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<i>Office Hours</i>	
Campus Office Hours:	Tues - Thursday 9AM- to 12:30PM
Online Office Hours:	Anytime

About Your Instructor

About Your Instructor My name is Marilyn Jones, I'm an instructor in OSHT at Odessa College. I was in the first graduating class of OSHT in 1998. I had a safety company for 10 years, also was the safety consulting for my husbands industrial electrical construction company until his death in 2011. I have a strong background in sales which helps in safety because you need to sell your employees and your bosses on how safety will benefit them.

Preferred Method of Communication:

Students can contact me by e-mail, text or a phone call. Feel free to contact me on my cell 432-352-4544.

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, and 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.



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↕ Textbook Information and Required Hardware/Software

Required Materials:

Text: No text required. We will use the web.

Web sites (Other websites may be included in individual assignments)

Required Readings/Materials

Web Access

- requirements and government regulations is especially valuable.

Required Materials and Skills:

Knowledge of surfing the web and of blackboard. Access to a computer with internet and e-mail access. No text book is needed for this class

Web sites (Other websites may be included in individual assignments)

www.osha.gov

www.dol.gov

www.epa.gov

www.msha.gov

www.cdc.gov

www.cpsc.gov



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↕ Information About the Course

Department : Occupational Safety & Health Technology

Course Title : OSHT 2401 OSHA Regulations/General Industry

Modality : Web based

Credits : 4

Course Catalog Description:

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry. Designed for industrial, manufacturing and technical workers where state/federal regulations require industrial safety training. Course competencies meet 29 CFR 1910 and 1926. Course competencies meet hazard communication, lock-out/tag-out, emergency action, confined space entry and other industry related subjects. Major emphasis will be placed on written programs, training requirements and implementation of the programs to withstand OSHA inspection and civil litigation. Students will be required to exhibit problem-solving, self management and communications skills while working within a safety environmental team. Within this team environment, students will be responsible for effective allocation of resources and group monitoring of team decisions.

Grading Policy

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

The assignments will count 90% of your grade

On time assignments will count 10% of your grade.

Grading Scale:

Grades will be awarded on the following percentages:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = Below 60%

Grading: Most assignments will be graded by the end of the week following the due date.

↓ Student Course Participation

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.

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.

Course Alignment with Industry Standards

(Insert Here)

Digital Protocol

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on “Blackboard” time.** Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be **WORD documents (doc or docx).**

Attendance Policy

Students are expected to attend class regularly. Attendance will be recorded using a “sign-in” sheet. Excessive absences will be grounds for disciplinary action, and will be determined on a case-by-case basis. If you are more than 15 minutes late to class or leave class early without notifying the instructor, this will count as an absence. Students are permitted _____ absences before a loss of _____ point(s) _____.

AVID

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the legal program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

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.

General Course Requirements

10. Attend class and participate.
11. Contribute and cooperate with civility.
12. **Submit assignments on time. Late work will not be accepted. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.**

Incomplete Policy

An 'Incomplete' grade may be given only if:

13. The student has passed all completed work
 14. 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.
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(Tentative and Subject to Change)

Item(Name)	Type	Description	Due
Assignment #1	Discussion	<i>Why do you think safety is important?</i>	
Assignment #2	Outside Research	Rational for the OSH Act	-
		OSHA's mission & purpose	
	Discussion	Definitions	
Assignment #3	Outside Research	Employee rights and responsibilities	TBA
		Other federal agencies and organizations	
	Discussion	Other OSHA standard in 29 CFR	
	Exam	Written	
Assignment #4	Outside Research	Workers compensation	TBA
	Discussion	Answer Questions	
	Participation	Workers Compensation	
Assignment #5	Outside Research	Ergonomic Hazards	TBA
	Power point		
	Discussion	Summarize power point	
Assignment #6	Outside Research	Website	TBA
	Written	Answer questions	

	Discussion	Website	
	Exam	Written	
Assignment #7	Outside Research	Falling, impact, objects, and lifting	TBA
	Discussion	Website information	
Assignment #8	Outside Research	Temperature extremes	TBA
	Discussion	Temperature protection	
Assignment #9	Outside Research	Pressure Hazards	TBA
	Discussion	website information	
Assignment #10	Outside Research	Electrical Standard	TBA
	Discussion	NEC Basic classes	
Assignment #11	Outside Research	Fire Hazards & Life Safety	TBA
	Definitions	Classifications of fire	
Assignment #12	Outside Research	Industrial Hygiene	TBA
		Definitions	
		Evaluation of Power point	
Assignment #13	Outside Research	Noise & Vibration Hazards	TBA
	Discussion	NIOSH websites	
Assignment #14	Exam	Written	

Assignment #15	Essay	Written	
Assignment #16	Exam	Written	

↓ Institutional Core Objectives (ICOs)

Capstone learning experience for the Occupational Safety and Health Technology Program.

The OSHT department will administer a comprehensive specific examination for all students before they graduate. This test will be a 100 questions test and will cover all major areas of safety. The test will be administered when a student applies for graduation. Each question will be worth one point and a student must score at least 80 points to pass.

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):

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