MTT260 Machine Tool OJT Syllabus

Course Information

Credits 3 (optional)
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, all expenses paid to the school, completion of the institution exit assessment, and agreement completed with an employer. If a student does not comply with 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
To be determined by job site manager and instructor.

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.

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

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