**MT3.803: Industrial Safety**

Linn-Benton Community College – Fall 2019

2 Credit Hours, Meets Online, CRNs: 26893 and 26898

**Instructor: Ken Dickson-Self** **OFFICE HOURS:**

Office: IC-122See Instructor Webpage

Email:   dicksok@linnbenton.edu

Instructor website: linnbenton.edu 🡪 Quick Links 🡪 Instructor Websites 🡪 [Dickson-Self](http://cf.linnbenton.edu/eit/mec/dicksok/web.cfm?pgID=8905)

**REQUIRED TEXTS AND MATERIALS**

1. [Industrial Mechanics](https://linnbenton.verbacompare.com/comparison?id=119119) (4th edition) textbook AND workbook, Kemp
2. Video lectures (links on the instructor website)

PLEASE NOTE: The textbook and workbook are on reserve in the LBCC Albany library. You do not need to buy them unless you are a Mechatronics student and will be using them for other classes.

**COURSE DISCRIPTION**

Learn how to protect yourself and your fellow workers from workplace accidents. Topics analyzed include, but are not limited to, electrical safety, personal protective equipment, confined space entry, hazardous materials, MSDS and fire safety. Emphasis is on personal responsibility for your own safety and the safety of others. You will create a personalized safety manual as part of this class.

**COURSE OUTCOMES**

Upon successful completion of this course, students will be able to:

* Demonstrate the correct use of personal protective equipment
* Demonstrate standard industrial safety procedures
* Create a personal safety program

**METHODS OF INSTRUCTION:**

This is strictly an online, self-directed class. Communication will be handled through email, telephone, or you can stop by my office with an appointment or during office hours. My schedule will be posted on my [instructor website](http://cf.linnbenton.edu/eit/mec/dicksok/web.cfm?pgID=8905). This course will be run through [Moodle](https://moodle.linnbenton.edu/login/index.php). I will post all of the content and assignments there. There will be no in-person orientation, so please contact me if you have any questions. **You must check your school email regularly for this course.**

**LBCC EMAIL AND COURSE COMMUNICATIONS**

You are responsible for all communications sent to your LBCC email account. You are required to use your LBCC-provided email account for all email communications at the College. You may access your LBCC student email account through [Student Email](http://linnbenton.edu/lbcc-email).

**COURSE GRADING**

This class is graded “A” through “F” or Pass/Fail.  Letter grades will be assigned as follows:

*90-100% = A, 80-89% = B, 70-79% = C, 60-69% = D, Below 60% = F*

**Schedule:**

|  |  |  |
| --- | --- | --- |
| **When Due** | **Assignment** | **% of Final Grade** |
| Every week | Online discussion answers | 20% |
| Week 3  | Student Study Notes  | 20% |
| Week 6  | Workbook questions | 20% |
| Week 10  | Final Project | 40% |

Late assignments lose 10% of point maximum for every day they are late. For example, an assignment that’s two days late and earned an 85% is worth only 65% of possible points (85-20).

**ASSIGNMENTS**

1. Each week there will be an online discussion that you’ll need to participate in. These discussions will be open from Monday to the following Sunday each week. Each week you participate accounts for 2% of your final grade (20% total).
2. Watch all video lectures and type your answers to the Student Study Note questions. Both the Student Study Notes and the video lectures are posted on Moodle.
3. Read and study Chapter 1 in the text (pages 1 – 19) and part of Chapter 2 (pages 44 – 69), then complete and turn in **Workbook** pages 1 – 4 (all questions), along with the following:
	1. Page 5, Questions 11 – 14
	2. Page 6, Questions 15 – 20
	3. Page 8, Question 16 – 20
	4. Page 9, Questions 21 – 27
	5. Page 10, Questions 28 – 30
	6. Page 11, Questions 13 – 25
4. Complete the Final Project (your Personal Safety Plan). This assignment is posted on Moodle, as well.

Homework can be dropped off at my office (there’s a box outside IA-112A with my name on it) or sent electronically (email).

It is not recommended that you “share efforts” on the written work as this is not an effective learning strategy. I will give an “F” to any work that is turned in with obvious collaboration or plagiarism. In short, answer the questions in your own words, and if you use someone else’s words put quotes around them and write where those words came from.

**POSITIVE PARTICIPATION**

As a part of this course, you are required to post comments on the weekly discussion boards. After your initial reply, I encourage you to read the posts of other students to get a different point of view. I also encourage you to reply the other student responses, but do so using proper etiquette/netiquette. You need to understand people may view things differently and have a different opinion than you. It’s okay to disagree with someone else, but you need to do it respectfully. Overall, we want to create and maintain a positive learning environment. If I see any rude or disrespectful comments, I will remove them immediately, and you will be warned. If you continue to disrespect others I will restrict your access from the discussion boards and you will not be able to earn points for the weekly discussions.

**HOW TO BE SUCCESSFUL IN THIS CLASS**

* Contribute to weekly discussions
* Keep up on coursework by doing a little bit every week
* Reflect on assignment questions and find the right answers for YOU
* Challenge yourself. If confused or concerned, ask questions (sooner is better than later)
* Start early. If you’re taking other classes, you’ll want time at the end of term for studying for finals and other projects. Help yourself out by finishing this course as early as you can.

On-line learning classes rely on your willingness and ability to study on your own time. My suggestion is that you do a little bit each day, rather than squeeze it in during short cram sessions. I strongly recommend that you treat it as you would a regular class by setting up a schedule for completing the work, a little bit each day.

**DISABILITY AND ACCESS STATEMENT**

Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency should speak with their instructor during the first week of class. If you believe you may need accommodations but are not yet registered with the Center for Accessibility Resources (CFAR), please visit the CFAR Website for steps on how to apply for services or call 541-917-4789.

**STATEMENT OF INCLUSION**

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

**TITLE IX REPORTING POLICY**

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can report a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

**ACADEMIC HONESTY**
Students are expected to follow [LBCC policies](http://www.linnbenton.edu/faculty-and-staff/administrative-information/policies/board-policies-and-administrative-rules/7000-series-student-services/) regarding academic integrity as articulated in the Students’ Rights Responsibilities and Conduct Policy. Students found to be involved in academic dishonesty will receive an F (failing grade) in this course.

**CHANGES TO THE SYLLABUS**

I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class or through LBCC e-mail.