Trades and Technology Dept. | Spring 2018

Department Chair: Maren Furuseth

PTLO 104: INDUSTRIAL SAFETY (16072)

# COURSE SYLLABUS

## COURSE INFORMATION

PTLO 104 - 2 credits

An overview course for petroleum and industrial workers of federal/state regulations and guidelines which require OSHA authorized safety training. Topics include 29 CFR 1910 and 29 CFR 1926 standards, such as confined space entry, emergency action plans, lockout/tag out, H2S respiratory, First Aid/CPR, and other safety related topics. Students will take OSHA-10 and H2S Safety Training online, and Completers will receive authorization cards. And, they will either take First Aid/CPR training and certification courses at Williston State College, or they can receive training and certification off campus.

## INSTRUCTOR

Gerald (Mack) McGillivray, [gerald.mcgillivray@willistonstate.edu](mailto:gerald.mcgillivray@willistonstate.edu) Office: 701-774-4241, Cell: 701-571-2439.

Office Hours: Mon & Wed, 1-5 PM @ CTE Western Star Building, Room #125, or by appointment.

## TEXTBOOK & MATERIALS

* All materials will be provided via the online courses and those provided via the training courses.
* Ability to take notes (notebooks, IPads, etc.), is required.

## STUDENT LEARNING OUTCOMES

## INSTITUTIONAL OUTCOMES

1. Students will demonstrate effective communication skills, and be able to use reasoning to analyze and solve problems.

## PROGRAM OUTCOMES

1. To gain basic knowledge and skills required as a production operator and/or technician in the petroleum industry.

## COURSE OUTCOMES

1. Students will be able to describe the role of safety design and the safety professional.

2. Students will be able to recognize a broad range of industrial safety standards.

3. Students will be able to describe how to prevent accident or injury by controlling the associated hazards.

4. Students will be familiar with OSHA, ANSI, NIOSH, NFPA, and other applicable standards.

## ASSESSMENT TASKS (FOR COURSE OUTCOMES)

* Occasional online quizzes/tests will be given.
* Attendance will be taken.
* Active discussion/participation is required.

## ASSESSMENT PORTFOLIO

Each degree seeking student is required to maintain an assessment portfolio on Blackboard for his/her time at Williston State College. For this class you should include your syllabus, evidence of completing learning outcomes, and a reflection paper of what you learned in this class.

## GRADING POLICY

A = 100%-90% Final Exam: 25%

B = 89%-80% Scheduled tests: 25%

C = 79%-70% Attendance: 25%

D = 69%-60% Class participation (field trips, present papers, etc.): 25%

F = 59%-0%

If students cheat on any activity that will be graded, they automatically receive a zero for that activity, no matter how many points it is worth.

Instructors have up to one week to grade and return all assignments and tests. A 10% reduction is made if students do not have an assignment done on time, and 10% is deducted for every day the assignment is late.

## ATTENDANCE POLICY

Students are expected to attend every class session. Students who are absent are expected to notify the Instructor before class starts. No points can be made up if a student has an unexcused absence that day without the consent of the Instructor. When students have two unexcused absences, they are required to meet with the Instructor to tell why they missed and how they will fix this problem. The same requirement is used after students are tardy four times. Class begins when the door is closed. If the door is closed, students are tardy.

## DISABILITY STATEMENT

Williston State College is committed to providing equal access to students. If you have a disability which may impact your performance, attendance, or grades in this course that requires accommodations, you must first register with Accessibility Support Services. Please note that classroom accommodations cannot be provided until your instructors receive an Accommodations Form, signed by you and the Accessibility Support Services Coordinator.

## IMPORTANT DATES

• Last day to drop: January 17, 2018  
• Last day to withdraw: April 6, 2018  
• For important dates concerning holidays, last date to withdraw from class, etc., please visit the WSC catalog available on the website: [www.willistonstate.edu](http://www.willistonstate.edu).

## ACADEMIC RESOURCES

Take advantage of academic resources available to you at Williston State College:

• Communication Lab: Supplemental instruction is provided to assist students who are either having difficulty or desiring extra help with specific subjects. The Communication Lab assists with composition, writing, communication, and public speaking. The Communication Lab is located in Stevens Hall 120. Students should make appointments at [wsc.writinglab@willistonstate.edu](mailto:wsc.writinglab@willistonstate.edu).

* Math Lab: Supplemental instruction is provided to assist students who are either having difficulty or desiring extra help with specific subjects. The Math Lab assists with all math needs. The Math Lab is located in Stevens Hall room 120.

