

Brazosport College

Syllabus for OSH 2188 - Internship I - Occupational Safety and Health Technology/Technician

Instructor:
Office Phone:
Alt. Phone:

Office:
Email:
Fax:

I. COURSE DESCRIPTION

OSH 2188 - Internship I - Occupational Safety and Health Technology/Technician CIP 1507010011

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and employer. Under supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student must be employed and work 320+ hours during the term. Students may register in only one internship class per semester. **Credit Hours:** 1 (1 lecture, 5 lab).

- A. Prerequisite:** Must be employed half-time or better as a full-time safety technician or specialist. Registration in another SHEM Program credit course and State regulations require a student to record 320 or more work hours during the semester.

II. COURSE OBJECTIVES

1. Understand the responsibilities and issues faced by managers when dealing with safety issues
2. Learn how communication affects the meaning of the message's managers sent to and received by employees.
3. Learn about the operational responsibilities of supervisors for safety issues from the viewpoint of their responsibilities toward employees.
4. Understand the creation and successful development of a work team.

III. STUDENT LEARNING OUTCOMES

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, and legal systems associated with the occupation and the business/industry and will demonstrate 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.

IV. TEXTBOOK OR COURSE MATERIAL INFORMATION

A. Textbook

1. No textbook materials provided by instructor

Required course materials may be available at the Brazosport College bookstore, on campus or online at <http://brazosport.edu/bookstore/home.html>. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.

For Distance Education Courses include the following: Contact the Brazosport College Bookstore with a credit card for course materials. Phone: 979.230.3651. Fax: 979-230-3653. Email: bookstore@brazosport.edu. Website: <http://brazosport.edu/bookstore/home.html>

B. Course Outline

This is a sample outline which may vary with individual instructors. It will also vary based on whether the course is a summer course or a fall/spring course. Students should contact their instructor for the outline of the course they are taking.

1	Topics:
	· Introductions
	· Course Housekeeping
	· What Managers Want
	Textbook Reading : Module 1 First Impressions Getting a Job
	SHEM DVD/Video: 30051Your Job: Boss, Work Habits, Getting Ahead
	Class Projects:
	· Complete Activity One on pages 1.17 – 1.26
	· Complete Activity Two on pages 1.27-28

	<ul style="list-style-type: none"> Review Weekly Report Format <p>Homework Assignments:</p> <ul style="list-style-type: none"> Take the test at http://www.humanmetrics.com/cgi-win/JTypes2.asp, you can use the computers in the BC library, then print out the 4 letter code and look it up at http://www.typelogic.com/ and bring the score and printout to the next class. <p>Prepare Weekly Report</p>
Week	Activities
2	<p>Topics:</p> <ul style="list-style-type: none"> Workplace Safety Culture and Attitudes Safety Responsibilities of Management <p>Textbook Reading: Module 1 First Impressions Getting a Job</p> <p>SHEM DVD/Video: 30053 The One Minute Manager</p> <p>Class Projects:</p> <ul style="list-style-type: none"> Discuss Meyer Briggs Scores Complete Activity Three on page 1.29 Complete On the Job Quiz pages 1.15-16 <p>Homework Assignments: Prepare Weekly Report</p>
Week	Activities
3	<p>Topics: Communication Skills</p> <p>Textbook Reading: Module 2 Professionalism: Keeping Your Job</p> <p>Class Projects:</p> <ul style="list-style-type: none"> Review Ideal Workplace Concepts Complete Activity One on pages 2.9-10 Complete Activity Two on pages 2.11-12 <p>Homework Assignment: Prepare Weekly Report</p>
Week	Activities
4	<p>Topics: Safety Responsibilities of Front Line Supervisors</p> <p>Textbook Reading: Module 2 Professionalism: Keeping Your Job</p> <p>Class Projects:</p> <ul style="list-style-type: none"> Activity Three, page 2.13 Activity Four, page 2.14-15 <p>Homework Assignment: Prepare Weekly Report</p>
Week	Activities
5	<p>Topics: Communication</p> <p>Textbook Reading: Module 2 Professionalism: Keeping Your Job</p> <p>Class Projects:</p> <ul style="list-style-type: none"> Activity Five, page 2.16 On the Job Quiz, pages 2.7-8 <p>Homework Assignments: Prepare Weekly Report</p>
Week	Activities
6	<p>Topics: Workplace Operations</p> <p>Textbook Reading: Module Three Building a Strong Relationship with Your Supervisor</p> <p>LAC Video: V113-006 Getting Along on the Job: Interpersonal Work Skills</p> <p>Class Projects:</p> <ul style="list-style-type: none"> Review Concepts of safety responsibilities

