GRP270 OJT Syllabus

Course Information

Credits  
Campus: Washburn Institute of Technology
Address: 5724 SW Huntoon
City/State/Zip: Topeka, Kansas 66604
Office Fax: 785-273-7080

Description

OJT (On the Job Training) is an elective course for a student to work at a job site to apply skills and knowledge acquired in the program. A student is eligible for OJT only upon completion of all the program competencies, 90% attendance throughout the program, B or higher grade, all expenses paid to the school, completion of the institution exit assessment, and agreement completed with an employer. If a student does not comply to the attendance and job performance expectations of the employer, the student will be required to return to the program. This is a pass/fail course.

Textbooks

None

Student Learning Outcomes:

A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Competencies

1. Adopt proper dress for employment
2. Respond positively to criticism
3. Seeks to update technical skills
4. Exhibits learning initiative
5. Apply positive flexible responses to shifting circumstances
6. Speaks effectively with individuals
7. Speaks effectively within groups
8. Uses job-related terminology
9. Use acceptable workplace etiquette and skills
10. Set priorities or the order in which several tasks will be accomplished
11. Apply strategies to overcome procrastination and meet deadlines
12. Create a time plan for solving a problem
13. Read and comprehend written information
14. Follow oral and written directions
15. Create formal, semiformal and informal presentations
16. Take initiative with new challenges
17. Take responsibility for decisions and actions

Guidelines for Success

Assessment Plan
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Overall assessment for this course is based on projects, attendance and quizzes.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>Projects</td>
</tr>
<tr>
<td>30%</td>
<td>Attendance</td>
</tr>
<tr>
<td>20%</td>
<td>Quizzes</td>
</tr>
</tbody>
</table>

Grading Scale

- 90-100: A
- 80-89: B
- 70-79: C
- 60-69: D
- Below 60: F

Late projects: Will be graded at 50% of the allowable points if turned in past the due date.

Attendance
Class attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize your grades or even your ability to continue in this course. If you are absent from class for any reason you are responsible for all missed work and for contacting the instructor promptly.
Disability
The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator
Phone: 785-228-6356
E-Mail: ssscoordinator@washburn.edu