



**SAFE 2610 Ergonomics and Human Factors section name section credit**  
**hours Credits**  
**Syllabus**

## Course Information

**Meeting times and location:** section meeting\_times section location

**Catalog description:** Course reviews the principles and practices of ergonomics in a working environment. The focus is on the human operator and their effective functioning in such an environment. Work physiology and principles of human factors are explained to reduce injuries.

**Prerequisites:** course prereqs

**Terms offered:** All Semesters

**Section-specific Course Description:**

## Course Level Objectives

1. Paraphrase the regulatory environment in ergonomics
2. Describe some of the common potential injuries associated with performance of tasks that present hazards
3. Apply ergonomic concepts to the prevention, control, or elimination of hazards
4. Distinguish human factors engineering to the interaction of workers and machines
5. Explain the regulatory issues, guidelines and standards for ergonomics
6. Describe the various types of ergonomic injuries and recognize the risk factors that contribute to an ergonomic injury
7. Apply the basics of how to analyze and measure potential risk factors in ergonomics

8. Apply anthropometric data and design principles in work design
9. Describe the fundamentals of Human Factors Engineering and methods for reducing safety problems through improved design
10. Describe the role of ergonomics in business goals and be able to recognize the cost benefit categories associated with ergonomic projects
11. Apply benchmarking and performance criteria to the field of ergonomics
12. Identify leading and lagging metrics
13. Describe best practices in ergonomics and how to apply ergonomic tools to the design of products and processes

## Required Texts and/or Materials

### **The Safety Professionals Handbook**

978-1-885581-61-7

Haight, Joel

American Society of Safety Engineers

2012

2nd Edition

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

## Accessibility/Privacy Policies for all Technology Tools

# Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Course Requirements

Students will do the following activities on the first day of logging into CANVAS:

- Complete the SJC Attendance assignment in each course registered for.
- Complete the pre-test in each course registered for.
- Set up and activate San Juan College E-Mail account.

## COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

[disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu) or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

## Student Support

### **Student Services and Support**

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

### **Academic Support**

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

## Participation and Attendance Policy

Occupational Safety 8 week courses have minimum time deadlines for lesson submissions. Students can proceed through the deadlines faster than scheduled and receive full credit. If progress is slower than the deadlines then zero credit will be entered into the grade book with no opportunity to resubmit. Both the end of course discussion assignment and the final exam are to be taken after all the assignments have been submitted.

## Other Classroom Policies and Expectations

Should a student have any issues with course content or grades issued to them, they should first attempt to resolve any issues with the course instructor first. San Juan College does have a formal grade appeal process. If a student wishes to challenge a grade issued to them, they should first contact the course instructor for a copy of the appropriate forms.

## Canvas Participation and Expectations

The Attendance Assignment is due on the first Friday of the course as a participation grade to prove attendance in the course. If the instructor cannot prove that a student attended the course the student's name will be sent to the registrar's office the following Monday for automatic withdrawal.

### Drop for Non-Attendance Procedure

Students will be dropped from classes based on faculty reporting non-attendance by the first Friday of the course. Financial Aid will not be awarded for classes that are dropped for non-attendance. Being dropped and losing Financial Aid does not negate your financial obligation to pay for these classes. You will be required to pay any tuition penalty owed based on the institutions fee schedule.

Students who do not attend and do not wish to incur any financial liability must drop classes before they begin. This action is being taken to remain in compliance with Federal Financial Aid Regulations. Should you have any questions, please contact Enrollment Services or Financial Aid. Remember, if you do not plan to attend, please drop your classes before the first day of class.

## Instructor Response Time

The response time for instructors to return assignment scores is less than 72 business day hours. The preferred method to contact instructors is by email since all instructors are online and most do not work on campus. Email will be replied to within 24-48 business day hours.

## Course Time Commitment

It normally takes students time to learn the online study skills which work best for them. After students learn the online study skills which work best for them then they normally allot 3-4 hours per week per credit hour.

## Grading

Final grades are calculated based on the following...

### Grading Rubric Scoring

All SAFE courses utilize a Grading Rubric for organization and uniformity when scoring assignments. A perfect score on the rubric has 20 points which are divided into four general categories.

Answered questions (4): 4

Grammar / Spelling (4): 4

Concise / Accuracy (4): 4

Content / Quality (8): 8

Total: 20

**IMPORTANT NOTE:** The grades you will see in this class while the session is on-going are the cumulative averages of all assignments that have been posted and graded. Any assignments that have not been turned in will convert to an "F" at the end of the

session. This means that your overall grade that shows up during the active course does not reflect your true grade if any assignments are missing or not posted. This may affect your final grade point average.

#### SAFE 2480 Grading Scale

A = 401 - 445

B = 357 - 400

C = 312 - 356

D = 267 - 311

F = 0 - 266

Answered Questions (4)	Didn't Answer 3 or more 1 pt	Didn't Answer 2 2 pt	Didn't Answer 1 3 pt	All 4 pt		
Grammar / Spelling / Organization / Structure (4)	Fragmented or incomplete sentences, no paragraph breaks doesn't reference questions when answering. 1 pt	Some fragmented or incomplete sentences, some answers are in paragraph form, reference some questions when answering 2 pt	Minimal incomplete sentences, grammar & spelling errors, most answers are in paragraph form, reference questions when answering 3 pt	Complete sentences, appropriate grammar & spelling, uses paragraphs, reference questions when answering 4 pt		
Concise / Accuracy (4)	Clearly and accurately answered 1 or 2 questions in a brief and precise manner. 1 pt	Clearly and accurately answered 3 questions in a brief and precise manner. 2 pt	Clearly and accurately answered 4 questions in a brief and precise manner. 3 pt	Clearly and accurately answered all questions in a brief and precise manner 4 pt		
Critical Thinking / Understanding (8)	Indicates no critical thought and doesn't demonstrate knowledge and / or understanding of lesson topic 2 pt	Indicates some critical thought and demonstrates some knowledge and / or understanding of lesson topic. 4 pt	Indicates critical thought and demonstrates knowledge and / or understanding of lesson topic. 6 pt	Indicates strong critical thinking and demonstrates strong knowledge and / or understanding of lesson topic. 8 pt		
Total:						

# Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

This course is an asynchronous 100% online course which can be accessed 24 hours a day for the duration of the 8 week session from any location with access to the internet. Study and assignments are done at individual times and submitted to the instructor by using the Canvas Learning Management System (LMS).

## College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

### 1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for "Request for Services" and complete all the steps.

You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or [disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu). More information is available on the website listed above.

### 2. **The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

### 3. **Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

### 4. **Student Conduct Statement**

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part



of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

## 5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

## 6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran’s status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College’s [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the

Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or [allens@sanjuancollege.edu](mailto:allens@sanjuancollege.edu).

## 7. Drop for Non-Attendance and/or Non-Participation

### **Class Attendance and Participation Expectation:**

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

## 8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

## 9. Grading Policies

### **Incomplete: Incomplete Grade Assignment** ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed

during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

## 10. **Grade Appeals**

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

## Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)