	· Activity One, pages 3.11-12	
	· Activity Two 3.13-14	
	Homework Assignments: Prepare Weekly Report	
Week	Activities	
7	Topics: Teaming Concepts	
	Textbook Reading: Module Three Building a Strong Relationship with Your Supervisor	
	Class Projects:	
	· Activity Three, pages 3.15-16	
	· On the Job quiz, pages 3.7-9	
	Homework Assignments: Prepare Weekly Report	
Week	Activities	
8	Topics: Team Communication	
	Textbook Reading: Module Four Teamwork	
	Class Projects:	
	· Activity One, pages 4.11-12	
	· Activity Two, pages 4.13-14	
	Homework Assignments: Prepare Weekly Report	
Week	Activities	
9	Spring Break	
10	Topics: Team Operations	
	Textbook Reading: Module Four Teamwork	
	SHEM DVD/Video: 40098 Peer Pressure	
	Class Projects:	
	· Activity Three, pages 4.15-17	
	· On the Job Quiz, page 4.8-10	
	Homework Assignment: Prepare Weekly Report	
Activities		
11	Topics: Team Operations	
	Textbook Reading: Module Four Teamwork	
	SHEM DVD/Video: 40098 Peer Pressure	
	Class Projects:	
	· Activity Three, pages 4.15-17	
	· On the Job Quiz, page 4.8-10	
	Homework Assignment: Prepare Weekly Report	
Week	Activities	
12	Topics: Workplace Diversity Concepts	
	Textbook Reading: Module Five Diversity in the Workplace	
	Class Projects:	
	· Activity One, page 5.9	
	· Activity Two, page 5.9	
	· Activity Three, page 5.10	
	Homework Assignments: Prepare Weekly Report	
Week	Activities	
13	Topics: Workplace Diversity Communication	

	Textbook Reading: Module Five Diversity in the Workplace	
	Class Projects:	
	· Activity Four, page 5.11	
	· On the Job Quiz pages 5.7-8	
	Homework Assignment: Prepare Weekly Report	
Week	Activities	
14	Topics:	
	Introductions	
	Course Housekeeping	
	Listening to Others	
	Textbook Reading: Module Six Communication Skills I: Listening and Speaking Debt and Financial Management	
	Class Projects:	
	Activity One, page 6.13	
	Activity Two, page 6.14	
	Activity Three, pages 6.15-16	
	Review Weekly Report Format	
	Homework Assignment: Prepare Weekly Report	
Week	Activities	
15	Topics: Listening Habits	
	Textbook Reading: Module Six Communication Skills I: Listening and Speaking	
	Class Projects:	
	Activity Four, page 6.17	
	Activity Five, pages 6.18-19	
	Activity Six, pages 6.19-20	
	Activity Seven, pages 6.20-22	
	Activity Eight, page 6.22	
	Homework Assignments: Prepare Weekly Report	
Week	Activities	
16	Final Exam	

Important Semester Dates:

Last Day to Withdraw from Classes– Check BC Academic Calendar at <http://catalog.brazosport.edu/index.php>

Office Hours:

For fulltime faculty, office hours may change from semester to semester. Current faculty office hours are included on the syllabus, see link: <https://brazosport.edu/faculty-and-staff/resources/course-syllabi-instructor-information/>

For an adjunct faculty, no office hours are required, and they are not assigned an office. To set up an appointment with an adjunct, contact the instructor as per the email address on the syllabus, see link: <https://brazosport.edu/faculty-and-staff/resources/course-syllabi-instructor-information/>

V. LAB REQUIREMENTS

Your daily workplace experience is the laboratory and relevant items are to be documented in a daily journal entries on D2L.

VI. STUDENTS WITH DISABILITIES

Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. For student to receive any accommodation, documentation must be completed in the Office of Disability Services. Please contact Phil Robertson, Special Populations Counselor at 979-230-3236 for further information.

