the Course: If you consider dropping this course, please discuss your reasons with me prior to withdrawing from the course. Students who began their college experience as freshman in the Fall 2007 or later can only withdraw from 6 classes in their entire undergraduate college career.

Review of Online Exams: Unfortunately, there is no way for me to make the exams available to online students for review. Due to the way BlackBoard features operate, doing so would compromise the integrity of the tests in this course.

. Grading Hide Details .

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

. Student Course Participation Hide Details .

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will

- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to

- getting “kicked off” of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will

- seek out help from my instructor and/or from tutors;
- ask questions if I don’t understand; and
- access my course several times during the week to keep up with assignments and announcements.

. Course Policies [Hide Details](#) .

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

Attendance Policy

Students are expected to check Blackboard regularly.

Institutional Calendar Fall 2013

Registration:

On the Web (5 am to Midnight, 7 days a week) Apr 15-Aug 25

In Person (See Business Hours Above) Apr 15-Aug 23

FOR TUITION AND FEE SCHEDULES & PAYMENT INFORMATION, PLEASE CHECK ONLINE AT
www.odessa.edu

Classes Begin Aug 26 (Mon)

Late Registration & Schedule Changes (Add/Drop):

On the Web (5 am to Midnight, 7 days a week) Aug 26-27 (Mon-Tues)

In Person (See Business Hours Above) Aug 26-27 (Mon-Tues)

Holiday (Labor Day – Offices closed except for Wrangler Express – No Classes) Sep 2 (Mon)

Census Day Sep 11 (Wed)

Last Day to Drop or Withdraw with a “W” (1st eight week courses) Oct 4 (Fri)

First Eight Weeks End Oct 18 (Fri)

Second Eight Weeks Begin Oct 21 (Mon)

Deadline for Fall Degree Application (Fri)

Last Day to Drop or Withdraw with a "W" (full semester length courses).....Nov 12 (Tues)

Last Day to Drop or Withdraw with a "W" (2nd eight week courses).....Nov 26 (Tues)

Student Evaluation of Instruction Survey Available Online.....
..... Nov 18-22 (Mon-Fri)

Thanksgiving Holiday (begins 9 pm Tues, Nov 26).....Nov 27-30 (Thurs-Sat)

Last Class
Day.....
.....Dec 7 (Sat)

Final
Exams.....
.....Dec 9-12

Grading Policy

Please understand that this is a required course for the OSH program in order to prepare you for the real world. Quality work and active participation is expected and not to be negotiated. As a general policy, grades will be taken in class. Any written assignments or tests will be graded outside of class. You can expect feedback on assignments within a week's time.

Grade inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

Communication Plan

The best way to communicate with the course instructor is via email through Blackboard. Also, check in Blackboard regularly for announcements, including any changes in the course schedule due to Instructor illness or conference attendance. Appointments with the instructor may also be scheduled.

Incomplete Policy

An 'Incomplete' grade may be given only if:

1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.

Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

1.

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- respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.

2.As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

- provide clear information about grading policies and assignment requirements in the course syllabus, and
- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

3.As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- post grades for discussion postings within one week of the discussion thread closing.
- provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1.As a student, I understand that I am responsible for keeping up with the course. To help with this, I will

- line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
- recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

2.As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to

- getting “kicked off” of the system during tests or quizzes;
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- dealing with a traumatic personal event.

3.As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will

- seek out help from my instructor and/or from tutors;
- ask questions if I don’t understand; and,
- access my course several times during the week to keep up with assignments and announcements.

. Institutional Core Objectives (ICOs) [Hide Details](#) .

Description of Institutional Core Objectives (ICO’s)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution’s core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College’s Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: Odessa College Catalog of Courses 2012-2013, page 73)

Odessa College's Institutional Core Objectives (ICOs):

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
6. Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

. Course Objectives Hide Details .

Students will be able to demonstrate an understanding of how to design equipment and the workplace to fit people.

ICOs: 2,6

. Learning Outcomes Hide Details .

Outcome

ICO

Students will be able to demonstrate an understanding of how to design equipment and the workplace to fit people. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Students will be able to demonstrate an understanding of how to design equipment and the workplace to fit people.

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Students will be able to demonstrate an understanding of how to design equipment and the workplace to fit people.

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

Students will be able to demonstrate an understanding of how to design equipment and the workplace to fit people.

Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

. Odessa College Policies Hide Details .

Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: Odessa College Student Handbook 2012-2013, page 29-30)

Special Populations/Disability Services/Learning Assistance

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.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA), unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at www.odessa.edu/dept/counseling/disabilities.htm. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: Odessa College Catalog of Courses 2012-2013, page 52)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal

process will result in a grade of "F." (Source: Odessa College Catalog of Courses 2012-2013, page 36).
Student Support Services and Technical Support Hide Details .

Learning Resource Center (LRC; 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 Success Center (SCC)

Located in the LRC, the Student Success Center (SSC) provides assistance to students in meeting their academic and career goals. We strive to provide new and updated resources and services at no charge to OC students. Academic support services include tutoring, study skills training, workshops, and the mentoring program. Tutoring is available for a variety of subjects including college mathematics, English, government, history, speech, chemistry, biology, and all developmental coursework. Appointments are preferred, but walk-ins will be served as soon as possible. Smarthinking online tutoring is also available. All computers in the center have Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing and mathematical skills. The center also offers special assistance to students preparing for the THEA/COMPASS test. Computer lab assistants are available to assist students with student email, Blackboard, OC portal, Course Compass and more. For more information or to make an appointment, please call 432-335-6673 or visit www.odessa.edu/dept/ssc/ (Source: Odessa College Catalog of Courses 2012-2013, page 54)

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/>. Correspondence will be submitted

using your Odessa College email as an alternative method to contact you with information regarding this course.

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.

.Table of ContentsMinimize Table of ContentsCollapse Table of ContentsExpand Table of ContentsMaximize Table of ContentsMove to the Left Minimize Table of ContentsCollapse Table of ContentsExpand Table of ContentsMaximize Table of ContentsMove to the Bottom Refresh .Faculty InformationTextbook Information and Required Hardware/SoftwareInformation About the

CourseGradingStudent Course ParticipationCourse PoliciesInstitutional Core Objectives (ICOs)Course ObjectivesLearning OutcomesOdessa College PoliciesStudent Support Services and Technical Support.