• Learning Commons: It's not just the Library anymore. In addition to the normal library functions (book checkout, research assistance, etc.), the Learning Commons serves a number of other functions. Get help with Blackboard and other Distance Ed questions. The “technology counter” provides an opportunity to play with some of the latest technology. Computers and printers available. If you have questions, call (701-774-4226). To contact the Office of Extended Learning please email [wsc.extendedlearning@willistonstate.edu](mailto:wsc.extendedlearning@willistonstate.edu).

• SmarThinking: Web based program that offers live tutoring services in a variety of subject areas at no cost to the student. With SmarThinking you can access live tutors, ask a question and come back the next day for a response, and/or submit writing pieces to be reviewed. If you have further questions or need assistance in using this great tool, please stop in the Learning Commons in Stevens Hall or contact Katie Peterson at 701-774-4594.

## STUDENT ACADEMIC INTEGRITY

Work submitted for this course must follow Student Academic Integrity as cited in the 2016-2017 Catalog, p. 20:

Integrity of the academic process requires that credit be given where credit is due. Accordingly, it is a breach of academic integrity to present as one’s own work the ideas, representation, or works of another, or to permit another to present one’s work without customary and proper acknowledgement of authorship. Students are expected to conduct themselves at all times within permissible limits of assistance as stated by faculty.

Students will be held responsible for any breaches of academic integrity. More common breaches of academic integrity include but are not limited to: cheating, plagiarism, forgery, fabrication, facilitation, or aiding academic dishonesty; theft of instructional materials or tests; unauthorized access or otherwise manipulating laboratory equipment or computer programs without proper authorization; alteration of grades or permanent files; misuse of research data in reporting results; use of personal relationships to gain grades or academic favors; or otherwise attempting to obtain grades or credit through fraudulent means. These breaches of academic integrity are also viewed as misconduct and are treated accordingly.

Students who violate the Student Academic Integrity guidelines may face scholastic or disciplinary consequences. Instructors that treat the case as a scholastic matter have the authority to decide how the violation will affect the student’s grade in the course.

If the instructor has treated the case as a scholastic matter involving a course grade and the student has a grievance related to this action, that grievance shall be processed as outlined in the WSC Student Code of Conduct. Instructors that treat the case as a disciplinary matter will refer the case to the Vice President for Student Affairs for possible resolution.

If final resolution does not occur, the Vice President for Student Affairs may refer the case to the Student Review Committee. The Committee will handle the matter according to the procedure outlined in the WSC Student Code of Conduct. A written report of the incident will be placed in the student’s academic file in the admission and Records Office and will be withdrawn when the file becomes inactive. A copy of the report will be provided to the faculty advisor. Students are advised to become familiar with the campus copyright policy as outlined in the WSC Student Code of Conduct.

Breach of academic integrity may result in failure of the assignment, exam, and/or class.

## STUDENT RESPONSIBILITIES:

* You are expected to read the relevant materials and participate in class discussions in a timely manner.
* You are expected to respect your fellow students and the Instructor in online and on campus discussions.
* It is your responsibility to ask questions when you are uncertain about assignments or course materials.
* If you have questions concerning grades, you should contact the Instructor immediately. You are responsible for checking Blackboard in a timely fashionto ensure that the grade recorded is your correct grade.
* It is your responsibility to contact the Instructor as soon as possible if you are encountering any issues that would hinder your performance in this class.
* You are responsible for earning your grade (with the Instructor making every effort to help you learn the material).
* If you are concerned about your grade, you should speak to the Instructor NO LATER than mid-term. No consideration will be given to request to adjust your grade at the end of the semester unless there is an error in calculations.

## GRIEVANCE POLICY

Occasionally, students are dissatisfied with some dimension of the course. In such cases, students should first schedule a meeting with the instructor. If the student and instructor cannot reach a satisfactory resolution, the student should schedule a meeting with the Chair of the Department. (See page 10 of the Student Code of Conduct.)

## TITLE IX

Survivors of sexual assault, domestic violence, and sexual harassment: please be aware that as an instructor, I am legally obligated to report all instances of sexual assault, domestic violence, and sexual harassment involving students. If you would like to speak to someone confidentially, please contact the WSC Counselor at (701)774-4212 (they are NOT mandated to report such instances).

## FINAL EXAMS/ACTIVITIES

There are no final exams for this course. Certificates of completion for OSHA 10, H2S Safety, and First Aid/CPR are required to be submitted to me by the last week of the semester, so I can assign a final grade.

## SCOPE AND SEQUENCE OF THE COURSE (SUBJECT TO CHANGE)

The online courses can be taken and completed anytime within the semester in any order. However all of the required courses must be completed, and the certificates must be submitted to me before the semester ends.

## THIS SYLLABUS, SCOPE, AND SEQUENCE OF THE COURSE IS SUBJECT TO CHANGE

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