VII. TITLE IX STATEMENT

Brazosport College faculty and staff are committed to supporting students and upholding the College District's non-discrimination policy. Under Title IX and Brazosport College's policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If you experience an incident of discrimination, we encourage you to report it. While you may talk to a faculty or staff member at BC, please understand that they are "Responsible Employees" and must report what you tell them to college officials. You can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at www.brazosport.edu/sexualmisconduct.

Alex Crouse, Director of Student Life and Title IX Coordinator
979-230-3355; alex.crouse@brazosport.edu

Mareille Rolon, HR Coordinator and Deputy Title IX Coordinator
979-230-3303; mareille.rolon@brazosport.edu

VIII. ACADEMIC HONESTY

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services

for prompt adjudication, and may, at a minimum, result in F, in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

Plagiarism is using another person's work or ideas without giving credit. Plagiarism is dishonest because it misrepresents the work of another as your own. This includes both copying the work verbatim or re-phrasing the ideas of another without properly acknowledging the source.

When preparing work for course requirements, students must be careful to differentiate between their ideas and language and information derived from other sources. Sources include but are not limited to published and unpublished materials, the Internet and information and opinions gained directly from other people including faculty or other students. Plagiarism is considered a violation of academic integrity and professional honesty. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://brazosport.edu/students/for-students/student-services/>.

IX. ATTENDANCE AND WITHDRAWAL POLICIES

Class attendance contributes to your final grade, but you must attend class to successfully complete the course. If you are unable to complete this course, you must complete and submit a withdrawal form with the registrar's office. If the student decides to drop out of the class, it is the responsibility of the student to initiate a withdrawal before the withdrawal deadline in order to get a "W" on their transcript. If this is not done the student will receive a grade based on test grades and class grades earned during their attendance and absence (i.e., zeros on all missed materials, exams, skills tests, and final exam).

If the student decides to WITHDRAW from the class, it is the responsibility of the student to initiate a withdrawal before the withdrawal deadline in order to get a "W" on their transcript. The Instructor may count tardiness as a partial absence. Since a significant part of the grade is based on class attendance, students are expected to be on time and attend the full class, until dismissed by the Instructor.

Students who miss 3 or more classes in a Fall or Spring Session will usually be assumed to have abandoned the class and may be dropped. It is the Student's responsibility to contact the Instructor and explain any and all missed class time.

Since attendance is so important a part of the learning experience it has become necessary to modify the grading system. Full Fall and Spring Semesters have typically about 15 Weeks of classes depending on holidays and exams schedule. For regular classes that means about 13 Weeks of educational activity aside from mid-term and finals. Someone missing 3 classes then has missed almost 25% of course content.

Partial class attendance, arriving late or leaving early can result in a % loss of that day's attendance. For all absences after the 2nd absence each absence will count as 2 classes missed.

X. COURSE REQUIREMENTS AND GRADING POLICY

A. Grading:

- | | |
|------------------------------|-----|
| • Supervisor's Evaluation | 20% |
| • Weekly Work Logs | 30% |
| • Attendance & Participation | 20% |

- Final Exam 30%

B. Scoring:

- A (90 - 100%) -- Unqualified and unsurpassed mastery of the learning outcomes
- B (80 - 89.9%) -- Unqualified mastery of the learning outcomes
- C (70 - 79.9%) -- Qualified mastery of the learning outcomes
- D (60 - 69.9%) -- Mastery of the learning outcomes but with significant qualifications
- F (0 - 59.9%) -- Has not mastered the learning outcomes
- I (Incomplete) -- Failed to complete assigned components.

You must take the Final Exam and turn in the reports to pass the class

C. Testing:

Co-Op Courses have only one required test, the Final Exam

D. Make-Up Policy:

Co-Op students may be allowed to make up written exercises at the discretion of the Instructor. Missed work hours cannot be made up after the semester and only count if worked per the individual employer's rules and regulations.

XI. STUDENT CONDUCT STATEMENT

Students are expected to be aware of and follow the Brazosport College Student Code of Conduct. Students have violated the Code if they "fail to comply with any lawful directions, verbal or written, of any official at BC." Lawful directions include precautions and requirements taken to prevent the spread of COVID-19 at Brazosport College. Students who do not follow safety requirements, including the wearing of a mask, may be removed from class by their instructor and referred to the Dean of Student Services.

