MTT250 Workplace Skills II Syllabus

Course Information

Credits: 1
Campus: Washburn Institute of Technology
Address: 5724 SW Huntoon
City/State/Zip: Topeka, Kansas 66604
Office Fax: 785-273-7080

Description
The course is the final preparation for the exit assessment by using Key Train software for Applied Math, Reading for Information, and Locating Information. A student will be required to attend remaining seminars that were not attended in Workplace Skills I through the Career Resource Center.

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 positive & 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
4. Develop problem solving guidelines
5. Positive & critical feedback on a peer’s project
6. Apply comm. technique to enhance teamwork and personal performance
7. Utilize resource & talent of classmates/team member
8. Recognize your own & 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>Grade</th>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td></td>
</tr>
</tbody>
</table>

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