MTT151 Workplace Ethics Syllabus

Course Information

Credits 2
Campus Washburn Institute of Technology
Address 5724 SW Huntoon
City/State/Zip Topeka, Kansas 66604
Office Fax 785-273-7080

Description
Students study human relations and professional development that exists in today’s rapidly changing world so that they become better prepared for living and working in a complex society. Topics include human relations, job acquisition, job retention, job advancement and professional image skills.

Textbooks


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. Differentiate between a positive and negative work ethic.
2. Examine the effects of the ‘I vs. We’ mentality on shop morale and production (the 80/20 rule).
3. Develop a personal work plan.
5. Provide positive and critical feedback on a peer’s project.
6. Apply communication techniques to enhance teamwork and personal performance.
7. Utilize the resources and talent of classmates/team members.
8. Recognize your own and others’ contributions to project success.
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.

Grading Rationale and Grading Scale
Grading is based on the quality of shop assignments, attendance, tests and quiz scores.

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>80% - 89%</td>
<td>B</td>
</tr>
<tr>
<td>70% - 79%</td>
<td>C</td>
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<tr>
<td>60% - 69%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
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</tbody>
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The minimum acceptable passing grade is C. The total grade will be calculated using the following formula: Attendance = 10%, shop assignments = 30%, tests = 20% and quizzes = 10%, Semester final = 30%. 100% attendance adds 5% to the final score, less than 90% attendance deducts 5% from the final score.

Attendance
Attendance is required. Please see instructor for make-up policy for excused and school related absences.

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