



## WEL150 Workplace Skills I 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

The course teaches some of the skills needed to get a job in any field. This course utilizes WorkKeys assessments which include Applied Math (basic word problem-solving), Reading for Information, and Locating Information. This course also introduces some of the testing methods used in the welding industry. Destructive and non-destructive testing methods will be discussed.

### 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

1. Demonstrate good attendance.
2. Demonstrate attention in class.
3. Demonstrate a positive work attitude.
4. Demonstrate positive work habits that benefit the team.
5. Demonstrate proper preparation for class.
6. Demonstrate proper handling of materials.
7. Demonstrate proper application of note taking strategies in the classroom.
8. Demonstrate proper note taking strategies when necessary in hands-on situations.
9. Demonstrate application of appropriate terminology on assignments.

## 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

#### Rating Scale

- 4 Skilled – can perform task with no additional training
- 3 Moderately skilled – has performed task during training program; limited additional training may be required
- 2 Limited Skill – has performed task during training program; additional training is required to develop skill
- 1 Exposed to content – is familiar with process; no opportunity to develop skill
- 0 No Exposure – not covered

**Directions:** Evaluate the student by checking the appropriate number to indicate the degree of competency reached. Rate each task to reflect employability readiness.

### Attendance

Attendance is required.

### 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](mailto:ssscoordinator@washburn.edu)