XII. CAMPUS CLOSURE STATEMENT

Brazosport College is committed to the health and safety of all students, staff, and faculty and adheres to all federal and state guidelines. The College intends to stay open for the duration of the semester and provide access to classes and support services on campus in the safest way possible. The College will also comply with lawful orders given by applicable authorities, including the Governor of Texas, up to and including campus closure. It is possible that on campus activities may be moved online and/or postpone if such orders are given.

XIII. STUDENT RESPONSIBILITIES

Students are expected to fully participate in this course. The following criteria are intended to assist you in being successful in this course:

1. Understand the syllabus requirements
2. Use appropriate time management skills
3. Communicate with the instructor
4. Complete course work on time, and
5. Utilize online components (such as Desire2Learn) as required.

A. Housekeeping:

- 1) Keep the room ready for the next class. When you leave each evening, the room is to be returned to the condition it was in when you arrived, or better.

- 2) We do not want to look like we were raised in a barn. Keep it clean and place all trash in the proper containers before you leave.
- 3) Do not alter the computer or audio-visual electronics. Improper use of computer and other equipment in violation of Brazosport College policies may result in penalties according to College rules.

B. Expectations:

- 1) You are largely responsible for your own success or failure as a student.
- 2) As a minimum, students are expected to read the assigned chapter(s) each Week. Being prepared is a necessary part of your continuing education and a vital part of the construction industry.
- 3) We expect all assignments to be completed on time and to the best of your ability.
- 4) While we encourage cooperation with your fellow students, academic honesty is the standard; you are solely responsible for your own work.
- 5) We expect and will demand adult behavior in the classroom, both physical and on-line. We expect to have fun and hope you do too.
- 6) If there is a problem with the material call upon the instructor first for help.
- 7) There are no bad questions. Always ask if you are unsure.

C. Student Responsibilities:

- 1) This is not a self-paced course but requires Weekly interaction with the class and the instructor. Like Woody Allen said, "Most of Life is about showing up".
- 2) It is your responsibility to read the syllabus and other information provided by the instructor, and to follow the instructions contained therein.
- 3) If you fail to submit assignment(s) or tests on time, the instructor has the option of not accepting the late work or accepting the late work with a downgrade penalty.
- 4) You should make every effort to stay on track with the assignments, as it is very difficult to "play catch-up."
- 5) If for any reason you should fall behind in their work, (illness, accident, temporary duty, etc.) contact the instructor immediately.
- 6) You must complete exams/papers and assignments prior to the end of the scheduled term, or risk being graded zero for that work and run the risk of failure of the course
- 7) At times, life situations occur where you will need to make hard choices between getting a good grade in a course (or even finishing it) and other priorities in your life, such as a job, family, etc. It is up to each student to make those choices. Occasionally, one will have to make the commendable choice that job or family must take priority and then live with the consequences that has on your studies and GPA. The College has an ethical obligation to ensure that a level playing field is provided for all students, so those who make the hard choices don't get short changed by students who ask for extra time to get their school work done when they haven't made those hard choices.
- 8) Extensions/Incompletes are **NOT** a right, but a **VERY RARE** exception that are granted only in the most extraordinary of situations. If you feel that you will require an extension/incomplete (again, the exception, not the rule), it is your responsibility to contact the instructor **BEFORE THE END OF THE COURSE** and make this request. In most cases, written third party documentation will be required to support your request. It is at the discretion of the instructor whether an extension/incomplete will be granted and for what length of time it will be granted, with an absolute maximum extension period of 90 days.

D. Student Computer Responsibilities:

- 1) It is a fact of life that we must use computers to complete class work, access presentations and take some tests. You should have a computer, software, and internet access at hand to do this. If you do not, at best consult with the LAC in E-201. There are numerous campus resources available to you.
- 2) The default software being used is Microsoft Word for text documents and Microsoft PowerPoint for presentations. At a minimum, readers for these programs are downloadable free from the www.microsoft.com website.
- 3) The computer ate my homework is not an acceptable excuse. It is a fact of life that computers are not perfectly reliable, and those computers using Windows have a certain reputation. Users should learn how to survive and readily recover from crashed programs and the need to reboot. When creating your own work, you should save the document after each page and learn how to recover from computer problems. If worse comes to worse, read the manuals.
- 4) The instructor generally cannot help you solve your computer problems. Exception – problems with our files, in which case the Instructor will help to the best of ability.
- 5) You are responsible for your own SPAM and viruses. No one should use personal computers, email, or the Internet for these courses without possessing their own anti-virus software. If you open a strange email and get your computer infected with a virus, it is your own doing and your own responsibility. You should learn how to block unwanted email.

