

Cooperative Education (OSHT 1380)



Credit: 3 semester credit hours (3:0:20)

Prerequisite/Co-requisite: Passed the writing portion of COMPASS or other accepted testing instrument, CNBT 2342. Successfully completed the following courses: OSHT 1305, OSHT 1313, OSHT 1309, OSHT 2401, EPCT 1341, and two of the following four: OSHT 2305, EPCT 2335, EPCT 1305, EPCT 1311.

Course Description

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college, and the employer, the student combines classroom learning with work experience.

Required Textbook and Materials

1. No textbook required.
2. Notebook (3-ring binder with clear pocket on the front). Size should be in accordance with the size of the completed content of the notebook.
3. Sheet protectors
4. Dividers
5. Paper (8.5 x 11)

Course Objectives

Upon completion of the course the student will be able to:

1. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, 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. (SCANS: F1, F2, F3, F4, F5, F6, F10, F11, F12, C5, C11, C12, C18)

SCANS Skills and Competencies

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies.

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Course Outline

- A. Orientation:
 - 1. Explanation of forms and responsibilities
 - 2. Review of course requirements/expectations
 - 3. Calendars
 - 4. Evaluations
- B. Weekly reporting and site visits
 - 1. Mandatory weekly reports on activities
 - 2. Explanation of site visits by instructor
- C. Safety Audits
 - 1. Equipment audits
 - 2. Office Audits
 - 3. Facility site audits
 - 4. Audit of past incident investigation reports
- D. Hazard Communication Standard
 - 1. Material Safety Data Sheets
 - 2. Labeling
 - 3. Employee training on HAZCOM Standard customized for the company
- E. Personal Protective Equipment
 - 1. Compliance issues
 - 2. Proper applications
 - 3. PPE in use
- F. Spreadsheets
 - 1. Customized application of data in EXCEL
 - 2. Interpretation of data
- G. Accident Investigation
 - 1. Interviews/student, victim, witness interaction
 - 2. Site investigation activities
 - 3. Type of analysis used
 - 4. Conclusions and Recommendations
- H. Final Report/Notebook Preparation
 - 1. Guidelines
 - 2. Required Signatures
 - 3. Supervisor evaluation

Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	Less than 60

Course Evaluation

Final grades will be calculated according to the following criteria:

- 1. Weekly Reports 10%

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| 2. Worksite Evaluation of Student by Instructor | 10% |
| 3. Supervisor Interview and Evaluation | 60% |
| 4. Notebook | 20% |

Late work *will not* be accepted.

Incomplete forms will not be accepted.

Forms must have signatures.

Course Requirements

1. The student's supervisor must sign off on all successfully completed activities and/or written reports.
2. Student is required to report to course instructor *each week* on Thursdays.
3. All reports must be typed; additional information can be on spreadsheets, charts, etc...
4. The student must maintain and turn in a detailed notebook for the course.
 - a. Notebook size should be in accordance with the size of the completed content of the notebook
 - b. Reports must be typed; 1" margins all around
 - c. Must have clear sheet protectors for *each* page
 - d. Must have dividers for each category
 - e. Students must complete mandatory assignments as specified by the instructor.
5. The notebook must be turned in at the end of the semester, (on the specified due date) complete and in order or there will be one letter grade dropped for each missing element.

**Neatness counts!*

Course Policies

1. Complies with policies, procedures, and appropriate supervision while performing course activities.
2. Participates in activities that lead to the acquisition of new knowledge.
3. Promotes a positive and collaborative atmosphere with other departments/employees as assigned.
4. Functions as an efficient and effective employee in a safety role.
5. Completion of assignments, reports, proficiencies, challenges, and notebook.
6. If a student exceeds two absences, one (1) letter grade will be deducted from the final grade for each absence above the permitted number. The student is allowed 2 absences in a semester, with no other infractions, on the 3rd absence "1" letter

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grade will be deducted. Not reporting to the instructor weekly (on Thursday) will be considered an absence.

7. In the event that LIT is forced to cancel classes due to inclement weather, OSHT classes will also be cancelled. **Notification of closures will be made through local radio and TV stations.** Students out of the immediate broadcast area should contact the Program Director for information.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination status that provides comprehensive civil rights for persons with disabilities. Among other things, these statues require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator, at (409) 880-1737 or visit the office located in the Cecil Beeson Building.

Course Schedule

Week of	Topic	References
Week 1	Course Introduction and Policies & Outline and review of Supervisor's assignments	
Week 2	First weekly report based on initial assignment is due	
Week 3	Safety audit #1/report	
Week 4	First site visit with instructor	
Week 5	Research of past incident investigations/report on conclusions and recommendations	
Week 6	Accident Investigation Procedures/Report	
Week 7	Accident Investigation/Interviews & Site Investigation Activities/Report	
Week 8	Accident Investigation Conclusions and Recommendations Report (Includes doing a spreadsheet based on incident rates) Second site visit with instructor	
Week 9	HAZCOM Standard compliance review/report	
Week 10	HAZCOM Standard/MSDS review/report	
Week 11	HAZCOM Standard/Employee training/report	
Week 12	Completed Notebook is due	

Contact Information:

Instructor: Joy Griffin
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Telephone: (409)880-8850
Office Hours: MTWR 12:00 – 4:00pm