

ETES 5140/7104
Laboratory Planning, Management, and Safety
Dr. James Rosebrook
Winter 1998

Course Description

Planning and managing laboratories including the development of a safety program and selection of equipment, tools, and supplies.

Course Goals

This course is designed to prepare occupational educators to:

- 1) Plan a physical layout for an occupational education program.
- 2) Develop a management system for a facility and instructional program.
- 3) Provide leadership in raising safety consciousness.
- 4) Provide a safe environment in which learning can occur.

Course Objectives

Specifically, the occupational educator will:

Develop a physical layout plan including the necessary floor space, storage areas, auxiliary areas, utilities, machines and equipment, materials and supplies, and other factors required to operate an instructional program.

1. Develop a management plan for facility and instructional program.
2. Demonstrate an understanding of the role of the Occupational Safety and Health Administration Act.

Be able to provide a safe environment for instruction.

Develop a plan to provide safety supervision.

Develop a plan to provide safety instruction.

Be able to provide for the First Aid needs of students.

Be able to communicate the safety program.

This course will use the individualized self-paced teaching mode as the primary delivery system. Each packet assignment requires a number of readings not necessarily contained in the packet. These readings are contained in materials that are (1) located in references boxes or (2)

found by you through other sources. There will be audio-visuals shown at various times and a field trip to a model facility.

Course Requirements

Attendance: University of Georgia regulations specify that students must experience 44 hours of instructional time for five hours of credit. Normally classes will meet four hours per night for 11 weeks. Your attendance at each session, for the total time of the session, is expected.

Assignments: There are separate packets in this course with worksheet assignments. In addition, graduate students will be required to complete a course project, which will be agreed upon by the professor and the student.

Evaluation

Three factors will be evaluated during the course to arrive at an indication of achievement for the purpose of assigning grades. These factors with percentage weights are as follows:

1. Examinations will comprise 65% of your final grade.
2. Quality of work on packet and worksheets will comprise 30% of your final grade.
3. Attendance, attitude, and work habits will comprise 5% of your final grade (excessive absences will require additional make-up work). All work must be completed on or before the last class meeting.

Marking System

The University of Georgia requires letter grades of A, B, C, D, or F to be awarded. In order to arrive at these letter grades, the point system will be used. The total number of points you earn will determine your letter grade. The values are as follows:

A = 90 to 100
B = 80 to 89
C = 70 to 79
D = 60 to 69
F = Below 60

You will be awarded a grade according to points. No curve will be used. If all students fall in the C and B category, no other grades will be awarded. You will get exactly what you earn. If an Incomplete (I) is awarded, your grade will automatically be lowered one letter.

Course Challenge

The success or failure of this course in assisting you to become a more professional teacher depends upon you. If you are willing to work and make an effort at learning, learning will occur.

Learning should be fun and our instructional staff will do their very best to make this course as rewarding as possible.

Course Evaluation

Your input into the course and your feeling about the professor, the instructional method, and the evaluation system will be requested on the back page of your examinations. In addition, you will be given the opportunity to evaluate the course and your professor on a university standardized instrument at the end of the course.