Safety Training Presentation Techniques (OSHT 2320)

CREDIT
3 Semester Credit Hours (lecture)

MODE OF INSTRUCTION
Face to Face. Monday and Wednesday 5.30pm – 6.50pm

PREREQUISITE/CO-REQUISITE:
Prerequisite OSHT 1209 or 1313

COURSE DESCRIPTION
Principles of developing and presenting effective industrial/business training. Emphasis on instructor qualifications and responsibilities, principles of teaching including use of teaching aids and presentation skills.

COURSE OBJECTIVES
1. Develop lesson plans, teaching activities, and presentations.
2. Describe instructor qualifications and responsibilities.
3. Apply principles of learning, and demonstrate techniques of instruction to develop effective industrial/business training.

INSTRUCTOR CONTACT INFORMATION

Instructor:	**R. Peter Whittaker MHS REHS**
Email:	rpwhittaker@lit.edu
Office Phone:	409 839 2937
Office Location:	MPC 243
Office Hours:	**Monday – Thursday 2.00-5.00pm. Friday 11.00am-12.00pm (Appointment Recommended).**

REQUIRED TEXTBOOK AND MATERIALS
1. Employee Training and Development by Raymond A. Noe, *7th edition*, McGrawHill Publisher.
   a. ISBN number is 978-0-07-811285-0
2. USB Flashdrive

ATTENDANCE POLICY
Attendance is required for all scheduled lectures and activities. Attendance and participation account for 10% of the class grade (as shown in course evaluation). An excused absence will

only be granted if the student provides a written justification (for example, by email) which is vetted and approved by the instructor (such as a sickness/injury, or job related requirement).

DROP POLICY
If you wish to drop a course, you are 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.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1 1/18/23	**Monday – MLK Day - Campus Closed Wednesday - Introduction of faculty/students, syllabus and policies/ course introduction/expectations/Outline of Class Presentations of Selected Topic**		
Week 2 1/23/23 & 1/25/23	**Resume Writing, Interviewing Skills, and Email Screening.**	**Week 2 Powerpoint**	
Week 3 1/30/23 & 2/1/23	**Introduction to Employee Training and Development**	**Week 3 Powerpoint Chapter 1**	
Week 4 2/6/23 & 2/8/23	**Strategic Training**	**Week 4 Powerpoint Chapter 2**	
Week 5 2/13/23 & 2/15/23	**Wednesday 2/15/23: Needs Assessment**	**Week 5 Powerpoint Chapter 3**	**Exam 1 On Week 1 – 4 Material Monday 2/13/23**
Week 6 2/20/23 & 2/22/23	**Learning & Transfer of Training**	**Week 6 Powerpoint Chapter 4**	
Week 7 2/27/23 & 3/1/23	**Program Design/Training & Presentation Methods**	**Week 7 Powerpoint Chapter 5**	
Week 8 3/6/23 & 3/8/23	**Training Evaluation**	**Week 8 Powerpoint Chapter 6**	
Week 9	**SPRING BREAK (NO CLASSES)**		

Week 10 3/20/23 & 3/22/23	Traditional Training Methods	Week 10 Powerpoint Chapter 7	Outline of Proposal for Class Presentation to be submitted in writing on Monday 3/20/23
Week 11 3/27/23 & 3/29/23	Wednesday 3/29/23: Technology Based Training Methods	Week 11 Powerpoint Chapter 8 Pages 315-342	Exam 2 On Week 5 – 10 Material Monday 3/27/23
Week 12 4/3/23 & 4/5/23	Employee Development and Career Management	Week 12 Powerpoint Chapter 9	
Week 13 4/10/23 & 4/12/23	Social Responsibility: Legal Issues, Managing Diversity, & Career Challenges	Week 13 Powerpoint Chapter 10	
Week 14 4/17/23 & 4/19/23	The Future of Training & Development & 5E Instructional Model	Week 14 Powerpoint Chapter 11	
Week 15 4/24/23 & 4/26/23	Class Presentations of Selected Topic		Class Presentations of Selected Topic commence
Week 16 5/1/23 & 5/3/23	Wednesday 5/3/23 Class Presentations of Selected Topic		Exam 3 On Week 11 – 14 Material Monday 5/1/23
Week 17 5/8/23 & 5/10/23	Monday 5/8/23 Conclusion of Class Presentations of Selected Topic.		Comprehensive Final Exam Wednesday 5/10/23

COURSE EVALUATION
Final grades will be calculated according to the following criteria:

1. Class Attendance and Participation   10%
2. Three Class Tests (3 x 20%)   60%
3. Class Presentation of Selected Topic/Instrument   10%
4. Final Exam   20%

GRADE SCALE
- 90-100   A
- 80-89   B
- 70-79   C

- 60-69   D
- 0-59   F

TECHNICAL REQUIREMENTS
The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT
It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH
LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.