

Course Number: IME 2020

Course Title: Work Design

Course Description:

Motion study practices relating the worker to equipment and environment. Application of the principles of motion economy, time study, use of flow process diagrams, worker-machine charts, micro-motion analysis, time formulas, work sampling, rating, allowances, standard date systems and predetermined time standards. Techniques and procedures for developing and applying the principles of human factors engineering to systems design. 3 credits. (3 plus 0)

Prerequisites: IME2010.

Credit hours: 3

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

1. Apply Theory of Constraint concepts to maximize impact of improvement efforts.
2. Evaluate work station design to ensure efficiency of operation and minimize stress factors for the operator.
3. Perform time studies and establish time standards for routine operations.
4. Develop time standards using MOST analysis, for situations when time studies cannot be performed.
5. Recognize appropriate measures for evaluating performance that directly impact the company's ability to minimize production costs.

INDIANA**TECH**

College of Professional Studies

IME 2020 Work Design Online Syllabus Course Content

Instructor Information

Please see Professor Profile at the Blackboard instructional site.

Course Schedule

Please see Course Schedule in the Course Syllabus area of the Blackboard instructional site.

Online Course Policies

All of the online courses taken by students are required to follow the policies posted online at <http://online.indianatech.edu/tech-policies/policies/>. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

Textbook / Course Resources

Goldratt, Eliyahu (1992). The Goal (2nd revised edition). Great Barrington, MA: The North River Press. (linked in Blackboard)

Groover, Mikell P. (2007). Work Systems and the Methods, Measurement, and Management of Work. Upper Saddle River, NJ: Prentice Hall Publishing.

Grading Events & Grading Criteria

Unless otherwise specified, all assignments must be submitted via Blackboard.

You will have a variety of ways to demonstrate what you learn in this course. Below you will find the grading events and corresponding points available in HCA 2100.

Grading Events

Description	Points Possible
Course Preparation Quiz	20
Discussion Board Posts (5 @ 20 pts.)	100
Question Sets (5 @ 80 pts.)	400
Week 2 Project	40
Textbook Problem Sets (Weeks 3, 4, 5 @ 40 pts.)	120
Week 4 Worksheets (2 @ 20 pts.)	40

Description	Points Possible
Week 5 Worksheets (3 @ 20 pts.)	60
Exams (2 @ 100 pts.)	200
Total Points Possible	980

Grading Scale

The following grade scale will be used to assign a grade at the end of the course.

Percentage Achieved	Grade
90% or above	A
80% or above	B
70% or above	C
60% or above	D
Below 60%	F

Grading Criteria

Discussion Board Assignments

There are 5 graded discussion board assignments in this course. These discussion boards are worth a maximum of 20 points each. Your initial posting should be substantive, 2-3 paragraphs, and should include ideas and concepts from the readings to support your answers. You are required to respond to at least two classmates; each response should be at least one paragraph in length. You are encouraged to include any relevant personal or professional experiences, as well as credible sources from outside of this course, to support your responses. *Please refer to the discussion grading rubric posted in each discussion.* You are expected to post your initial posting on Blackboard by Thursday (not later than 11:59 p.m. EST) and to post your responses to two (2) classmates by Sunday (not later than 11:59 p.m. EST).

Written Assignments and Worksheets

Throughout the course, there are a variety of written assignments and worksheets that are assigned. Each is designed to engage you with the course material and assess your learning. All assignments should be written in APA style with evidence of research via citations and references.

Examinations

There will be two (2) exams in this course. Note you must complete examinations by the due date, or you will not be able to access them. Also, once you access an examination, you must complete it. There is no starting over or resuming an exam.

Late Assignments

Every effort should be made to submit work for this course on time, according to the posted course schedule. The abbreviated nature of this course makes it difficult to “make-up” a missed assignment. All assignments and required online activities are due according to the deadline listed in the course schedule. Granting deadline extension is the course instructor’s autonomy.

Incompletes

If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:

- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.
- The student is
 - in good academic standing – up to date on all of the course assignments and has at least an overall passing grade,
 - able to complete all of the remaining coursework within a session (5 weeks for an undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
 - able to provide support documentations to substantiate the need for extra time should a session is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. **The deadline cannot go past one (1) session.** All incomplete grades and deadlines are subject to approval by the designated university authority.

Course Related Communication

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor, and classmates, is by using the Send Email function from the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it.

Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All of the emails your classmates and instructor sent to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a reply within 24 hours, please do not hesitate to follow up with another email or forward the carbon copy of the email you sent to OnlineSupport@IndianaTech.edu with a note "Please help. It's been 24 hours and I have not heard from my instructor" and the University support staff will act on your behalf to contact your course instructor.