



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**WORKPLACE ETHICS
MTT3569 2 Credit Hours**

Student Level

This course is open to students on the college level in either the freshman or sophomore year and to area high school vocational students.

Catalog Description:

MTT 3569 - WORKPLACE ETHICS (2 hrs)

This class is designed to give students the fundamental skills of everyday practices in the work place. 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.

Prerequisites:

None

Controlling Purpose:

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.

Learner Outcomes:

- A. Demonstrate how to differentiate between a positive and negative work ethic.
- B. Demonstrate the importance of team work in the production shop.
- C. Demonstrate how to develop a personal work plan.
- D. Develop problem solving guidelines.
- E. Provide positive and critical feedback on peer's projects.
- F. Apply communication techniques to enhance teamwork and personal performance.
- G. Utilize the resources and talents of classmates/team members.
- H. Recognize your own and others' contributions to project success.

The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents.

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student’s achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1: Differentiate Between A Positive And Negative Work Ethic						
Outcomes: Upon completion of this course students will be able to demonstrate how to differentiate between a positive and negative work ethic.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Demonstrate employability skills needed to obtain and retain employment in machine tool and related fields.

UNIT 2: Examine The Effects Of The “I vs We” Mentality On Shop Morale And Production (the 80/20 rule)

Outcomes: Upon completion of this course students will be able to demonstrate the importance of team work in the production shop.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Solve quality problems using process planning, technical knowledge, teamwork, mathematics, and critical thinking.
						Demonstrate employability skills needed to obtain and retain employment in machine tool and related fields.

UNIT 3: Develop A Personal Work Plan

Outcomes: Upon completion of this course students will be able to demonstrate how to develop a personal work plan.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Apply safety principles in a work environment to minimize hazards and prevent losses to productivity.
						Demonstrate employability skills needed to obtain and retain employment in machine tool and related fields.

UNIT 4: Develop Problem Solving Guidelines

Outcomes: Upon completion of this course students will be able to demonstrate and develop problem solving guidelines by using resources provided.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Solve quality problems using process planning, technical knowledge, teamwork, mathematics, and critical thinking.
						Demonstrate employability skills needed to obtain and retain employment in machine tool and related fields.

UNIT 5: Provide Positive And Critical Feedback On A Peer's Project

Outcomes: Upon completion of this course students will be able to demonstrate how to provide positive and critical feedback.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Demonstrate employability skills needed to obtain and retain employment in machine tool and related fields.

UNIT 6: Apply Communication Techniques To Enhance Teamwork And Personal Performance

Outcomes: Upon completion of this course students will be able to demonstrate how to apply communication techniques to enhance teamwork and personal performance.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Solve quality problems using process planning, technical knowledge, teamwork, mathematics, and critical thinking.
						Demonstrate employability skills needed to obtain and retain employment in machine tool and related fields.

UNIT 7: Utilize The Resources And Talent Of Classmates/Team Members

Outcomes: Upon completion of this course students will be able to demonstrate how to utilize the resources and talents of classmates/team members.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Solve quality problems using process planning, technical knowledge, teamwork, mathematics, and critical thinking.
						Demonstrate employability skills needed to obtain and retain employment in machine tool and related fields.

UNIT 8: Recognize Your Own And Others' Contributions To Project Success

Outcomes: Upon completion of this course students will be able to demonstrate how to recognize yours' and others' contributions to project success.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Solve quality problems using process planning, technical knowledge, teamwork, mathematics, and critical thinking.
						Demonstrate employability skills needed to obtain and retain employment in machine tool and related fields.

Projects Required:

As assigned

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

None

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Timeframe:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

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DISCLAIMER: THIS INFORMATION IS SUBJECT TO CHANGE. FOR THE OFFICIAL COURSE PROCEDURE CONTACT ACADEMIC AFFAIRS.

263.00 Student Appeal of Course Grades

403.00 Student Code of Conduct

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability, which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.