



OSHT 2320-Safety Training Presentation Techniques
Section 3A1 – Spring 2019
Course Syllabus Class Addendum

Instructor Contact Information

Instructor	Joy Griffin
Email	joy.griffin@lit.edu
Office Phone	409-880-8850
Office Location	Multi Purpose Center (MPC) – Room 240
Office Hours	Spring 2019 MTWTR: 5:00-5:30 pm F: 10:00am-12:00 pm

Course Requirements

1. Perform a training presentation.
2. Exhibit competence using principles of teaching, using teaching aids/media and presentation skills.
3. Written assignments.
4. Active participation in group activities and classroom discussions.
5. Maintain a notebook.

Assignment Schedule (subject to change with or without notice)

Week 1	Introduction of faculty/students, syllabus and policies/ Course introduction/expectations/Training Session Planning (Wed.)
Week 2	*MLK Holiday-No class Mon., Jan. 21, 2019/Resume Writing & Interviewing Skills (Wed.)
Week 3	Chapter 1 Introduction to Employee Training and Development
Week 4	Chapter 2 Strategic Training
Week 5	Chapter 3 Needs Assessment
Week 6	Monday: Chapter 4 Learning & Transfer of Training/Presentation Topics Due Wednesday: EXAM 1 Feb. 20, 2019
Week 7	Chapter 5 Program Design/Training & Presentation Methods

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Week 8	Chapter 6 Training Evaluation/Training Session Worksheet Due
Week 9	SPRING BREAK March 11-15, 2019
Week 10	Chapter 7 Traditional Training Methods
Week 11	Chapter 8 Technology Based Training Methods, <i>Pages 315-342</i>
Week 12	EXAM II *Wednesday, April 3, 2019
Week 13	Chapter 9 Employee Development and Career Management, <i>Pages 365-375, 380-391, & 393-407</i>
Week 14	Chapter 10 Social Responsibility: Legal Issues, Managing Diversity, & Career Challenges, <i>Pages 420-437 & 442-453</i>
Week 15	Chapter 11 The Future of Training & Development & 5E Instructional Model
Week 16	Final Presentations * Mandatory Attendance Required
Week 17	Final Presentations * Mandatory Attendance Required

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

Additional Course Policies/Information

1. Coming to class prepared is your ticket into the classroom. *Being prepared is defined as having the following:* textbook, notebook, pen/pencil, paper, calculator, and completed assignments (such as study questions).
2. All exams are worth *at least* 100 and possibly more points. Any papers, presentations or special projects are worth 100 points. Late work is unacceptable. Refrain from being absent on test nights. *There are no makeup tests.* *Remember, YOU are responsible for anything discussed in class; this includes your text assignments, notes, handouts and lectures.
3. **Policy on Final Grade at Semester's End** – *Final grades are non-negotiable.* The grade you earn equals the grade you receive. No extra credit will be awarded so please don't ask.
4. **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.

5. **Attendance.** Perfect attendance means not missing any classes or any portion of a class. This includes not having any tardies or leaving class early.
6. It is YOUR responsibility to sign the roll sheet. If you forget then you are ABSENT. **No one else may sign the roll on your behalf.**
7. You are expected to be in class (in your seat on time.) If you do find yourself in the position of arriving late due to unavoidable circumstances, enter the classroom with the *least* amount of disruption possible. Some lectures are only 45 minutes in length and coming in late is unacceptable.

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8. Class Departure Time – you are required to stay the entire length of each lecture class unless dismissed, as a class, by the instructor.
9. Cell phones, beepers, headphones and any other electronic communication devices *will* be turned off at all times in class – especially on test nights. **Anyone using their cell phone during class time will be required to leave class for the remainder of the class period.**

Personal Disposition and Behavior in Class – you are now in a higher education environment. The instructor's expectations are that each student will:

- Demonstrate a positive professional demeanor (behavior, attitude, etc.) throughout this course. Keep any negative comments and remarks to yourself.
- Participate in class discussions when appropriate and indicate your desire to ask questions or make comments to the instructor/class by first raising your hand.
- Demonstrate leadership qualities by initiating study groups with fellow classmates, distributing contact information to fellow group members so that others may contact you, being prepared for class by having assignments ready, reading assignments and/or study questions completed ahead of time.
- Give your full and undivided attention to the instructor during class. This means no side conversations, excessive talking in class, no chatting on cell phones or text messaging, loud yawning, gum popping, etc. ***In the case of disruptive behavior, the instructor reserves the right to ask you to leave the classroom. The instructor also reserves the right not to allow you back in the class.**