E. Telecommunication Devices:

- 1) All cell phones, “Blackberry” e-mail type devices, and PDA’s MUST be turned completely off and stowed so that you cannot access them in the classroom.
- 2) Calculators are for sale in the BC Bookstore to support math problems, as long as they do not have stored test information they may be used.

F. BC Computer Accounts:

Each student is expected to go to IT services and obtain a computer account, BEFORE the second class of the term. They can be reached at 979-230-3266. You may need to call for an appointment before class for evening classes. Improper use of computer accounts in violation of Brazosport College policies may result in penalties according to College rules. Be aware that ALL online activity is monitored and logged; you have NO right to privacy.

G. Notes on Schedule:

A general sixteen-Week recommended schedule follows in this document. The instructor will adjust it to meet the details of the specific semester schedule, recognizing variances due to Brazosport College exam schedules, State and Federal Holidays and the availability of such items as a guest speaker.

Cheating via use of telecommunications devices will result in an immediate ZERO for the test involved and may result in further penalties.

XIV. PROJECTS, ASSIGNMENTS, PORTFOLIOS, SERVICE LEARNING, INTERNSHIPS, ETC.

State regulations require a student to record 320 or more work hours during the semester. Since safety is a part of all jobs one does not necessarily have to be employed as a full-time safety technician for this course. It is understood that many employers assign safety technical duties to line employees.

XV. OTHER STUDENT SERVICES INFORMATION

Information about the Library is available at <http://brazosport.edu/students/for-students/places-services/library/about-the-library/> or by calling 979-230-3310.

For assistance with online courses, an open computer lab, online and make-up testing, audio/visual services, and study skills, visit Learning Services next to the Library, call 979-230-3253, or visit <http://brazosport.edu/students/for-students/places-services/learning-services/>.

For drop-in math tutoring, the writing center, supplemental instruction and other tutoring including e-tutoring, visit the Student Success Center, call 979-230-3527, or visit <http://brazosport.edu/students/for-students/student-success-center/math-center/>.

To contact the Physical Sciences and Process Technologies Department call 979-230-3618.

The Student Services provides assistance in the following:

Counseling and Advising	979-230-3040
Financial Aid	979-230-3294
Student Life	979-230-3355

To reach the Information Technology Department for computer, email, or other technical assistance call the Helpdesk at 979-230-3266.



Get the information you need – when you need it. Click <http://geni.us/BRAZO> to install **BC Connect** on your mobile device to receive reminders, explore careers, map your educational plan, be in the know about events, find out about scholarships, achieve your goals and much more.

STATE OF TEXAS WORKFORCE EDUCATION COURSE MANUAL REQUIREMENTS:**WORKFORCE EDUCATION COURSE MANUAL, 2008-2009****Internship - Occupational Safety and Health Technology/Technician**

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs.	Min Cont. Hrs.	Max Cont. Hrs.
15.0701	OSHT	2188	Internship - Occupational Safety and Health Technology/Technician	Active	1	48	96
15.0701	OSHT	2288	Internship - Occupational Safety and Health Technology/Technician	Active	2	96	192
15.0701	OSHT	2388	Internship - Occupational Safety and Health Technology/Technician	Active	3	144	288
15.0701	OSHT	2488	Internship - Occupational Safety and Health Technology/Technician	Active	4	192	384
15.0701	OSHT	2588	Internship - Occupational Safety and Health Technology/Technician	Active	5	240	480
15.0701	OSHT	2688	Internship - Occupational Safety and Health Technology/Technician	Active	6	288	576

Course Level: Advanced

Course Description: A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

End-of-Course Outcomes: 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, and legal systems associated with the occupation and the business/industry and will demonstrate 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.

CIP Code Description: 15.0701 (Occupational Safety and Health Technology/Technician)

Effective Date: September 1, 2003