



OSHT 1191-Special Topics
Section 3A1 – Fall 2018
Course Syllabus Class Addendum

Instructor Contact Information

Instructor	Joy Griffin
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Office Phone	409-880-8850
Office Location	Multi Purpose Center (MPC) – Room 240
Office Hours	Fall 2018 MTWTR: 5:00-5:30 pm F: 9:00am-12:00 pm

Course Requirements

1. Students are required to complete reading assignments, answer any study questions provided, and turn in assignments by dates specified by the instructor. No late work will be accepted.
2. Maintain a notebook.

Assignment Schedule (subject to change with or without notice)

Course Schedule

Week 1	Course Introduction, Syllabus & Policies
Week 2	Labor Day Holiday
Week 3	Chapter 11 Specific Programs Required by OSHA & Chapter 13 Preventive Maintenance, Chapter 16 pages 103-116 “Cop Out Excuses for Accidents”
Week 4	Chapter 14 Safety & Health Committees & Chapter 17 Setting Priorities
Week 5	Chapter 18 Training & Education
Week 6	Exam 1 October 1, 2018
Week 7	Chapter 19 Progressive Discipline & Chapter 22 Inspections
Week 8	Chapter 23 Incentives & Chapter 25 Medical Case Management and Return to Work (pages 191-197)

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Week 9	Chapter 27 OSHA Visit Action Plan & Chapter 28 The OSHA Visit: Arrival and Entry
Week 10	Chapter 29 The Opening Conference
Week 11	Exam 2 November 5, 2018
Week 12	Chapter 30 The Walkaround
Week 13	Chapter 31 The Closing Conference
Week 14	Chapter 32 Citation Remedies: The Informal Conference and the Contest
Week 15	Chapter 33 Defenses to Citations
Week 16	Final December 10, 2018

*The order in which topics are covered is subject to change. Test/presentation dates are also subject to change.

*Where no pages numbers are indicated, read the entire chapter and refer to assignments in your student file.

Course Policies

1. No food, drinks, or use of tobacco products in class.
2. Beepers, telephones, headphones, and any other electronic devices must be turned off while in class. **Anyone using their cell phone during class time will be required to leave class for the remainder of the class period.**
3. Do not bring children to class.
4. No late assignments will be accepted.
5. Tests: Students that miss a test are not allowed to make up the test. The grade you make on the final exam will replace the test grade missed. You must take the final to pass the course unless you are exempt.
6. Attendance Policy. Attendance is 15% of your overall grade in the course.
7. If you wish to drop the course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.
8. Students are expected to use courteous and respectful language while participating in course discussions and presentations.
9. **Academic Integrity:** It shall be considered a breach of academic integrity (*cheating*) to Use or possess on your body any of the following devices during any examination unless It is required for that examination and approved by the instructor: cell phone, smart watch/ Watch phone, laptop, tablet, electronic communication devices (including optical), and Earphones connected to or used as electronic communication devices.
The OSHT Program has a "NO TOLERANCE" policy regarding academic dishonesty. Any student guilty of cheating on tests will be expelled from the OSHT Program.
10. Additional class policies as defined by the individual course instructor.